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
 - o Choose the folder next to the report to open parameters

				My Schedule V My Time Manage Employees V Staffing V Reports
•	Rep	ort Groups	~	Filter:
r	All	Attendance		 Audit - Audit Reports
┣╴				Name
	Audit	Employee		Edits Made by Supervisor
	Historical	Scheduling		Edits Made to Supervisor's Employees
	Supervisor	System		Employee Audit Report
	Table			TCR Archive
Time/Attendance				

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

Enter your Time Card Report Archi Start Date*	ve search criteria: Employee Code
07/01/2024 🗸	✓
End Date* 08/25/2024	FAC
Last Name	Department
First Name	Unit
Middle Name	Job Class
Original Report Only	
Search	

- List of all timecards for the employee parameters entered will show
 - o 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
 - \circ $\,$ Choose the folder next to the report to open parameters

			k In/Out	t My Schedule v My Time Manage Employees v Reports Action	
▼ Report Groups ✓		~	Filter:		
All Audit			 Time/Attendance - Time/Attendance Processing Reports 		
Employ	ee	Historical		Name Charge Pack - Non Home Employee Detail	
Scheduli	ing	Supervisor		Charlie Back - Norr Home Employee Detail	
Scheduli	ing	Supervisor			
Tin	ne/Att	endance		Department Overtime Hours by Employee	
				Employees With Submitted Pay Code	
	Bo	okmarks	~	Hours by Pay Code	
Bookmark	(S			Supervisor Compliance Summary Report	
Employee Search			_	Supervisor Critical Exceptions	
Employee LaborView			_	Supervisor Exceptions Report	
				Supervisor Hours by Pay Code	
-	Repor	t Favorites	~	Supervisor Time Card Report Summary	
Favorites		- 1	Time Card Report (Text)		
Transaction Details			Time Card Report Summary		
			Transaction Details		

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

- o Pay Company
 - TUHOSPITAL or TUACADEMIC
- o FAC
 - HOSPITAL OR ACADEMIC
- o Department
- o 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)
- o Begin Date
- o End Date
- o 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 Code	r Pay Code search criteria	: Active Pay Company			
Descriptio	on	FAC			
183 items	were found. 6 items are c	urrently selected.			
		Code	FAC	Number	Description
+		Military	ACADEMIC	90	Military Leave
+		Military	HOSPITAL	90	Military Leave
+		MOU Shift Diff	HOSPITAL		MOU Shift Diff
+		OC	ACADEMIC	49	On Call Pay
+		OC	HOSPITAL	49	On Call
+		OC PF	HOSPITAL		On Call Perfusion
+		OC PH	HOSPITAL		On Call Pathology
+		OC Sch	ACADEMIC		OC Sch
+		OC Sch	HOSPITAL		OC Sch
+		OC Week Day	HOSPITAL		OC Week Day
+		OC Work	ACADEMIC		OC Ready to Work
+	0	OC Work	HOSPITAL		OC Ready to Work
+		OT 1.5	ACADEMIC		Overtime 1.5
+		OT 1.5	HOSPITAL		Overtime 1.5
+		OT 2	ACADEMIC		Overtime-double time

- o 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

2	symplr WORI		k In/Out	My Schedule V My Time Manage Employees V Staffing V Reports Actions
▼ Report Groups ✓		~	Filter:	
Г	All	Attendance		Ime/Attendance - Time/Attendance Processing Reports
Audit Employee			Charge Back - Non Home Employee Detail	
	Historical	Scheduling		Clocking Source
Г	Supervisor	System		Department Overtime Hours by Employee
Г	Table			Employees With Submitted Pay Code
Time/Attendance			Hours by Pay Code	
			Summary of Hours Worked	
Bookmarks 🗸		~	Supervisor Compliance Summary Report	
Bookmarks				Supervisor Critical Exceptions
Employee Search			Supervisor Exceptions Report	
E	mployee Labo	rView	_	Supervisor Hours by Pay Code
				Supervisor Time Card Report Summary
Report Favorites Report Favorites do not exist.		~	Time Card Report (Text)	
			Time Card Report Summary	
				Transaction Details

- Fill in the parameters as needed (options will be listed in Field Look Up Values to the right once you click in each box)
 - o Pay Company
 - TUHOSPITAL or TUACADEMIC
 - o FAC
 - HOSPITAL OR ACADEMIC
 - o Department
 - o 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
 - o End Date
- Request Report

Report - Charge Back - Non Home I	Employee Detail			
Specify the following report parameters:				
Pay Company	Employee			
	✓ ≡			
FAC	Start Date*			
HOSPITAL	11/03/2024 🗸			
Division	End Data:			
Division				
▲	11/16/2024			
Department	Include Assigned Employees*			
516850	No 🗸 🗸			
Unit				
▲				
Request Report				
- Request Report				

• 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.