Kuali Time IUIE Reports

IUIE Paths: **Master Catalog:**

Departmental Reporting > Payroll Reports– Departmental

Human Resource Management System > Payroll > Timekeeping > KPME Reports

**General Guidelines/Information:**
- Enter your selection criteria in the same format as the examples (dates, department codes).
- Be sure to use CAPS when you enter the selection criteria.
- Information in the IUIE is one business day old.
- All audit reports have defaults when ran without date/payroll parameters to allow scheduling.
  - If you leave the dates blank, it will default to the current pay period

**KPME Datagroups:** Base reporting tables (use KPME Reports below for established reports)
- TK Clock Log Detail
- TK Dept Lunch Rule Detail
- TK Earn Code Detail
- TK Earn Code Security
- TK Earn Code Group Detail
- TK Employee HR Attributes
- TK Employee Job and Time Detail
- TK Missed Punch Detail
- TK Shift Rule Detail
- TK Task Detail
- TK Time Block Detail
- TK Time Block Expanded
- TK Time Block History Detail
- TK Time Collection Rule Detail
- TK Time Doc Header
- TK Time Document Warning
- TK Time Roles
- TK Work Area Detail
Auto Approved Timesheet Detail: Report returns pay period and hour totals for TK employees where the timesheet was auto approved by the system.

1) **Campus Code**: Leave blank for ALL or click on the Valid Values button to select from a list.
2) **RC Code**: Leave blank for ALL, or click on the Valid Values button to select from a list.
3) **Department ID**: Enter your chart-org code or click on Valid Values button to select from a list.
4) **Work Area ID**: Leave blank for ALL or enter a specific work area id.
5) **Paygroup Code**: Leave blank for ALL or click on the Valid Values button to select from a list.
6) **Employee ID**: Leave blank for ALL or enter a specific 10-digit employee id.
7) **Pay Period End Date – Begin Range**: Leave blank to capture most recent pay period where timesheets were approved or enter a specific pay period end date. *
8) **Pay Period End Date – End Range**: Leave blank to capture the most recent pay period where timesheets were approved or enter a specific pay period end date. *
9) **to select a specific pay period, enter the same pay end date in both search boxes.**
10) **Show Names as Separate Columns**: default is blank. Click box if you want additional columns for names.
11) **Select Output Format**: This will default to MS Excel (XLS).
12) **Select Output Destination**: Select “Send to Completed Reports.” When it’s done running, the report will be in your Completed Reports folder in My Catalog.
13) Click the **RUN** button.

**Output**: Campus, RC, Dept, WA, ID, Name, Pay End, Paygp, Doc ID, approver names, emails, Role name, notes, FO name and email
**Bulk Timesheet Approvals**: Report displays employee timesheet data where the timesheet was bulk approved by an action taker.

1. **Campus Code**: Leave blank for ALL or click on the Valid Values button to select from a list.
2. **RC Code**: Leave blank for ALL, or click on the Valid Values button to select from a list.
3. **Department ID**: Enter your chart-org code or click on Valid Values button to select from a list.
4. **Work Area ID**: Leave blank for ALL or enter a specific work area id.
5. **Employee ID**: Leave blank for ALL or enter a specific 10-digit employee id.
6. **Pay Period End Date – Begin Range**: Leave blank to capture most recent pay period where timesheets were approved or enter a specific pay period end date. *
7. **Pay Period End Date – End Range**: Leave blank to capture the most recent pay period where timesheets were approved or enter a specific pay period end date. *
8. **to select a specific pay period, enter the same pay end date in both search boxes.**
9. **Select Output Format**: This will default to MS Excel (XLS).
10. **Select Output Destination**: Select “Send to Completed Reports.” When it’s done running, the report will be in your Completed Reports folder in My Catalog.
11. **Click the RUN button.**

**Output**: RC, Dept, WA, Empl ID, Name, Pay End, Doc ID, Action, Act Name, Role, Act Tkn Dt, Note, Action email
Clock Log Automatic: Report displays clock log data where the system did a clock out (employee clocked in for more than 24 hours), which shows as user id = “tkclockout.”

