Annex 5: Reports

Below is a list of reports used by the ETBs, FET and other centres

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1. Monthly Timesheet Report (FET)

Description	Monthly Timesheet shows contracted and claimed hours by tutor including claim status, details of course and subject if available and any comments entered by tutor. **Note:** Coordinator's report shows information only for tutor's that submit to them. AEO's report shows information for all tutors for all location's coordinators.
Format	PDF
Menu Selection	Location Code,Year, Month No, Status, Week Number From, Week number to, Report Format .
Data Returned	Location, WeekNo, Co_ Ordinator,Month, Employee, Claimed Hrs ,Status. Project, Category, Contract ID, Contract Description, Date, WeekNo, Day, Contract, Claimed, Status, Course, Subject, Comments, *Location, Sub Location, Sub Total for Project, Total for Employee*
Available To	• AEO • Coordinators • Coordinators (External)

2. Timesheet Report (School)

Description	Timesheets for a Loc/Month (School) shows contracted and adjustment hours (if created by the school) for part time teachers. **Hours Status** Blank adjustment hours not confirmed (C) hours confirmed (P) hours sent to Payroll for processing *Public Holiday hours entitlement denoted with **
Format	PDF
Menu Selection	Year, Location code, Month No, Week No, Employee Name, Report Format.
Data Returned	Employee, Location, Month No, Contracted:, Contract ID, Week no, Date, Hours, School Day, Project, Cost Centre, Category, Pay Code, Status, Adjustments:, Contract ID, Week no, Date, To, From, Hours, Type, Project, Cost Centre, Category, Pay Code, Status.
Available To	All school PTT users • School Administrators • Deputy Principal • Principal • HR

3. Monthly Timesheet AEO Exceptions (FET)

Description	Shows hours claimed for location by project code, which have exception i.e., contracted hours and hours claimed do not match on tutor's timesheet.
Format	PDF
Menu Selection	Location Code,Year, Month No:, Status, Week Number From, Week number to, Report Format.
Data Returned	Location, Month, Employee, Claimed Hrs, Status, <Hrs.Mins> Project, Category, Sub Location, Co-Ordinator, ID, Date, Day, Contract Claimed, Course, Subject, Comments, *Sub Total for*.
Available To	• AEO • Coordinators (External)

4. Monthly Timesheet Coordinator Exceptions (FET)

Description	Shows hours claimed for Coordinator's tutors by project code, which have exceptions i.e., contracted hours and hours claimed do not match on tutor's timesheet.
Format	PDF
Menu Selection	Year, Month no, Status, Report Format:
Data Returned	Location, Week no, Co-Ordination, Month, Employee, Claimed Hrs. Status, <Hrs.Mins> Project, Category ID, Date, Wk.No, Day, Contract, Claimed Diff., Status, Course, Subject, Comments, *Location, Sub Location, Sub Total for, Total for Employee.*
Available To	• Coordinators

5. Check Timesheets Not Submitted (FET)

Description	Lists all tutor's timesheets by Coordinator for month by Paygroup Status Employee No Contract Reference
Format	PDF
Menu Selection	Year, Month No, Pay Code, Report Format.
Data Returned	Location, Year, Co-ordinator, Upto Month No, Pay Group, Upto Week No, Location, Co-Ordinator, Status, Week No, Month, Month No, Year, Employee Name, Contract ID, Reference.
Available To	• AEO • Coordinators • Coordinators (External)

6. Check Timesheets Not Approved (FET)

Description	Lists unapproved timesheets by tutor for a Coordinator.
Format	PDF
Menu Selection	Co Ordinator, Report Format.
Data Returned	Location, Co-Ordinator, Month, Month No, Year, Employee No, Employee Name, Reference.
Available To	• AEO • Coordinators • Coordinators (External) • Payroll

7. Student Attendance Report (FET)

Description	Lists student attendance details.
Format	PDF
Menu Selection	F_DATE, F_LOCATION,F_LCLCODE, F_STUDID, ModuleName, F_TERM, Report Format.
Data Returned	Location, Course Name, Term, Course Code, Date, Module, Student, Date, Day, Surname, First Name, Student ID, Attendance. Stats for Course - xx % Present, xx % Absent
Available To	• AEO • Coordinators

