

# Hours Worked

Use to track hours worked



# 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"*

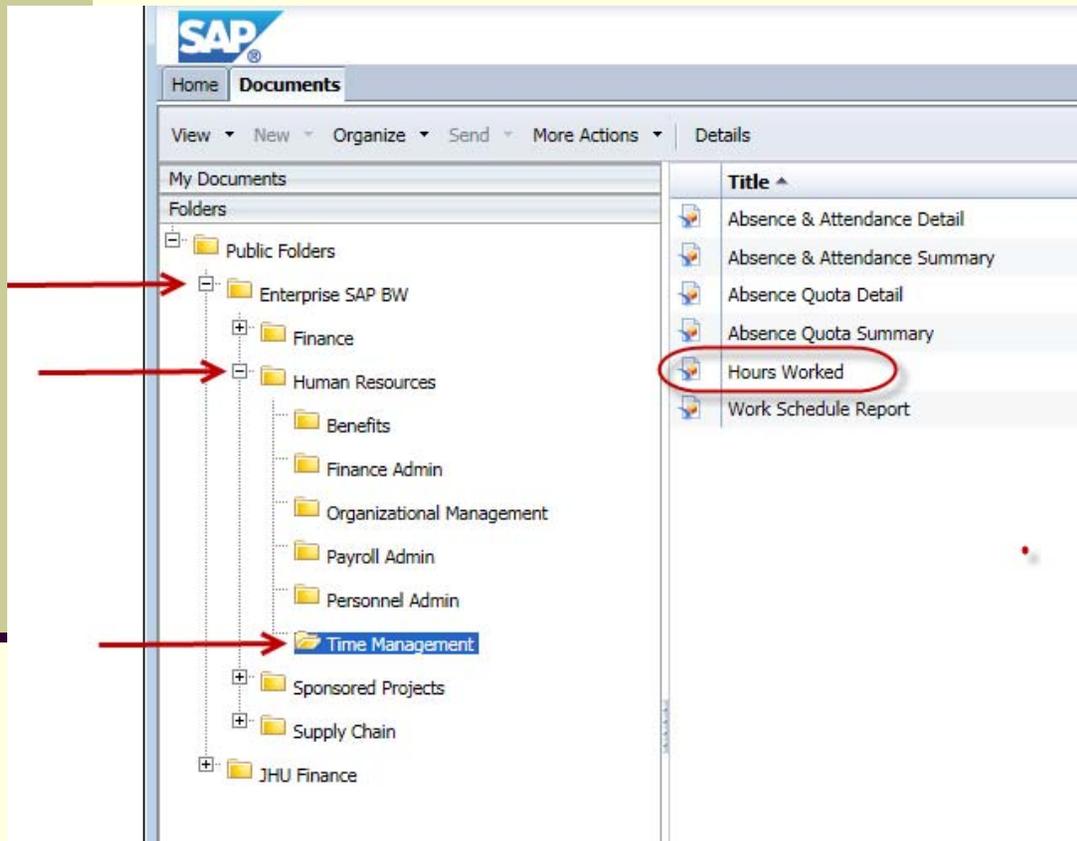


# Report Background...

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- 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

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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 person

# Prompt Screen

All | Required | Optional Variants | Settings

▼ **\* Personnel Area (UN\* and/or HS\*)** **TOP SECTION**

Include values Equal

UN\* [Copy] [X] [Add]

▼ **\* Calendar Day (Range)**

Start: End:

20150501 [Copy] 20150531 [Copy] [X]

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▼ **\* Key Date** **BOTTOM SECTION**

20150531 [Copy]

▼ **\* Employment Status (Required)**

Include values Between

1 [Copy] & 4 [Copy] [X] [Add]

▼ **\* Personnel Area (Selection Option, Required)**

Include values Equal

UN02 [Copy] [X] [Add]

▶ Personnel Subarea (Selection Option, Optional)

▶ Organizational Unit (Multiple Single, Optional)

▼ **\* Employee Group (Selection Option, Mandatory)**

Include values Equal

5 [Copy] [X] [Add]

▶ 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.*

▼  Personnel Area (UN\* and/or HS\*) **TOP SECTION**

Include values Equal

UN\*

▼  Calendar Day (Range)

Start: 20150501 End: 20150531

# Variable Screen – Bottom Section

The bottom section of the variable screen contains four **required fields**. Populating these fields identifies “whose” hours you are looking for.

The screenshot displays the 'BOTTOM SECTION' of a variable screen. It features four required fields, each with a red asterisk icon:

- Key Date:** A text input field containing '20150531'.
- Employment Status (Required):** A dropdown menu set to 'Include', a 'values' dropdown set to 'Between', and two text input fields containing '1' and '4'.
- Personnel Area (Selection Option, Required):** A dropdown menu set to 'Include', a 'values' dropdown set to 'Equal', and a text input field containing 'UN02'.
- Employee Group (Selection Option, Mandatory):** A dropdown menu set to 'Include', a 'values' dropdown set to 'Equal', and a text input field containing '5'.

Below these fields are several optional sections, each with a right-pointing arrow icon:

- Personnel Subarea (Selection Option, Optional)
- Organizational Unit (Multiple Single, Optional)
- Employee SubGroup (Optional)
- Employee (Selection, Optional)

*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.