1) Department ID: Enter your chart-org code or click on Valid Values button to select from a list.
2) Work Area ID: Leave blank for ALL or enter a specific work area id.
3) Employee ID: Leave blank for ALL or enter a specific 10-digit employee id.
4) Pay Period End Date – Begin Range: Leave blank for current pay period or enter specific pay period end date. *
5) Pay Period End Date – End Range: Leave blank for current pay period or enter specific pay period end date. *
6) *to select a specific pay period, enter the same pay end date in both search boxes.
7) Show Email Addresses?: This will default to blank. If you want the Employee and Approver Email Addresses shown in the report, check the box.
8) Select Output Format: This will default to MS Excel (XLS).
9) Select Output Destination: Select “Send to Completed Reports.” When it’s done running, the report will be in your Completed Reports folder in My Catalog.
10) Click the RUN button.

Output: Dept, WA, WA Desc, WA Admin Desc, Task, Task Desc, Task Admin Desc, Empl ID, Name, Rec, Clk Dt, Clk Tm, Time Zone, Action, Clk Actn ID, Doc ID, GPS Long, GPS Lat, Pay Beg, Pay End, Empl email, Apprv email(s)
**Clock Log Detail:** Report uses data from the clock actions datagroup and formats an Excel report by work area, employee ID and clock timestamp. Can be used to view IP addresses of employee clock actions and the actual (unrounded) clock times.

1) **Department ID:** Enter your chart-org code or click on Valid Values button to select from a list.
2) **Work Area ID:** Leave blank for ALL or enter a specific work area id.
3) **Clock Log TS Begin:** Enter a begin date to look for clock actions.
4) **Clock Log TS End:** Enter an end date to look for clock actions.
5) **Employee ID:** Leave blank for ALL or enter specific 10-digit employee id(s).
6) **Select Output Format:** This will default to MS Excel (XLS).
7) **Select Output Destination:** Select “Send to Completed Reports.” When it’s done running, the report will be in your Completed Reports folder in My Catalog.
8) Click the RUN button.

**Output:** Dept, WA, Empl ID, Name, Rec, Task, Clock Actn, Clock Rounded, Clock Actual, IP Addr, User ID, User Name
**Clock Log Warning:** Report displays clock log data where the invalid IP indicator = Y. This indicates the employee took a clock action from an unapproved IP address per the existing Clock Location Rules.

1) **Department ID:** Enter your chart-org code or click on Valid Values button to select from a list.
2) **Work Area ID:** Leave blank for ALL or enter a specific work area id.
3) **Employee ID:** Leave blank for ALL or enter a specific 10-digit employee id.
4) **Pay Period End Date – Begin Range:** Leave blank for current pay period or enter specific pay period end date. *
5) **Pay Period End Date – End Range:** Leave blank for current pay period or enter specific pay period end date. *
6) *to select specific pay period, enter the same pay end date in both search boxes.
7) **Select Output Format:** This will default to MS Excel (XLS).
8) **Select Output Destination:** Select “Send to Completed Reports.” When it’s done running, the report will be in your Completed Reports folder in My Catalog.
9) Click the **RUN** button.

**Output:** Doc ID, Empl ID, Name, Rec, Clk Dt, Clk Time, Time Zone, Action, ID Addr, Dept, WA, WA Desc, WA Admin Desc, Task, Task Desc, Task Admin Desc, Clk Act Emp ID, Clk Act Name, Clk Act TS, GPS Long, GPS Lat, Pay Begin, Pay End
**Job and TIME Detail**: Report selects current job data and the associated Kuali Time work area and task data. This report allows you to view active employees in specific work areas and/or departments.

1) **Campus Code**: Leave blank for ALL or click on the Valid Values button to select from a list.
2) **Department ID**: Enter your chart-org code or click on Valid Values button to select from a list.
3) **Work Area ID**: Leave blank for ALL or enter a specific work area id.
4) **Employee Status**: This will default to A,L,P (active, leave, partial leave) or click on the Valid Values button to select from a list.
5) **Employee ID**: Leave blank for ALL or enter a specific 10-digit employee id.
6) **Show Records w/ TIME**: To select ALL employees with TIME assignments included, check the box.
7) **Show Records w/o TIME**: To select BW and HR employees that do not have Time assignments but should, check the box.
8) **If you do not select either checkbox, you will get a list of ALL employees for this Dept.**
9) **Select Output Format**: This will default to MS Excel (XLS).
10) **Select Output Destination**: Select “Send to Completed Reports.” When it’s done running, the report will be in your Completed Reports folder in My Catalog.
11) Click the **RUN** button.

