

# Duplicate Timecard Reports

These reports provide a quick, easy-to-read display of employee timecards in a current, previous, or historical pay period. Note that the comments and any prior period adjustments will not be available to print on these reports, so if you need that information please see the [View History Timecard Details](#) job aid.

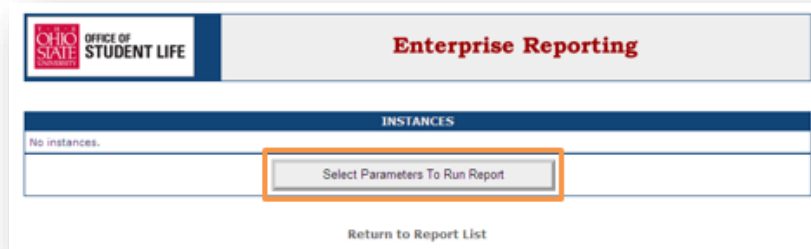
Duplicate Timecard Report(Current or Previous Pay Period)

Duplicate Timecard Report(History Pay Periods)

## Running the Duplicate Timecard Report for the Current or Previous Pay Period

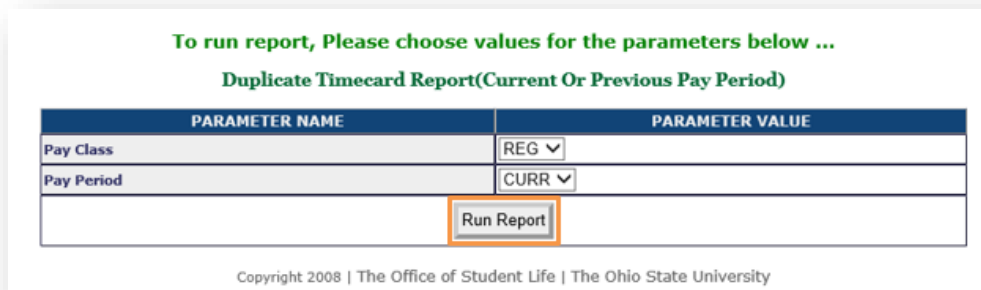
This report generates copies of all employee timecards within the selected criteria. To run this report, click on “Duplicate Timecard Report (Current or Previous Pay Period) within the reports menu of Timekeeping.

1. Click on “Select Parameters To Run Report”.



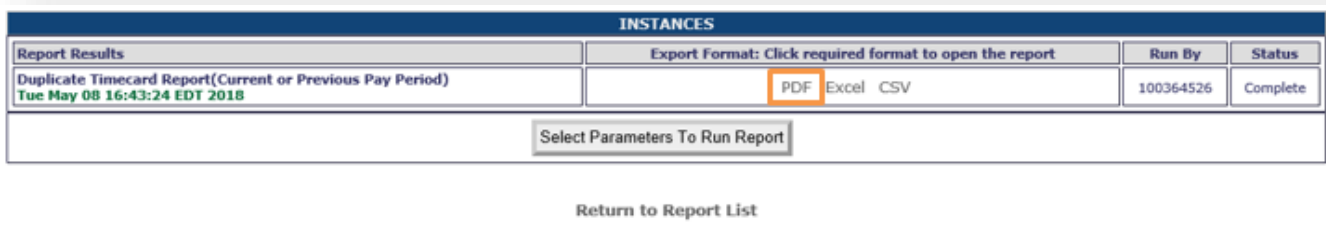
The screenshot shows the 'Enterprise Reporting' header with the Ohio State Office of Student Life logo. Below the header is a table titled 'INSTANCES' which currently contains 'No instances.' A button labeled 'Select Parameters To Run Report' is highlighted with an orange box. At the bottom of the page is a link for 'Return to Report List'.

2. Select the desired Pay Class and Pay Period on the Select Parameters page. Click “Run Report”.



The screenshot displays the parameter selection page for the 'Duplicate Timecard Report(Current Or Previous Pay Period)'. It features a table with two columns: 'PARAMETER NAME' and 'PARAMETER VALUE'. The 'Pay Class' parameter is set to 'REG' and the 'Pay Period' parameter is set to 'CURR'. A 'Run Report' button is highlighted with an orange box. The footer includes the copyright information: 'Copyright 2008 | The Office of Student Life | The Ohio State University'.

3. When the report has run, click on the desired format to view and/or save. The Duplicate Timecard Reports are most compatible with the PDF format.



