

TIME REPORTING

HELPFUL TIPS



Employee Hours by Week Genie

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 **Employee Hours by Week** from the **Related Items** bar



- 3) An **additional Employee Hours by week** tab will open
- 4) All **Home and Transferred in Employees** 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)



