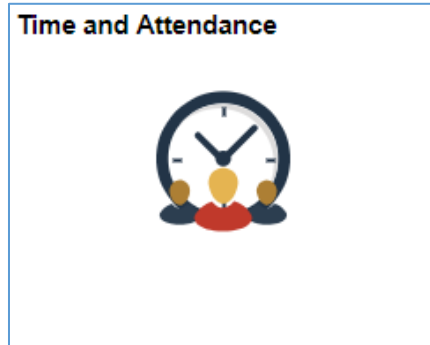


TARS Reports

Time & Attendance Reports are available to all TARS Timekeepers and Approval Managers

1) Select the Time & Attendance Tile:



2) Select Time & Attendance Reports to reveal the reports available:

Time & Attendance Reports ^	<p>Reports available to TARS Timekeepers:</p> <p><u>Detail Report – Dept:</u> Provides detailed report of a specific department for a specific month (MMYYYY format).</p> <p><u>Detail Report – EMPLID:</u> Provides detailed report of a specific employee for a specific month (MMYYYY format).</p>
Time/Att Detail Rpt - Dept	
Time/Att. Detail Rpt - EMPLID	

Time & Attendance Reports ^	<p>Reports available to TARS Approval Managers:</p> <p><u>Detail Report – Dept:</u> Provides detailed report of a specific department for a specific month (MMYYYY format).</p> <p><u>Detail Report – EMPLID:</u> Provides detailed report of a specific employee for a specific month (MMYYYY format).</p> <p><u>Summary Report:</u> Monthly Summary of Absence or Hourly entries by Paygroup*</p> <p><u>Processed Summary:</u> Similar to Summary Report but by Pay End Date</p>
Time/Att Detail Rpt - Dept	
Time/Att. Detail Rpt - EMPLID	
Time & Att. Summary Rpt	
Time & Att Hrs Proc Summary	

*Paygroups:

Pay Group	Description	
A12	Academic Regular Monthly	Absence
AHD	Academic Hourly/Daily	Timecard
BDP	Board Trustees/Persn Comm	Timecard
C12	Classified Regular Monthly	Abs & TC
EQP	EQUAL PAY (Contract Pay)	Absence
FWS	Federal Work Study Program	Timecard
HDC	Classified Hourly/Daily	Timecard
SMR	Summer SBA Contract pay	
STU	Student Workers (District)	Timecard

3) This example below is for a Detailed Report of Hourly Entries of Department # 672000 for the month of January 2019.

TA Detail By Dept

Month Year: LBC Entry Type:

Department: **

Adjustment Hourly
Adjustment Salaried
Regular Hourly
Regular Salaried

**For Salaried Absence entries, select Regular Salaried under this drop-down.

A PDF of your requested report will appear:



Time & Attendance Detail Report by Department

Employee ID:		Name:		Rate:									
Job Rec#:0		PayGroup: HDC		Job Code: E22265									
Date	Start	Stop	Erncd	Hours	Month Paid	Chartfield			Entered By	Approved By	Date	Comments	
1/2/2019	09:00	13:00	LTE	4	1/31/2019	232000	01	672000	0000	0771275	0650684	1/30/2019	
1/2/2019	13:30	16:30	LTE	3	1/31/2019	232000	01	672000	0000	0771275	0650684	1/30/2019	
1/3/2019	09:00	13:30	LTE	4.5	1/31/2019	232000	01	672000	0000	0771275	0650684	1/30/2019	
1/3/2019	14:00	16:30	LTE	2.5	1/31/2019	232000	01	672000	0000	0771275	0650684	1/30/2019	
1/4/2019	09:00	14:00	LTE	5	1/31/2019	232000	01	672000	0000	0771275	0650684	1/30/2019	
1/4/2019	14:30	17:00	LTE	2.5	1/31/2019	232000	01	672000	0000	0771275	0650684	1/30/2019	
1/7/2019	09:00	12:30	LTE	3.5	1/31/2019	232000	01	672000	0000	0771275	0650684	1/30/2019	
1/7/2019	13:00	16:00	LTE	3	1/31/2019	232000	01	672000	0000	0771275	0650684	1/30/2019	

4) This example is for a Detailed Absence Report by Employee ID for April 2018:

TA Detail by ID

Empl ID: Empl Record:

Month Year: Time/Absence:



Time & Attendance Detail Report by EMPLID

Emplid ID:		Name:		Rate:									
Empl Rcd#:0		PayGroup: C12		Job Code:									
Date	Start	Stop	Erncd	Hours	Month Paid	Chartfield			Entered By	Approved By	Date	Comments	
3/22/2018			JDL	16	4/30/2018	211000	01	672000	0000	0771275	0002540	4/18/2018	3/22 & 3/23
4/2/2018			VAC	40	4/30/2018	211000	01	672000	0000	0771275	0002540	4/18/2018	4/2 - 4/6