



MANAGER - TIME LEVELING

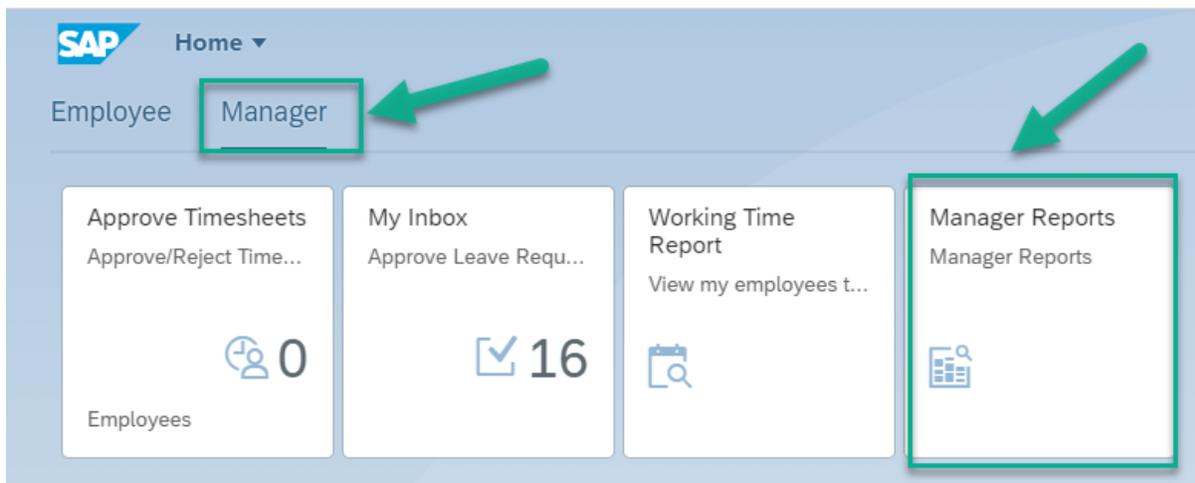
FIO-14 | BUSINESS PROCESS PROCEDURE

FIO

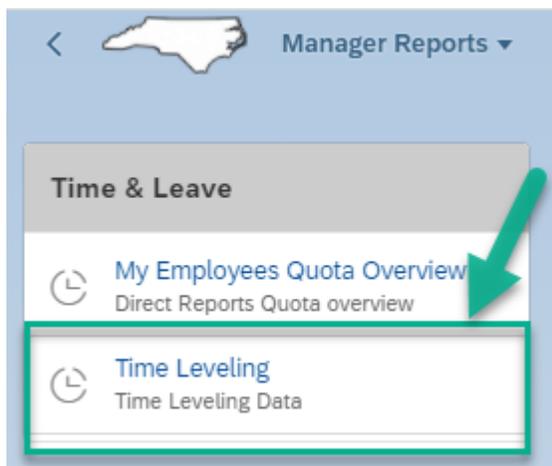
The purpose of this BPP is to show how the Time Leveling Report can help supervisors monitor their direct reports time entry data and validate each period's target hours recorded to determine whether employees' time entered for the period or working week have been met.

The Time Leveling report can be found on the **Time & Leave** card within the **Manager Reports** tile.

1. From the Fiori Homepage, on the **"Manager"** tab click on the **"Manager Report"** tile.



2. Click on the **"Time Leveling"** link.



The Time Leveling Report delivers the employees' working week following the manager's settings by default when displayed.

The Time Leveling Report allows for working week date overrides within the Begin Date and End Date fields.

Date overrides:

When the date selection is used, the Start and End Date must be selected. If only the Begin date is selected and the End date is left blank, the default is today. The same is true for the reverse. If the End Date is selected and the Begin date is left blank, the default is today. If the date fields are left blank, the content will be delivered following the default of the current week.

