Detailed Hours Overview Report

Job Aid

The Detailed Hours Overview Report provides a calendar view of raw and calculated punch times and total hours for each employee, including counter totals per day. The report also offers time data totals for any date range and weekly totals for each employee.

Navigating the Detailed Hours Overview Report

To access **the report**, open the **Global Navigation Menu** and click **My Reports > Time and Labor > Time Allocation > Detailed Hours Overview**. The following image describes the main areas of this report.


A	**Breadcrumbs:** Shows where you are within the application.
B	**Report Date Options and Additional Filters:** Adjust the date range, only show employees with data for the report's set date range, only show employees with missing punches, and only show employees with a total calculated time amount above a certain threshold (e.g., 80 >=).
C	**Settings Option:** Enables/disables the data displayed in the report. *Find more information on page 2.*
D	**Weekly Overview Calc/Counter Totals:** If enabled, provides totals for all counters and calculated time in the Employee Overview column.
E	**Weekly Overview Time-Specific Data:** If enabled, provides a calendar view of punch times/totals, calculated times/totals, worked cost centers per day, scheduled shifts, daily notes, etc. based on the report's set date range.
F	**Employee Totals Data:** If enabled, provides certain time data totals for the report's set date range.

Adjusting report settings

1 Click **Settings**.
2 In the dialog box, enabled or disable the data options found on the following report settings tabs:
    a. **Weekly Overview:** Controls the data shown in the Employee Overview and Weekly Overview columns of the report.
    b. **Employee Totals:** Controls the data shown at the bottom of the Weekly Overview column, per employee. The **Show Employee Totals** option must be enabled to activate the other options in this tab.
    c. **Weekly Totals:** Controls the data shown on the furthest, right-hand portion of the Weekly Overview column. The **Show Weekly Totals** option must be enabled to activate the other options in this tab. *See the example below.*
    d. **Page Totals:** Controls the data shown at the bottom of the report. The Rows of Page option affects page total data amounts. The **Show Page Totals** option must be enabled to activate the other options this tab. *See the example below.*
3 To activate any option changes, click **Use Selected**.
   NOTE: You must save the report settings to use these settings again.
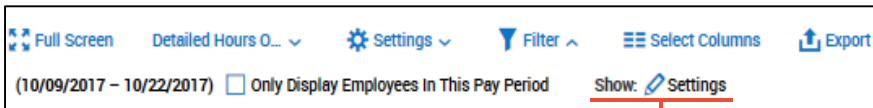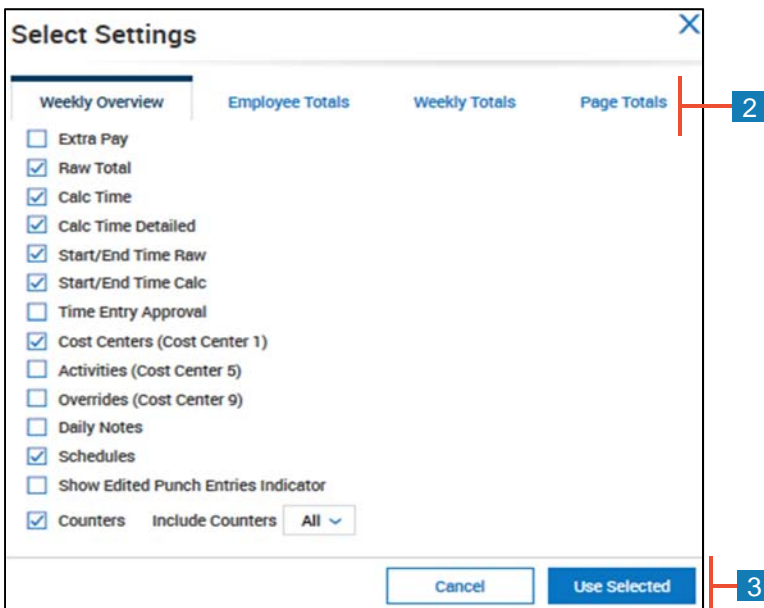
Weekly totals (per employee) example

Mon 10/09 - Sun 10/15	
Regular	31:30
Weekly Overtime	5:00
_Scheduled Hours	40:00
_Worked Hours	36:30
Calc Time	36:30

Mon 10/16 - Sun 10/22	
Regular	36:45
_Scheduled Hours	40:00
_Worked Hours	36:45
Calc Time	36:45

Page totals example

	Total	Calc Time Total		Cost Center	Regular	Weekly Overtime	_Scheduled Hours	_Worked Hours
	Location 1/Dept 100	81:00	81:00 10.3514%	Location 1/Dept 100	40:00	0:00	0:00	40:00
	Location 1/Dept 200	231:00	231:00 29.5208%	Location 1/Dept 200	222:00	9:00	0:00	231:00
Calc Time 782:30	Location 1/Dept 300	155:15	155:15 19.8403%	Location 1/Dept 300	150:00	5:15	0:00	155:15
	Location 1/Dept 400	232:45	232:45 29.7444%	Location 1/Dept 400	223:45	9:00	0:00	232:45
	Location 1/Dept 500	82:30	82:30 10.5431%	Location 1/Dept 500	80:00	2:30	0:00	82:30
	Total Time		782:30 782:30	N/A	0:00	0:00	760:00	0:00
				Total	715:45	25:45	760:00	741:30