

# Reports List



# Workforce management reports

Intelligent reports built to help your organization work smarter

The UKG Pro Workforce Management™ (formerly UKG Dimensions) suite includes extensive and comprehensive workforce management (WFM) and human capital management (HCM) reports — with easy-to-use, built-in reporting tools — to help business teams gain insight into important labor data right from the get-go.

All of the reports in UKG Pro Workforce Management feature a way to filter down to the group of employees you need information on. Don't need to pull data on all employees? Select the group of employees you need and choose from predefined time periods such as "Today," "Last Week," or a range of dates. Run reports on demand or schedule them on a regular basis, with output to a PDF, Excel, or to an Interactive Report. Exclusive to UKG Pro WFM, Interactive Reports allow users to modify the layout of the report (such as columns, charts, and graphs), aggregate data, and even analyze relationships between crosstabs.

Need reports that are customized for your business? Build your own using the many data points available in UKG Pro WFM, through the BIRT report designer. If your organization needs help building reports not available in UKG Pro WFM today, our Professional Services team can build reports based on your specific business needs.

Reports are just one of the many ways Information Access in UKG Pro WFM enables your organization to work smarter. Combined with real-time KPIs and metrics from UKG Pro Workforce Management Analytics™, your people managers will be able to make confident people decisions backed by data to help propel your business to new levels of business intelligence.



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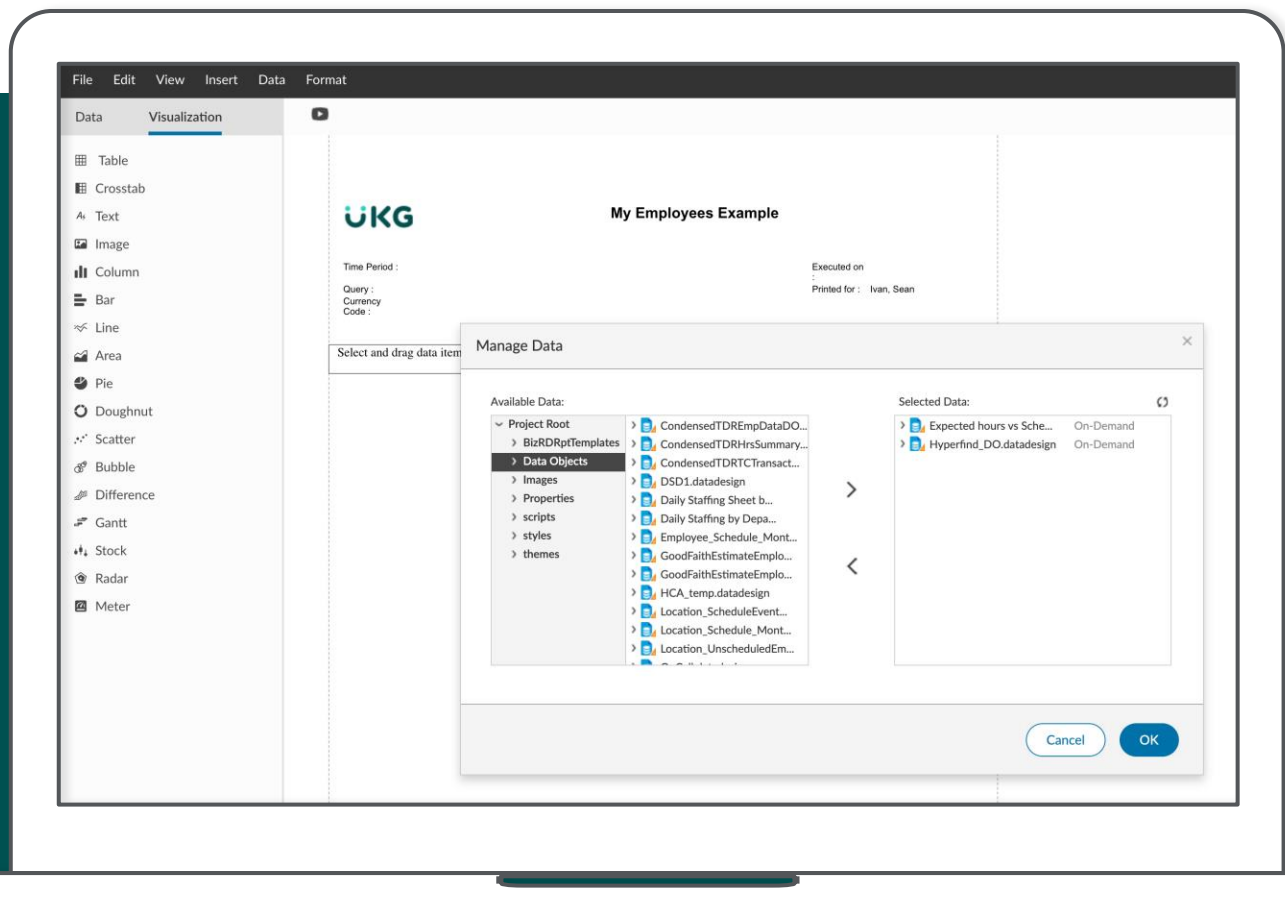
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# Report Designer

Full set of reports with room to build your own

Built on decades of people and work expertise, the reports in UKG Pro WFM provide your business a strong foundation to fundamentally understanding your people and work operations. These insightful reports span across different work areas such as attendance, leave, timekeeping, scheduling, and more. While many of these reports are standard, we also understand organizations need unique insight into their business which may require flexible data fields within the reports.

The Report Designer in UKG Pro WFM allows organizations access to pre-defined fields to create better fit reports for different needs. The comprehensive library of workforce management data fields and visualizations provide your people managers and leaders the right amount of context for actionable insight.





# Audit/Security

# People Audit

## Audit/Security

### People Information Audit

Selection options:

- Date Range
- Hyperfind
- Audit Types

UKG		People Audit Report						
Time Period : Jan 1, 2021 - Dec 16, 2021		Executed on : 12/16/2021 10:57 AM						
Query : All Home		Printed for : Ivan, Sean						
		User :						
		Employee ID :						
Type	Item	Action	Date	User IP	User	Attribute	Old Value	New Value
Person Access Assignment	Walker, Scott T (R192291)	Create	Mar 2, 2021 1:42 PM	158.228.48.44	Ivan, Sean (R67901221)	>>Employee Job Transfer Set	-	Empty
Person Access Assignment	Walker, Scott T (R192291)	Create	Mar 2, 2021 1:42 PM	158.228.48.44	Ivan, Sean (R67901221)	>>ExpirationDate	-	*2021-03-02 00:00:00*
Person Access Assignment	Walker, Scott T (R192291)	Create	Mar 2, 2021 1:42 PM	158.228.48.44	Ivan, Sean (R67901221)	-	-	-
Person Access Assignment	Walker, Scott T (R192291)	Modify	Mar 2, 2021 1:42 PM	158.228.48.44	Ivan, Sean (R67901221)	-	-	-
Person License or Role	Walker, Scott T (R192291)	Create	Mar 2, 2021 1:42 PM	158.228.48.44	Ivan, Sean (R67901221)	License Package	-	Hourly Timekeeping
Person License or Role	Walker, Scott T (R192291)	Create	Mar 2, 2021 1:42 PM	158.228.48.44	Ivan, Sean (R67901221)	License Package	-	Scheduling
Person License or Role	Walker, Scott T (R192291)	Create	Mar 2, 2021 1:42 PM	158.228.48.44	Ivan, Sean (R67901221)	License Package	-	Absence
Person License or Role	Walker, Scott T (R192291)	Create	Mar 2, 2021 1:42 PM	158.228.48.44	Ivan, Sean (R67901221)	Role	-	Employee
Person Access Assignment	Bennett, George R (R231959)	Modify	Mar 2, 2021 1:41 PM	158.228.48.44	Ivan, Sean (R67901221)	-	-	-

# Security

## Audit/Security

### Audit Report for Security Configuration

Selection options:

- Audit Types
- Date Range
- User
- Employee ID

UKG		Security Audit Report				
Time Period : Jun 1, 2021 - Jun 9, 2021		Executed on : 6/09/2021 10:23 AM Printed for : Ivan, Sean (Z10004) Employee ID :				
Type	Item	Action	Date	User IP	User	Comment
Authentication	-	FAILED	Jun 3, 2021 9:14 AM	67.174.189.37	Boyd, Sean (S3133)	-
Authentication	-	SUCCESSFUL	Jun 1, 2021 8:39 AM	158.228.48.44	Martin, Brad (S1001)	-
Authentication	-	FAILED	Jun 1, 2021 9:39 AM	98.115.244.3	Ivan, Sean (Z10004)	-
Authentication	-	SUCCESSFUL	Jun 1, 2021 9:39 AM	98.115.244.3	Ivan, Sean (Z10004)	-
Authentication	-	SUCCESSFUL	Jun 1, 2021 10:02 AM	158.228.48.44	Martin, Brad (S1001)	-
Authentication	-	SUCCESSFUL	Jun 1, 2021 10:08 AM	98.115.244.3	Martin, Brad (S1001)	-
Authentication	-	SUCCESSFUL	Jun 1, 2021 10:51 AM	98.115.244.3	Ivan, Sean (Z10004)	-
Authentication	-	FAILED	Jun 1, 2021 11:28 AM	98.115.244.3	Ivan, Sean (Z10004)	-
Authentication	-	FAILED	Jun 1, 2021 11:29 AM	98.115.244.3	Ivan, Sean (Z10004)	-
Authentication	-	FAILED	Jun 1, 2021 11:29 AM	98.115.244.3	Ivan, Sean (Z10004)	-
Authentication	-	FAILED	Jun 1, 2021 11:38 AM	98.115.244.3	Ivan, Sean (Z10004)	-



# Attendance



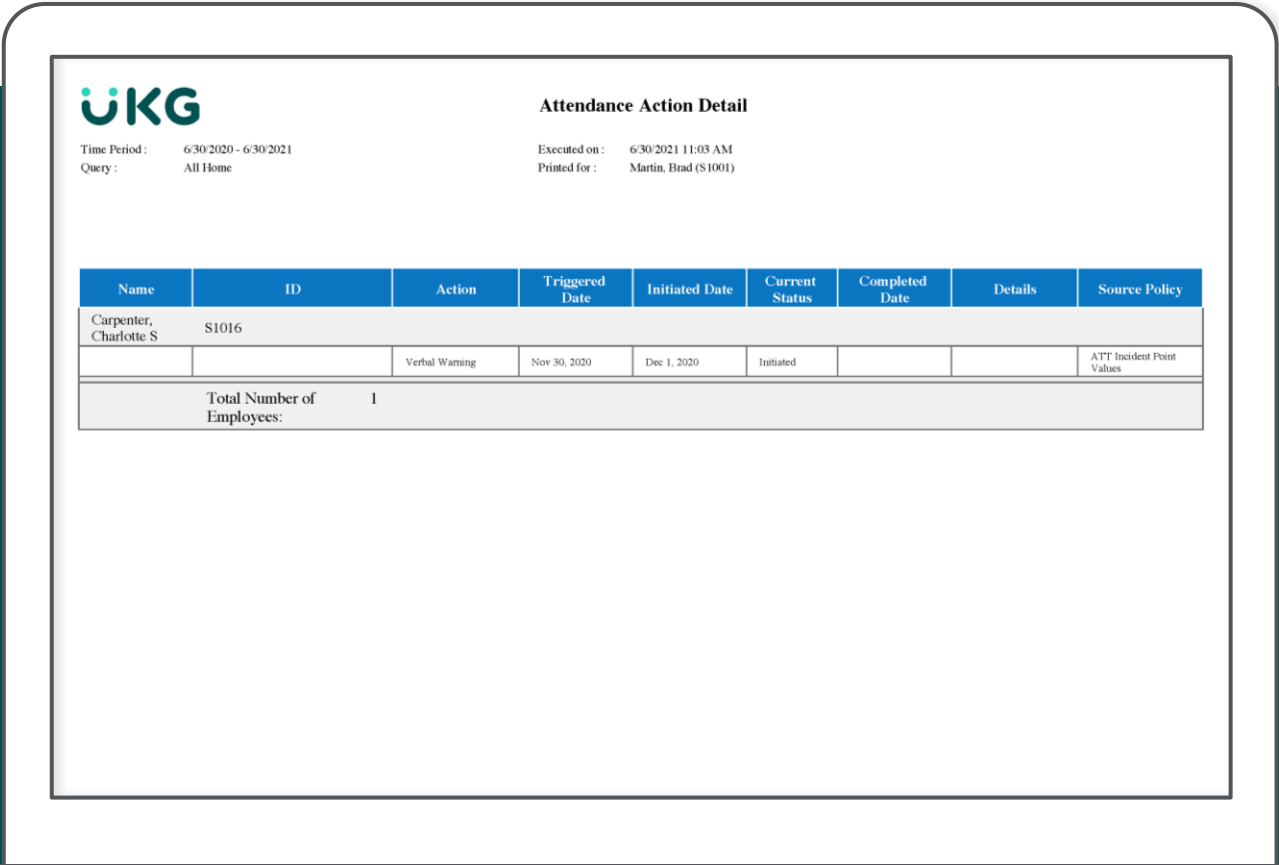
# Attendance Action Detail

## Attendance

The Attendance Action Detail report lists details about actions for employees in a specified time period.

Selection options:

- Date range
- Hyperfind
- Output



# Attendance Analysis

## Attendance

Displays information about employees' occurrences in a list format for the specified time period.

Selection options:

- Date range
- Hyperfind
- Events
- Combined Events
- Patterns
- Lost Time Events

The screenshot shows the UKG Attendance Analysis report interface. At the top left is the UKG logo. The title 'Attendance Analysis' is centered. Below the title, there are two columns of metadata: 'Time Period: 9/18/2021 - 12/16/2021', 'Query: All Home', and 'Currency Code: USD' on the left; and 'Executed on: 12/16/2021 9:28 AM' and 'Printed for: Ivan, Sean' on the right. The main part of the report is a table with the following columns: NAME, ID, OCCURRENCES, HOURS, DAYS, WAGE LIABILITY, and PROCESSED THROUGH. The table lists 20 employees, all with 0 occurrences and 0.00 wage liability. The 'PROCESSED THROUGH' column shows dates for some employees, such as Mar 31, 2020 and Oct 29, 2018.

NAME	ID	OCCURRENCES	HOURS	DAYS	WAGE LIABILITY	PROCESSED THROUGH
Chu, Paul H	H00150	0			0.00	Mar 31, 2020
Church, Randy R	R21932	0			0.00	
Church, Stacy R	R777747777R	0			0.00	
Churchill, Lauryn H	H00428	0			0.00	Mar 31, 2020
Churchill, Lauryn S	S3033	0			0.00	Oct 29, 2018
Churchill, Winston Z	Z30002	0			0.00	
Chynoweth, Neil G	G3212	0			0.00	
Clapper, Wade G	G1090	0			0.00	
Clapton, Douglas Z	Z15069	0			0.00	
Clark, Anna G	G9020	0			0.00	
Clark, Anna H	H01335	0			0.00	
Clark, Anna S	S9003	0			0.00	
Clark, Anna Z	1002	0			0.00	
Clark, Frederick H	H00201	0			0.00	Mar 31, 2020
Clark, Jessica C	C00822	0			0.00	Mar 31, 2020
Clark, Ray S	S3142	0			0.00	Oct 29, 2018
Clark, Raymond H	H00668	0			0.00	Mar 31, 2020
Clark, Roger R	R18451921	0			0.00	
Claymite, Mark Q	R30845762	0			0.00	



# Absence and Leave

# Absent Employees

## Absence and Leave

This report displays employees who are absent and whether they are excused or unexcused absences. Displays data for the selected date range. Only absences through the current day are displayed, future scheduled absences do not appear in the report.