There are two data fields

- **Employee Name** is a filter field - All direct reports are delivered by default. The direct reports relationship is set on the position. The filter option allows a manager to override the default to a specific employee data set.
- **Begin Date and End Date**
 - When the date override is defined, the period delivered follows the selection dates within the **Begin Date** and **End Date** fields and no longer follow the manager’s working week. When the date fields are used, the user must select **Go** for the report to deliver the expected results.
- **Clear** resets the Employee Name filter to All and the Begin Data and End Date back to default.
- **“Export to Excel”** icon delivers the report content to a savable spreadsheet.

When the report is deployed, you can see the employee’s name, the beginning date, the ending date, the target hours for the dates shown, the recorded hours for the dates shown, and the variance.

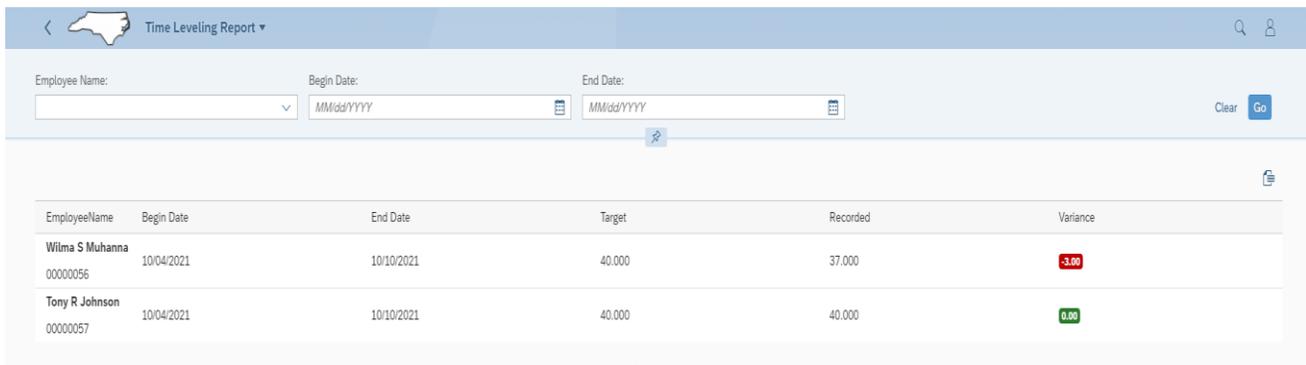
The variance is color coded:

- Meets target hours (Green)
- Exceeds target hours (Orange)
- Less than target hours. (Red)

The current week is extracted by default. In this case the manager’s working week is **Monday - Sunday**. Because the manager’s working week is **Monday - Sunday**, the default period will represent that of the managers as defined within the master data settings.

In the example below, Wilma is expected for 40 hrs. for the working period and has recorded 37 hours, so the variance represents three hours less or short and is represented in **RED**.

Tony has recorded the expected hours equal to 40, therefore, the variance is represented as 0.00 hrs. and is represented in **GREEN**.



EmployeeName	Begin Date	End Date	Target	Recorded	Variance
Wilma S Muhanna 00000056	10/04/2021	10/10/2021	40,000	37,000	-3.00
Tony R Johnson 00000057	10/04/2021	10/10/2021	40,000	40,000	0.00

The Begin Date and End Date were selected as 9/27/2021-10/3/2021. By default, the current week is delivered. To view weeks outside of the current week, the dates must be selected within the date selection fields.

Wilma is expected for 40 hrs. for the working period and has recorded **50 hours**, so the **variance** represents 10 hours more or in excess and is represented in orange/yellow.

Tony has recorded the expected hours equal to 40, therefore the **variance is represented** as 0.00 hrs. and is represented in **GREEN**.