**Output**: Campus, Dept, Vchr Cd, Empl ID, Name, Rec, Eff Dt, Earn Cd, Emp Stat, Paygp, WA Dept, WA Dept Desc, WA ID, WA Desc, Task, Task Desc, TK Eff Dt, C/F Ind
**Missed Punch Auto Approval**: Documents auto approved by the system at the end of the pay period due to no action by the approver.

1) **Campus Code**: Leave blank or click on the Valid Values button to select from a list.
2) **RC Code**: Leave blank for ALL or click on the Valid Values button to select from a list.
3) **Department ID**: Enter your chart-org code or click on Valid Values button to select from a list.
4) **Work Area ID**: Leave blank for ALL or enter a specific work area id.
5) **Paygroup Code**: Leave blank for ALL or click on the Valid Values button to select from a list.
6) **Employee ID**: Leave blank for ALL or enter a specific 10-digit employee id.
7) **Pay Period End Date – Begin Range**: Leave blank for current pay period or enter specific pay period end date. *
8) **Pay Period End Date – End Range**: Leave blank for current pay period or enter specific pay period end date. *
9) *to select specific pay period, enter the same pay end date in both search boxes.
10) **Show Names as Separate Columns**: This will default to blank. If you want the Employee Last Name included as a separate column, check the box.
11) **Select Output Format**: This will default to MS Excel (XLS).
12) **Select Output Destination**: Select “Send to Completed Reports.” When it’s done running, the report will be in your Completed Reports folder in My Catalog.
13) Click the **RUN** button.

**Output**: Campus, RC, Dept, WA, Empl ID, Name, Pay End, Paygp, Doc ID, Clock Dt, Action, Actn Req Name, Role, Action Tkn, Notes, Email, Fiscal Officer Name and email
Missed Punch Detail: Report displays missed punch document information including workflow data. This allows you to view who is using the missed punch document and track abuse of the functionality.

1) **Campus Code**: Leave blank or click on the Valid Values button to select from a list.
2) **RC Code**: Leave blank for ALL or click on the Valid Values button to select from a list.
3) **Department ID**: Enter your chart-org code or click on Valid Values button to select from a list.
4) **Work Area ID**: Leave blank for ALL or enter a specific work area id.
5) **Paygroup Code**: Leave blank for ALL or click on the Valid Values button to select from a list.
6) **Employee ID**: Leave blank for ALL or enter a specific 10-digit employee id.
7) **Pay Period End Date – **Begin Range**: Leave blank for current pay period or enter specific pay period end date. *
8) **Pay Period End Date – End Range**: Leave blank for current pay period or enter specific pay period end date. *
9) **to select specific pay period, enter the same pay end date in both search boxes.**
10) **Show Names as Separate Columns**: This will default to blank. If you want the Employee Last Name included as a separate column, check the box.
11) **Select Output Format**: This will default to MS Excel (XLS).
12) **Select Output Destination**: Select “Send to Completed Reports.” When it’s done running, the report will be in your Completed Reports folder in My Catalog.
13) **Click the RUN button.**

**Output**: Campus, RC, Dept, WA, Empl ID, Name, Pay End, Paygp, Doc ID, Orig ID, Rt Stat, Rt Stat Desc, Create Dt, Init ID, Init Name, Clk Log Dt, Clk Actn, Fiscal Officer, FO email
**Time Roles:** This query finds members of a Time Role by role name or by employee. Allows you to audit for roles associated with employees (especially terminated employees) and verify roles for your department/work area.

1) **Role Name:** Select a Time Role from the dropdown list. Leave blank to pull all roles.
2) **Campus Code:** Leave blank or click on the Valid Values button to select from a list.
3) **Department ID:** Enter your chart-org code or click on Valid Values button to select from a list.
4) **Work Area ID:** Leave blank for ALL or enter a specific work area id.
5) **Role Employee ID:** Leave blank for ALL or enter a specific 10-digit employee id.
6) **User ID:** Leave blank for ALL or enter a specific Username (also known as Network Id or Principal Name).
7) **Last Name:** Leave blank for ALL or enter a specific last name.
8) **First Name:** Leave blank for ALL or enter a specific first name.
9) **Empl Status Code:** Leave blank for ALL, enter A,L,P (active, leave, partial leave) for anyone active or on leave, or click on the Valid Values button to select from a list. Enter T to look for roles associated with terminated employees.
10) **Show Expired Entries?** This will default to blank. If you want to include any users with expired roles in this report, check the box.
11) **Select Output Format:** This will default to MS Excel (XLS).
12) **Select Output Destination:** Select “Send to Completed Reports.” When it’s done running, the report will be in your Completed Reports folder in My Catalog.
13) Click the **RUN** button.