The screenshot shows the 'INSTANCES' table with the following data:

Report Results	Export Format: Click required format to open the report	Run By	Status
Duplicate Timecard Report(Current or Previous Pay Period) Tue May 08 16:43:24 EDT 2018	PDF Excel CSV	100364526	Complete

Below the table is a 'Select Parameters To Run Report' button and a 'Return to Report List' link.

\*Note that the Current/Previous version of the Duplicate Timecard report pulls the selected timecard for everyone a user has access to within the selected pay class. If one timecard is desired, the “Print Summary” button in [Manage Employee Time](#) may be a better option.

Punch Summary | Schedule Details

Week One

Add Punch | Add Leave | **Print Summary**

In					Out					Hours	Total
Day	Date	Time	W	Action	Day	Date	Time	W	Action		

### Running the Duplicate Timecard Report for History Pay Periods

This report generates copies of a selected employee’s timecards within a date range, and can be run for any pay period outside of the current and previous periods. To run this report, click on “Duplicate Timecard Report (History Pay Periods)” within the reports menu of Timekeeping.

1. Click “Select Parameters To Run Report”

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INSTANCES

No instances.

**Select Parameters To Run Report**

Return to Report List

2. Select the desired date range using the “From Date” and “To Date” dropdowns.
3. Select the employee timecard desired for the date range by entering the last name of the employee or selecting the name from the dropdown.
4. Click “Run Report”

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To run report, Please choose values for the parameters below ...

**Duplicate Timecard Report(History Pay Periods)**

PARAMETER NAME	PARAMETER VALUE
From Date	12/04/11
To Date	12/31/11
Enter Last Name or Select Employee	AY, KATHERINE M. - HR MAY, KATHERINE M. - HR STU - 4

Run Report

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- When the report has run, click on the desired format to view and/or save. The Duplicate Timecard Reports are most compatible with the PDF format.



### Duplicate Timecard Report Output

See the example below of the PDF output of either Duplicate Timecard Report.

Day	Date	Time In	W	Category	Time Out	W	Hours	Total Hours
<b>COOVER, BRANDI M.</b>								
Pay Period # : 23			Fiscal Year : 2018		Pay Period Dates : 4/15/2018 thru 4/28/2018			
EMPL ID : [REDACTED]			Sub # : 1		FISC ASSOC			
Time Clock : LINCOLN LOBBY			Org : 52930		SL BUDGET & PLANNING			
Super Appr. : [REDACTED]			Emp Appr. : [REDACTED]					
Appr. Date : 4./30/2018 9:06:54 AM			Appr. Date : 4./30/2018 8:29:18 AM					
<b>First Week: 4/15/2018 - 4/21/2018</b>								
SUN	4/15/2018	3:00 AM		OFF - DAY OFF	*****		0.0	0.0
MON	4/16/2018	8:26 AM	-	-	5:04 PM	-	8.0	8.0
TUE	4/17/2018	8:24 AM	-	-	5:02 PM	-	8.0	16.0
WED	4/18/2018	8:30 AM		REG - REGULAR HOURS			8.0	24.0
THU	4/19/2018	8:25 AM	-	-	5:03 PM	-	8.0	32.0
FRI	4/20/2018	8:13 AM	E	-	5:01 PM	-	8.0	40.0
SAT	4/21/2018	3:00 AM		OFF - DAY OFF	*****		0.0	40.0
<b>Summary - First Week</b>							<b>Regular Time:</b>	<b>40.00</b>
							<b>Over Time:</b>	<b>0.00</b>
<b>Second Week: 4/22/2018 - 4/28/2018</b>								
SUN	4/22/2018	3:00 AM		OFF - DAY OFF	*****		0.0	0.0
MON	4/23/2018	6:57 AM	-	-	5:31 PM	-	10.0	10.0
TUE	4/24/2018	6:52 AM	-	-	5:32 PM	-	10.0	20.0
WED	4/25/2018	6:58 AM	-	-	5:30 PM	-	10.0	30.0
THU	4/26/2018	6:56 AM	-	-	5:30 PM	-	10.0	40.0
SAT	4/28/2018	3:00 AM		OFF - DAY OFF	*****		0.0	40.0
<b>Summary - Second Week</b>							<b>Regular Time:</b>	<b>40.00</b>
							<b>Over Time:</b>	<b>0.00</b>
<b>Summary - Pay Period</b>							<b>Regular Time:</b>	<b>80.00</b>
							<b>Over Time:</b>	<b>0.00</b>