

ECC Reporting Tool- CADO

Transaction Name: CADO

Purpose: To view employees' time sheet for a specified time frame


Role Needed: ZRHR_PT_TIMEENTRY or ZRHR_PT_TIME_ADMIN_DISPLAY (view only)


Step One: Enter necessary criteria

Display Time Sheet Data

Receiver parameters | Sender parameters | All parameters


Person

Personnel no.  Enter Employee Personnel Number

Status  Select the status of the hours you are searching for (approved, cancelled, in the process, etc).

Reporting period

Today Current Year Other Period

Current Week All  Select the reporting period for the hours you are searching for

Current month Past

Data selection period to

Options

Layout

Step Two: Reviewing the information

Exception	Pers.No.	Empl./Appl.Name	ActTyp	Date	A/A type	Att./abs. type text	Σ Hours	Rec. Cctr	Rec. Order	Created by	Created on	Name
				01/03/2011	BTP	STD Paid Time Off	3.20			HRAUTO	01/18/2011	Approved
					BTW	STD Leave Without Pay	4.80			HRAUTO	01/18/2011	Approved
				01/04/2011	PTS	Paid Time Off Scheduled	8.00			HRAUTO	01/18/2011	Approved
				01/05/2011	PTS	Paid Time Off Scheduled	8.00			HRAUTO	01/18/2011	Approved
				01/06/2011	PTS	Paid Time Off Scheduled	8.00			HRAUTO	01/18/2011	Approved
				01/07/2011	PTS	Paid Time Off Scheduled	8.00			HRAUTO	01/18/2011	Approved
				01/10/2011	REG	Regular	4.75			HRAUTO	01/18/2011	Approved
				01/11/2011	REG	Regular	4.50			HRAUTO	01/18/2011	Approved
				01/12/2011	REG	Regular	4.75			HRAUTO	01/18/2011	Approved
				01/13/2011	REG	Regular	4.50			HRAUTO	01/18/2011	Approved
				01/14/2011	REG	Regular	5.00			HRAUTO	01/18/2011	Approved
Effective dates- based on reporting period selection							63.50	← Total # of hours		Specified Status		