Purpose

The Workforce Central suite components generate numerous reports, most of which are standard to the components. This document includes reports focused on Scheduler.
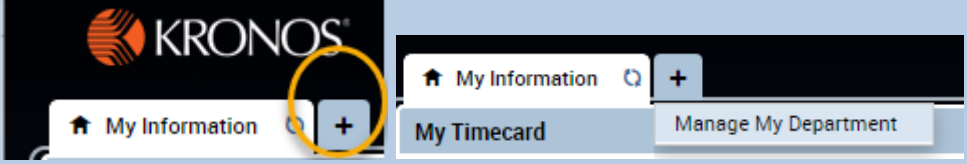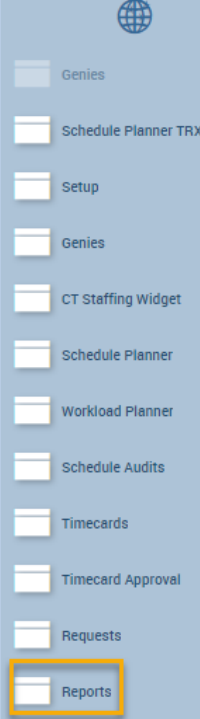
In the system, reports might be listed in one or more different categories. Each report lists the categories in which it appears in the system. The standard output format is Adobe Acrobat Portable Document Format (.PDF). Alternate formats for emailing include HTML, Microsoft Excel, Microsoft Word, and Rich Text Format

Locating Reports - Navigation

	Steps to Executing Reports
1	From the Home Page, click the Plus "+" next to the My Information Tab. Next select *Manage My Department*
2	From the Related items list, click Reports

3	Click the "Plus" next to Scheduler for Reports containing info related to scheduling and employee schedules.	
4	The **Common Options** that you will notice include:	**Description** — A brief description of the contents of the report. People — The employees included in the report. Depending on the report, the People option is a HyperFind Query or Org Map Location. **Time Period** — The time period for which report data is generated. The time period might be pay periods, schedule period, or range dates. **Output Format** — Formats include PDFs and Excel spreadsheets. Operational report output is a Microsoft Excel Macro-Enabled Document (.xlsm). *Common options are not included in report descriptions.*

5	**Report Parameters** For the EMPLOYEE AVAILABILITY (SPREADSHEET EXPORT)	**EMPLOYEE AVAILABILITY (SPREADSHEET EXPORT)** **Description** Generates employee Availability and exports into a spreadsheet **People** All Home Locations ▼ **Time Period** Range of Dates ▼ 7/01/2020 7/31/2020 **Output Format** Microsoft Excel Document(.xlsx) ▼
6	**Check Report Status Tab** is used to monitor the progress of reports that you have run and to view the results of reports that have completed.	**REPORTS** SELECT REPORTS **CHECK REPORT STATUS** View Report Refresh Status Delete Name [ ] Search | Report Name	Format	Date In ▽	Date Done	Status
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Actual vs. Schedule by Job	pdf	7/22/2020 10:03AM		Waiting
Employee Availability (Spreadsheet Export)	xlsx	7/19/2020 2:53PM	7/19/2020 2:53PM	Complete
Employee Availability (Spreadsheet Export)	xlsx	7/19/2020 2:50PM	7/19/2020 2:50PM	Complete	
7	Opening Completed Reports	You can double click on the row of the report or click the **View Report** Button
8	**Using Favorites** You can designate any report as a favorite for easy access to reports that are used Regularly	**REPORTS** SELECT REPORTS CHECK REPO Run Report Refresh Validate Create Favorite Save Favorite

After Naming the Favorite, click the **Save Favorite** Button	**FAVORITE REPORT**

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FAVORITE REPORT

*Favorite Report   Brian VOT/MOT Coverage report

Author's Remarks   Contains MOT/VOT and Schedules by Shift Set

This Favorite Report is based on

Report   Location Schedule with Coverage

Description   The Location Schedule with Coverage report combines information from the Location Schedule and Coverage reports. T schedules and staffing coverage numbers for a location regardless of primary job. The coverage data comes from the W However, if the selected location contains locations that do not have data, the report does not show the schedules at th scheduled shifts or pay codes first by location, then by zone or shift set, and then by primary job.

People   Hospital Custody   Select

Time Period   Specific Date   7/23/2020

Pay Codes

Available	Selected
Administrative Leave Paid	Sick
Agency-Union Picnic or Party	Vacation
Agency Weather-Emer Closing	Mandatory Overtime
Call Back Payment Hours	Voluntary Overtime
Career Mobility	

SELECT REPORTS   CHECK REPOR

Run Report   Refresh   Validate

Create Favorite   Save Favorite

Favorites

    Brian VOT/MOT Coverage report

    MOT and VOT Reports