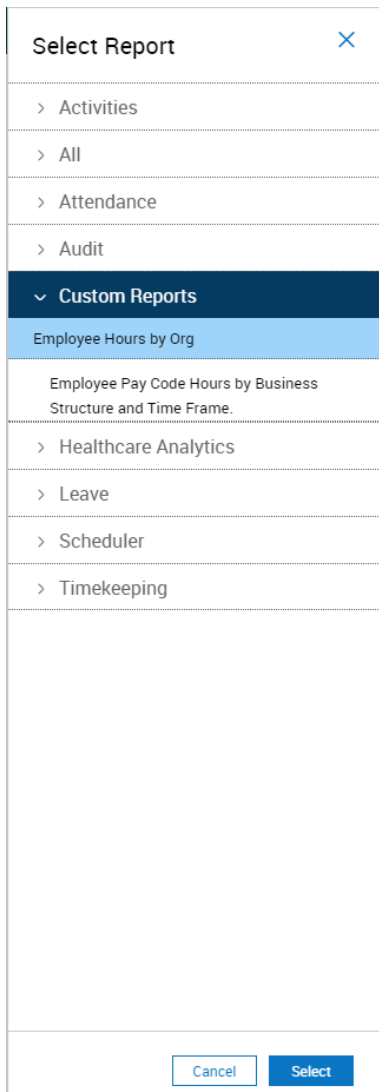## Run 'Employee Hours by Org' Report

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. **I**n 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.

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

- 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:
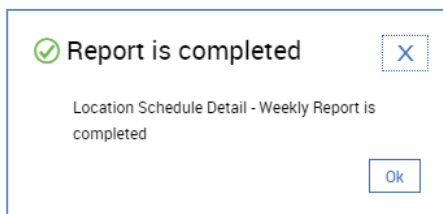
   In Progress. Report is running.

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. Clock 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
MultJobStudent1, MultJobStudent1	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.

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