8. Bank Holiday Hours (FET)

Description	Bank Holiday hours entitlement (Sub totalled by Project), calculated by employee with breakdown by contract including status of hours.
Format	PDF
Menu Selection	Period, Employee Name, Report Format.
Data Returned	Location, Period, Bank Holiday date Employee, Contract ID, Contract Type, Project, Pay Code, Cost Centre, Category, Hours Mins Claimed, Posted. *Total for.*
Available To	• AEO • Coordinators • School Administrators • Deputy Principal • Principal • Payroll

9. CID Employee Statement (Acad) (FET)

Description	Employee Statement for CID (Contracts of Indefinite Duration) detailing Hours Claimed and Projected Contracted Hours Not Claimed with a breakdown by Annualised Development Other
Format	PDF and Excel
Menu Selection	Employee Name, Employee Number, Report Format.
Data Returned	Employee Statement From: to: Employee. CID Annualised Hrs. Total Hrs Claimed, Development Hours, Total Contracted Hrs Not Claimed, Usage Breakdown: - Programme, Claimed to Date, Total Contracted Hrs. Contracted Hrs, Other Hrs, Total, Hours Claims: Programme, Annual, Development, Other, Jan, Feb, Mar …… Dec. Projected Contracted Hrs not Claimed: Programme, Annual, Development, Other, Jan, Feb, Mar……Dec.
Available To	• AEO • HR
Additional	The solution should also be able to provide the above reports as CID composite reports for ETBs, Schools and Centres

10. CID Budget Summary (Acad) (FET)

Description	Report giving Tutor's CID Hours showing Budget v Actual including CID Hours, Total Claimed, Balance (Claimed – CID) and Total Contracted Not Claimed. Claimed Hours breakdown by Annualised Development Other
Format	PDF
Menu Selection	Employee Name, Employee Number, Report Format.
Data Returned	Employee No. CID: - Employee Name, Number, Annualised Hrs, Development Hours, Total. Total Claimed: - Annualised Hrs, Development Hours, Other, Total. Balance (Claimed- CID): - Annualised Hrs, Development Hours Total. Total. Total Contracted Not Claimed. *Report Totals*
Available To	• AEO
Additional	The solution should also be able to provide the above reports as CID composite reports for ETBs, Schools and Centres

11. CID Usage To-Date (Acad) (FET)

Description	Report for current academic year showing Tutor's CID Hours usage Budget v Actual with a breakdown of CID Hours by Annualised Development Contracted Hours Not Claimed Contract Hours Claimed Showing Actual hours claimed by month.
Format	PDF
Menu Selection	Employee Name, Employee Number, Report Format.
Data Returned	From: Employee No, Employee Name, Number, Annualised Hrs, Development Hours, Total Contracted Not Claimed, Total Claimed, Aug, Sept, Oct ……. Jul.
Available To	• AEO
Additional	The solution should also be able to provide the above reports as CID composite reports for ETBs, Schools and Centres

12. CID Usage Programme by Tutor (Acad) (FET)

Description	Report for current academic year showing Tutor's CID Hours usage Budget v Actual giving: Total Contracted Hours Not Claimed Total Contract Hours Claimed With a breakdown of actual hours claimed by month.
Format	PDF
Menu Selection	Employee Name, Employee Number, Project Code, Report Format.
Data Returned	From: To: Programme, Employee Name, Number, Total Contracted Not Claimed, Total Claimed. Actual Hrs Claimed: Aug, Sept, Oct …….. Jul. *Report Total.*
Available To	• AEO
Additional	The solution should also be able to provide the above reports as CID composite reports for ETBs, Schools and Centres

