

The Employee Statistical Report

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

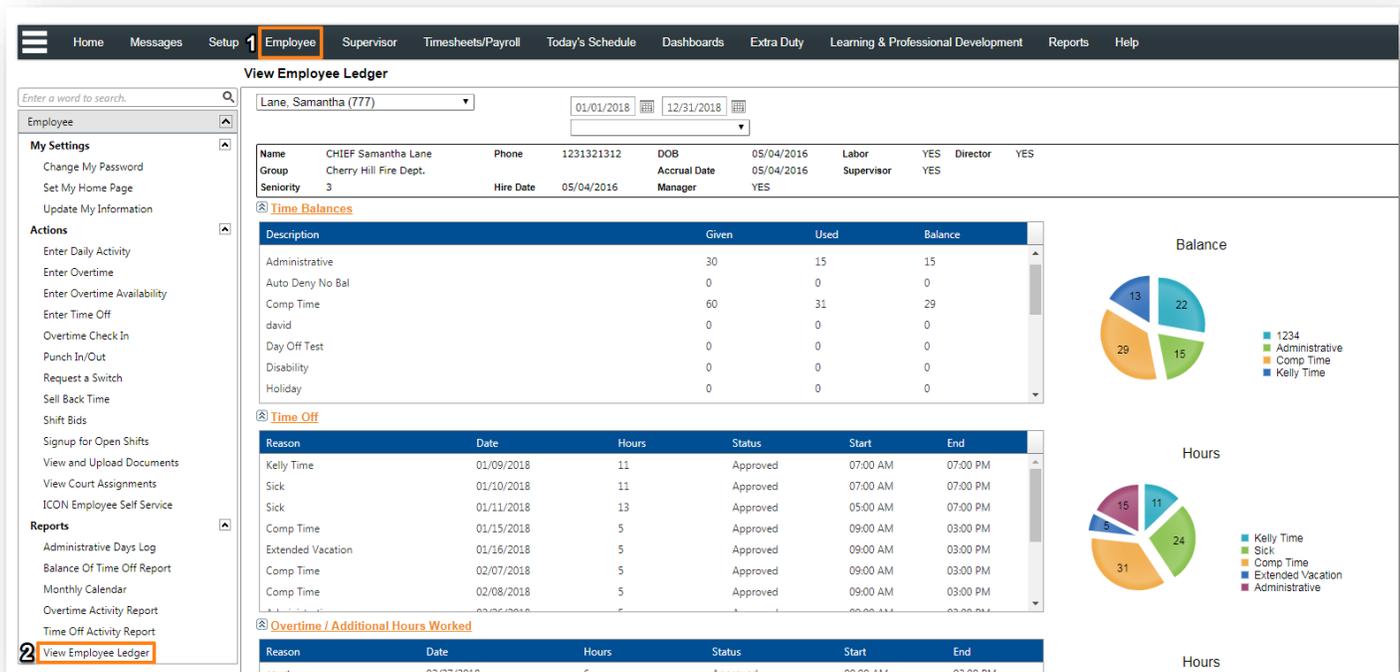
Summary

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**



View Employee Ledger

Employee: Lane, Samantha (777) | Dates: 01/01/2018 - 12/31/2018

Name	CHIEF Samantha Lane	Phone	1231321312	DOB	05/04/2016	Labor	YES	Director	YES
Group	Cherry Hill Fire Dept.	Accrual Date	05/04/2016	Supervisor	YES				
Seniority	3	Hire Date	05/04/2016	Manager	YES				

Time Balances

Description	Given	Used	Balance
Administrative	30	15	15
Auto Deny No Bal	0	0	0
Comp Time	60	31	29
david	0	0	0
Day Off Test	0	0	0
Disability	0	0	0
Holiday	0	0	0

Time Off

Reason	Date	Hours	Status	Start	End
Kelly Time	01/09/2018	11	Approved	07:00 AM	07:00 PM
Sick	01/10/2018	11	Approved	07:00 AM	07:00 PM
Sick	01/11/2018	13	Approved	05:00 AM	07:00 PM
Comp Time	01/15/2018	5	Approved	09:00 AM	03:00 PM
Extended Vacation	01/16/2018	5	Approved	09:00 AM	03:00 PM
Comp Time	02/07/2018	5	Approved	09:00 AM	03:00 PM
Comp Time	02/08/2018	5	Approved	09:00 AM	03:00 PM

Overtime / Additional Hours Worked

Reason	Date	Hours	Status	Start	End
court	02/27/2018	6	Approved	09:00 AM	03:00 PM

Balance Pie Chart:

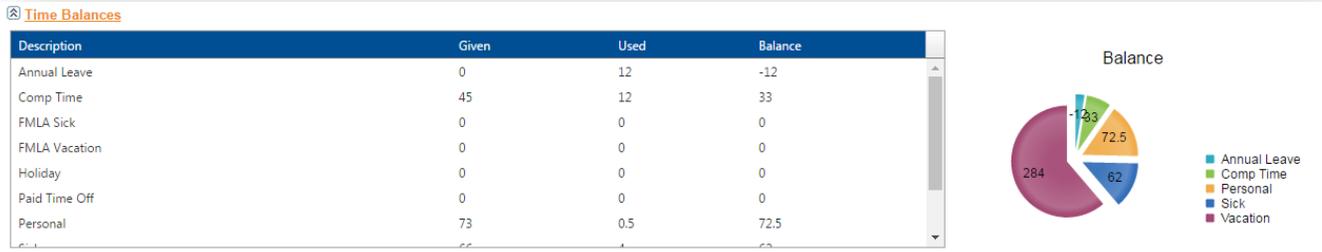
Category	Value
1234	13
Administrative	22
Comp Time	29
Kelly Time	15

Hours Pie Chart:

Category	Value
Kelly Time	15
Sick	11
Comp Time	24
Extended Vacation	31
Administrative	5

The *View Employee Ledger* screen will appear

Time Balances section



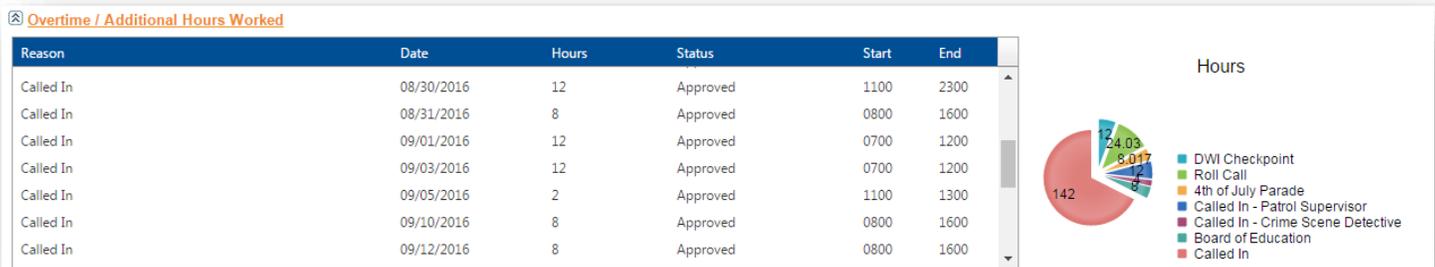
This section provides information about the amount of time off given, used, and remaining (balance) for each time bank. These balances reflect your department's year and/or fiscal calendar as per their departmental rules and the dates chosen for your search criteria.

Time Off section



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



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



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.

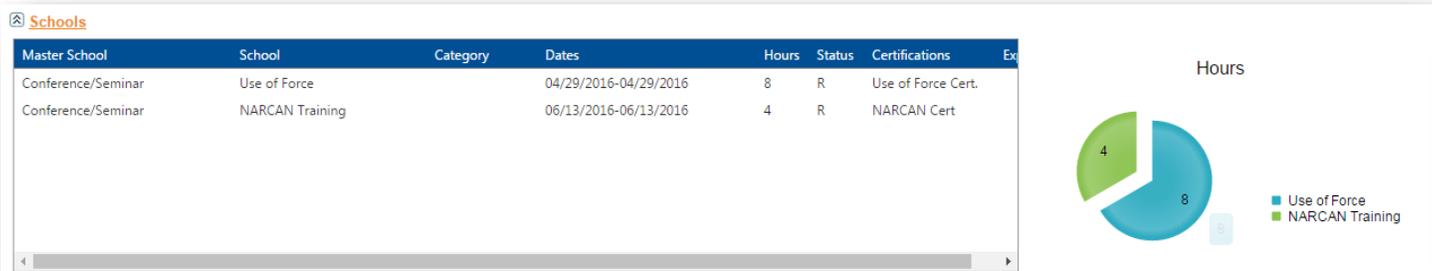
Work Trends section

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



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



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.

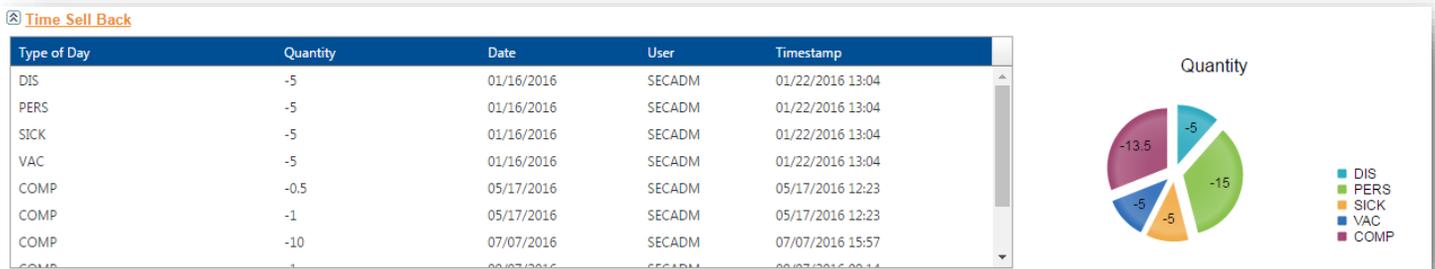
Court section

The screenshot displays the 'Court' section with the following table:

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



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.