### Selection options

- Date Range
- Hyperfind
- Absence Type

UKG		Absent Employees		
Time Period :	3/12/2019 - 4/10/2019	Executed On :	4/10/2019 3:08 PM	
Query :	All Home	Printed For :	SeanIvan	
Employee Name (ID)	Absence Type	Absence Day/Date	Time	Comment
Bryant, Delclan G (R1315552R)				
Buckinham, Fred (M10350)				
Buffa, Roy R (R797787R)				
Bunson, Sarah S (S3147)				
Burney, Serena S (S3148)				
Bush, Diane R (R757757R)				
Bush, Emma Z (Z15703)				
Bush, Jason Z (Z15094)				
	Unexcused Absence	2019-03-28	8.50	
	Unexcused Absence	2019-04-02	8.50	
	Unexcused Absence	2019-04-03	8.50	
	Unexcused Absence	2019-03-27	8.50	
	Unexcused Absence	2019-03-26	8.50	
	Unexcused Absence	2019-03-13	8.50	
	Unexcused Absence	2019-03-12	8.50	
	Unexcused Absence	2019-04-04	8.50	
	Unexcused Absence	2019-03-19	8.50	
	Unexcused Absence	2019-03-20	8.50	
	Unexcused Absence	2019-03-21	8.50	

# Leave Hours Details

## Absence and Leave

The Leave Hours Detail report lists details about leave cases for employees in a specified time period.

### Selection options

- Date Range
- Hyperfind

The screenshot shows the UKG Leave Hours Details report for employee Cobain, Frank Z (ID: Z15051). The report includes a header with the UKG logo and the title 'Leave Hours Details'. Below the header, there are fields for 'Time Period' (9/18/2021 - 12/16/2021), 'Executed on' (12/16/2021 12:22 PM), 'Query' (All Home), and 'Printed for' (Ivan, Sean). The 'Currency' is listed as USD. The main data is presented in a table for the selected employee, showing 'Latest Committed Paid Date' and 'Latest Committed Tracking Date' as 10/22/21. A sub-table titled 'Leave Case Totals Hours For Selected Time Period' provides a breakdown of leave types and hours. The table shows 80:00 hours for 'All Hours', 'LV-FMLA Injury Illness', and 'STD Leave', and 6:24 hours for 'Sick Leave'. The 'Total Leave Time' and 'Total Continuous Time' are both 80:00, while 'Total Intermittent Time' and 'Total Taking Time' are 0:00.

Leave Case Totals Hours For Selected Time Period							
Total Leave Time		Total Continuous Time		Total Intermittent Time		Total Taking Time	
Paid Hours	Tracking Hours	Paid Hours	Tracking Hours	Paid Hours	Tracking Hours	Leave Type	Hours
80:00	80:00	80:00	80:00	0:00	0:00	All Hours	73:36
						LV-FMLA Injury Illness	80:00
						Sick Leave	6:24
						STD Leave	73:36



# Timekeeping

# Accrual Detail

## Timekeeping

Displays accrual transaction details based on the time period selected.

Selection options:

- Date Range
- Hyperfind

UKG										
Accrual Detail Report										
Time Period : 6/16/2018 - 9/13/2018						Executed On : 9/13/2018 11:46 AM				
Query : Howard						Printed For : SeanIvan				
Employee Name (ID)	Accrual Code	Effective Date	Action	Amount (Hours)	Amount (Days)	Amount (Money)	Credit Amount	Debit Amount	Pay Code	Source
<input checked="" type="checkbox"/> Edwards, Howard D (M10030)										
<input checked="" type="checkbox"/> Vacation										
		Aug 12, 2018	accrual carryforward	168.00	0.00	0.00	168.00	0.00		
		Aug 6, 2018	taking	-8.00	0.00	0.00	0.00	8.00	Vacation	WFO
		Aug 5, 2018	accrual carryforward	176.00	0.00	0.00	176.00	0.00		
		Jul 29, 2018	accrual carryforward	176.00	0.00	0.00	176.00	0.00		
		Jul 22, 2018	accrual carryforward	176.00	0.00	0.00	176.00	0.00		
		Jul 15, 2018	accrual carryforward	176.00	0.00	0.00	176.00	0.00		
		Jul 8, 2018	accrual carryforward	176.00	0.00	0.00	176.00	0.00		
		Jul 1, 2018	accrual carryforward	176.00	0.00	0.00	176.00	0.00		
		Jun 24, 2018	accrual carryforward	176.00	0.00	0.00	176.00	0.00		
		Jun 17, 2018	accrual carryforward	176.00	0.00	0.00	176.00	0.00		
							<b>2,056.00</b>	<b>56.00</b>		
<input checked="" type="checkbox"/> Workers Comp										
		Sep 2, 2018	accrual carryforward	999.00	0.00	0.00	999.00	0.00		
		Aug 26, 2018	accrual carryforward	999.00	0.00	0.00	999.00	0.00		
		Aug 19, 2018	accrual carryforward	999.00	0.00	0.00	999.00	0.00		
		Aug 12, 2018	accrual carryforward	999.00	0.00	0.00	999.00	0.00		


# Employee Hours by Job

## Timekeeping

This report details out hours, amounts, wages for each job and Paycodes in which the employee accrued hours. Provides totals for each employee and job per employee as well as grand totals.

Selection options:

- Date Range
- Hyperfind
- Paycodes

 <b>Employee Hours by Job</b>									
Time Period : 1/11/2019 - 4/10/2019					Executed On : 4/10/2019 3:06 PM				
Query : All Home					Printed For : Sean Ivan				
Employee Name (ID)	Location	Job	Pay Code	Employee Status	Status Date	Primary Job	Money	Hours	Days
Adamec, Tomas S (S3025)									
SCo/Logistics/ Distribution/DC1/ Maintenance									
Mechanic									
			Overtime	Active	Jul 12, 2004	Mechanic	1225.00	49.00	0.00
			Regular	Active	Jul 12, 2004	Mechanic	10925.00	437.00	0.00
							12150.00	486.00	0.00
							12150.00	486.00	0.00
							12150.00	486.00	0.00
Alba, David S (S3157)									
SCo/Logistics/ Transportation/ Terminal 1/Transport									
P&D Driver									
			Regular	Active	Dec 31, 2007	P&D Driver	2048.00	64.00	0.00
							2048.00	64.00	0.00
							2048.00	64.00	0.00
							2048.00	64.00	0.00
Albarn, Brian R (R23455324R)									
RCo/Grocery/Region									



# Hours by Location

## Timekeeping

This report displays money, hours, wages for each location's job in which employees accrued hours. The report totals money, hours, wages for each location's job by Paycodes.

Selection options:

- Date Range
- Hyperfind
- Paycodes

UKG		Hours by Location			
Time Period :	4/03/2019 - 4/09/2019	Executed On :	4/09/2019 8:17 AM		
Query :	All Home	Printed For :	Seanlvan		
Location	Pay Code	Hours	Days	Money	
CO/SouthGroup/Department 17b		461.50	0.00	4529.73	
	Overtime Total	4.50	0.00	45.00	
	Overtime Worked	4.50	0.00	45.00	
	Reg	50.50	0.00	505.00	
	Regular	152.00	0.00	1520.00	
	Total Meal Premium	3.00	0.00	30.00	
	Unapproved OT	3.00	0.00	30.00	
	Weekly-OT	10.50	0.00	63.73	
CO/SouthGroup/Department 17c		166.50	0.00	1665.00	
	All Paid Hours	80.00	0.00	800.00	
	Regular	80.00	0.00	800.00	
	Unapproved OT	6.50	0.00	65.00	
MCo		1024.00	0.00	48960.00	
	All Paid Hours	512.00	0.00	24480.00	
	Regular	512.00	0.00	24480.00	
MCo/Administration		1851.00	0.00	87380.00	
	All Paid Hours	925.50	0.00	43690.00	
	Regular	925.50	0.00	43690.00	
MCo/Contingent Labor		800.00	0.00	11200.00	
	All Paid Hours	400.00	0.00	5600.00	
	Regular	400.00	0.00	5600.00	
MCo/Engineering		880.00	0.00	11200.00	

# Time Detail

## Timekeeping

Displays detailed data about each employee's punches, duration, and Paycodes edits. Summary data is displayed per employee, totaling time and money by labor level and Paycodes (excluding combined Paycodes) and then by Paycodes only (separately listing combined Paycodes).