13. CID Usage Tutor by Programme (Acad) (FET)

Description	Report for current academic year by programme, showing Tutor's CID Hours usage Budget v Actual giving: Total Contracted Hours Not Claimed Total Contract Hours Claimed With a breakdown of actual hours claimed by month.
Format	PDF
Menu Selection	Employee Name, Employee Number, Project Code, Report Format.
Data Returned	From: Employee No, Employee Name, Programme, Number, Total Contracted Not Claimed, Total Claimed, Actual Hrs Claimed: Aug, Sept, Oct …….. Jul. Report Total
Available To	• AEO
Additional	The solution should also be able to provide the above reports as CID composite reports for ETBs, Schools and Centres

14. Employee Statement (Cal) (FET)

Description	Employee Statement for calendar year, giving details of: Hours claimed, Projected Contracted Hours Not Claimed, By month.
Format	PDF and Excel
Menu Selection	F_EMPNO, Report Format.
Data Returned	Employee Statement From: to: Employee, Usage Summary: - Programme, Total Contracted: - Hrs. Hrs Claimed to Date: - Contracted, Other, Total, Usage Breakdown: - Programme, Hrs/Mins, Jan, Feb, Mar …… Dec. Projected Contracted Hrs not Claimed.
Available To	• AEO

15. Utilisation by Project (FET)

Description	Shows Project Hours Allocation Vs Total Hours Claimed to date with breakdown by • Month • Timesheet Approval Status.
Format	PDF
Menu Selection	Location Code, Year, Sub Location, Project, Report Format.
Data Returned	Location Code, Year, Sub Location Code, Year, Project, Project /Status, Total Allocated, Total Claimed, Aug, Sept, Oct …….. Jul. *Sub for Approval, Approved, Posted.*
Available To	• AEO • Coordinators • Payroll

16. Detailed Utilisation Co-ordinator (FET)

Description	Shows Timesheets by Project Code for Coordinator, by Tutor & contract.
Format	PDF
Menu Selection	Year, Month No, Project Code, Sub Location, Report Format.
Data Returned	Coordinator, Month, Project, Claimed Hrs, Hours/ Mins, Employee, Category, ID, Date, Day, Contract Claimed course, Subject, Comments, Sub Total for, Total for Project, Total for.
Subject	• AEO • Coordinators

17. Detailed Utilisation AEO

Description	Monthly report of tutor hours (contracted v claimed) by Project Code.
Format	PDF
Menu Selection	Year, Month No, Project code, Sub Location, Report Format.
Data Returned	Location, Month, Sublocation, Project, Claimed Hrs, <Hours/ Mins>: Co-Ordinator, Employee, Category, ID, Date, Day, Contract Claimed course, Subject, Comments, *Sub Total for. (Project Name / Code)*
Available To	• AEO

18. Utilisation by Project XLS (FET)

Description	Year to date report by Project by Coordinator on hours utilised.
Format	CSV formatted Excel Spreadsheet HTML output PDF Text File Word Document Sharperlight
Menu Selection	Location Code, Year, Sub Location, Project, Report Format.
Data Returned	Excel Output Year, Location, SubLoc, CoOrd, Project, Status, Allocate, Claimed, Jan,Feb, Mar…….. Dec.
Available To	• AEO

19. Detailed Utilisation Co-ordinator XLS(FET)

Description	Year to date report by Coordinator on hours.
Format	Excel
Menu Selection	Location Code, Year, Month No, Project Code, Sub Location, Report Format.
Data Returned	Excel Location, LocCode,Project, SubLoc, SubLocCode, CoOrd, CoOrdN, Emp No, Name, Category, ID,Date, MonthNo, Month, Day, Contract, Claimed Course,
Available To	• AEO

20. Category Code by Period (FET)

Description	Hours claimed by Category for academic period as required.
Format	PDF
Menu Selection	Year, Location Code, Month, Category, Report Format.
Data Returned	Year, Month, Category Code, Category, Total for Month, Total Year to the End of the Month. *Totals*
Available To	• AEO • HR • Payroll

21. Category Code by Date (FET)

Description	Hours claimed by Category for between dates as required.
Format	PDF
Menu Selection	Location Code, From Date, To Date, Category, Report Format.
Data Returned	Date from, Date to, Category Code, Category, Total for Dates. *Total for, Report Total.*
Available To	• AEO • HR • Payroll

