STUDENT WEBTIME ENTRY

ENTRY

CRYSTAL REPORTS GUIDE

(Datatel)

Human Resources have made available to you the following reports for your use. You may access them through (Datatel) Crystal Reports under "Human Resources" via YCCDnet. Below are the summaries of each report, step-by-step access notes, as well as samples for your reference. These reports are available in PDF and Excel versions.

Time Entry Detail by Budget Manager

- Detailed report of time entered for each student by budget manager and pay period.
- This report can be run prior to budget manager approval.

Time Entry Not Approved

- Identifies Time Entries that have not been approved.
- This report is defined by pay period.
- This report can be run anytime before or after budget manager approval.

Student Time Entry Report

- Details date and total hours entered for pay period.
- This report is defined by pay period.
- This report can be run prior to budget manager approval.
- This is the same report as the Time Entry Report the student would print themselves when entering their time.

Time Entry on Weekend or Holiday
(for monitoring hours on those days)

- Identifies Student time entered on a Saturday/Sunday/Holiday.
- This report is defined by pay period.
- This report can be run prior to budget manager approval.
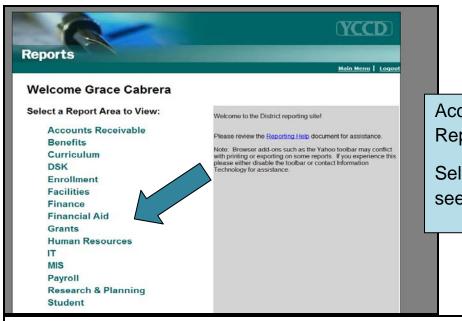
Worked More Than 20 hours in a Week
(for monitoring 20 hour per week limit)

- Identifies students entering time in excess of 20 hours in a Sun-Sat period.
- Identifies student and time, regardless of multiple department work assignments.
- This report is defined by pay period.

For Budget Use:

Time Entry Detail by Earn Type

- Detailed report of all time entered, by all students for defined pay period.
- Report is categorized by college and earn type.
- Parameters are available to narrow your searches

Reports

Welcome Grace Cabrera

Select a Report Area to View:

Accounts Receivable
Benefits
Curriculum
DSK
Enrollment
Facilities
Finance
Financial Aid
Grants
Human Resources
IT
MIS
Payroll
Research & Planning
Student

Welcome to the District reporting site!

Please review the Reporting Help document for assistance.

Note: Browser add-ons such as the Yahoo toolbar may conflict with printing or exporting on some reports. If you experience this please either disable the toolbar or contact Information Technology for assistance.

> Access (Datatel) Crystal Reports via YCCDnet. (Step 1)
>
> Select "Human Resources" to see Available Reports.

Time Entry

List of students that the preferred Email address is not their STU Email address 🔒
Pulls students with open wages whose preferred Email address is not their Student Email address.

Time Entry Detail by Earn Type - Excel 🔒
It pulls time entry dDetail by earn type.

Time Entry Detail by Earn Type - PDF 🔒
It pulls time entry detail by earn type.

Time Entry Detail by Supervisor - Excel 🔒
It pulls time entry detail record of current open payroll by supervisor.

Time Entry Detail by Supervisor - PDF 🔒
It pulls time entry detail record of current open payroll by supervisor.

Time Entry Not Approved Report 🔒
It pulls employees whoes Time Entries ae not yet approved by the Supervisor.

Time Entry on Weekend or Holiday 🔒
It pulls employee who has entered their work hours on weekend or holiday during current open payroll.

Worked More Than 20 Hrs in a Week (Mon- Fri) 🔒
It pulls employee who has worked more than 20 hours from Monday thru Friday during current open payroll period.

> Select your reports from the list that appears. (Step 2)

Reports

Page Title

> Report Name will appear here

* Denotes Required Field

Pay Cycle: * [Select a Pay Cycle from the list ▾]
Pay Period Beginning: * [_____] [...]
Pay Period Ending: * [_____] [...]
[Submit]

> Enter your specific parameters. Submit. (Step 3)

Time Entry Detail by Budget Manager

- Detailed report of time entered for each student by supervisor and pay period.
- This report can be run prior to supervisor approval.