Selection options:

- Date range
- Hyperfind

	A	B	C	E	F	G	H	I	J	K	L	M	N	P	Q	R	S	T	U	V	W	X	Y	Z	AA	AIA	AD	AE	AIAGA	AI
116	Employee Name (ID)		Job		Location		Pay Code		Hours		Money																			
	Anderson, Nicholas D																													
117	(M10504)																													
118			Assembler																											
119					MCo/Production/Location		1A/Assembler		All Hours		16.00		160.00																	
120					MCo/Production/Location		1A/Assembler		LV-All Worked		16.00		160.00																	
121					MCo/Production/Location		1A/Assembler		All Regular		16.00		160.00																	
122					MCo/Production/Location		1A/Assembler		Evening Shift Premium		16.00		16.00																	
123					MCo/Production/Location		1A/Assembler		All Paid Hours		32.00		176.00																	
124					MCo/Production/Location		1A/Assembler		Regular		16.00		160.00																	
125					MCo/Production/Location		1A/Assembler		All Worked Hours		16.00		160.00																	
126											128.00		992.00																	
127											128.00		992.00																	
128	Apple, Sarah D (M10511)																													
129			Assembler																											
130					MCo/Production/Location		1B/Assembler		All Regular		24.00		318.00																	
131					MCo/Production/Location		1B/Assembler		All Hours		24.00		318.00																	
132					MCo/Production/Location		1B/Assembler		LV-All Worked		24.00		318.00																	
133					MCo/Production/Location		1B/Assembler		Night Shift Premium		8.00		10.00																	
134					MCo/Production/Location		1B/Assembler		Regular		24.00		318.00																	
135					MCo/Production/Location		1B/Assembler		All Paid Hours		32.00		328.00																	
136					MCo/Production/Location		1B/Assembler		All Worked Hours		24.00		318.00																	
137											160.00		1928.00																	
138											160.00		1928.00																	
139	Berry, Jordon D (M10530)																													
140			Machine Operator																											
141					MCo/Production/Location		1C/Machine Operator		LV-All Worked		16.00		160.00																	
142					MCo/Production/Location		1C/Machine Operator		All Hours		16.00		160.00																	



# Scheduling

# Employee Schedule – Weekly Scheduling

This report shows the weekly schedules of selected employees. You can select specific employees using a Hyperfind. You can also select a location and the report will show the schedules of all employees whose primary job is contained in the location. The report includes the shifts that employees are working outside of the location.

Selection options:

- Date Range
- Hyperfind
- Shift Display
- Paycodes
- One employee per page

**UKG** Employee Schedule - Weekly

Time Period : Next Schedule Period Executed on : 12/16/2021 10:46 AM  
 Query : All Home Printed for : Ivan, Sean  
 Currency Code : USD

CO\NorthGroup\Department 1

Employee	Primary Job	Sun 12/19/2021	Mon 12/20/2021	Tue 12/21/2021	Wed 12/22/2021	Thu 12/23/2021	Fri 12/24/2021	Sat 12/25/2021
Cobain, Frank Z	Associate		7:00AM - 3:30PM	7:00AM - 3:30PM	7:00AM - 3:30PM	7:00AM - 3:30PM	7:00AM - 3:30PM	
Gibb, Paul Z	Associate		7:00AM - 3:30PM	7:00AM - 3:30PM	7:00AM - 3:30PM	7:00AM - 3:30PM	7:00AM - 3:30PM	
Morissette, Erica Z	Associate		7:00AM - 3:30PM	7:00AM - 3:30PM	7:00AM - 3:30PM	7:00AM - 3:30PM	7:00AM - 3:30PM	
Ocean, Andrew Z	Associate		7:00AM - 3:30PM	7:00AM - 3:30PM	7:00AM - 3:30PM	7:00AM - 3:30PM	7:00AM - 3:30PM	
Osbourne, Mark Z	Associate		7:00AM - 3:30PM	7:00AM - 3:30PM	7:00AM - 3:30PM	7:00AM - 3:30PM	7:00AM - 3:30PM	
Wonder, Boris Z	Associate		7:00AM - 3:30PM	7:00AM - 3:30PM	7:00AM - 3:30PM	7:00AM - 3:30PM	7:00AM - 3:30PM	
Harper, Roger Z	Lead		7:00AM - 3:30PM	7:00AM - 3:30PM	7:00AM - 3:30PM	7:00AM - 3:30PM	7:00AM - 3:30PM	
Harrison, Gary Z	Lead		7:00AM - 3:30PM	7:00AM - 3:30PM	7:00AM - 3:30PM	7:00AM - 3:30PM	7:00AM - 3:30PM	
Hendrix, Dylan Z	Lead		7:00AM - 3:30PM	7:00AM - 3:30PM	7:00AM - 3:30PM	7:00AM - 3:30PM	7:00AM - 3:30PM	
Spears, Becky Z	Lead		7:00AM - 3:30PM	7:00AM - 3:30PM	7:00AM - 3:30PM	7:00AM - 3:30PM	7:00AM - 3:30PM	
White, Mark Z	Lead		7:00AM - 3:30PM	7:00AM - 3:30PM	7:00AM - 3:30PM	7:00AM - 3:30PM	7:00AM - 3:30PM	
Barrett, Mark Z	Senior Associate		7:00AM - 3:30PM	7:00AM - 3:30PM	7:00AM - 3:30PM	7:00AM - 3:30PM	7:00AM - 3:30PM	
Brown, Adrian Z	Senior Associate		7:00AM - 3:30PM	7:00AM - 3:30PM	7:00AM - 3:30PM	7:00AM - 3:30PM	7:00AM - 3:30PM	
Gray, Wes Z	Senior Associate		7:00AM - 3:30PM	7:00AM - 3:30PM	7:00AM - 3:30PM	7:00AM - 3:30PM	7:00AM - 3:30PM	
Morrison, Mark Z	Senior Associate		7:00AM - 3:30PM	7:00AM - 3:30PM	7:00AM - 3:30PM	7:00AM - 3:30PM	7:00AM - 3:30PM	
Ulrich, Albert Z	Senior Associate		7:00AM - 3:30PM	7:00AM - 3:30PM	7:00AM - 3:30PM	7:00AM - 3:30PM	7:00AM - 3:30PM	

# Location Schedule Detail – Weekly Scheduling

This report shows full-day employee schedules for the selected time period in the selected locations with the following options: full name or short name, whether or not to include breaks, and whether or not to sort by seniority.

Selection options:

