Kuali Time IUIE Reporting

Lora Headdy
Payroll & Time System Manager
When to use Kuali Time Reports

• Time reporting should be used for
  – Day level detail
  – Current pay period information

• Time reporting should NOT be used for
  – Hours worked for a period
  – List of all employees

• Payroll/Labor Ledger data is the final source for hours worked and salaries/accounting.
Where are the Kuali Time Reports

- Departmental Folder
- Payroll > Timekeeping Folder
- NOT Historical TK Reports

- Kuali Time IUIE Detail Info:
  [http://www.fms.indiana.edu/kualitime](http://www.fms.indiana.edu/kualitime)
Audits during pay period

• **Clock Log Automatic-24hr Clock Out:**
  – Report displays clock log data where the system did a clock out (employee clocked in for more than 24 hours), which shows as user id = “tkclockout.”

• **Timeblock Exceeds Hours:**
  – Report displays time block data where hours exceed the value you enter as Maximum Hours. This could be used to look for employees who missed a punch and created erroneous timeblocks.
  – *Bug: overnight timeblocks

• **Timesheet Hours Audit:**
  – This query sums Timekeeping hours by FLSA week and Employee ID and compares them to the value you entered as the Hours Limit. If the summed hours meet or exceed the limit you entered, all Timekeeping hours are displayed by Campus, RC, Department and Work Area. (If you are concerned that Temporary employees in your department are working too many hours, run this report on Thursday and/or Friday each week so you can make any necessary adjustments to their schedule.) Can be used to audit for ACA and overtime.
IP Clock Audits

• Clock Log Warning-Unapproved Location:
  – Report displays clock log data where the invalid IP indicator = Y. This indicates the employee took a clock action from an unapproved IP address per the existing Clock Location Rules.

• Clock Log Detail:
  – Report uses data from the clock actions datagroup and formats an Excel report by work area, employee ID and clock timestamp. Can be used to view IP addresses of employee clock actions and the actual (unrounded) clock times.
Audits after pay period

• **Auto Approved Timesheet Detail:**
  – Report returns pay period and hour totals for TK employees where the timesheet was auto approved by the system.

• **Missed Punch Auto Approval:**
  – Documents auto approved by the system at the end of the pay period due to no action by the approver.

• **Missed Punch Detail:**
  – Report displays missed punch document information including workflow data. This allows you to view who is using the missed punch document and track abuse of the functionality.
Audit quarterly

• **Job and TIME Detail:**
  – Report selects current job data and the associated Kuali Time work area and task data. This report allows you to view active employees in specific work areas and/or departments.

• **Time Roles:**
  – This query finds members of a Time Role by role name or by employee. Allows you to audit for roles associated with employees (especially terminated employees) and verify roles for your department/work area.
  – *Bug- Report under construction, can use Datagroup

• **Timesheet Correction Report:**
  – Report displays timesheet data for a date range where the Employee ID is NOT the same as the Employee ID of the user who modified the timesheet.
Other Reports

• **Timekeeping Hours Summary:**
  – Summary of hours by campus, department, employee, rec nbr, WA, Task and earn code.

• **Timesheet Notes:**
  – Report displays pay period hour totals and timesheet notes for Kuali Time employees where notes exist in the pay period.

• **Timeblock Detail: **Coming Soon**
  – Report uses data from the timeblock datagroup and formats into Excel report. Can be used to pull data per employee, timesheet doc ID, work area, dept, earn code, etc.
Datagroups

• TK Time Block Detail
  – Returns timeblock detail on timesheets.

• TK Time Block Expanded
  – Same as timeblock, with funding detail.

• TK Time Block History Detail
  – Returns all timeblock activity, including deleted/edited timeblocks.

• TK Work Area Detail & TK Task Detail
  – Use to pull list of work area and tasks for your dept.

• TK Dept Lunch Rule Detail
  – Use to pull list of automatic lunch rules for your dept.
Tips

• Leave pay period parms blank and each will default. This will allow you to schedule these reports.

• If you are only running for one pay period, enter the pay period end date in both fields

• Datagroup parameters
  – “Row Indicator” value of C to only return current rows.
  – “Active Indicator” value of A to only return active rows.

• Approvers have access to these IUIE reports.

• Payroll Report Descriptions:
  – http://www.fms.indiana.edu/payroll/iuie_query_list.asp