Time Entry Detail Report by Budget Manager

(Current Open Payroll)

Pay Cycle: ST

Beg. Pay Period: 11/21/2010   Supervisor: Shelley Akiona

End Pay Period: 12/20/2010   Date: 12/13/2010 10:20:19AM

	Work Date	Work Hours	Amount

Madden, Joe (0000001)

REGM-STU-984CS   Regular Student Worker, TRIO/Upward Bound, MJC

	Work Date	Work Hours	Amount
11-0000-1111-222222-XXXXX	11/23/2010	8.00	64.00
	11/25/2010	8.00	64.00
	11/30/2010	8.00	64.00
	12/02/2010	8.00	64.00
	12/07/2010	8.00	64.00
	12/09/2010	8.00	64.00
	12/14/2010	8.00	64.00
	12/16/2010	8.00	64.00

Supervisor's Decision: APP   Total for REGM-STU-984CS   64.00   512.00

Total for Madden, Joe (0000001)   64.00   512.00

Smith, Emmett (0000002)

REGC-STU-901BS   Regular Student Worker, Academic Achievement Ctr, Columbia

	Work Date	Work Hours	Amount
11-0000-1111-222222-XXXXX	11/22/2010	4.00	32.00
	11/23/2010	4.00	32.00
	11/24/2010	4.00	32.00
	11/25/2010	4.00	32.00
	11/29/2010	4.00	32.00
	11/30/2010	4.00	32.00
	12/01/2010	4.00	32.00
	12/02/2010	4.00	32.00
	12/06/2010	4.00	32.00
	12/07/2010	4.00	32.00
	12/08/2010	4.00	32.00
	12/09/2010	4.00	32.00
	12/13/2010	4.00	32.00
	12/14/2010	4.00	32.00
	12/15/2010	4.00	32.00
	12/16/2010	4.00	32.00
	12/20/2010	4.00	32.00

Supervisor's Decision: APP   Total for REGC-STU-901BS   68.00   544.00

Total for Smith. Emmett (0000002)   68.00   544.00

Student Time Entry Report

- Details date and total hours entered for pay period.
- This report is defined by pay period.
- This report can be run prior to budget manager approval.
- This is the same report as the Time Entry Report the student would print themselves when entering their time.

Time Entry Detail Report
Current Open Payroll

(0201593) **Student-A Test**   6/22/2011 -11:38:32AM

Position ID: **REGY-STU-917AS**
Position Title: Regular Student Worker, Chancellor's Office, YCCD

Supervisor: **Supervisor B Test**

Date:	Hours:	Amount:
05/23/2011	7.50	60.00
05/24/2011	6.00	48.00
05/25/2011	6.50	52.00
05/26/2011	4.00	32.00
06/02/2011	2.00	16.00
06/06/2011	6.00	48.00
06/07/2011	3.50	28.00
06/09/2011	3.50	28.00
06/13/2011	7.50	60.00
06/15/2011	4.00	32.00
06/20/2011	8.25	66.00
Totals:	**58.75**	**$470.00**

Authorization: _____

Time Entry Not Approved

- Identifies Time Entries that have not been approved.
- This report is defined by pay period.
- This report can be run anytime before or after budget manager approval.

Time Entry Not Approved Report

(Current Open Payroll)

Beg Pay Period: 11/21/2010

End Pay Period: 12/20/2010   Date: 12/13/201010:25:31AM

Last Name	First Name	Budget Mgr	ID	Position ID	Position Title	Total Hrs
Farve	Brett	Akiona, S.	00003	CWKM-STU-976AS	Regular Student Worker, TRIO/UpwardBd	28.00
Rice	Jerry	Akiona, S.	00003	CWKM-STU-976AS	Regular Student Worker, TRIO/UpwardBd	28.00

Time Entry on Weekend or Holiday
(for monitoring hours on those days)

- Identifies Student time entered on a Saturday/Sunday/Holiday.
- This report is defined by pay period.
- This report can be run prior to budget manager approval.