- Date range
- Hyperfind
- Employee Name
- Include Break
- Sort by seniority

Employee		Wed 4/03/2019	Thu 4/04/2019	Fri 4/05/2019	Sat 4/06/2019	Sun 4/07/2019	Mon 4/08/2019	Tue 4/09/2019
Bryant, Declan S	Associate			3:00 PM-9:00 PM 3:00PM - 9:00PM	3:00 PM-9:00 PM 3:00PM - 9:00PM		10:00 AM-6:00 PM 10:00AM - 6:00PM	10:00 AM-6:00 PM 10:00AM - 6:00PM
Collins, Deborah	Associate	10:30 AM-6:00 PM 10:30AM - 6:00PM	5:30 PM-9:00 PM 5:30PM - 9:00PM			10:30 AM-6:00 PM 10:30AM - 6:00PM		10:30 AM-6:00 PM 10:30AM - 6:00PM
Davis, David S	Associate	5:00 PM-9:00 PM 5:00PM - 9:00PM	3:00 PM-9:00 PM 3:00PM - 9:00PM			10:00 AM-6:00 PM 10:00AM - 6:00PM	5:00 PM-9:00 PM 5:00PM - 9:00PM	3:00 PM-9:00 PM 3:00PM - 9:00PM
Edwards, Donald S	Associate	10:00 AM-6:00 PM 10:00AM - 6:00PM		10:30 AM-6:00 PM 10:30AM - 6:00PM	5:00 PM-9:00 PM 5:00PM - 9:00PM	10:00 AM-6:00 PM 10:00AM - 6:00PM		10:00 AM-6:00 PM 10:00AM - 6:00PM
Perez, Donna	Associate	5:00 PM-9:00 PM 5:00PM - 9:00PM 5:00PM - 9:00PM	5:00 PM-9:00 PM 5:00PM - 9:00PM 11:00AM - 7:00PM	5:00 PM-9:00 PM 5:00PM - 9:00PM	10:30 AM-7:00 PM 10:30AM - 7:00PM		5:00 PM-9:00 PM 5:00PM - 9:00PM 4:00PM - 9:00PM	5:00 PM-9:00 PM 5:00PM - 9:00PM 5:00PM - 9:00PM
Richardson, London	Associate	5:00 PM-9:00 PM 5:00PM - 9:00PM	4:00 PM-9:00 PM 4:00PM - 9:00PM			10:30 AM-6:00 PM 10:30AM - 6:00PM 1:00PM - 2:00PM 2:00PM - 6:00PM		
Rivera, Eliana S	Associate		10:00 AM-6:00 PM 10:00AM - 6:00PM	10:00 AM-6:00 PM 10:00AM - 6:00PM	5:00 PM-9:00 PM 5:00PM - 9:00PM	10:00 AM-6:00 PM 10:00AM - 6:00PM	10:00 AM-6:00 PM 10:00AM - 6:00PM	10:00 AM-6:00 PM 10:00AM - 6:00PM
Turcotte, Virginia	Associate	3:00 PM-9:00 PM 3:00PM - 9:00PM	5:00 PM-9:00 PM 5:00PM - 9:00PM	5:00 PM-9:00 PM 5:00PM - 9:00PM	10:00 AM-6:00 PM 10:00AM - 6:00PM		3:00 PM-9:00 PM 3:00PM - 9:00PM	



# Healthcare Productivity Reports


# Daily Productivity Trend – 14 Days

## Specialized Reports - Healthcare Productivity

This report is used to monitor productivity on a daily and cumulative daily basis for a specific pay period and work unit.

Selection options:

- Date range
- Work Unit Hyperfind
- Work Unit
- Target

 <b>Daily Productivity Trend - 14 Days (Analytics)</b>															
Reference Date :	4/05/2020				Target :	Default				Current as of :	6/29/2021				
Work Unit :	All My Work Units									Executed on :	6/29/2021 2:21 PM				
										Printed for :	Martin, Cindy (10014)				
<b>Critical Unit</b>															
Unit of Service : Adj Patient Days															
	23 Mar Mon	24 Mar Tue	25 Mar Wed	26 Mar Thu	27 Mar Fri	28 Mar Sat	29 Mar Sun	30 Mar Mon	31 Mar Tue	01 Apr Wed	02 Apr Thu	03 Apr Fri	04 Apr Sat	05 Apr Sun	TOTALS
<b>DAILY HOURS</b>															
Adj Patient Days	0	0	0	0	0	17	17	21	22	22	22	22	17	17	173
VARIABLE HOUR TARGETS/UCS	0.0000	0.0000	0.0000	0.0000	0.0000	0.6500	0.6500	0.6500	0.6500	0.6500	0.6500	0.6500	0.6500	0.6500	0.6500
VARIABLE HOURS TARGETS	0	0	0	0	0	11	11	13	14	14	14	14	11	11	112
FIXED HOURS TARGETS	8	8	8	8	8	8	8	8	8	8	8	8	8	8	116
TARGET PRODUCTIVE	8	8	8	8	10	19	19	21	22	22	22	24	19	19	228
ACTUAL PRODUCTIVE	15	15	15	16	19	16	16	15	19	15	15	15	16	16	223
REGULAR	8	8	8	8	6	8	8	8	6	8	8	8	8	8	107
OVERTIME	0	0	0	0	3	0	0	0	3	0	0	0	0	0	5
AGENCY	7	7	7	8	11	8	8	7	11	7	7	7	8	8	111
INTERNAL AGENCY	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
PRODUCTIVE VARIANCE	7	7	7	8	9	(3)	(3)	(6)	(3)	(7)	(7)	(9)	(3)	(3)	(5)
PRODUCTIVITY INDEX	53.3%	53.3%	53.3%	80.0%	52.6%	117.0%	117.0%	142.2%	115.7%	146.3%	146.5%	159.8%	117.0%	117.0%	102.3%
TARGETUOS	N/A	N/A	N/A	N/A	N/A	1.13	1.13	1.04	1.02	1.02	1.02	1.12	1.13	1.13	1.32
ACTUALUOS	N/A	N/A	N/A	N/A	N/A	0.97	0.97	0.73	0.88	0.70	0.70	0.70	0.97	0.97	1.29
<b>CUMULATIVE HOURS</b>															
PRODUCTIVE VARIANCE	7	14	21	29	38	35	33	26	23	16	9	0	(2)	(5)	(5)
PRODUCTIVITY INDEX	53.3%	53.3%	53.3%	52.5%	52.5%	63.3%	70.9%	79.4%	84.1%	89.9%	94.7%	99.8%	101.2%	102.3%	102.3%
TARGETUOS	N/A	N/A	N/A	N/A	N/A	3.68	2.41	1.88	1.64	1.50	1.41	1.37	1.34	1.32	1.32
ACTUALUOS	N/A	N/A	N/A	N/A	N/A	5.82	3.39	2.37	1.95	1.67	1.49	1.37	1.33	1.29	1.29
* RECOMMENDED ADJ.	0.54	1.17	1.91	2.90	4.22	4.41	4.65	4.37	4.65	4.07	3.10	0.16	(2.40)	N/A	N/A


# Department Actuals

## Specialized Reports - Healthcare Productivity

This report provides summarized information for Regular and Supplemental labor types. For a particular pay period specified, each work unit is listed with summarized pay period and YTD totals for paid hours, amounts and FTE's.

Selection options:

- Reference Date
- Work Unit Hyperfind
- Work Unit
- Timeframe

 <b>Department Actual (Analytics)</b>																
Period:		Day Period													*Not Included in Totals.	
Reference Date:		4/05/2020													Current as of: 6/29/2021	
Work Unit:		All My Work Units													Executed on: 6/29/2021 2:24 PM	
Type:		FTEs													Printed for: Martin, Cindy (10014)	
REGULAR LABOR					SUPPLEMENTAL LABOR											
WORK UNIT NAME	FULL TIME	PART TIME	TOTAL	OVERTIME	AGENCY	INTERNAL AGENCY	PER DIEM	POOL	EXTRA PART TIME	FLOAT-IN	*FLOAT-OUT	TOTAL	GRAND TOTAL	PAY PERIOD END DATE		
TOTALS	2.46	1.00	3.46	0.19	1.48	0.61	0.00	0.00	0.20	0.13	*N/A	2.61	6.07	*N/A		
Critical Unit1	0.00	0.00	0.00	0.03	1.48					0.13		1.64	1.64	04/05/2020		
Med Surg1	0.00	0.00	0.00									0.00	0.00	04/05/2020		
Med Surg2	1.04	0.00	1.04	0.02		0.26						0.28	1.32	04/05/2020		
Med Surg3	0.88	1.00	1.88	0.07					0.20		(0.15)	0.27	2.14	04/05/2020		
MedWMBH1	0.55	0.00	0.55	0.07		0.35						0.42	0.97	04/05/2020		




# Employee Actual Hours

## Specialized Reports - Healthcare Productivity

This report is used to monitor productivity on a pay period and fiscal year-to-date basis.

