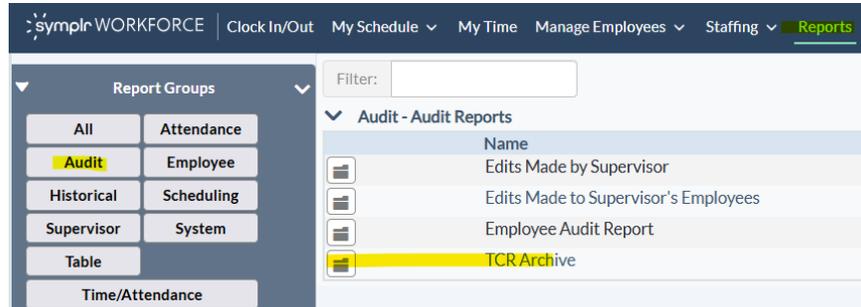


# Helpful Symplr Reports for Supervisors

## TCR Archive

This report displays employee time card information for a specific pay range; allowing supervisors to view and export information from a previous pay period.

- Select Reports – Audit – TCR Archive
  - Choose the folder next to the report to open parameters



- Fill in the parameters as needed (options will be listed in Field Look Up Values to the right once you click in each box)
  - Start Date
  - End Date
  - Last Name or Employee Code (Rocket #) or leave blank for all
- Search

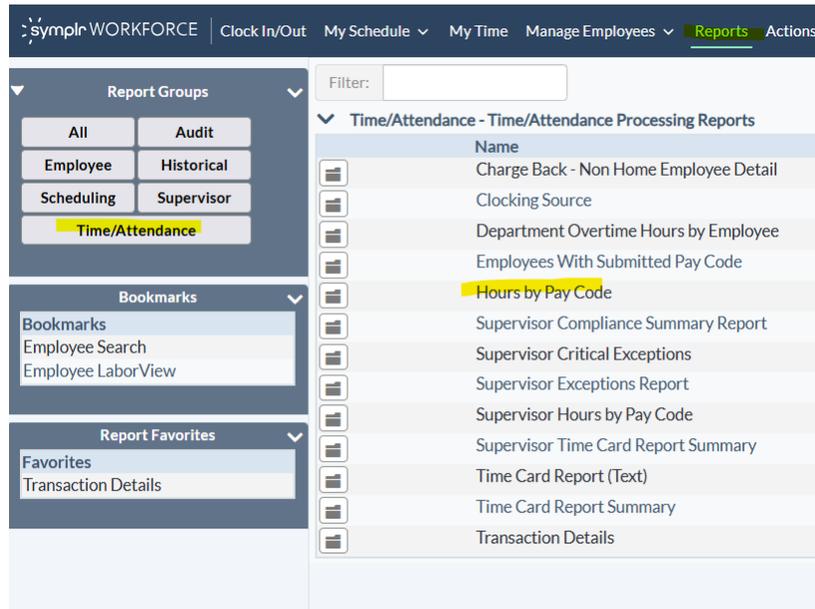
- List of all timecards for the employee parameters entered will show
  - Check the boxes next to the timecards you want to view
  - Click the Folder next to one of your selected periods to open
- Once opened, use arrows to go from one timecard to the next

# Helpful Symplr Reports for Supervisors

## Hours by Pay Code

This report shows the total number of hours for pay codes for the selected organization unit during the indicated date range.

- Select Reports – Time/Attendance reports Hours by Pay Code
  - Choose the folder next to the report to open parameters



- Fill in the parameters as needed (options will be listed in Field Look Up Values to the right once you click in each box)

**Report - Hours by Pay Code**

Specify the following report parameters:

<b>Pay Company</b> TUHOSPITAL	<b>Begin Date*</b> 11/03/2024	<b>Pay Code</b> 6 Records Selected
<b>FAC</b> HOSPITAL	<b>End Date*</b> 11/16/2024	<b>Pay Code Reporting Category</b> 
<b>Division</b> TSHOSPITAL	<b>Break Down*</b> Employee	<b>User Defined Category</b> 
<b>Department</b> 516090	<b>Include Non-Interfaced Data*</b> Yes	<b>Include Non-Worked Hours In Totals*</b> Yes
<b>Unit</b> 	<b>Include Pay Groups*</b> No	<b>Include Non-Interfaced Employees*</b> Yes
<b>Employee</b> 	<b>Group By*</b> Interface Code 1	
<b>Pay Group Instance</b> 	<b>Load Style*</b> Home	
	<b>Adjustment Transaction Date Determination*</b> Transaction Date	

**Request Report**

- Pay Company
  - TUHOSPITAL or TUACADEMIC
- FAC
  - HOSPITAL OR ACADEMIC
- Department
- Employee
  - Leave blank for all employees in a department or search for specific employee (choose 3 lines to the right of the box for search to open)
- Begin Date
- End Date
- Break Down
  - Department shows total hours for specified pay codes by timeframe by department
  - Employee shows total hours for specified pay codes by timeframe by employee
- Include Non-Interfaced Data
  - Select Yes
- Pay Code (choose 3 lines to right of field to search)
  - Fill in specific code, description, or leave blank to search all
  - If searching for only one code, hit the plus sign next to the code
  - If reporting on multiple codes, check the boxes next to all the Pay Codes you want to include
  - Once all needed pay codes are checked, hit the plus sign next to one of the codes to add to report parameters

Enter your Pay Code search criteria:

Code  Active

Number  Pay Company

Description  FAC

183 items were found. 6 items are currently selected.

