

# Queries for Approvers

## Overview

The queries listed below (and described in detail in the Query Descriptions section) may be helpful to you when reviewing time:

Screenshots:  ON

Query Name	Purpose
MTL_NOT_ON_RPTD_TIME_GROUP	Identify who did not report time
MTL_TIME_BY_STATUS_SUPID	Review all employees for a Supervisor that have Reported time and the Approval Status
MTL_RPTD_TIME_SUP	Review Reported Time details for a supervisor ID
MTL_RPTD_TIME_VS_STDHRS_BW	Verify the correct biweekly hours were reported
MTL_PAYABLE_TIME_QTY_GROUP	Review total Payable Time hours for each TRC
MTL_PAYABLE_TIME_SUP	Review Payable Time details for a Supervisor ID
MTL_TRC_BY_GROUP	Review hours and comments reported for a TRC
MTL_EXCEPTION_GROUP	Review Exception Time (errors) that were created instead of Payable Time by Time Administration

## Query Descriptions

### MTL\_NOT\_ON\_RPTD\_TIME\_GROUP

**MTL\_NOT\_ON\_RPTD\_TIME\_GROUP - Not on RPTD for EMPL in Group**

Time Group:

DUR Begin Date:

DUR End Date:

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	Time Group	ID	Empl Record	Name
1	12345	23456789	0	Pstrain, Steve F
2	12345	98765432	0	Pstrain, Jeanne
3	12345	44556677	0	Pstrain, Colin
4	12345	55667788	0	Pstrain, Emma D

#### Purpose:

For employees in a static group, lists only the employees that have not reported time, or have not checked the "no variations from their normal work schedule checkbox.

#### Input:

- Group ID (static group number)
- DUR Begin Date (first date of the pay period)
- DUR End Date (last date of the pay period)

#### Output:

- Group ID (static group number)
- ID, Empl Rcd#, Name (of employee)

### MTL\_TIME\_BY\_STATUS\_SUPID

MTL\_TIME\_BY\_STATUS\_SUPID report screenshot.

**Purpose:**

For a Supervisor ID, lists all the Supervisor's employees that have reported time, and identifies the statuses of the time.

**Input:**

- DUR Begin Date (first date of the pay period)
- DUR End Date (last date of the pay period)
- Supervisor ID

**Output:**

- ID, Empl Rcd#, Name, Dept ID (of employee)
- Report Date, TRC, Quantity, Combo Code, Status, Approved By (of the reported time)

**MTL\_RPTD\_TIME\_SUP**

**MTL\_RPTD\_TIME\_SUP - RPTD Time by SupID by Pay PD**

DUR Begin Date:

DUR End Date:

Supv ID:

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ID	Empl Record	Name	Dept ID	Rpt Dt	TRC	Quantity	Combo Code	Override Reason	User	Status	Approved By	Datetime	Comments	Var from Reg	No Variance Source	Group
1	23456789	0 Pstrain,Ron	111111	01/01/2015	HOL	8.000000			99999999	Approved	AAA	01/05/2015 8:59:24AM				BWC
2	23456789	0 Pstrain,Ron	111111	01/02/2015	VAC	8.000000			99999999	Approved	AAA	01/05/2015 8:59:24AM				BWC
3	23456789	0 Pstrain,Ron	111111	01/05/2015	VAC	8.000000			99999999	Approved	AAA	01/19/2015 11:41:34AM				BWC
4	23456789	0 Pstrain,Ron	111111	01/06/2015	REG	8.500000			99999999	Approved	AAA	01/19/2015 11:41:34AM				BWC
5	23456789	0 Pstrain,Ron	111111	01/07/2015	REG	9.000000			99999999	Approved	AAA	01/19/2015 11:41:34AM				BWC

**Purpose:**

Review Reported Time details for a Supervisor ID.

**Input:**

- DUR Begin Date (first date of the pay period)
- DUR End Date (last date of the pay period)
- Supv ID

**Output:**

- EmplID/Empl Rcd Nbr
- Name
- Report Date
- TRC (Time Reporting Code)
- Quantity (number of hours or dollars)
- Combo Code (short code charged to)
- Override Rsn Cd
- User
- Status
- Approved By
- Datetime
- Comments
- Var from Reg
- No Variance Source
- Group

**MTL\_RPTD\_TIME\_VS\_STDHRS\_BW**

### MTL\_RPTD\_TIME\_VS\_STDHRS\_BW - BW rptd time against std hrs

Time Group:   
 DUR Begin Date:    
 DUR End Date:

[View Results](#)

Download results in : [Excel Spreadsheet](#) [CSV Text File](#) [XML File](#) (1 kb)

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	Group ID	ID	Empl Record	Name	SUM of Hrs Rptd	Biweekly Std Hrs	Variance from BW Std Hrs
1	12345	12345678	0	Pstrain,Samual R	112.000	80.00	32.00
2	12345	23456789	0	Pstrain,Rhonda S	92.000	80.00	12.00

**▲** This query does not work for Punch Time departments.

**Note:** For correct results, the DUR Begin Date must be the first day of the biweekly pay period and the DUR End Date must be the last day of the biweekly pay period.