Selection options:

- Reference Date
- Work Unit Hyperfind
- Work Unit
- Timeframe

 <b>Employee Actual Hours (Analytics)</b> <span style="float: right;">*Not Included in Totals.</span>														
Time Period :		Pay Period						Current as of :		6/29/2021				
Reference Date :		4/05/2020						Executed on :		6/29/2021 2:25 PM				
Work Unit :		All My Work Units				Type : Hours		Printed for :		Martin, Cindy (10014)				
<b>Med Surg2</b>														
Pay Period : 03/23/2020 - 04/05/2020														
	PRODUCTIVE							NON - PRODUCTIVE						
	REGULAR	OTHER	OT	EXTRA PT	*FLOAT OUT REG	*FLOAT OUT OT	TOTAL	REG NON PROD	REG NON PROD1	REG NON PROD2	OTHER	*FLOAT OUT	TOTAL	TOTAL PAID
<b>Total</b>	71.00	3.75	1.50				76.25	10.50	2.00	8.00	9.00		29.50	105.75
1 RN	35.50	1.50					37.00	4.50	2.00				6.50	43.50
FULL TIME	35.50	1.50					37.00	4.50	2.00				6.50	43.50
Analtes, Michael	35.50	1.50					37.00	4.50	2.00				6.50	43.50
2 OTH	35.50	2.25	1.50				39.25	6.00	8.00	9.00			23.00	62.25
FULL TIME	25.50	2.25	1.50				29.25		8.00	4.00			12.00	41.25
Analtes, Marc	25.50	2.25	1.50				29.25		8.00	4.00			12.00	41.25
INTERNAL AGENCY	10.00						10.00	6.00		5.00			11.00	21.00
Analtes, Janette	10.00						10.00	6.00		5.00			11.00	21.00

# Productivity Detailed Hours

## Specialized Reports - Healthcare Productivity

Provides productivity details on a pay period and year to date basis by work unit. Also, identifies work units that are outliers based on an acceptable productivity index range.

Selection options:

- Reference Date
- Work Unit Hyperfind
- Work Unit
- Timeframe
- Target
- Productivity Index Range (Lower & Upper %)

WORKLOAD STATISTICS		ACTUAL										TARGET				PRODUCTIVITY INDEX		
UNIT OF SERVICE	VOLUME	OT	AGENCY	INTERNAL AGENCY	PROD.	NON-PROD.	TOTAL PAID HOURS	TOTAL PAID PTEs	HRS/UOS	VAR.	FIXED	TARGET/ UOS	TARGET	TARGET VARIANCE	SELECTED PERIOD	YEAR TO DATE	PAY PERIOD END DATE	
TOTALS		20	111	28	390	88	478	6.07		338	342		680	(290)	174.2%	342.5%		
FAVORABLE TOTALS		0	0	0	0	0	0	0.00		0	0		0	0	0.0%	0.0%		
UNFAVORABLE TOTALS		20	111	28	390	88	478	6.07		338	342		680	(290)	174.2%	342.5%		
<b>SELECTED PERIOD</b>																		
WORK UNITS WITH FAVORABLE PRODUCTIVITY INDEX																	0	
WORK UNITS WITH UNFAVORABLE PRODUCTIVITY INDEX																	5	
Pay Period : 03/23/2020 - 04/05/2020																		
WORKLOAD STATISTICS		ACTUAL										TARGET				PRODUCTIVITY INDEX		
WORK UNIT NAME	UNIT OF SERVICE	VOLUME	OT	AGENCY	INTERNAL AGENCY	PROD.	NON-PROD.	TOTAL PAID HOURS	TOTAL PAID PTEs	HRS/UOS	VAR.	FIXED	TARGET/ UOS	TARGET	TARGET VARIANCE	SELECTED PERIOD	YEAR TO DATE	PAY PERIOD END DATE
Med Surg2	Patient Days	80	2	0	10	76	30	106	1.32	0.9531	64	0	0.8000	64	12	83.9%	125.9%	04/05/2020
Med Surg3	Patient Days	26	6	0	0	142	30	172	2.14	5.3905	21	142	6.1905	163	(21)	114.8%	122.3%	04/05/2020
Critical Unit1	Adj Patient Days	173	7	111	0	123	0	123	1.64	0.7130	112	116	1.3225	228	(105)	185.5%	459.2%	04/05/2020
MedWMBN1	Adj Patient Days	131	6	0	18	50	28	78	0.97	0.3793	78	84	1.2437	162	(113)	327.9%	817.9%	04/05/2020
Med Surg1	Patient Days	97	0	0	0	0	0	0	0.00	0.0000	63	0	0.6500	63	(63)	N/A	0.0%	04/05/2020

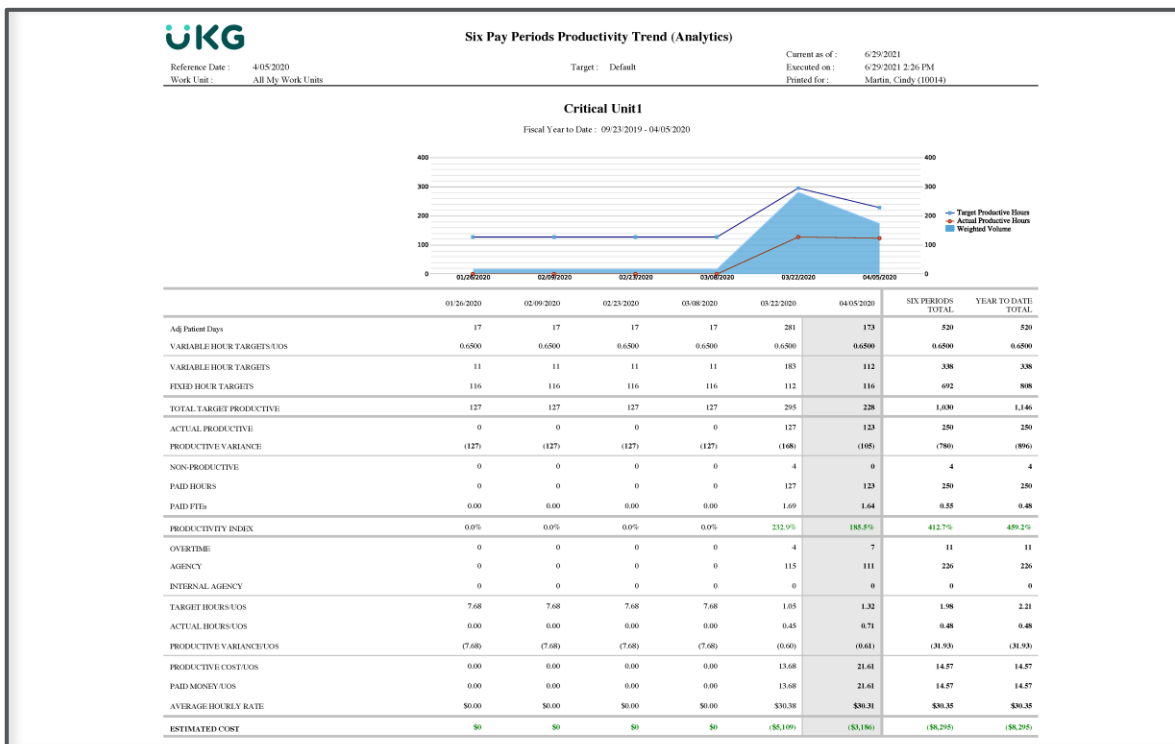
# Six Pay Periods Productivity Trend

## Specialized Reports - Healthcare Productivity

This report is used to identify developing trends in productivity on a bi-weekly (pay period) and work unit level for the 6 most recent pay periods. The report may also be used to identify developing trends in FTE and amount variances.

Selection options:

- Reference Date
- Work Unit Hyperfind
- Work Unit
- Target



# Workload Volume and Weights

## Specialized Reports - Healthcare Productivity

Provides the procedure that are counted toward workload volume within each work unit.

