



TIME LEVELING REPORT

MSS-9 | BUSINESS PROCESS PROCEDURE



The purpose of this Business Process Procedure (BPP) is to access and use the time leveling report in the Integrated HR-Payroll System.

Trigger:

Perform this procedure to identify time sheet variances or missing time.

Business Process Procedure Overview:

Manager Self-Service (MSS), or 'My Staff,' is a single access point for managers to find employee information and perform managerial tasks.

MSS users must be designated as a 'Line Supervisor' (B002) in the organizational structure to access MSS My staff functions.

The Time Leveling Report is located in the 'My Team' Workset in MSS. Managers will use the Time Leveling Report to supplement the MSS Time Approval process with the following activities:

- Identify employees with missing time
- Identify employees with hours LESS THAN their target hours
- Identify employees with hours MORE THAN their target hours

Managers can view the report output online or export the data to Excel.

Reference: This report is based on the functionality of transaction CATC in SAP.

Procedures

1. From the Integrated HR-Payroll System Home Page, click the **My Staff (MSS)** tab



 Information

The tabs on the main portal will vary by the user, depending on the roles and authorizations. Only managers will have the My Staff (MSS) tab.

My Data (ESS) My Staff (MSS) SAP GUI SAP GUI - TRAINING USERS ONLY

My Work Overview My Team

My Staff (MSS) > My Work Overview

Approve Time Sheet Data

Collective Approval Review and Save Completed

View: Weekly View - Simple

Employee	Empl./appl.name	Frm	To	Message	Number	Target Time	Approval	RejectionReason
80000111	Lorna Sims	04/07/2019	04/13/2019		40 H	40 H	Approve All	
80000120	Simon Monsen	04/07/2019	04/13/2019		40 H	40 H	Approve All	
80000111	Lorna Sims	04/14/2019	04/20/2019		40 H	40 H	Approve All	
80000120	Simon Monsen	04/14/2019	04/20/2019		48 H	40 H	Approve All	

 Information	MSS users are defaulted to the My Work Overview page.
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- Go to the 'Detailed Navigation' panel on the left section of the screen. Navigate to the Time Leveling Report by expanding the folders down the tree structure:

My Team > Reporting > Time Leveling Report

- My Work Overview
- My Team
 - Employee Information
 - Employee Working Times
 - Reporting
 - Time Leveling Report**
 - Working Time Report
 - Quota Balance Over

Time Leveling Report

The Time Leveling report is used to supplement the MSS Time Approval process with the following activities:

- Identify employees with missing time
- Identify employees with hours LESS THAN their target hours
- Identify employees with hours MORE THAN their target hours

The 'Selection' part of the report provides the following reporting options:

Selection

From: To:

First day of week:

Field	Description
From (date)	The start date for the reporting period. Note: The system will default to the current week (Sun - Sat).
To (date)	The end date for the reporting period.
First Day of Week	From the drop-down, select the applicable first day of the week. For example, if Sunday is selected, the output will be reported on weeks based on a work week from Sun to Sat. It is important to select the week based on how the employee enters their time to ensure accurate reporting for Target vs. Actual Recorded time. Note: The system default is Sunday.

1. Enter the date range, then make the Employee selection(s) to be reported.

Pers.No.	Name of employee or applicant
8000022	Greg Pastor
80000124	Jessica Hunter
80000111	Lorna Sims
80000112	Shaunte Morrison
80000120	Simon Monsen

Information: A list of the manager's Direct Report employees is displayed:

- To select all employees from the list, click .
- To deselect all employees from the list (and make another selection), click .

- To select one employee, click the employee from the list.
- To select specific employees from the list, but not all, hold the 'CTRL' key on your keyboard, then click the employees from the list.

2. When all reporting options are selected, click [Execute](#).

Employee Leveling Details								
Excel Export								
Pers.No.	Name	From date	To Date	Period	Target	Recorded	Variance	
80000112	Shaunte Morrison	06/23/2019	06/29/2019	26.2019	40	0	-40	
80000120	Simon Monsen	06/23/2019	06/29/2019	26.2019	40	0	-40	

The following output is displayed in the 'Employee Time Details' section of the report:

Column / Field Name	Description
Pers. No.	The personnel number
Name	The employee name
From Date	The start date of the period reported
To Date	The end date of the period reported
Target	The employee's target hours (per the employee's weekly work schedule)
Recorded	The employee's actual hours recorded in ESS
Variance	The variance of hours: Target vs. Recorded The following color code will display: <ul style="list-style-type: none"> • <u>GREEN</u>: No Variance. The Target and Recorded hours are the same. • <u>YELLOW</u>: Any variance in hours (Recorded hours are Less Than or More Than the Target hours.) • <u>RED</u>: Missing Time (The recorded hours is zero)

NOTE: When reporting with multiple records, scroll to the bottom to use the 'Next Page' buttons to display the additional data.

3. To download the report data into an Excel spreadsheet, click the link [Excel Export](#)

Filter Function

The Time Leveling report has the filter functionality.

1. To use the Filter function, enter the filter criteria in the applicable column and click  .

Report Filtering

Employee Leveling Details									
Excel Export									
Pers.No.	Name	From date	To Date	Period	Target	Recorded	Variance		
		3/16/2008							
70211508	Stacy Thrasher	3/16/2008	3/22/2008	12.2008	40	40	0		
70212816	Stevie Mabin	3/16/2008	3/22/2008	12.2008	40	0	-40		
70216392	Sharon Cashatt	3/16/2008	3/22/2008	12.2008	40	40	0		

2. To remove a filter, delete the data previously entered in the column and click  again.

Reference: CATS_DA - Display Working Times BPP located on the OSC Training website.