Time Entry on Saturday, Sunday or Holiday Report
Current Open Payroll

Pay Cycle: ST

Beg Work Date:11/21/2010

End Work Date: 12/20/2010

Print Date: 12/13/2010 10:26:10AM

Last Name	First Name	Emp Id	Position Id	Budget Manager	Work Date	Day
Aikman	Troy	00007	REGM-STU-984CS	Shelley Akiona	11/25/2010	Holiday
Bradshaw	Terry	00005	REGC-STU-901BS	Shelley Akiona	11/25/2010	Holiday
Lott	Ronnie	00008	CWKC-STU-942DS	Shelley Akiona	11/25/2010	Holiday
Madden	John	00001	CWKC-STU-942DS	Shelley Akiona	11/26/2010	Holiday
Montana	Joe	00004	REGY-STU-917AS	Shelley Akiona	11/25/2010	Holiday
Smith	Emmett	00002	CWKM-STU-919CS	Shelley Akiona	11/25/2010	Holiday
Young	Steve	00003	CWKM-STU-919CS	Shelley Akiona	11/26/2010	Holiday

Worked More Than 20 hours in a Week
(for monitoring 20 hour per week limit)

- Identifies students entering time in excess of 20 hours in a Sun–Sat period.
- Identifies student and time, regardless of multiple department work assignments.
- This report is defined by pay period.

Worked More Than 20 Hrs in a Week (Mon- Fri) Report
Current Open Payroll

LAST_NAME	FIRST_NAME	EMPID	Week_Of	WORK_HRS
Aikman	Troy	00007	11/22/2010	25.00
Aikman	Troy	00007	11/29/2010	25.00
Aikman	Troy	00007	12/6/2010	25.00
Aikman	Troy	00007	12/13/2010	25.00
Bradshaw	Terry	00005	12/6/2010	60.00

For Budget Use:

Time Entry Detail by Earn Type

- Detailed report of all time entered, by all students for defined pay period.
- Report is categorized by college and earn type.
- Parameters are available to narrow your searches

Time Entry Detail Report by Earn Type			
(Current Open Payroll)			

Pay Cycle: ST
Beg. Pay Period: 11/21/2010
End Pay Period: 12/20/2010

Date: 12/13/2010 10:18:09AM

	Work Date	Work Hours	Amount
SCW			
Columbia College			
Aikman, Troy (0000005)			
CWKC-STU-942DS CALWorks Student Worker, Job Placement, Columbia			
	11/22/2010	4.00	32.00
11-0000-1111-222222-XXXXX	11/23/2010	4.00	32.00
	11/24/2010	4.00	32.00
	11/25/2010	4.00	32.00
	11/26/2010	4.00	32.00
	11/29/2010	4.00	32.00
	11/30/2010	4.00	32.00
	12/01/2010	4.00	32.00
	12/02/2010	4.00	32.00
	12/03/2010	4.00	32.00
	12/06/2010	40.00	320.00
	12/13/2010	4.00	32.00
	12/14/2010	4.00	32.00
	12/15/2010	4.00	32.00
	12/16/2010	4.00	32.00
	12/17/2010	4.00	32.00
	12/20/2010	4.00	32.00
Total for CWKC-STU-942DS		104.00	832.00
Total for Aikman, Troy (0000005)		104.00	832.00
Total for Columbia College		**104.00**	**832.00**
Modesto Junior College			
Rice. Jerry (0000003)			
CWKM-STU-966BS CALWorks Student Worker, Student Dev. & Campus Life, MJC			
	11/22/2010	2.00	16.00
11-0000-1111-222222-XXXXX	11/23/2010	2.00	16.00
	11/24/2010	2.00	16.00
	11/29/2010	2.00	16.00

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