Map and Description for New Workforce Reports

Group Reports are run by approvers

General Reports are run by employees

GENERAL REPORTS			
Category	Title	Report it replaces	What it does
System Reports	Employee Delegation		Run by employee. Lists groups to which you have access and by whom it was delegated. Includes dates of delegation
Time Off Reports	Employee Absence History		Run by employee for a date span. Lists day of usage for selected time off codes. Includes comments
Time Off Reports	Employee Absence History Calendar		Same as above in calendar format. Comments not included
Time Off Reports	Employee Accrual History		Run by employee for selected number of days. Shows accrual and usage history for PTO banks with activity.
Time Sheet Reports	Employee Time Sheet		Run by employee. Detail of information entered on a timesheet for a pay period. Date, pay code, and hours. Includes amendments to timesheets. No audit trail
Time Sheet Reports	Employee Time Sheet Audit	Timesheet Audit Detail Report	Run by employee. Detail of who updated a timesheet and how. Includes amended time if run for pay period amended.
Time Sheet Reports	Employee Time Sheet Comments		Run by employee. Detail of comments entered on timesheets for a date span
Time Sheet Reports	Employee Time Sheet with Signature	Good for employers who miss online deadline	Run by employee. Detail of timesheet with lines printed for signatures