

## Hours Details by Earnings Code

Modified on: Tue, 21 Dec, 2021 at 2:35 PM

### **Synopsis:**

The 'Hours Detail by Earnings Code' report will provide details on the employee hours. How many hours were Regular, OT, PTO etc.

### **Run the Hours Detail by Earnings Code report**

1. Access the report:
  1. Full Payroll Menu
  2. Time / PTO Reports
  3. Hours Details by Earnings Code

## Full Payroll Menu

| Payroll Processing         | Reports                         | History                | Periodic Activities               | Setup                      | Setup Groups                 | Posting Setup             |
|----------------------------|---------------------------------|------------------------|-----------------------------------|----------------------------|------------------------------|---------------------------|
| Payroll Employees          | Payroll Report                  | Posted Payroll         | Periodic Processing..             | Payroll Setup              | Additional Setups..          | Employee Posting Groups   |
| Payroll Processing         | US Tax Reports..                | Payroll Ledger Entries | Financial Periodic Activities..   | Payroll Codes              | HR Setup..                   | Earnings                  |
| Batch Payroll Processing   | Payroll Financial Reports..     | Payroll Statistics     | ACA Compliance..                  | Pay Cycles..               | Report Setup..               | Withholdings / Deductions |
| Payroll Applicants         | Payroll Employee Info..         | Posted Batch List      | Web Portal Documents..            | Payroll Calc, Formulas     | Process Procedures..         | Employer Taxes            |
| Payroll Journal            | HR Reports..                    | PTO Ledger Entries     | Create Emp. Info. from Template.. | Earnings Rates             | Payroll Division Templates.. | Employer Contributions    |
| PTO Management..           | Field Select Reports..          | Hours Detail Entries   | Time Transfer Reports..           | Payroll Tax Setup          | Applicant Setup..            | Reimbursements            |
| Enter Hours / Quantity..   | Time / PTO Reports..            | Approved PTO Hours     | Labor Cost Updates..              | Customer Payroll Tax Setup | Position and Union Setup..   | Payment Advances          |
| Emp. Change Req./Approve.. | Time Request / Approval Details | Other Ledgers..        | Automatic Data Migration..        | State Tax IDs              | Labor Cost Setups..          | Payments                  |
|                            | Hours Details by Earnings Code  |                        |                                   |                            |                              |                           |
|                            | Employee PTO Report             |                        |                                   |                            |                              |                           |

1. Select appropriate 'Options' if you wish to 'Show Description', 'Show Report Details' or 'Show Earnings Amount / Rate per Hour'
2. Filter by Employee No. or include other filter's by Payroll Ledger Entry
3. Then click 'Send to' to send to Excel, Word or PDF

### HOURS BY EARNINGS CODE



#### Options

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Show Description Instead ...

☐

Show Details .....

☐

Show Earnings Amount / ...

☐

#### Filter: Payroll Employee

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× No. ....

▼

+ Filter...

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Filter totals by:

+ Filter...

Send to...

Print

Preview

Cancel

Sample of report with 'Show Details' set to False

**Employee Hours by Earnings Code**

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| <u>Employee / Earnings Code</u> | <u>Hours</u> |
|---------------------------------|--------------|
| <u>EMP10007 Ron Swanson</u>     |              |
| REGULAR                         | 1,110.00     |
| TAXABLE BENE                    | 0.00         |
| Total                           | 1,110.00     |
| <u>EMP10008 Leslie Knope</u>    |              |
| REGULAR                         | 400.00       |
| TAXABLE BENE                    | 0.00         |
| Total                           | 400.00       |
| <u>EMP10009 Chris Traeger</u>   |              |
| REGULAR                         | 720.00       |
| Total                           | 720.00       |
| <u>EMP10010 April Ludgate</u>   |              |
| REGULAR                         | 760.00       |
| Total                           | 760.00       |

**Sample of report with 'Show Details' Set to True****Employee Hours by Earnings Code**

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| <u>Employee / Earnings Code</u> | <u>Payment Date</u> | <u>Pay Cycle Period</u> | <u>Document No.</u> | <u>Hours</u> |
|---------------------------------|---------------------|-------------------------|---------------------|--------------|
| <u>EMP10007 Ron Swanson</u>     |                     |                         |                     |              |
| REGULAR                         |                     |                         |                     |              |
|                                 | 1/19/2019           | Pay Period 1 2019       | PRL10015            | 80.00        |
|                                 | 1/19/2019           | Pay Period 1 2019       | PRL10022            | 80.00        |
|                                 | 3/2/2019            | Pay Period 4 2019       | PRL10024            | 80.00        |
|                                 | 1/19/2018           | Pay Period 1 2018       | PRL10031            | 80.00        |
|                                 | 2/16/2018           | Pay Period 3 2018       | PRL10035            | 80.00        |
|                                 | 4/13/2018           | Pay Period 7 2018       | PRL10040            | 80.00        |
|                                 | 3/2/2018            | Pay Period 4 2018       | PRL10044            | 210.00       |
|                                 | 5/11/2018           | Pay Period 9 2018       | PRL10048            | 80.00        |

