Time and Labor: Taskgroup Exception – KTL105

DESCRIPTION:

This report will assist users in monitoring employees whose Taskgroup has changed from the Taskgroup that is selected for the employee on the employee's Time Reporter Data page (Job Data/Employment Data).

PARAMETERS TO SET:

- Department
- Department Group
- As Of Date
- Page Break Level
- **NOTE:** A Flat File (Results in a fixed width file that can be imported into a spreadsheet or database) is automatically created when this report is generated

FIELDS:

- Pay Period Begin and Pay Period End Date
- Department ID / Description
- Employee Name
- Employee ID
- Employee Record Number
- Default Taskgroup
- Deviated Taskgroup
- Task Profile
- Time Reporting Code (TRC)
- Total Hours / Total Amount
- Amount / Hours
- Date

SORT SEQUENCE:

- Department ID
- Employee Name

WHERE FOUND:

Time and Labor Homepage > Time and Labor Reports Tile > Taskgroup Exception Navigation Collection Item