Leave Accounting – Non Exempt Contract Hours Worked Exception Report

Report Name	LVA0002_Non_Exempt_TT_TO_Contract_Exceptions_by_Site.rpt

Perquisites:

You must be the Leave Accounting site contact to run this report. You must have been setup in Custom Reports security group to gain access to the report.

- This Report should be run by the work week from Sunday through Saturday.
- Must be using True Time to run this report.
- This process must be completed manually prior to using True Time.
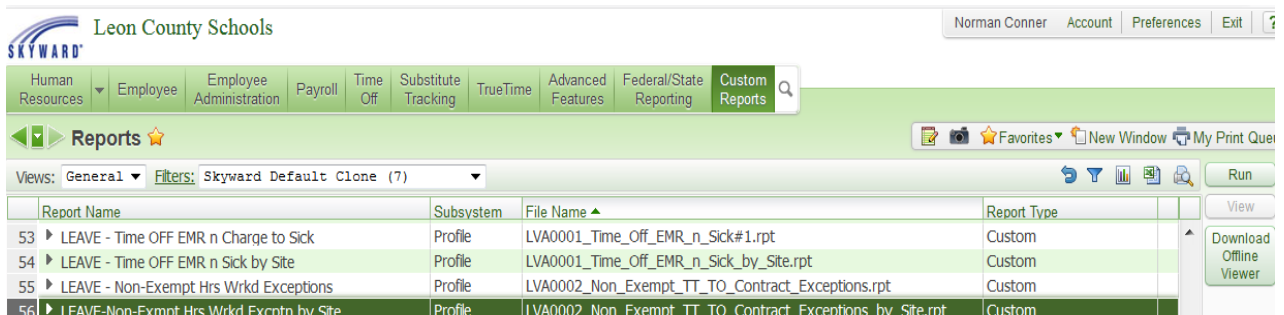
Purpose of the Report:

This report identifies non-exempt employees (clocking in and out on True Time) whose total recorded weekly hours fails to meet or exceed the minimum weekly hourly contractual obligation. This includes total hours worked during the work week, paid holiday hours earned during the work week, paid leave recorded during the work week and unpaid leave recorded during the work week.

Required Navigation to Report:

1. From *Human Resources* → *Custom Reports* → *Reports* →
   LVA0002_Non_Exempt_TT_TO_Contract_Exceptions_by_Site.rpt
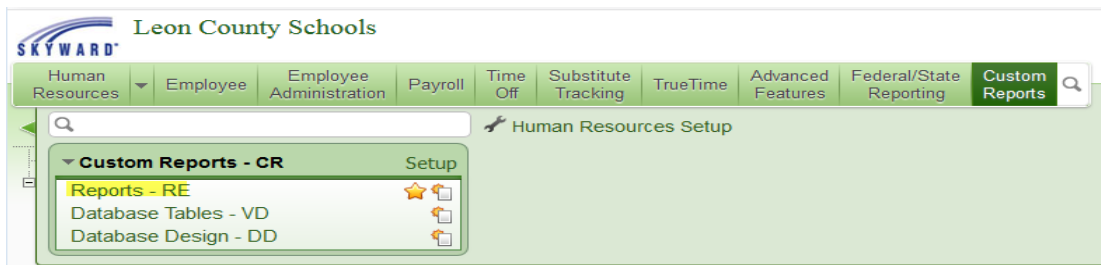
2. Select Report - *LVA0002_Non_Exempt_TT_TO_Contract_Exceptions_by_Site.rpt.*

3. Click Run.

4. Set Parameters.

Parameter description:

1) You set the report to either "PDF Export Options" or "Excel Export Option". *Default "PDF Export Options".*

2) **Enter Plan Year** – (i.e. 2018-19)

3) **Enter Transaction Start Date** SUNDAY start of the work week

4) **Enter Transaction END Date** SATURDAY end of the work week

5) **Employee Status to Display** has the following two options:

   - Equal / Exceed Contracted Weekly Hours
   - Recorded Hours < Weekly Hours

6) **Your Skyward Name-ID:**   Will automatically default to the Name-ID of the user running the report.

   Note: Only point of contact or Bookkeeper from the site will be setup to only have access to this report.