The screenshot shows the 'Time Leveling Report' interface. At the top, there are search filters for Employee Name, Begin Date (09/27/2021), and End Date (10/03/2021). Below the filters is a table with the following data:

EmployeeName	Begin Date	End Date	Target	Recorded	Variance
Wilma S Muhanna 00000056	09/27/2021	10/03/2021	40.000	50.000	10.00
Tony R Johnson 00000057	09/27/2021	10/03/2021	40.000	40.000	0.00

3. To “Export” the report, click on “Export to Excel” icon.

This screenshot is identical to the one above, but it includes a red arrow pointing to the 'Export to Excel' icon (represented by a document with a download arrow) located in the top right corner of the table area.

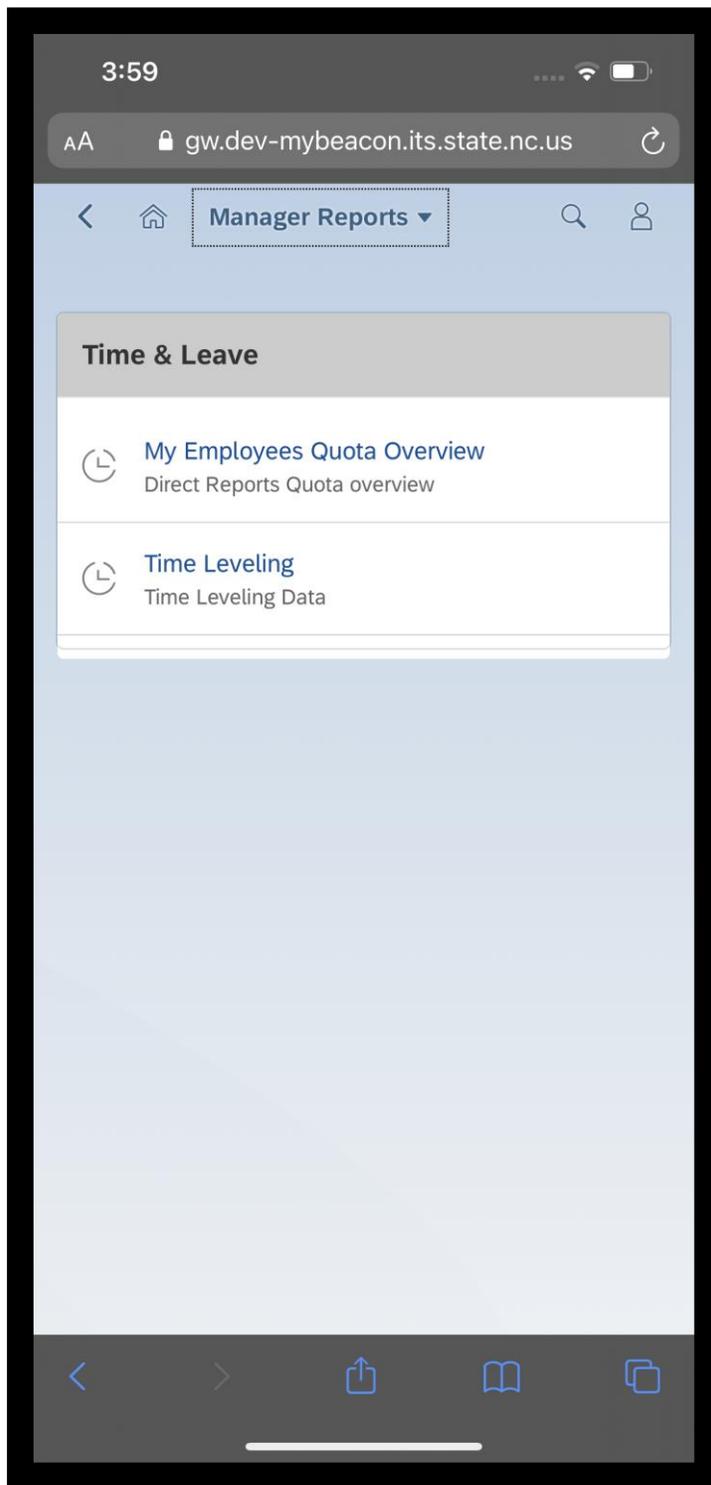
4. To go back to the “Homepage,” click on “Time Leveling Report.”



