The Employee Statistical Report

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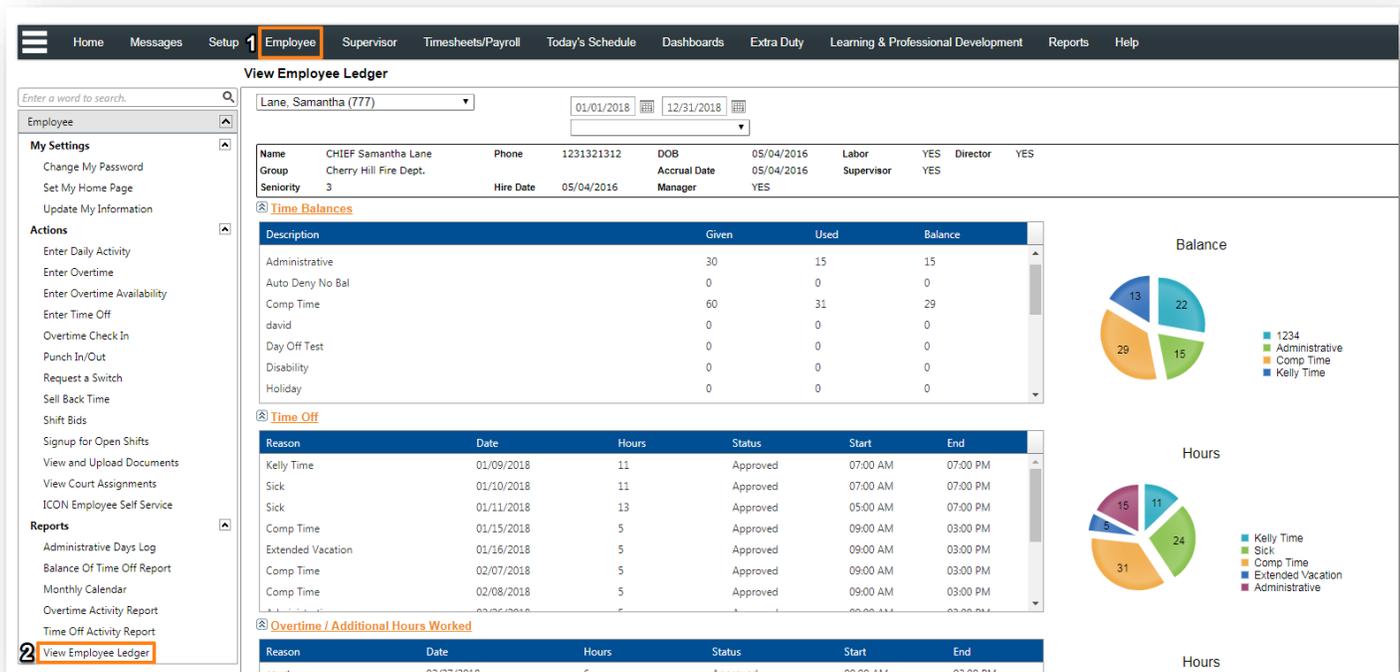Version: Winter18-2018.2.2
User Level: **User**

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

Time Balances			
Description	**Given**	**Used**	**Balance**
Annual Leave	0	12	-12
Comp Time	45	12	33
FMLA Sick	0	0	0
FMLA Vacation	0	0	0
Holiday	0	0	0
Paid Time Off	0	0	0
Personal	73	0.5	72.5
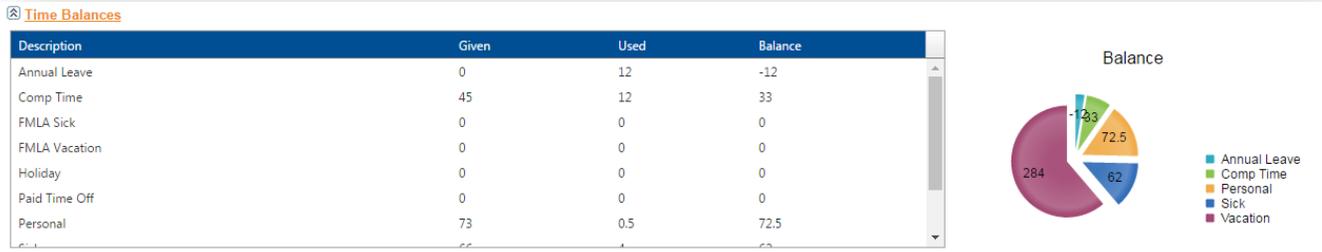
This section provides information about the amount of time off given, used, and remaining (balance) for each time bank. These balances reflect your department's year and/or fiscal calendar as per their departmental rules and the dates chosen for your search criteria.

