

Time and Labour WorkCenter Queries

This Quick Reference Guide provides an overview of the queries available in your WorkCenter and how they can be used to manage Time and Labour within your Faculty/Department.

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Query Name	Description	Additional Information Provided
My Pending Time Approval	Provides a view of all the time transactions for your department(s) that are waiting for your approval.	<ul style="list-style-type: none"> - Time Reporting Code (TRC) - TRC Description - Quantity of Hours reported - Reported Date - Payable Status - If hourly rate was overridden, the new rate will display here - If a Combo Code was overridden, the new Combo Code will display here
Pending Time Exception Errors	Provides a view of all the time transactions for your department(s) that contain Exception Errors that need to be fixed or cleared before they can be approved and paid.	<ul style="list-style-type: none"> - Faculty - Exception ID - Date Under Report - Exception Status (High or Low) - Exception Description
Banked Time Summary Report	Provides a view of all Banked Time earned and taken by employees within your department(s).	<ul style="list-style-type: none"> - Faculty - Job Title - Time Recording Code (TRC) - TRC Description - Whether the hours were Earned or Taken - The Date of the occurrence - Quantity of Hours Earned or Taken - Balance of the Banked Hours and the Month
Leave Balance Negative	<p>Provides a list of all employees that have a negative balance in their Leave Bucket.</p> <p>A negative balance indicates that an employee has used more leave hours than they have been allotted.</p>	<ul style="list-style-type: none"> - Faculty - Job Title - Leave Short Name Title - The date of the leave - Leave Balance

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Query Name	Description	Additional Information Provided
Multiple Job Employees	Provides a list of all employees with multiple jobs that you have access to view.	<ul style="list-style-type: none"> - Other Supervisor Empl ID - Other Supervisor Position Number - Other Supervisor Name
APO/Librarian Vacation History	Can be used to track APO/Librarian vacation. Only useful if vacation time is entered into the Time and Labour system.	<ul style="list-style-type: none"> - Faculty - Date the Vacation was reported - Time Recording Code (TRC) - TRC Description - Quantity of Vacation Hours Taken

In addition to the information listed above, the Time and Labour WorkCenter queries provide standard information as listed below.

- Employee ID
- Employee Record
- Last Name of employee
- Department ID
- Department Name

Search Criteria for Queries

Search criteria is available at the top of the page and is consistent across most of the Time and Labor related queries.

Search Criteria Fields	Data to be Entered
First Deptid	Enter an individual Dept ID or '0000' for all Dept ID's you have access to
Final Deptid	Enter the same Dept ID as First Deptid Field for a single Dept ID or 'ZZZZ' for all Depts you have access to
Supervisor ID	Enter '%' to include all Supervisor ID's or enter an individual Empl ID of the Supervisor
Reports To Position	Enter % for all
Faculty	Enter the 3 digit code for your faculty
Employee ID	Enter % for all
As of Date	Enter the current date <i>Exception: For 'My Pending Time Approval' query enter the pay period end date</i>

TIP: It is important to read the Search Criteria field information to know what needs to be entered to show **ALL** results related to that field, as the entry is not the same from field to field.

Screen Shots – Examples

ZTL_MGR_PENDING_APPROVALS - My Pending Time Approvals

As of Date: 


[View Results](#)


View All


First  1-5 of 5  Last

	Empl ID	Empl Record	NAME	Dept ID	Department Name	Time Reporting Code	TRC Description	Quantity	Reported Date	Payable Status	Override Rate	Override Combo Code
1		2	Buquhh,Zktovwurkit Ketm	360800	SCI Psychology Science	021	FTS Hrs	7.000000	17/04/2017	Needs Appr	0.000000	
2		2	Buquhh,Zktovwurkit Ketm	360800	SCI Psychology Science	021	FTS Hrs	7.000000	18/04/2017	Needs Appr	0.000000	
3		2	Buquhh,Zktovwurkit Ketm	360800	SCI Psychology Science	021	FTS Hrs	7.000000	19/04/2017	Needs Appr	0.000000	
4		2	Buquhh,Zktovwurkit Ketm	360800	SCI Psychology Science	021	FTS Hrs	7.000000	20/04/2017	Needs Appr	0.000000	
5		2	Buquhh,Zktovwurkit Ketm	360800	SCI Psychology Science	021	FTS Hrs	7.000000	21/04/2017	Needs Appr	0.000000	


ZTL_MGR_BANKED_TIME_SUMMARY - Banked Time Summary Report


First Deptid (0000 for all): 

Final Deptid (ZZZZ for all): 

Supervisor ID (% for all): 

Reports To Posn(% for all): 



Faculty (% for all): 

Employee ID (% for all): 

From Date: 

[View Results](#)