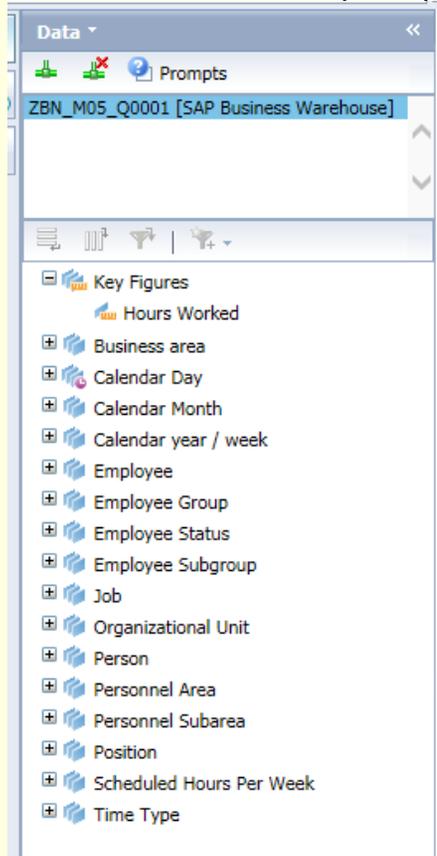
Hours Worked				Calendar year / week		Key Figures	
Person	Employee	Scheduled Hours Per Week	18/2015	19/2015	21/2015	22/2015	
			Hours Worked	Hours Worked	Hours Worked	Hours Worked	
2504 : ██████████	109820 : ██████████	18.00			11.50	3.00	
	181371 : ██████████	18.00			4.00		
	181373 : ██████████	18.00			3.80		
5070 : ██████████	111953 : ██████████	18.00			19.40	4.80	
	132758 : ██████████	15.00			6.00		
	181327 : ██████████	18.00			11.49	1.10	
	181334 : ██████████	18.00			9.50	3.00	
5303 : ██████████	142675 : ██████████	10.00	10.00	40.00	40.00	40.00	

- 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.

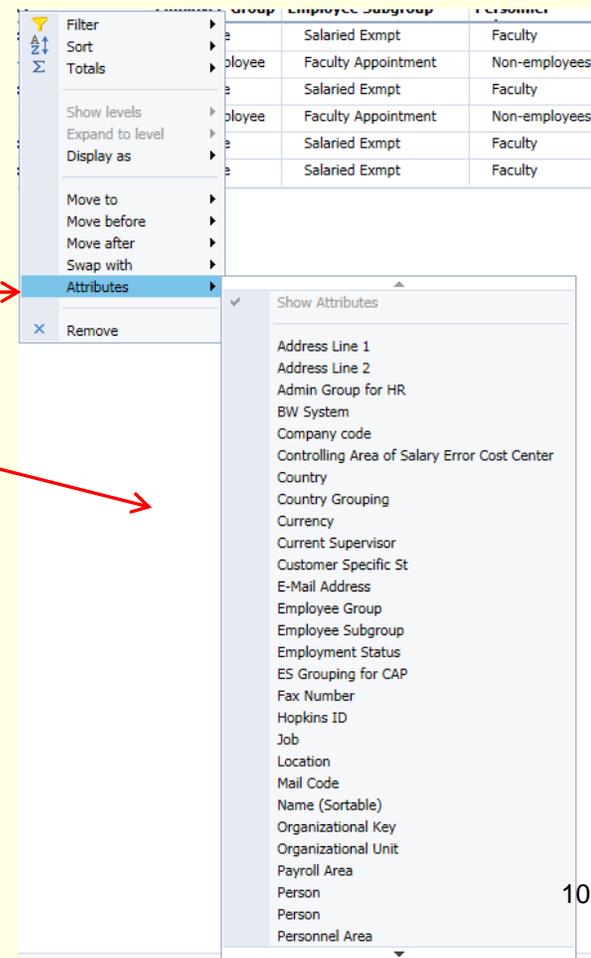
# Report Results (cont.)

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*



# Report Results (cont.)

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.

The screenshot shows a 'Layout' window with two panes. The 'Columns' pane contains 'Key Figures'. The 'Rows' pane contains a list of fields: 'Person', 'Employee', 'Organizational Unit', and 'Calendar Day'. The 'Calendar Day' field is highlighted with a dashed red box, indicating it is the active field being added to the rows.

Hours Worked				Key Figures			
Person	Employee	Organizational Unit	Calendar Day	Hours Worked			
159822 : [REDACTED]	159822 : [REDACTED]	10001101 : Epidemiology	05/12/2014	2.50			
			05/13/2014	2.00			
			05/14/2014	1.50			
			05/15/2014	2.00			
			05/16/2014	1.50			
			05/17/2014	2.50			
			05/19/2014	2.50			
			05/20/2014	2.50			
			161941 : [REDACTED]	161941 : [REDACTED]	10002813 : SOM DOM Infectious D	05/04/2014	3.00
						05/05/2014	2.50
05/06/2014	3.00						
05/07/2014	3.00						
05/08/2014	2.00						
05/09/2014	2.00						
05/11/2014	2.00						
05/12/2014	2.00						
05/13/2014	3.00						
05/15/2014	3.00						
05/18/2014	2.00						
05/19/2014	2.50						
05/20/2014	3.00						

You can also see that the employee sometimes worked both assignments on the same day

# Access to report ...

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- 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

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- **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)