TCP Report Guide
**Table of Contents**

Reports ........................................................................................................................................... 1

Running a Report ...................................................................................................................... 1

Creating a Saved Report ........................................................................................................... 6

Download and Export Employee Hours .................................................................................. 9

How to Open “OpenXML” Report in Excel .............................................................................. 10
Reports
Running reports will allow you to review information regarding your employees’ hours, accruals, and more in a variety of formats. These reports can be downloaded, automatically sent via email, or sent directly to your printer.

Period Reports provide information related to:

- Payroll
- Positions
- Schedule Variances
- Period Reports (including attendance policy reports)
- Accruals

Add list of common reports that front office will use (MGR/TMKPR)

Running a Report

1. Click on Reports, then select either Period Reports or Scheduler Reports.

2. Select one of the report categories.
3. Select the report you’d like to run.

Note: Any customized reports will have an * after the report name.

4. Some reports will allow for date entry. If applicable, enter in the date range for the report or select a pre-defined date range from the drop-down.

Note: If running a report that contains hours, run the report through yesterday. If the report is run through the current date, any employee who is currently clocked-in will be flagged as an exception as TCP will see today’s time segment as an incomplete segment.
5. By default, the report that you run will include all employees. To limit which individuals will appear on the report, set an Employee or Position Filter using the Employee Filter or Position Filter buttons. Cost Codes are not used by UTA.
   a. The most used Employee Filters include:
      i. Employee Status
      ii. Employee ID - can select multiple
      iii. Position - can select multiple
      iv. Department - can select multiple
      v. Employee Role – employee’s position classification (i.e. A&P, Student Worker, Classified Non-Exempt, etc.)

      The Employee Filter screen will show the number of employees who fit the filter. You can also preview the report results using the Preview button.

      b. For Position Filters, click the Enable Selection box.
         i. Chose to Include Selection or Exclude Selection
         ii. Select or search for the position(s) to include or exclude.
      c. Click Filter to apply the filter
d. Report filters can be saved to be used in the future by using the Save As button. Once a filter is saved, it can be accessed using the Load button.

e. Filters will be saved while you remain on the Period Reports page. Once you navigate away from the page, they will go back to the default settings.

6. Some reports will allow for date entry. If applicable, enter in the date range for the report or select a pre-defined date range from the drop-down.
7. How the report will be sorted can be modified using the Sort Key Settings button. The current sort key settings will be displayed and can be removed using the Unassign icon, and the sort direction can be changed using the slider. Add new sort keys using the Assign button.

**Note:** The Sort Key setting changes will remain until you change them.

8. The Settings button will display report specific settings that can be adjusted. These settings will vary per report depending on the data in the report.

**Note:** The Settings set for a particular report will save until you change them.

9. You can preview the report prior to downloading it using the Preview button. This will display the report on-screen.
10. Click on the Download button to choose which output format you would like to download:

f. HTML: The output is produced in a .html file that can be opened by a web browser.

g. PDF: The output is produced in a .pdf file that can be opened in Adobe Reader or another program designed to read .pdf files. As the .pdf report is more difficult to edit than the other formats, many companies use this for producing reports to send out.

h. OpenXML: The report is produced in a .xml file that can be opened in Microsoft Excel or OpenOffice.

11. Alternately, click Print to send the report directly to your printer for physical copies.

Creating a Saved Report
Creating a Saved Report will allow you to save any filters or settings to a report’s defaults, allowing you to run the report without having to set up configurations each time.

1. In the Period Reports window, select the report you want to start with.

2. Click the green Create Saved Report button.
3. Click the Category drop-down to choose an existing report category or create a new category by typing it into the box. This represents the section that the report will be filed under when viewing your saved reports.

4. Enter a title for the report in the Report title field.

5. To change formatting options for the report (such as time format, date format, hour format, etc.), check the box for Save options, then click the Options button and set the desired options.

6. To choose specific employees to include in the report, check the box for Save employee filter, click Employee Filter, and set the filtering criteria.

7. To choose specific positions to include in the report, check the box for Save position filter, click Position Filter and set the filtering criteria.

