

KNOWLEDGE BASE

The Employee Statistical Report

Application: Web Portal Version: Winter18-2018.2.2 User Level: **User**

Summary

In the Web Portal, basic users can view the Employee Ledger to review time bank related balances. This report summarizes time related actions such as overtime and time off events, and time bank balances and the activity that affects those balances. This document will explain the various sections of the report.

Instructions

To access the Employee Ledger, follow these instructions:

- Log into the Web Portal
- Click on **Employee**
- In the Reports submenu, click on View Employee Ledger



The View Employee Ledger screen will appear

Time Balances section

Description	Given	Used	Balance	Balance	
Annual Leave	0	12	-12	Balance	
Comp Time	45	12	33		
FMLA Sick	0	0	0	-123	
FMLA Vacation	0	0	0	72.5	210
Holiday	0	0	0	284 62 Comp Tim	e
Paid Time Off	0	0	0	Personal	
Personal	73	0.5	72.5	Vacation	
e. 1	<i>cc</i>		C2	*	

This section provides information about the amount of time off given, used, and remaining (balance) for each time bank. These balances reflect your department's year and/or fiscal calendar as per their departmental rules and the dates chosen for your search criteria.

Time Off section

Reason	Date	Hours	Status	Start	End	Hours	
Annual Leave	08/05/2016	12	Denied	1900	0700	Tiours	
Annual Leave	08/05/2016	12	Approved	1900	0700		
Comp Time	08/06/2016	12	Approved	1900	0700	6 4	
Personal	08/07/2016	6	Approved	1300	1900		
Sick	09/20/2016	2	Approved	1700	1900	12 24	Annual Leave Comp Time
Sick	09/23/2016	2	Approved	1700	1900		Personal
							SICK

This section contains the individual time off records for the year or fiscal period. You can find entry specific information such as the date, number of hours, start/end times, and status of the time off request. The entries that appear in the grid are reflective of the dates chosen for your search criteria.

Overtime / Additional Hours Worked section

Overtime / Additional Hours Worked							
Reason	Date	Hours	Status	Start	End		Hours
Called In	08/30/2016	12	Approved	1100	2300	•	Hours
Called In	08/31/2016	8	Approved	0800	1600		
Called In	09/01/2016	12	Approved	0700	1200	124.0:	3
Called In	09/03/2016	12	Approved	0700	1200		DWI Checkpoint
Called In	09/05/2016	2	Approved	1100	1300	142	 4th of July Parade Called In - Patrol Supervisor
Called In	09/10/2016	8	Approved	0800	1600		Called In - Crime Scene Detective Detective
Called In	09/12/2016	8	Approved	0800	1600	•	 Board of Education Called In

This section provides overtime related record information. You can search through entry-specific information such as overtime reason, assignment date and hours, start/ends times, and the status of the assignment. The entries that appear in the grid are reflective of the dates chosen for your search criteria.

Administrative Days Log section

Administrative Da	iys Log			
Date	Type of Day	Hours	Reason	Hours
03/17/2016	Comp Time	24		▲ Tiours
07/21/2016	Administrative	100	Time Bank Adjustment	
07/21/2016	Comp Time	100	Time Bank Adjustment	2002 29.12 Comp Tim
07/21/2016	Disability	100	Time Bank Adjustment	200 Administra
07/21/2016	Kelly Time	100	Time Bank Adjustment	200 Relly Time
07/21/2016	Personal Day	100	Time Bank Adjustment	200 248
07/21/2016	Sick	100	Time Bank Adjustment	Vacation
07/04/0010		100	T	Vacation D

This section provides information about various types of administrative changes to your time banks. You can view individual entries that affect your time bank balances such as administrative adjustments made to your time banks, overtime entries paid in time, or time sell back records. Please note that time off related events that may affect your balance do not appear in this section. These values reflect the dates chosen for your search criteria.

Work Trends section

S Work Trends									
	Sun	Mon	Tue	Wed	Thr	Fri	Sat	Total Days	Total Hours
Worked	26	26	26	25	26	26	26	181	2172
Taken Off	1	1	1	1	0	0	0	4	46
Overtime	2	5	4	3	7	4	4	29	244

This section provides information about your work trends such as the total number of days per weekday that you have worked, taken off, or have worked overtime. These values reflect the dates chosen for your search criteria.

Schools section

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Master School	School	Category	Dates	Hours	Status	Certifications Ex	Hours	
Conference/Seminar	Use of Force		04/29/2016-04/29/2016	8	R	Use of Force Cert.	Tiours	
Conference/Seminar	NARCAN Training		06/13/2016-06/13/2016	4	R	NARCAN Cert	4	Us NA

This section provides information about any Training School assignments you are assigned to. These assignments are reflective of the Training School module assignments and not of any regular shift with a name that resembles an official Training School assignment name. These values reflect the dates chosen for your search criteria.

Extra Duty section

Date	Vendor	Description	Location	Start	End	Hours	Rate	Status	Hours	
3/17/2016	Asphalt Paving Systems	Paving	Main Street	0800	1600	8	\$54.00	Invoiced	Hours	
									8	APS

This section provides information about any Extra Duty assignments you are assigned to. These assignments are reflective of the Extra Duty module assignments and not of any regular shift with a name that resembles an official Extra Duty assignment name. These values reflect the dates chosen for your search criteria.

Court section

Status	Court Name	Court Type	Hearing Start	Hearing End	Docket	Ack'd	Exc'd
APPEAR	Secaucus Municipal	Criminal	05/02/2016 09:00	05/02/2016 12:00	13646	True	Request
APPEAR	Superior	County	06/20/2016 09:00	06/20/2016 16:00	686835	True	Request
	Superior	Criminal	07/19/2016 09:00	07/19/2016 10:00	1298376	True	
	Superior	Criminal	07/27/2016 09:00	07/27/2016 10:00	SW-1223	True	

This section provides information about any Court assignments you are assigned to. These assignments are reflective of the Court module assignments and not of any regular shift with a name that resembles an official Court assignment name. These values reflect the dates chosen for your search criteria.

Time Sell Back section

Time Sell Back					
Type of Day	Quantity	Date	User	Timestamp	Quantity
DIS	-5	01/16/2016	SECADM	01/22/2016 13:04	Quantity
PERS	-5	01/16/2016	SECADM	01/22/2016 13:04	
SICK	-5	01/16/2016	SECADM	01/22/2016 13:04	125 -5
VAC	-5	01/16/2016	SECADM	01/22/2016 13:04	-13.5
COMP	-0.5	05/17/2016	SECADM	05/17/2016 12:23	-15 PE
COMP	-1	05/17/2016	SECADM	05/17/2016 12:23	-5 -5 -5 SI
COMP	-10	07/07/2016	SECADM	07/07/2016 15:57	
0110	1	00/07/2016	CECADIA	00/07/2016 00 14	•

This section provides information about time sell back records that affect your time bank balances. The quantity that was sold back will appear as a negative number. These values reflect the dates chosen for your search criteria.