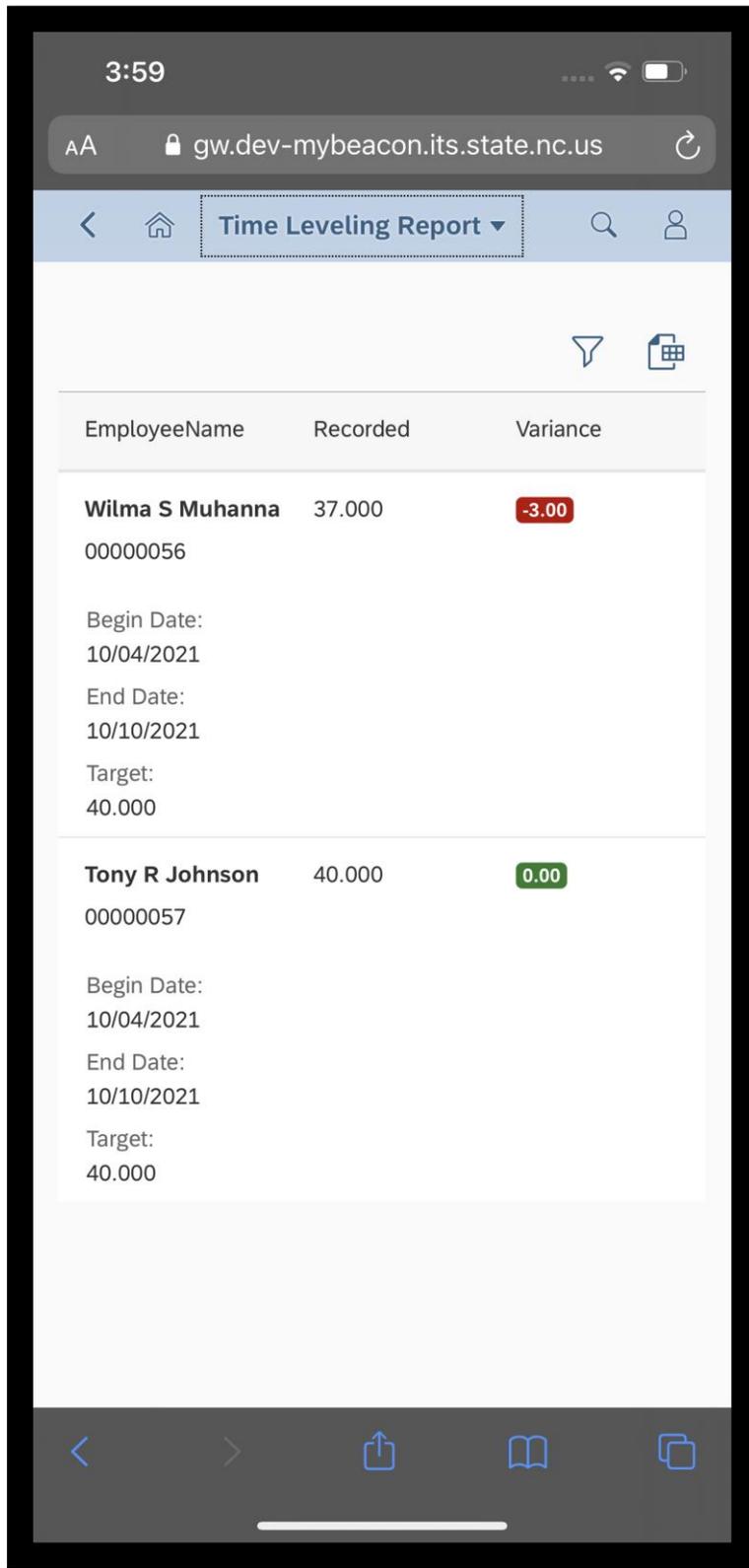
Mobile:

The **Time Leveling** report is also accessible using a **Mobile Device**. The **Time Leveling Report** can be accessed through the **Manager Reports** application.

