Hours Worked
Use to track hours worked

Created 10/12/15
How Will This Report Help?

By running this report, you’ll be able to track how many hours your hourly paid employees are working, not only in your organization, but in all concurrent assignments as well. Departments can then make adjustments to work schedules, make a change to the employee subgroup or place them into a benefit eligible position if appropriate.

For help in determining concurrent assignments, see new report and job aid, “Concurrent Assignments”
Report Background...

- Allows for tracking of hours worked across concurrent assignments
- Report reflects working time, not total earnings
- Time types included represent actual hours worked and do not include time types like differentials or bonus pay.
- New security model – open access but no confidential information can be pulled into the report
- Different variable screen set up
To Access the Report:

Select the following path:

- Enterprise SAP BW
- Human Resources
- Time Management
- Hours Worked
Important Fields and What They Mean

You’ll see the following fields in this report, either in the variable screen and/or the report results.

**Calendar Day (Range)** – this is the time frame for which you want to view hours worked for all assignments. The results show a week from Monday – Sunday.

**Key Date** – identifies employee attributes (org, employee status, personnel area and subarea, etc.) as of this date

**Person ID** – the common identifier for employees regardless of their assignment and/or pernr
Prompt Screen

<table>
<thead>
<tr>
<th>Top Section</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Personnel Area (UN# and/or HS#)</strong></td>
</tr>
<tr>
<td>Include: UN#</td>
</tr>
<tr>
<td>Calendar Day (Range)</td>
</tr>
<tr>
<td>Start: 20150501</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Bottom Section</th>
</tr>
</thead>
<tbody>
<tr>
<td>Key Date: 20150531</td>
</tr>
<tr>
<td>Employment Status (Required)</td>
</tr>
<tr>
<td>Include: 1 &amp; 4</td>
</tr>
</tbody>
</table>

**Personnel Area (Selection Option, Required)**
- Include: UN02

**Personnel Subarea (Selection Option, Optional)**
- Organizational Unit (Multiple Single, Optional)
- Employee Group (Selection Option, Mandatory)
  - Include: 5
  - Values: Equal

**Employee SubGroup (Optional)**
- Employee (Selection, Optional)
Variable Screen – Top Section

The top section contains two **required fields**

Populating these fields tells the report whether you want to check across the University or Health System for hours worked. It also identifies the date range you are interested in seeing hours for.

*In this example, the user is looking for all hours worked anywhere within the University for the dates of 5/1 through 5/31/15.*
The bottom section of the variable screen contains four **required fields**. Populating these fields identifies “whose” hours you are looking for.

In this example, the user is looking for casual employees, working in the SOM, who are either active, temp inactive or on LOA as of 5/31/2015.
Report Results

This is the default report output.

- Employees who work more than 27 hours in a week are highlighted in green.
- You can see that two of these employees have concurrent assignments.
You can select some free characteristics to add to the report to increase its usefulness.

You can select from the report options…

or you can right click on an employee, select Attributes, and add from this list.
This report is customizable to your specific needs. In this example, by removing the default Calendar year/week from the Columns and adding Calendar Day to the Rows, the user is able to further analyze when the hours are worked and for which departments.

You can also see that the employee sometimes worked both assignments on the same day.
Access to report …

- For all existing users with the following roles prior to June 2014, access to the report was automatically granted.
  - ZBHR_PA_R_PAV_ORG
  - ZBHR_PY_P_PYC_ORG
  - ZBHR_TA_R_TAV_ORG

- If you find you do not have access, or if you are a new user, you will need to submit a ZSR.

- The role assigned is either ZBHR_BW_R_INST_HS or ZBHR_BW_R_INST_UN based on your security access.
Additional Resources

- **HRSS/PYSS Reporting Website:**
  [http://ssc.jhmi.edu/hr_payroll/reporting.html](http://ssc.jhmi.edu/hr_payroll/reporting.html)

- **HRSS/PYSS Job Aids Overview:**
  [http://ssc.jhmi.edu/hr_payroll/job_aids.html](http://ssc.jhmi.edu/hr_payroll/job_aids.html)

- **Identify Concurrent Assignments:**
  [http://ssc.jhmi.edu/hr_payroll/DataFiles_HR_Payroll/ica.pdf](http://ssc.jhmi.edu/hr_payroll/DataFiles_HR_Payroll/ica.pdf)