View All

First  1-3 of 3  Last

	Empl ID	Empl Record	Name	Faculty	Dept ID	Department Name	Job Title	TRC	Descr	Earned/Taken	Date	Hours	Balance	Month	Year
1		0	Kainnit,Uqowe	Arts	170300	ART Psychology	Admin Assistant 08	665	Bank Time Taken	Taken	18/04/2017	7.000000	-7.000	APR	2017
2		0	Kainnit,Uqowe	Arts	170300	ART Psychology	Admin Assistant 08	661	Bank Time @ 1.5	Earned	21/04/2017	1.500000	-4.750	APR	2017
3		0	Kainnit,Uqowe	Arts	170300	ART Psychology	Admin Assistant 08	660	Bank Time with OT Rules	Earned	21/04/2017	0.750000	-4.750	APR	2017

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ZTL_MGR_LEAVE_BAL_NEGATIVE - Leave Balance Negative

First Deptid (0000 for all): 
 Final Deptid (ZZZZ for all): 
 Supervisor ID (% for all): 
 Reports To Posn(% for all): 
 Faculty (% for all): 
 Employee ID (% for all): 
 As of Date: 

[View Results](#)

View All

First 1-1 of 1 Last

Empl ID	Empl Record	Name	Faculty	Dept ID	Department Name	Job Title	Short Name	Date	Leave Balance
1	0246841	0 Yiexit,Bidutek J	Science	360800	SCI Psychology Science	Accounting Assistant 06	Vacation	02/11/2016	-7.09








ZTL_MGR_MULTIPLE_JOB_EMPS- Multiple Job Employees

View All

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ID	Other Empl Record	Name	Dept ID	Dept Descr	Other Supervisor ID	Other Reports To Posn	Other MgrName
1	0	Qwatgb,Zktovwurkit Y	360800	SCI Psychology Science			
2	1	Qwatgb,Zktovwurkit Y	170300	ART Psychology		00006270	Zutpefm,Jivnib Y
3	0	Jejq,Kubte Jonnoev	170300	ART Psychology		00004423	Yuanwit,Geqqoi J.
4	2	Jejq,Kubte Jonnoev	185000	EDU School-Libr & Infor Stdies	0652642		Unwpeqq,Uqqe A
5	1	Buquhh,Zktovwurkit Ketm	360800	SCI Psychology Science	0015135		Yoveqc,Gihhtib F
6	2	Buquhh,Zktovwurkit Ketm	360800	SCI Psychology Science	0015135		Yoveqc,Gihhtib F
7	0	Kiloe,Ritive	170300	ART Psychology		00003351	Yoveqc,Gihhtib F
8	1	Kiloe,Ritive	370010	EXTN Extension Academicsss	0015301		Zuqqut,Fitditw T
9	3	Kiloe,Ritive	187000	EDU Elementary Education	0631753		Bukitwb,Ketbeqqi
10	1	KfKonneq,Lion Unizeggit	360800	SCI Psychology Science	0015135		Yoveqc,Gihhtib F
11	2	KfKonneq,Lion Unizeggit	360800	SCI Psychology Science		00004106	Qriwfk,Ketfoe J
12	1	Juotiv Boqoc,Dedtoine	360800	SCI Psychology Science	0015135		Yoveqc,Gihhtib F
13	3	Juotiv Boqoc,Dedtoine	170300	ART Psychology	0015135		Yoveqc,Gihhtib F
14	4	Juotiv Boqoc,Dedtoine	170300	ART Psychology		00006208	Qoqjken,Uqwkubq Ytol

ZTL_MGR_APO_LIB_VACATION - APO/Librarian Vacation History

First Deptid (0000 for all): 
 Final Deptid (ZZZZ for all): 
 Supervisor ID (% for all): 
 Reports To Posn(% for all): 
 Faculty (% for all): 
 Employee ID (% for all): 
 From Date: 

[View Results](#)

View All

First 1-5 of 5 Last

Empl ID	Empl Record	NAME	Faculty	Dept ID	Department Name	Reported Date	Time Reporting Code	TRC Description	Quantity
1	0	Kuhhoww,Hixoq Mewtofm	Libraries	730100	LS Vice Provost Learning Svc	16/02/2017	801	Vac Taken	8.000000
2	0	Kuhhoww,Hixoq Mewtofm	Libraries	730100	LS Vice Provost Learning Svc	17/02/2017	801	Vac Taken	8.000000
3	0	Kuhhoww,Hixoq Mewtofm	Libraries	730100	LS Vice Provost Learning Svc	20/02/2017	801	Vac Taken	8.000000
4	0	Kuhhoww,Hixoq Mewtofm	Libraries	730100	LS Vice Provost Learning Svc	21/02/2017	801	Vac Taken	8.000000
5	0	Kuhhoww,Hixoq Mewtofm	Libraries	730100	LS Vice Provost Learning Svc	22/02/2017	801	Vac Taken	8.000000