Employee Hours by Week Genie with OTP

To view weekly totals and over time for your employees in the Time Reporting System you can use a Genie called Employee Hours by Week. Follow the steps below to gain access to this information.

1) Log into the Time Reporting System
2) Select drop arrow next to Hours Summary
3) Select Employee Hours by Week from the drop down

4) All Week to Date will be selected under your show box
5) Select a desired time period from the drop down box:
   a. Previous Pay Period
   b. Current Pay Period
   c. Week to Date (Current Pay Period up to the current date)
   d. Previous Scheduled Period (the previous week)
   e. Current Scheduled Period (the current scheduled week of the current Pay Period)
   f. Range of Dates (Time Keeper can enter in a range of dates)
6) Weekly Totals for week 1 will appear if you select Current Scheduled Period or Previous Scheduled Period