

## Time and Labor: Reported Time Extract – KTL108

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### DESCRIPTION:

This report is an extract of data from the Reported Time Table for the pay period specified. The data on this extract represents data from the on-line Time and Labor timesheet. **NOTE:** There is no .pdf for this report. Instead a .dat Flat File (Results in a fixed width file that can be imported into a spreadsheet or database) is created.

When importing the .dat flat file into Excel, choose the following:

- Delimited
- Semicolon
- Text (for lengthy fields, such as Combo Code)

### PARAMETERS TO SET:

For one employee:

- Pay Period End Date
- EmplID
- Empl Rcd Nbr

For one department or a department group:

- Pay Period End Date
- Department
- Department Group ID

### FIELDS:

(Note: All fields from the Reported Time Table [timesheet] and a few from Job Data display on the report; just a few are listed below)

- Department ID
- Employee Name
- Employee ID
- Employee Record Number
- Date Under Report (DUR)
- Time Reporting Code (TRC) / TRC Description
- TL Quantity (Hours / Amount per DUR)
- Reported Status / Reported Status Description
- Taskgroup / Taskgroup Description
- Task Profile
- Account Code (Combo Code)
- All Project Costing and General Ledger Chartfields when applicable (Interface agencies only – Associated with data interfaced for employees with the SOKDETAIL Time Reporting Template)
- Job Data Fields: FLSA Status, Empl Type, Empl Class, Reg / Temp, Full / Part-time, FTE, Holiday Schedule

### SORT SEQUENCE:

- Department ID
- EmplID

### WHERE FOUND:

Time and Labor Homepage > Time and Labor Reports Tile > Reported Time Extract Navigation Collection Item

**ADDITIONAL INFORMATION (Job Data Field Values): (See Next Page)**

<b>FIELD</b>	<b>VALUES</b>	<b>VALUE DESCRIPTION</b>
FLSA_STATUS	E	Exempt
	N	Non-exempt
	X	Non-covered
EMPL_TYPE	H	Hourly
	S	Salaried
EMPL_CLASS	O	All Other
	D	Daily Paid
	F	Unclass Temp Not Ben Eligibl
	H	Resident Worker
	L	Unclassified Temp Ben Eligibl
	M	Elected Officals not Iv elig
	O	All Other
	P	Special Project
	S	Student
	T	Trainee
	V	Governors Trainee
CLASS_INDC	C	Classified
	U	Unclassified
REG_TEMP	R	Regular
	T	Temporary
FULL_PART_TIME	F	Full-time
	P	Part-time
FTE (Full-time Equivalent)	Numeric value that varies	
HOLIDAY_SCHEDULE	JUDC	Judicial 8 Hours
	JUDP	Judicial 4 Hours
	MO04	MOA FLSA Holiday 4 Hrs
	MO06	MOA FLSA Holiday 6 Hrs
	MO08	MOA FLSA Holiday 8 Hrs
	MO10	MOA FLSA Holiday 10 Hrs
	MO12	MOA FLSA Holiday 12 Hrs
	PRNT	Printer 7.5 Hours
	PSTV	State of Kansas Holiday 0 Hrs
	S003	State of Kansas Holiday 3 Hrs
	S005	State of Kansas Holiday 5 Hrs
	S006	State of Kansas Holiday 6 Hrs
	S010	State of Kansas Holiday 10 Hrs
	S012	State of Kansas Holiday 12 Hrs
	SOKP	State of Kansas Holiday 4 Hrs
	SOKS	State of Kansas Holiday 8 Hrs