Selection options:

- Date range
- Work Unit Hyperfind
- Work Unit

UKG		Workload Volume and Weights (Analytics)			Current as of : 6/29/2021	
Time Period : 4/11/2020 - 4/11/2020					Executed on : 6/29/2021 2:28 PM	
Work Unit : All My Work Units					Printed for : Martin, Cindy (10014)	
Critical Unit						
Fiscal Year to Date : 09/23/2019 - 04/19/2020						
ACTUAL VOLUME				Adj Patient Days		
PROCEDURE CODE	PROCEDURE DESCRIPTION	PERIOD	YEAR TO DATE	WEIGHTS	PERIOD	YEAR TO DATE
11072	X-Ray MedSurge 1	0.00	123.00	0.0000	0.00	61.50
11114	R+B INTERMEDIATE ICU	0.00	125.00	0.0000	0.00	62.50
23010	Telemetry Days	0.00	150.00	0.0000	0.00	150.00
453993	Flu shots MedSurge 1	0.00	100.00	0.0000	0.00	50.00
453994	X-Ray Clin Op Unit 1	4.00	56.00	1.0000	4.00	56.00
453995	Band Aid Clin Op Unit 1	4.00	56.00	0.5000	2.00	28.00
900010	R&B ICU INTERMEDIATE	0.00	125.00	0.0000	0.00	62.50
920400	R&B MEDICAL/SURGICAL SEMI-PVT	0.00	75.00	0.0000	0.00	37.50
920401	IP nonED Visits	0.00	125.00	0.0000	0.00	62.50
920402	Flu shots MedSurge 1	0.00	100.00	0.0000	0.00	50.00
920403	Manual Volume Clin Op Unit 1	10.00	140.00	0.2500	2.50	35.00
Band Aid MedWMBN1	Band Aid MedWMBN1	4.00	56.00	1.0000	4.00	56.00
X-Ray MedWMBN1	X-Ray MedWMBN1	4.00	56.00	1.0000	4.00	56.00
TOTAL:		26.00	1,287.00		16.50	767.50



# Activities Reports

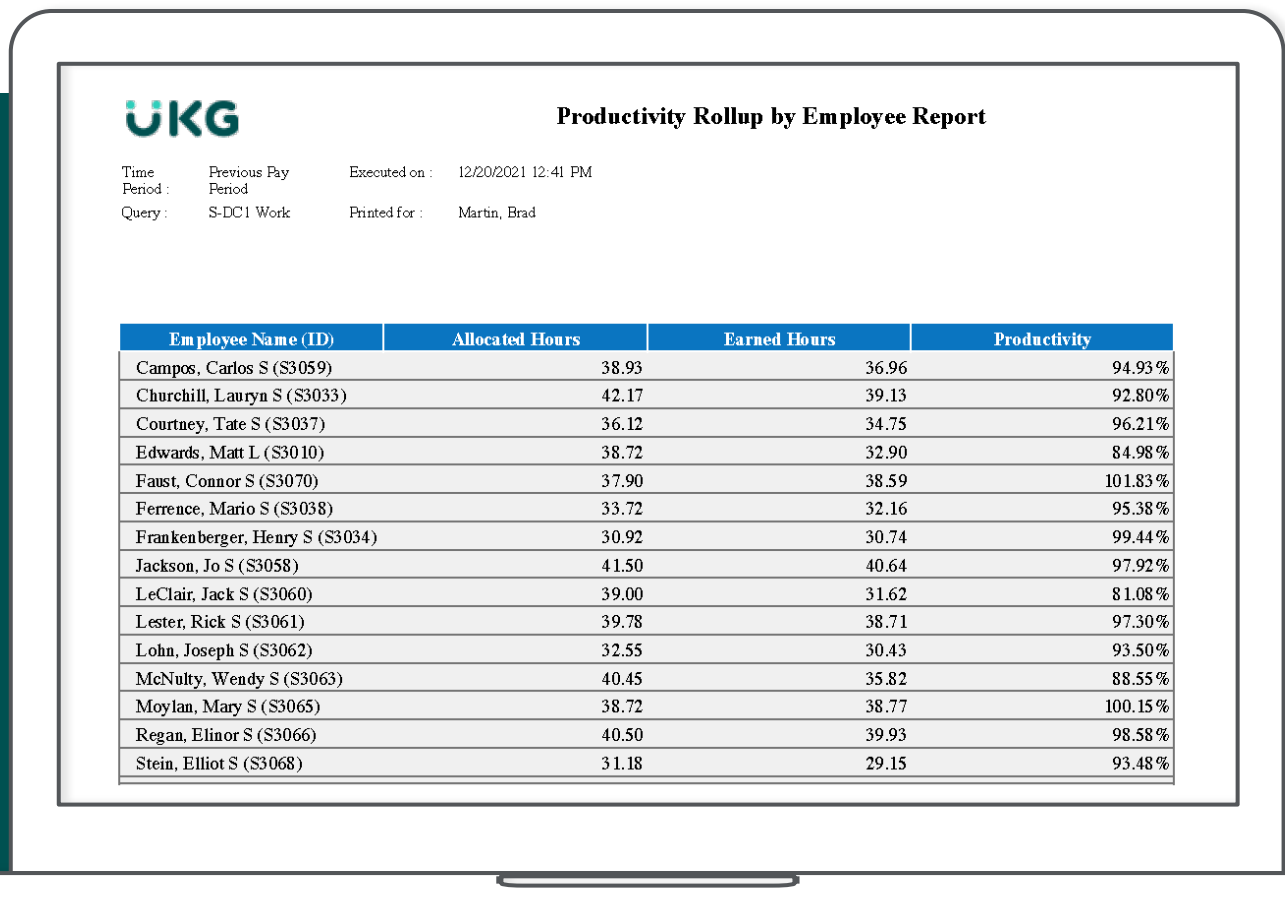
# Productivity Rollup by Employee

## Specialized Reports – Activities

This report lists the productivity of activities per employee.

Selection options:

- Timeframe
- Hyperfind
- Locations



The screenshot shows a laptop screen with the UKG logo in the top left corner. The report title is "Productivity Rollup by Employee Report". Below the title, there are four fields: "Time Period" (Previous Pay Period), "Query" (S-DC1 Work), "Executed on" (12/20/2021 12:41 PM), and "Printed for" (Martin, Brad). The main part of the screen is a table with four columns: "Employee Name (ID)", "Allocated Hours", "Earned Hours", and "Productivity". The table lists 18 employees with their respective allocated and earned hours and productivity percentages.

Employee Name (ID)	Allocated Hours	Earned Hours	Productivity
Campos, Carlos S (S3059)	38.93	36.96	94.93%
Churchill, Lauryn S (S3033)	42.17	39.13	92.80%
Courtney, Tate S (S3037)	36.12	34.75	96.21%
Edwards, Matt L (S3010)	38.72	32.90	84.98%
Faust, Connor S (S3070)	37.90	38.59	101.83%
Ferrence, Mario S (S3038)	33.72	32.16	95.38%
Frankenberger, Henry S (S3034)	30.92	30.74	99.44%
Jackson, Jo S (S3058)	41.50	40.64	97.92%
LeClair, Jack S (S3060)	39.00	31.62	81.08%
Lester, Rick S (S3061)	39.78	38.71	97.30%
Lohn, Joseph S (S3062)	32.55	30.43	93.50%
McNulty, Wendy S (S3063)	40.45	35.82	88.55%
Moylan, Mary S (S3065)	38.72	38.77	100.15%
Regan, Elinor S (S3066)	40.50	39.93	98.58%
Stein, Elliot S (S3068)	31.18	29.15	93.48%

# Utilization Rollup by Employee

## Specialized Reports - Activities

This report lists the utilization of activities per employee.

Selection options:

- Timeframe
- Hyperfind
- Locations



### Utilization Rollup by Employee Report

Time Period : Previous Pay Period  
Query : S-DC1 Work  
Executed on : 12/20/2021 12:39 PM  
Printed for : Martin, Brad

Employee Name (ID)	Direct Allocated Hours	Allocated Hours	Utilization
Campos, Carlos S (S3059)	37.43	43.90	85.27%
Castiel, Toby S (S3030)	0.00	42.50	0.00%
Churchill, Lauryn S (S3033)	39.57	43.00	92.02%
Courtney, Tate S (S3037)	36.12	40.50	89.18%
Edwards, Matt L (S3010)	34.47	42.28	81.51%
Faust, Connor S (S3070)	37.15	40.25	92.30%
Ferrence, Mario S (S3058)	31.90	42.00	75.95%
Frankenberger, Henry S (S3034)	27.85	41.75	66.71%
Jackson, Jo S (S3058)	38.93	42.00	92.70%
LeClair, Jack S (S3060)	35.75	39.50	90.51%
Lester, Rick S (S3061)	38.25	40.25	95.03%
Lohn, Joseph S (S3062)	30.30	33.25	91.13%
Martin, Brad L (S3001)	0.00	80.00	0.00%
McFall, Earnie S (S3054)	0.00	40.00	0.00%
McNulty, Wendy S (S3063)	36.45	41.23	88.40%
Moylan, Mary S (S3065)	37.60	39.50	95.19%
Regan, Elinor S (S3066)	38.35	40.75	94.11%

# Efficiency Rollup by Employee

## Specialized Reports - Activities

This report lists the efficiency of activities per employee..