22. Deputy Substitution Report (School)

Description	Weekly report by day of classes substituted by Deputy Principal.
Format	PDF
Menu Selection	Year, Week No, Report Format.
Data Returned	Date, Day, Teacher, Time, Class, Subject, Room, Absent, Substitute for.
Available To	All school PTT users • School Administrators • Deputy Principal • Principal

23. Deputy Absence List (School)

Description	Weekly report by day of teacher absences substituted by Deputy Principal.
Format	PDF
Menu Selection	Year, Week No, Report Format.
Data Returned	Date, Day, Teacher, Time, Class, Subject, Room, Absent, Substitute By.
Available To	All school PTT users • School Administrators • Deputy Principal • Principal

24. Absence Sheet (School)

Description	Weekly report by day of absence reasons, no. of periods and hours absent.
Format	PDF
Menu Selection	Year, Week No, Report Format.
Data Returned	Day, Date, Reason, Periods, Hours.
Available To	All school PTT users • School Administrators • Deputy Principal • Principal

25. Absence List (School)

Description	Weekly report by day of absent teachers, listing reason and hours absent.
Format	PDF
Menu Selection	Year, Week No, Report Format.
Data Returned	Day, Date, Teacher, Reason, Hours
Available To	All school PTT users • School Administrators • Deputy Principal • Principal

26. Monthly Absence List

Description	Monthly report of absent employees by employee, listing date, type, reason and pay group of absence.
Format	PDF
Menu Selection	Location Code, Year, Month, Report Format.
Data Returned	Location, Month No: Employee Number, Name, Date, Type, Reason, Pay Group, Signature.
Available To	• HR

27. Monthly Certified Absence Report (School)

Description	Monthly report of certified teacher absence with details of date, hours absent and if sick cert received.
Format	PDF
Menu Selection	Year, Month, Location Code , Report Format
Data Returned	Location, Month No, Teacher, Date, Hours/Mins, Certificate.
Available To	All school PTT users • School Administrators • Deputy Principal • Principal • Payroll • HR

28. Monthly Inservice Claims Report (School)

Description	Monthly report of inservice claims by teachers detailing hours claimed.
Format	PDF
Menu Selection	Year, Month, Location Code, Report Format.
Data Returned	Location, Month No, Teacher, Course, Date, Hours/Mins, Certificate
Available To	All school PTT users • School Administrators • Deputy Principal • Principal

29. Monthly Absence Report (School)

Description	Monthly report of absent employees by location, listing date, type, reason and pay group of absence.
Format	PDF
Menu Selection	Year, Month, Location Code, Report Format.
Data Returned	Location, Month No:, Employee Number, ,Name, Date, Type, Reason, Pay Group, Signature.
Available To	All school PTT users • School Administrators • Deputy Principal • Principal

30. Monthly Absence Report XLS (School)

Description	Monthly report by absent employee listing dates, absence reason and pay group in excel spreadsheet.
Format	PDF or Excel Spreadsheet
Menu Selection	Year, Month, Location Code, Report Format.
Data Returned	**PDF & Excel** Location on, Month no, Employee No, Name, Date, Type, Reason, Pay Group, Signature.
Available To	All school PTT users • School Administrators • Deputy Principal • Principal

31. Cumulative Hours Report by Period (School)

Description	Breakdown of hours by Project (certified absence, locally approved, uncertified absence, in-service, additional allocation, other) shown in Hrs/Mins by Allocation/Claimed/Balance/Cumulative for academic period required.
Format	PDF
Menu Selection	Period, Report Format.
Data Returned	Month, Report Date, Project, Period, Allocation Hrs/Mins, Claimed Hrs/Mins, Balance Hrs/Mins, Cumulative Hrs/Mins. Certified Absence (Sum of Certified absence for the pay period), Locally approved Absence, Uncertified Absence, Inservice(Sum of Inservice absence for the pay period), Additional Allocation (Sum of Allocation absence for the pay period), Other. *Total.*
Available To	All school PTT users • School Administrators • Deputy Principal • Principal