When the **Time Leveling** link is selected from the **Time & Leave** card, the report is executed and shows you whether your employees have met their expected target hours, have recorded more hours than expected, or have recorded less hours than the target.

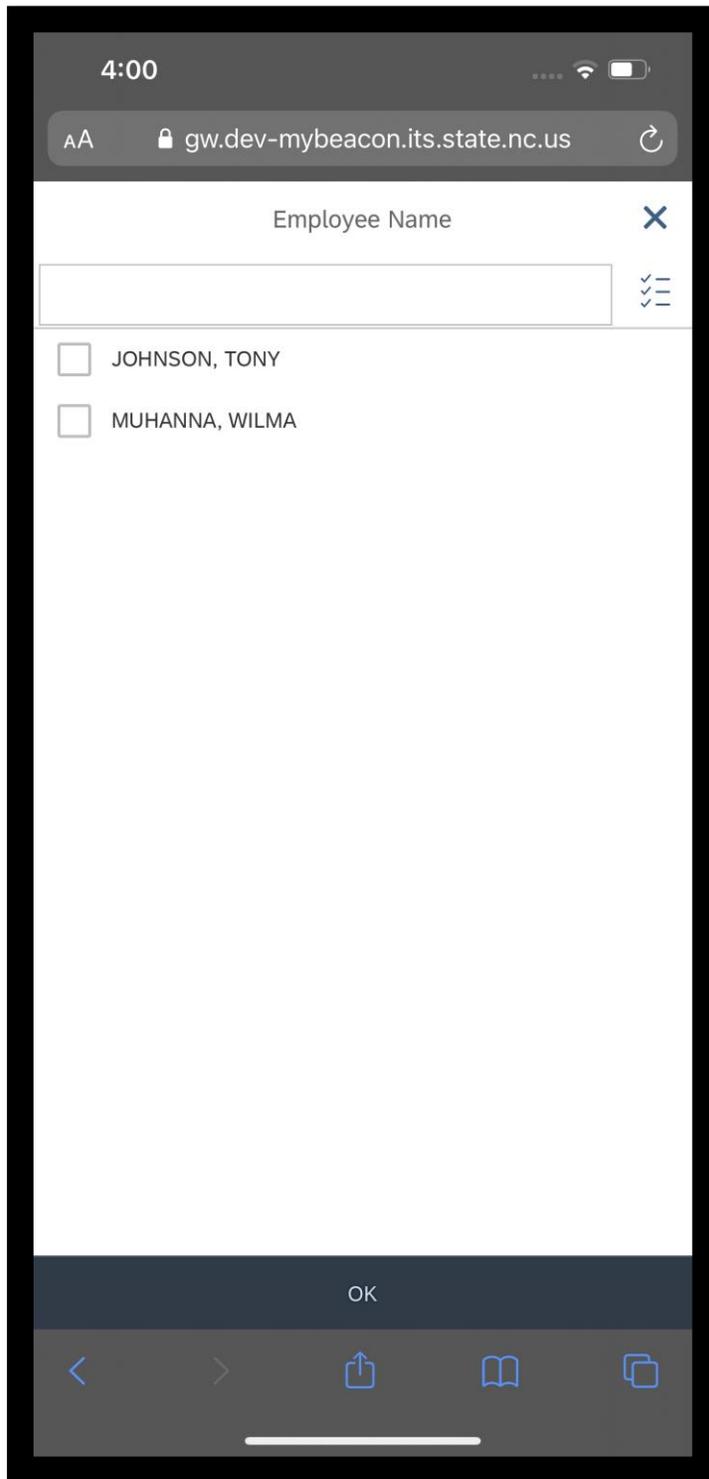


On **Mobile**, the default layout represents the Employee Name, hours Recorded and Variance along the top, while the period and Target hours are shown down the side. The default reporting period is current week.