**Output:** Role, Empl ID, Name, E Stat, Job Actn Dt, Dept, WA, UserID, Act from, Act to, email addr
**Timeblock Exceeds Hours:** Report displays time block data where hours exceed the value you enter as Maximum Hours. This could be used to look for employees who missed a punch and created erroneous timeblocks.

1) **Maximum Hours Exceeded:** Enter the number of hours. (For example 8 or 8.5)
2) **Department ID:** Enter your chart-org code or click on Valid Values button to select from a list.
3) **Work Area ID:** Leave blank for ALL or enter a specific work area id.
4) **Employee ID:** Leave blank for ALL or enter a specific 10-digit employee id.
5) **Pay Period End Date – Begin Range:** Leave blank for current pay period or enter specific pay period end date.
6) **Pay Period End Date – End Range:** Leave blank for current pay period or enter specific pay period end date.
7) *to select specific pay period, enter the same pay end date in both search boxes.*
8) **Select Output Format:** This will default to MS Excel (XLS).
9) **Select Output Destination:** Select “Send to Completed Reports.” When it’s done running, the report will be in your Completed Reports folder in My Catalog.
10) Click the RUN button.

**Output:** Dept, Dept Desc, WA, WA Desc, WA Admin Desc, Task, Task Desc, Task Admin Desc, Empl ID, Name, Rec, Begin Dt, Begin Tm, Begin TZ, End Dt, End Tm, End TZ, Earn Cd, Earn Cd Desc, Hours, Amount, Paygp, Clock Created, TB added by User, TB stamp, Auto Meal, Doc ID, Pay Begin, Pay End
**Timekeeping Hours Summary:** Summary of hours by campus, department, employee, rec nbr, WA, Task and earn code.

1) **Campus Code:** Leave blank or click on the Valid Values button to select from a list.
2) **Department ID:** Enter your chart-dept code or click on Valid Values button to select from a list.
3) **Work Area ID:** Leave blank for ALL or enter a specific work area id.
4) **Paygroup:** Leave blank for ALL or click on the Valid Values button to select from a list.
5) **Earn Code:** Leave blank for ALL or click on the Valid Values button to select from a list.
6) **Employee Id:** Leave blank for ALL or enter specific ID(s).
7) **Pay Period End Date – Begin Range:** Leave blank for current pay period or enter specific pay period end date. *
8) **Pay Period End Date – End Range:** Leave blank for current pay period or enter specific pay period end date. *
9) * to select specific pay period, enter the same pay end date in both search boxes.
10) **Select Output Format:** This will default to MS Excel (XLS).
11) **Select Output Destination:** Select “Send to Completed Reports.” When it’s done running, the report will be in your Completed Reports folder in My Catalog.
12) Click the **RUN** button.

**Output:** Campus, Dept, Empl ID, Name, Rec, Hrly Rt, WA, WA Desc, Task, Task Desc, Paygp, Doc ID, Pay End, Earn Cd, Wk 1 hrs, Wk 2 hrs, Total hours
**Timesheet Correction Report**: Report displays timesheet data for a date range where the Employee ID is NOT the same as the Employee ID of the user who modified the timesheet.