32. Cumulative Hours YTD

Description	Breakdown of hours by Project (certified absence, locally approved, uncertified absence, in-service, additional allocation, other) shown in Hrs/Mins by Allocation/Claimed/Balance/Cumulative for academic period required.
Format	PDF
Menu Selection	Location code, Year, Month, Project Code, Report Format.
Data Returned	Month, Report Date, Project, Period, Allocation Hrs/Mins, Claimed Hrs/Mins, Balance Hrs/Mins, Cumulative Hrs/Mins. Certified Absence (Sum of Certified absence for the pay period), Locally approved Absence, Uncertified Absence, Inservice (Sum of Inservice absence for the pay period), Additional Allocation (Sum of Allocation absence for the pay period), Other. *Total.*
Available To	• HR

33. Cumulative Hours Centre Report by Period (School)

Description	Breakdown of hours by cost centre and project code showing total for period and year to date.
Format	PDF
Menu Selection	Period, Cost Centre, Project Code, Report Format.
Data Returned	Period, Cost Centre, Project Code, Fund, Centre Code, Centre Name, Total for Month, Total Year to End of Month. *Totals.*
Available To	All school PTT users • School Administrators • Deputy Principal • Principal

34. Supervision and Substitution Report by Period (School)

Description	Check if in use
Format	PDF
Menu Selection	Period, Report Format.
Data Returned	No records found
Available To	All school PTT users • School Administrators • Deputy Principal • Principal

35. Weekly Hours Report (School)

Description	Weekly report showing hours processed by location detailing employee's hours by contract and giving a total number of hours for each employee.
Format	PDF
Menu Selection	Period, Week No, Year, Report Format
Data Returned	Week No, Name, Full Name, Contract ID, Contract Title, Contract Total, Employee Total.
Available To	All school PTT users • School Administrators • Deputy Principal • Principal

36. Category Code by Period (School)

Description	Monthly report showing hours processed in month and cumulative year total by category.
Format	PDF
Menu Selection	Year, Location Code, Month, Category, Report Format
Data Returned	Year, Month, Category Code, Category, Total for Month, Total Year to End of Month.
Available To	All school PTT users • School Administrators • Deputy Principal • Principal

37. Category Code by Date (School)

Description	Hours processed by category for a particular date range entered.
Format	PDF
Menu Selection	Location Code, From Date, To Date, Category, Report Format.
Data Returned	Date From , Date to, Category code, Category, Total for Dates. *Total for*
Available To	All school PTT users • School Administrators • Deputy Principal • Principal

38. Payroll Records Not Submitted

Description	Payroll records not submitted for all locations or for the location as required, up to the month in calendar year as required.
Format	PDF
Menu Selection	Year, Month, Location, Report Fotmat.
Data Returned	Location, Location Name, Period, Period Description, <No. of Hrs not submitted>, Contracted Hours, Adjustments.
Available To	• HR

39. Timesheets Audit Report

Description	This report lists timesheet details by employee with breakdown by contract including status of hours (posted Y/N) and action taken by (email address).
Format	PDF
Menu Selection	From Date, To date, Year , Week No, Location Code, Employee No, Report Format.
Data Returned	Date from, Date to, Week No, Action Taken, Action Date, Action Taken By, Location Code, Timesheet Date, Pay Code, Pay Group, Project Code, Cost Centre, Posted
Available To	• HR

40. Acceptance Audit Report

Description	This report lists contract details, including info on T & Cs acceptance.
Format	PDF and Excel
Menu Selection	Location Code, Employee Number, CoOrdinator, Contract Type, Start date from, End date to, Accepted, Accepted from, Accepted to, Report Format
Data Returned	Start date Period, Date from, Date to,Employee Number, Acceptance period, Date From , Date to, Co Ordinator Name, Accepted, Contract ID, Location Code, Employee No, Full Name, Coordinator, Start date, End Date, Contract Type, Job Title, Purpose, Location Code, Date Accepted, Accepted.
Available To	• HR