Time Off section

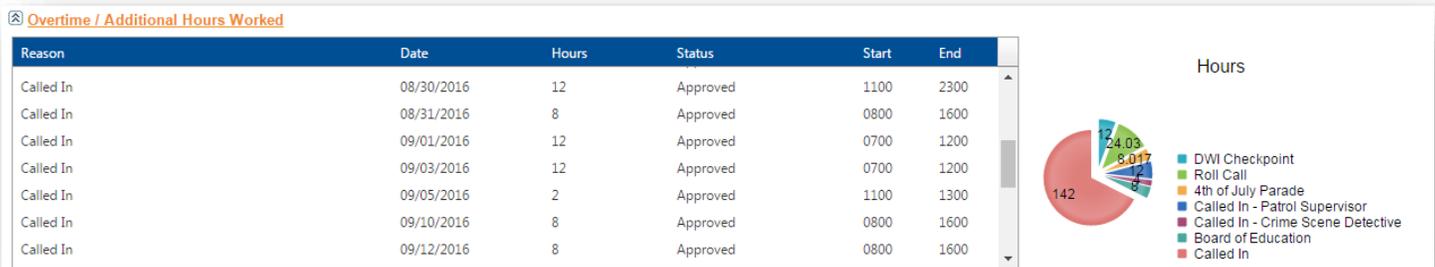| Time Off					
Reason	**Date**	**Hours**	**Status**	**Start**	**End**
Annual Leave	08/05/2016	12	Denied	1900	0700
Annual Leave	08/05/2016	12	Approved	1900	0700
Comp Time	08/06/2016	12	Approved	1900	0700
Personal	08/07/2016	6	Approved	1300	1900
Sick	09/20/2016	2	Approved	1700	1900
Sick	09/23/2016	2	Approved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

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**
Called In	08/30/2016	12	Approved	1100	2300
Called In	08/31/2016	8	Approved	0800	1600
Called In	09/01/2016	12	Approved	0700	1200
Called In	09/03/2016	12	Approved	0700	1200
Called In	09/05/2016	2	Approved	1100	1300
Called In	09/10/2016	8	Approved	0800	1600
Called In	09/12/2016	8	Approved	0800	1600

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.
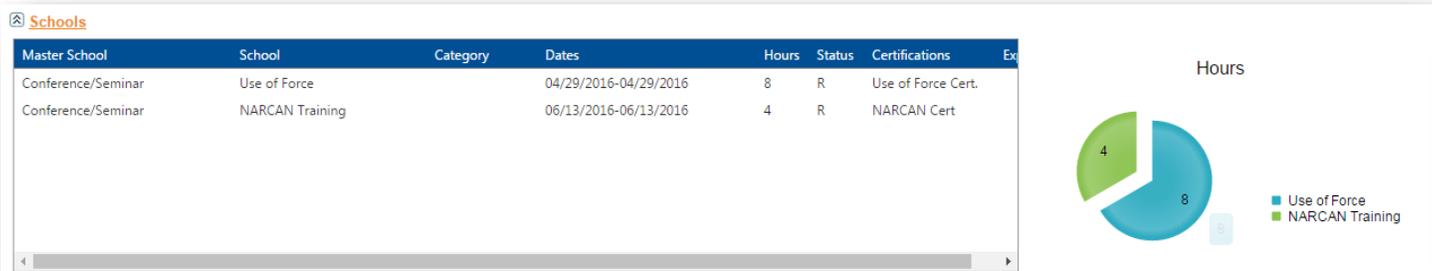
Work Trends section

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.
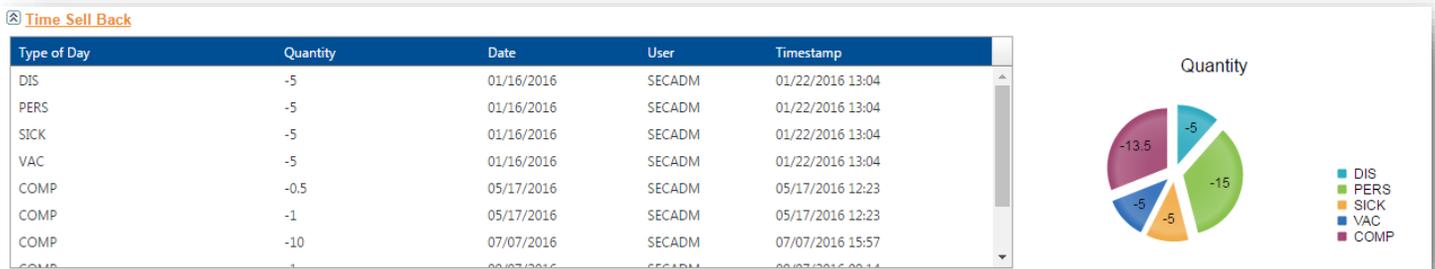
Court section

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.