	<input type="checkbox"/>	Code^	FAC	Number	Description
<input type="checkbox"/>	<input type="checkbox"/>	Military	ACADEMIC	90	Military Leave
<input type="checkbox"/>	<input type="checkbox"/>	Military	HOSPITAL	90	Military Leave
<input type="checkbox"/>	<input type="checkbox"/>	MOU Shift Diff	HOSPITAL		MOU Shift Diff
<input type="checkbox"/>	<input type="checkbox"/>	OC	ACADEMIC	49	On Call Pay
<input type="checkbox"/>	<input type="checkbox"/>	OC	HOSPITAL	49	On Call
<input type="checkbox"/>	<input type="checkbox"/>	OC PF	HOSPITAL		On Call Perfusion
<input type="checkbox"/>	<input type="checkbox"/>	OC PH	HOSPITAL		On Call Pathology
<input type="checkbox"/>	<input type="checkbox"/>	OC Sch	ACADEMIC		OC Sch
<input type="checkbox"/>	<input type="checkbox"/>	OC Sch	HOSPITAL		OC Sch
<input type="checkbox"/>	<input type="checkbox"/>	OC Week Day	HOSPITAL		OC Week Day
<input type="checkbox"/>	<input type="checkbox"/>	OC Work	ACADEMIC		OC Ready to Work
<input type="checkbox"/>	<input type="checkbox"/>	OC Work	HOSPITAL		OC Ready to Work
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	OT 1.5	ACADEMIC		Overtime 1.5
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	OT 1.5	HOSPITAL		Overtime 1.5
<input type="checkbox"/>	<input type="checkbox"/>	OT 2	ACADEMIC		Overtime-double time

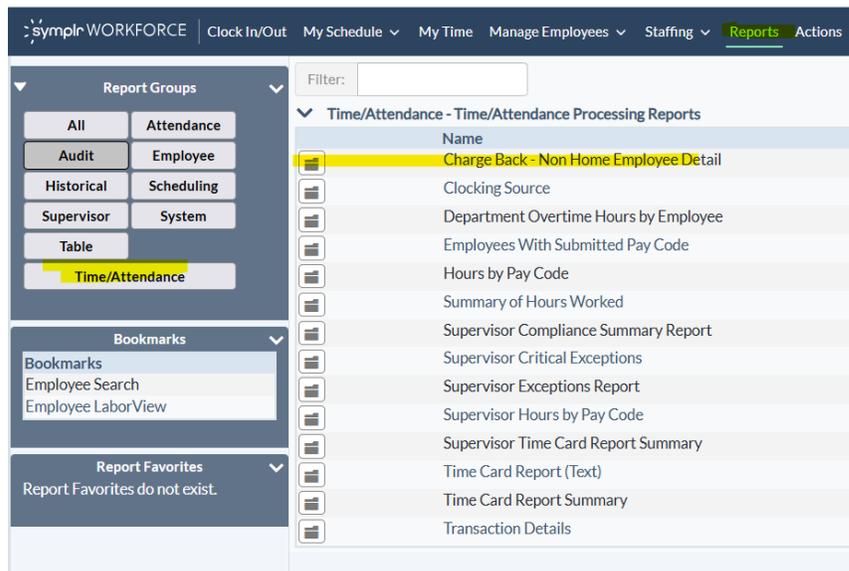
- Include Non-Interfaced Employees
  - Select Yes
- Once all parameters are filled out, choose Request Report

# Helpful Symplr Reports for Supervisors

## Charge Back – Non Home Employee Detail

This report lists the hours, dollars, or units charged to an organization unit, and the clocking and calendar details, for non-home employees who worked in that organization unit during the selected date range.

- Select Reports – Time/Attendance reports Charge Back – Non Home Employee Detail



- Fill in the parameters as needed (options will be listed in Field Look Up Values to the right once you click in each box)
  - Pay Company
    - TUHOSPITAL or TUACADEMIC
  - FAC
    - HOSPITAL OR ACADEMIC
  - Department
  - Employee
    - Leave blank for all employees in a department or search for specific employee (choose 3 lines to the right of the box for search to open)
  - Begin Date
  - End Date
- Request Report

**Report - Charge Back - Non Home Employee Detail**

Specify the following report parameters:

<b>Pay Company</b>	<input type="text" value="TUHOSPITAL"/> ✓	<b>Employee</b>	<input type="text" value=""/> ✓
<b>FAC</b>	<input type="text" value="HOSPITAL"/> ✓	<b>Start Date*</b>	<input type="text" value="11/03/2024"/> ✓
<b>Division</b>	<input type="text" value=""/> ✓	<b>End Date*</b>	<input type="text" value="11/16/2024"/> ✓
<b>Department</b>	<input type="text" value="516850"/> ✓	<b>Include Assigned Employees*</b>	<input type="text" value="No"/> ✓
<b>Unit</b>	<input type="text" value=""/> ✓		

- This report will list each person with hours charged to selected department for whom it is not their home labor distribution. Home labor distribution department will be listed next to their name once report runs.