41. Summary of Employee Contracts

Description	This report lists details of existing contracts for an employee, or for all employees, for period as required.
Format	PDF
Menu Selection	From Date, To Date, Employee No, Report Format.
Data Returned	Full Name, Address, From, To, Location Code, Job Title, Purpose, Start Date, End Date, Status, Mon, Tue, Wed, Thu, Fri, Sat, Sun, Con/Wk Hrs, Project Code , Category, Cost Centre, Pay Code, ID.
Available To	• HR

42. Claims (>7) Hours Per Day

Description	This report lists employees with worked 7.00 or more hours per day.
Format	PDF
Menu Selection	Year, Month, Hours per Day, Report Format.
Data Returned	Period, Daily Hrs, Name, Full Name, Date, Location Code, Contract ID, Contract Title, Contract Total Hrs/ Mins, Employee Daily Total Hrs/Mins.
Available To	• HR

43. Claims (>22) Hours Per Week

Description	This report lists employees with worked 22.00 or more hours per week.
Format	PDF
Menu Selection	Year, Month, Hours, Report Format.
Data Returned	Period, Name, Full Name, Weeek ending, Location Code, Contract ID, Contract Title, Contract Total, Employee Weekly Total.
Available To	• HR

44. Employee Weekly Hours

Description	This report summarises employees' weekly hours by location.

Format	PDF
Menu Selection	Location Code, Year, Week No, Report Format.
Data Returned	Week No, Name, Full Name, Contract ID, Contract Title, Contract Total, Employee Total.
Available To	• HR

45. Employee Monthly Hours

Description	This report shows the totals of an employee monthly hours by category code.
Format	PDF
Menu Selection	Year, Employee Name, Category Code, Report Format.
Data Returned	Sept yy, Oct yy, Nov yy, Dec yy, Jan yy, Feb yy, Mar yy, Apr yy, Total {hrs. Mins}. Totals {hrs. Mins}.
Available To	• HR

46. Timesheets for an Employee

Description	This report lists contracted and adjustment hours (if created by the school) for an employee. **Hours Status** Blank adjustment hours not confirmed (C) hours confirmed (P) hours sent to Payroll for processing *Public Holiday hours entitlement denoted with **
Format	PDF
Menu Selection	Year, Location Code, Month No, Week No, Employee Name, Report Format.
Data Returned	Employee, Location,Month No, Contracted, Contract ID, Week No, Date , Hours, School day, Project, Cost Centre, Category, pay code, Status.
Available To	• HR

47. Employee Hours by Category Code

Description	This report shows totals of an employee weekly hours by category code to week ending as required.
Format	PDF
Menu Selection	Year, Month no,Week No, Employee Name, Report Format.
Data Returned	Week No: Week ending, Total.
Available To	• HR

48. Contracted Hours per Employee

Description	Summarized hours of existing contracts for an employee, or for all employees, for period as required.
Format	PDF
Menu Selection	From Date, To date, Hours Gt or Eq, Employee Name, Report Format.
Data Returned	Date from, Date to, Total Hrs, Employee Full Name, Existing Contracts, Location , Contract ID, Contract Title, Status, Start Date, End Date, Hrs Per Week, Pay Code, Terminated, Terminated Date, Total Hrs for Dates selected. Total for Existing Contracts, Total Hrs/week, Employee Total.
Available To	• HR

49. Social Welfare Report

Description	Summary of social welfare hours, broken-down by pay code, for an employee, for period as required.
Format	PDF
Menu Selection	From Date, To Date, Employee No, Report Format.
Data Returned	Date from, Date to, Employee, Full Name, Week Commencing, Mon, Tues, Wed, Thur, Fri, Sat, Sun, Total Hrs. Num days Worked, Average Daily Hrs/ Mins Worked, Employee Total Summary Breakdown by Pay Code, Pay code, Hrs/Mins, Total.
Available To	• HR

50. Employee and Contract Pay Codes Different

Description	This report lists the details of submitted hours for which pay code is different compared to the pay code on the actual contract, broken-down by location, for month as required.
Format	PDF
Menu Selection	Year Month No, Report Format.
Data Returned	Period, Name, Full Name, Date, Contract ID, Contract Title, Contract Pay Code, Contracted Hrs, Adjustment Hours, Submit Pay Code
Available To	• HR