1. **Timeblock Begin Date**: Leave blank or enter begin date for a Time Block.
2. **Timeblock End Date**: Leave blank or enter end date for a Time Block.
3. **Department ID**: Enter your chart-org code or click on Valid Values button to select from a list.
4. **RC Code**: Leave blank for ALL or click on the Valid Values button to select from a list.
5. **Department ID**: Enter your chart-org code or click on Valid Values button to select from a list.
6. **Work Area ID**: Leave blank for ALL or enter a specific work area id.
7. **Paygroup**: Leave blank for ALL or click on the Valid Values button to select from a list.
8. **Document ID**: Leave blank for ALL or enter timesheet document id.
9. **Employee ID**: Leave blank for ALL or enter a specific 10-digit employee id.
10. **Modified by Employee ID**: Leave blank for ALL or enter a specific 10-digit employee id of the user who modified the timesheet.
11. **Pay Period End Date – Begin Range**: Leave blank for current pay period or enter specific pay period end date. *
12. **Pay Period End Date – End Range**: Leave blank for current or enter specific pay period end date. *
13. *** to select specific pay period, enter the same pay end date in both search boxes.**
14. **Include Timesheet Notes?**: This will default to blank. If you want to include any timesheet notes in this report, check this box.
15. **Select Output Format**: This will default to MS Excel (XLS).
16. **Select Output Destination**: Select “Send to Completed Reports.” When done running, the report will be in your Completed Reports folder in My Catalog.
17. **Click the RUN button.**

**Output**: Doc ID, Empl ID, Rec, Name, Dept, Paygp, WA, Task, Earn Cd, Beg TS, End TS, Clk C Flg, Hours, timestamp, Act history, Mod by ID, Mod by Name, Orig TS, Note TS, Author, Aut Name, Note text
Timesheet Hours Audit: This query sums Timekeeping hours by FLSA week and Employee ID and compares them to the value you entered as the Hours Limit. If the summed hours meet or exceed the limit you entered, all Timekeeping hours are displayed by Campus, RC, Department and Work Area. (If you are concerned that Temporary employees in your department are working too many hours, run this report on Thursday and/or Friday each week so you can make any necessary adjustments to their schedule.) Can be used to audit for ACA and overtime.

1) **Pay End Date**: Leave blank for current pay period or enter the end date for a pay period.
2) **Hours Limit**: If you enter 0, it pulls ALL hours worked, or enter a specific number of hours.
3) **Benefit Group**: The default is ‘NON-ELIGIBLE ONLY’ which selects all Temporary Hourly paygroups, or you can select ‘ALL EMPLOYEES’ to include BW1 and BWP employees.
4) **Campus Code**: Leave blank if running by department or click on the Valid Values button to select from a list.
5) **RC Code**: Leave blank if running by department, or click on the Valid Values button to select from a list.
6) **Department ID**: Enter your chart-org code or click on Valid Values button to select from a list.
7) **Work Area ID**: Leave blank for ALL or enter a specific work area id.
8) **Employee ID**: Leave blank for ALL or to run for specific employees, enter their employee ids.
9) **Report Type**: Determines the level of detail you will receive in the report output. The default is ‘SUMMARY.’ Select ‘DETAIL’ to review records that are exceeding the established limits.
10) **Select Output Format**: This will default to MS Excel (XLS).
11) **Select Output Destination**: Select “Send to Completed Reports.” When it’s done running, the report will be in your Completed Reports folder in My Catalog.
12) **Click the RUN button.**

**Output**: Empl ID, Name, Pr Ca, Pr Dept, Pr Paygp, Doc ID, Rec, Dept, WA, Wk 1 Hrs, Wk 2 Hrs
**Timesheet Notes:** Report displays pay period hour totals and timesheet notes for Kuali Time employees where notes exist in the pay period.

1. **Campus Code:** Leave blank or click on the Valid Values button to select from a list.
2. **Department ID:** Enter your chart-org code or click on Valid Values button to select from a list.
3. **Work Area ID:** Leave blank for ALL or enter a specific work area id.
4. **Employee ID:** Leave blank for ALL or enter a specific 10-digit employee id.
5. **Pay Period End Date – Begin Range:** Leave blank for current pay period or enter specific pay period end date. *
6. **Pay Period End Date – End Range:** Leave blank for current pay period or enter specific pay period end date. *
7. * to select specific pay period, enter the same pay end date in both search boxes.
8. **Notes Author Network ID:** Leave blank for ALL or enter a specific Username (also known as Network ID or Principal Name.)
9. **Notes Author Name:** Leave blank for ALL or enter a specific Name.
10. **Select Output Format:** This will default to MS Excel (XLS).
11. **Select Output Destination:** Select “Send to Completed Reports.” When done running, the report will be in your Completed Reports folder in My Catalog.
12. Click the **RUN** button.

**Output:** Dept, WA, WA Desc, Empl ID, Name, Pay Beg, Pay End, Doc ID, Note TS, Author ID, Aut Name, Note text