**Note:** Cost Codes are not used by UTA.

8. To adjust any report-specific settings, click on the Settings button at the bottom of the window. These settings will automatically be saved when the report is saved.

**Note:** Do not click the box to share your custom saved report as this option shares the user-specific report with every TCP user.

9. Click Save.
10. The report will now display in your Reports page under the indicated category. The * indicates it is a Saved report. This new report can be run using the Download button.

11. To modify the Saved report, click the Managed Saved Report button.
Download and Export Employee Hours

Both the Individual Hours and Group Hours screens allow you to download hours from TCP.

1. Navigate to either the Individual Hours or Group Hours screen.
   a. Individual Hours:
      i. Click on Hours, then Individual Hours.
      ii. Click on an employee in the Employee List or search for an employee by typing their name or a portion of their name, or their 10-digit employee ID number in the search box.
   b. Group Hours:
      i. Click on Hours, then Group Hours.
      ii. Set the date range you want to review hours for and click Update.
      iii. You can use the Sort by option to change the order in which employees are displayed in Group Hours. After selecting a Sort By Option and Direction, click the Filter button to update the results table.
      iv. Group Hours has many useful filters that can be used to display specific subsets of information when viewing hours.

Note: The Cost Code Filter is not used at UTA.

1. The Employee Filter allows you to filter hours for only specific employees.
2. The Position Filter allows you to filter to see segments with specific positions.
3. The Exception Filter allows you to filter to see segments with only specific exceptions. For example, if you are required to approve all missed punches before processing payroll, you can filter all the segments worked that week to see just those segments that have unapproved missed punches. There are three categories of exceptions you can review:
   a. Approvals – shift segments missing employee or manager approval.
   b. Shift - segments that share time with another segment (e.g., clocking in while already clocked in)
   c. Schedule – shift segments that conflict with the employee’s schedule (e.g., clocking in early or late)

v. The hours per employee will display in the table below, organized by employee according to the sort and filters applied.

2. Once you’ve populated the hours you wish to download.
3. Click the Download button.

4. Select the format for the download
   a. HTML: The output is produced in a .html file that can be opened by a web browser.
   b. PDF: The output is produced in a .pdf file that can be opened in Adobe Reader or another program designed to read .pdf files. As the .pdf report is more difficult to edit than the other formats, many companies use this for producing reports to send out.
   c. OpenXML: The report is produced in a .xml file that can be opened in Microsoft Excel or OpenOffice.

How to Open “OpenXML” Report in Excel
Documents with an “XML” file type may initially open in something other than Excel, or your computer may ask with what application to open the file. The instructions below will detail how to open the file as an Excel Spreadsheet.

For PCs
1. Download the file and and Save it to your computer.
2. Go to the file in File Explorer on your computer.
3. Right-click on the downloaded file and select “Open With”.

4. If Excel is not an option, click on “Chose another app”.

5. Select the “More Apps” link.

6. From here select Excel.
   a. If Excel is listed on the More Apps page, click Excel.
      i. Click the box for click the box for “Always use this app to open .xml files”.
      ii. Click the “OK” button.
b. If Excel is not listed on the More Apps page, click the checkbox for “Always use this app to open .xml files” then click the “Look for another app” link.

i. Navigate to the Office16 folder at: Local Disc (C:\) > Program Files > Microsoft Office > Root > Office 16.

ii. Find and Click on “Excel”.

iii. Click the “Open” button.

For Apple Computers

1. Download the file and Save it to your computer.

2. Click on “Finder”.

3. Right click on the downloaded file and select “Open With”

4. Select Excel.

   a. If Excel is not listed as an option, click “Other…”
   b. In the Applications screen, find and click on Microsoft Excel.
   c. Click the “Always Open With” check box and click “Open”.

Once you have opened a .XML file with Excel, Excel should populate on the list of applications that populate in the “Open With” screen. If your computer does not automatically open the next .XML file with Excel, be sure that the “Always use this app to open .xml files” (for PCs) or “Always Open With” (for Apple) box is checked.