When the **filter** is selected, you have the options to select Employee's individually and use the date fields to select the reporting period if you wish to report on a period other than the defaulted current week. **OK** generates the report with the filter selections chosen.

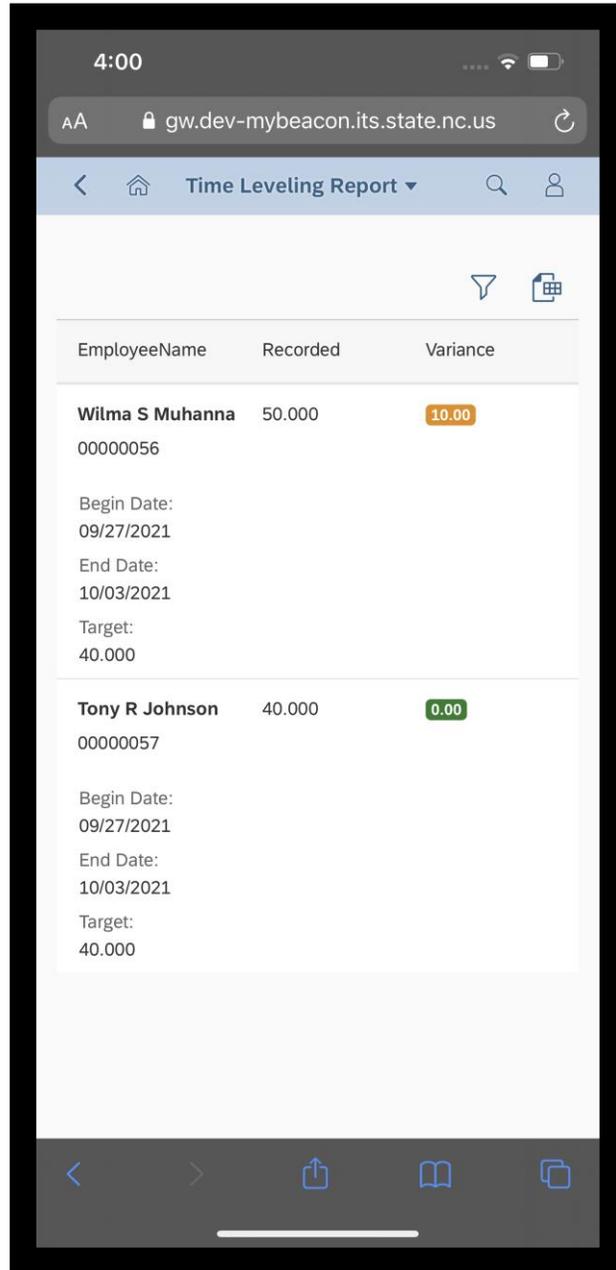
Employee Name filter:



Date field selection for reporting on a period outside of the default current period

A screenshot of a mobile browser interface. At the top, the status bar shows the time 4:00, signal strength, Wi-Fi, and battery icons. The address bar contains the URL "gw.dev-mybeacon.its.state.nc.us". Below the address bar is a white search bar with an "X" icon on the right. The main content area has a light blue background and contains three form fields: "Employee Name:" with a dropdown menu, "Begin Date:" with a text input containing "09/27/2021" and a calendar icon, and "End Date:" with a text input containing "10/03/2021" and a calendar icon. At the bottom right of the form area are two buttons: "Clear" and "Go". The bottom of the screen shows a dark navigation bar with icons for back, forward, share, bookmarks, and tabs.

After Ok is selected, the report is generated with the predefined Name filter and date selections chosen .



Change Record

- 10/7/21 – New BPP – Mayuri Surati
- 10/25/21 – Updated format and assigned reference number – Claire Ennis
- 11/9/21 – Incorporated content edits – Jennifer Boyette