**Purpose:**

For biweekly employees only, compares the number of hours in each biweekly employee's appointment to the number of hours reported (excluding those that add to pay or leave balances – e.g. overtime).

**Input:**

- Group ID (static group number)
- DUR Begin Date (first date of the pay period)
- DUR End Date (last date of the pay period)

**Output:**

- Group ID (static group number)
- ID, Empl Rcd#, Name (of employee)
- Sum of Hours Reported
- TRC (Time Reporting Code)
- Biweekly Std Hrs (the number of hours in an employee's weekly appointment, multiplied by two)
- Variance From BW Std Hrs (sum of hours reported minus biweekly standard hours)

### MTL\_PAYABLE\_TIME\_QTY\_GROUP

#### MTL\_PAYABLE\_TIME\_QTY\_GROUP - Payable Time QTY Count by GRP

Time Group:   
 Pay Period Begin:    
 Pay Period End:

[View Results](#)

Download results in : [Excel Spreadsheet](#) [CSV Text File](#) [XML File](#) (2 kb)

View All

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	Time Group	ID	Empl Record	Name	Dept ID	TRC	SUM of Quantity	Combo Code	Sent to Payroll Status	Std Hrs/Wk
1	12345	23456789	0	Pstrain,Robert G	111111	HOL	16.000		Taken by Payroll	40.00
2	12345	23456789	0	Pstrain,Robert G	111111	SEA	32.000		Taken by Payroll	40.00
3	12345	23456789	0	Pstrain,Robert G	111111	VAC	52.000		Taken by Payroll	40.00

**Note:** For monthly employees, enter the pay period begin and end dates in which the variations will be paid, not the month for which the variations are being reported (e.g., enter May pay period begin and end dates to review payable time that includes April variations.)

**Purpose:**

- Lists the total number of hours reported by TRC for each employee.
- This is a quick way to check if the overall time is correct before reviewing and approving an employee's detailed time.

**Input:**

- Group ID (static group number)
- Pay Period Begin (date)
- Pay Period End (date)

**Output:**

- Group ID (static group number)
- ID, Empl Rcd#, Name (of employee)

- DeptID (department ID)
- TRC (time reporting code)
- Sum of Quantity (number of hours or dollars)
- Combo Code (short code charged to)
- Sent to Payroll Status
  - Estimated, Taken by Payroll, Closed (normal statuses of payable time that will be processed by payroll)
  - Sent (was processed by payroll calculation process)

## MTL\_PAYABLE\_TIME\_SUP

**MTL\_PAYABLE\_TIME\_SUP - Payable Time by Supervisor ID**

Pay Period Begin:

Pay Period End:

Supv ID:

Download results in : [Excel Spreadsheet](#) [CSV Text File](#) [XML File](#) (98 kb)

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	ID	Empl Record	Name	Dept ID	Rpt Dt	TRC	Quantity	Combo Code	Rec Only Adj	Sent to Payroll Status	Group
1	23456789	0	Pstrain,Stan	12345	12/22/2014	VAC	8.000000		N	Taken by Payroll	BWC
2	23456789	0	Pstrain,Stan	12345	12/23/2014	REG	8.000000		N	Taken by Payroll	BWC
3	23456789	0	Pstrain,Stan	12345	12/24/2014	REG	8.000000		N	Taken by Payroll	BWC
4	23456789	0	Pstrain,Stan	12345	12/25/2014	HOL	8.000000		N	Taken by Payroll	BWC
5	23456789	0	Pstrain,Stan	12345	12/26/2014	SEA	8.000000		N	Taken by Payroll	BWC

**Purpose:**

Review Payable Time details for a Supervisor ID.

**Input:**

- Pay Period Begin Date
- Pay Period End Date
- Supv ID

**Output:**

- EmplID/Empl Rcd Nbr
- Name
- Dept ID
- Rpt Dt
- TRC
- Quantity
- Combo Code
- Rec Only Adj
- Sent to Payroll Status
- Group

## MTL\_TRC\_BY\_GROUP

**MTL\_TRC\_BY\_GROUP - Time Reporting Code by Group**

Time Reporting Code:

Time Group:

DUR Begin Date:

DUR End Date:

Download results in : [Excel Spreadsheet](#) [CSV Text File](#) [XML File](#) (3 kb)

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	Time Group	ID	Empl Record	Name	Rpt Dt	TRC	Quantity	Combo Code	Comments
1	12345	23456789	0	Pstrain,Adam	01/10/2015	SCK	4.000000		
2	12345	23456789	0	Pstrain,Adam	01/26/2015	SCK	8.000000		

**Note:** For correct results, the DUR Begin Date must be the first day of the biweekly pay period and the DUR End Date must be the last day of the biweekly pay period.

**Purpose:**

- Displays hours reported for a specific TRC (if any), for each employee in a static group.
- You can enter a date range that includes multiple pay periods if desired.

**Input:**

- Time Reporting Code (TRC)
- Group ID (static group number)
- Pay Period Begin (date)
- Pay Period End (date)

**Output:**

- Group ID (static group number)
- ID, Empl Rcd#, Name (of employee)
- Rpt Dt (the date time was reported for)
- TRC (Time Reporting Code)
- Quantity (number of hours or dollars)
- Combo Code (short code charged to)