Hours By Person

Chapter 4
Hours By Person

Section Objectives
At the end of this section, you should be able to:

- View the total web-entered hours by person
- View a person’s time entry (web and manual) history
**Hours By Person**

**View Hours By Person**

The *Hours By Person* form provides an alphabetical listing of all of the employees who appear in the batches a timekeeper has access to. The form compiles and displays the following for the pay period:

- Web Hours – time entered through web time sheets
- Manual Hours – time entered directly to the element entries form
- Total Hours – the total time entered through web time sheets and manual time entry

This is useful when an employee has time records in more than one batch.

In addition, timekeepers can drill down to see the detailed time record history of each employee. If the time was entered through web time entry, the name of the time entry batch is displayed. If a timekeeper is not authorized to enter time for an employee, they will not be able to access that employee on the *Hours By Person* form.
Hours By Person

Navigate to the *Batch Selection* Form

<table>
<thead>
<tr>
<th>PTE Hourly Time Entry</th>
</tr>
</thead>
<tbody>
<tr>
<td>N → Time Entry - Batch Selection</td>
</tr>
</tbody>
</table>

View Hours By Person

1. Select the appropriate *Employee Group*
2. Click the *Hours By Person* button (can be found in the upper or lower right hand corner of the time sheet)

3. Search for Mark Headache02 by entering his last name in the *Person* field
   - Headache02
4. Click the *Go* button

5. View the *Total Hours* for the pay period

To return to *Time Entry – Batch Selection*, remove the name and click on the *Batch Selection* button
Hours By Person

Review the Time Entry Detail for a Person
1. Click on the name of the employee

   ![Employee Group BHCR, Period 07-AUG-2011 - 20-AUG-2011, Person Headache02, Mark L]

<table>
<thead>
<tr>
<th>Name</th>
<th>SSN</th>
<th>Web Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Headache02, Mark L</td>
<td>136-02-1136</td>
<td>80</td>
</tr>
</tbody>
</table>

2. Click on the appropriate pay period

   ![Focus Periods 07-AUG-2011 - 20-AUG-2011, 08-JUL-2011 - 09-JUL-2011]

3. View the History detail for time entry

   ![Focus Periods 07-AUG-2011 - 20-AUG-2011, 08-JUL-2011 - 09-JUL-2011]

4. Click on the sign to collapse the pay period that was selected

   ![Focus Periods 07-AUG-2011 - 20-AUG-2011, 08-JUL-2011 - 09-JUL-2011]
Hours By Person

Review all of the Time Entry Detail for a Person

1. Click on the name of the employee

2. Click on the Expand All button under the name of the employee to see all previously entered hours

3. View the History detail for time entry
Hours By Person

4. Click on the **Collapse All** button and then the `+` sign of the **Root Node** button under the name of the employee to show all pay periods

Review Hours of Other Employees

1. View the total hours and time entry detail of other employees