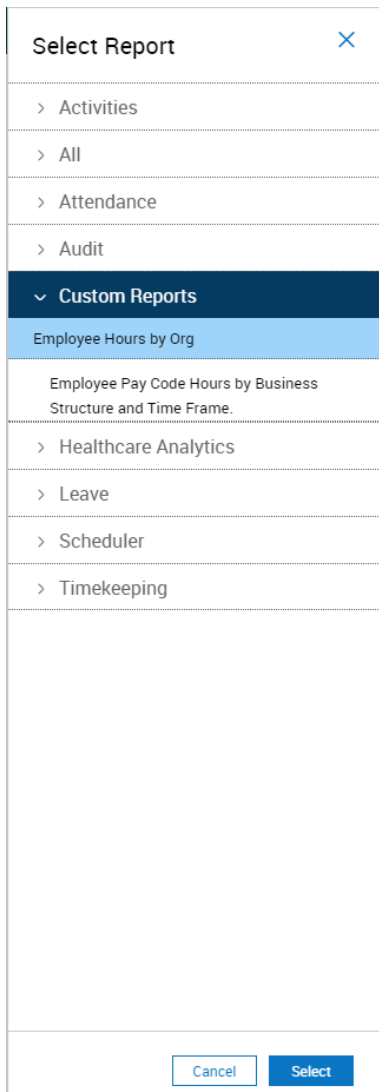


## Run 'Employee Hours by Org' Report

### To run a report:

1. Access the Main Menu > Dataviews & Reports > **Report Library**.
2. Select the **Run Report icon**.
3. In the **Select Report** panel, select the Custom Reports category.
4. Select '**Employee Hours by Org**' then **Select**.



5. In the selected report panel, enter the applicable report parameters. Note that many of the parameters are specific to the report you are running, but the following parameters are common to most reports:
  - Timeframe
    - Current or Previous Pay Period

- Hyperfind

- **ST-All Home and Transferred In\*** — Finds:

In addition to your employee group, this includes employees whose primary job is different, but who are scheduled to transfer into your employee group.

**Employee Hours by Org** [X]

Description  
Employee Pay Code Hours by Business Structure Org

Timeframe \*  
[Calendar Icon] Previous Pay Period [Left Arrow] [Right Arrow]

Hyperfind \*  
[Group Icon] ST - All Home and Transferred-in

Pay Codes \*  
[Text Box] [Blue Ellipsis]

Department Org \*  
[Text Box]

Output Format \*  
PDF [Dropdown Arrow]

- Select the small blue ellipsis next to the Pay Codes box and select Regular and Overtime pay codes.

- Apply

**Pay Codes** [X]

- Convenience Pay
- Disciplinary Unpaid
- Docked Pay
- Emergency FMLA
- Emergency Paid Sick Caregiver
- Emergency Paid Sick Leave
- Estimated Hours Worked
- Funeral Leave
- Grad Assistant Hours
- Holiday Pay
- Holiday Worked
- ISU Closing Worked
- Jury Duty
- Military Leave Pay
- Non-Cash Accruable
- Overtime
- Prior Pay Period Hours
- Regular
- Sick Leave Pay
- Support Staff Adjusting Hours
- Vacation Pay
- Winter Recess Pay

[Cancel] [Apply]

6. Enter the Org number for which you are running the report into the Department Org box and select **Run Report** using PDF format. The following message appears:

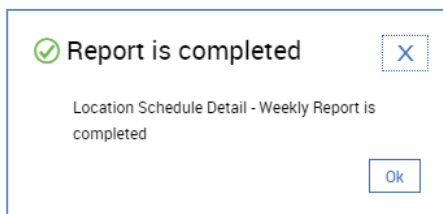
**In Progress.** Report is running.

The screenshot shows a dialog box titled "Employee Hours by Org" with a close button (X) in the top right corner. The dialog contains the following fields and options:

- Description:** Employee Pay Code Hours by Business Structure and Time Frame.
- Timeframe\*:** A calendar icon followed by "Previous Pay Period" and left/right arrow icons.
- Hyperfind\*:** A group icon followed by "ST - All Home and Transferred In".
- Pay Codes\*:** A container with two buttons: "Regular" and "Overtime", each with a close (X) button.
- Department Org\*:** A text input field containing "0303".
- Output Format\*:** A dropdown menu with "PDF" selected.

At the bottom of the dialog are two buttons: "Cancel" and "Run Report".

7. When the report is finished, the following success message appears.
8. Select **OK** to open the report.



9. A PDF will download at the bottom of your screen. Click to open.
10. Review the report making sure the correct time period and the correct org was selected.
11. Review to make sure hours for each student are correct for your department.



### Employee Hours by Org

Time Period : Previous Pay Period (2022-09-17 to 2022-09-30)  
 Query : ST - All Home and Transferred-in  
 Department Org: 0419  
 Pay Codes: (2) Overtime, Regular

Executed on : 10/10/2022 2:17 PM  
 Printed for : Timekeeper 3, Main Timekeeper  
 Currency Code :

Name	ID	Primary Job	Worked Job	Pay Code	Hours
MultiJobStudent1, MultiJobStudent1	991MULTST1	ISU/0303-New Student Transition Programs/ST/ST/Orientation Leader/U0303112	ISU/0419-Residential Life Programming/ST/ST/Residential Life St Off Asst/U0303112	Regular	5.00
Student3, Student3	991ST3	ISU/0303-New Student Transition Programs/ST/ST/Orientation Leader/U0303112	ISU/0419-Residential Life Programming/ST/ST/Residential Life St Off Asst/U0419101	Regular	0.10

#### Pay Code Summary for All Employees

Pay Code	Hours
Regular	5.10

12. Email the report to the Payroll Office: [ISU-Payroll@indstate.edu](mailto:ISU-Payroll@indstate.edu).

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