Selection options:

- Timeframe
- Hyperfind
- Locations

Employee Name (ID)	Activity Name	Earned Hours	Allocated Hours	Standard Hours	Efficiency Quantity	Standard Quantity	Efficiency
<b>Berry, Jordon D (M10530)</b>							
	301	0.36	0.72	1.00	62.00	170.69	50.45%
	401	2.15	2.75	1.00	150.00	69.65	78.31%
	501	0.00	1.08	1.00	0.00	95.68	0.00%
	601	1.96	1.92	1.00	180.00	91.69	102.25%
	701	0.55	0.78	1.00	56.00	101.88	70.47%
<b>Chapman, Anna D (M10522)</b>							
	201	1.13	1.01	1.00	68.00	60.01	112.56%
	401	0.99	1.24	1.00	105.00	114.18	79.66%
<b>Edwards, Howard D (M10521)</b>							
	301	5.10	6.40	1.00	566.00	91.69	79.69%
	501	0.00	2.18	1.00	0.00	95.68	0.00%





# Global Reports

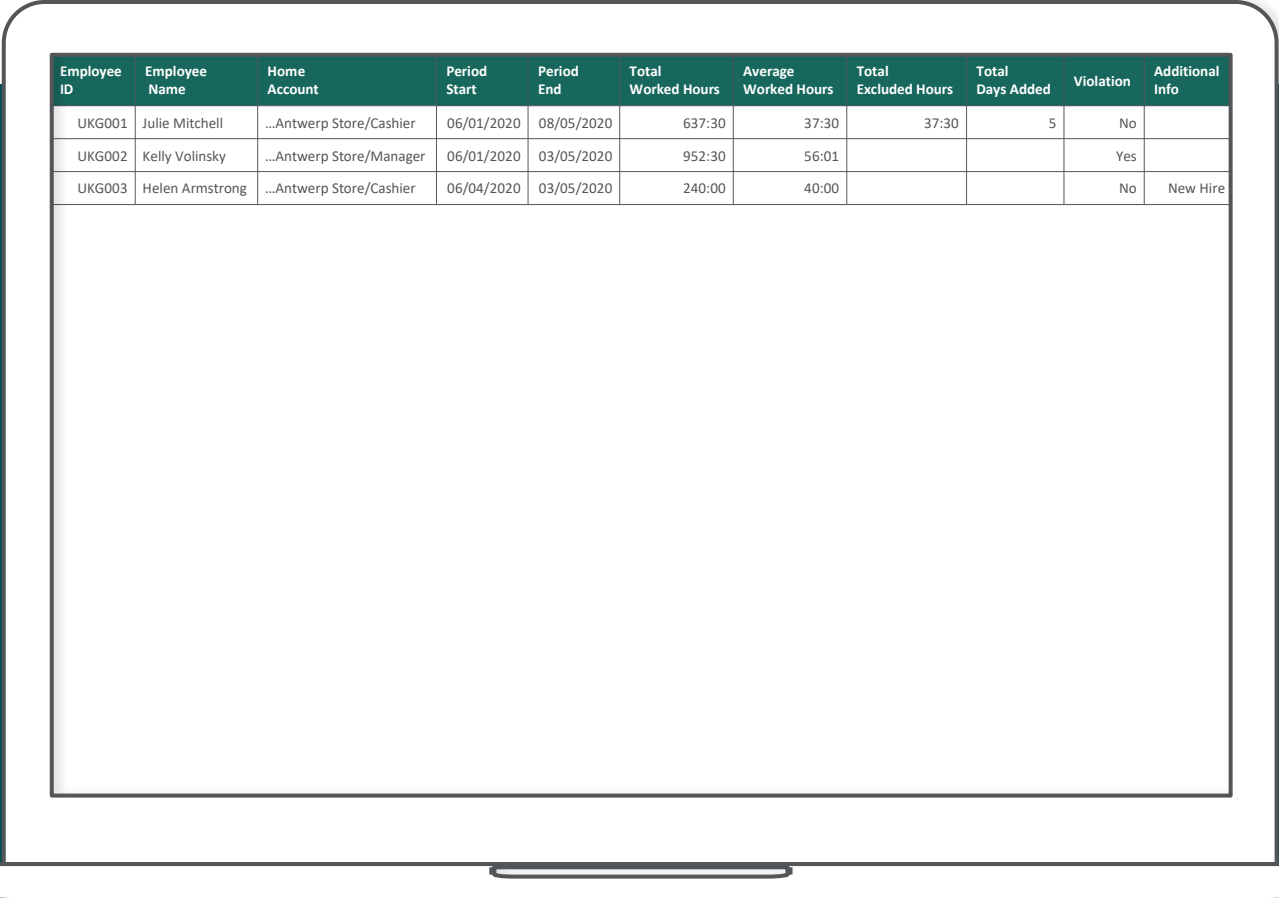
# Working Time Directive\*\*

## Specialized Reports – Global (EU)

This report allows customers to report on their Employee's average worked time and helps to stay compliant with the EWTD (European Working Time Directive) health and safety legislation. Note: This report requires a UKG services engagement.

Selection options:

- Anchor Date
- Averaging Type
- Hyperfind
- Individual Employee ID
- WTD Rule Custom Field Number
- Opt In Opt Out Custom field Number
- Number of Iterations



Employee ID	Employee Name	Home Account	Period Start	Period End	Total Worked Hours	Average Worked Hours	Total Excluded Hours	Total Days Added	Violation	Additional Info
UKG001	Julie Mitchell	...Antwerp Store/Cashier	06/01/2020	08/05/2020	637:30	37:30	37:30	5	No	
UKG002	Kelly Volinsky	...Antwerp Store/Manager	06/01/2020	03/05/2020	952:30	56:01			Yes	
UKG003	Helen Armstrong	...Antwerp Store/Cashier	06/04/2020	03/05/2020	240:00	40:00			No	New Hire

# List of standard reports

## Audit/Security

Audit  
Function Access Profile  
People Audit  
Security

## Absence and Leave

Absent Employees  
Leave Hours Detail  
Leave Hours Summary  
Leave Trends

## Attendance

Attendance Action Detail  
Attendance Analysis  
Attendance Incident Detail

## Scheduling

Coverage Detail – Weekly<sup>2</sup>  
Coverage Variance by Zone<sup>2</sup>  
Employee Schedule - Monthly\*  
Employee Schedule - Weekly  
Float  
Good Faith Estimate - Employee Schedule\*  
Good Faith Estimate - Employment Terms\*  
Hours Per Volume<sup>1</sup>  
Location Schedule – Monthly\*

## Scheduling (continued)

Location Schedule - Weekly  
Location Schedule Detail - Weekly  
Location Schedule with Coverage<sup>2</sup>  
Location Schedule with Coverage - 6 week<sup>2</sup>  
On Call  
Open Shifts<sup>1</sup>  
Staffing by Zone<sup>2</sup>  
Staffing Efficiency<sup>2</sup>  
Staffing Plan by Zone<sup>2</sup>  
Staffing Sheet - Daily<sup>2</sup>  
Staffing Sheet - Weekly<sup>2</sup>  
Staffing Sheet Detail – Daily<sup>2</sup>

## Timekeeping

Absent Employees  
Accrual Debit Summary  
Accrual Detail Report  
Accrual Detail Report With Running Balance  
Accrual Reporting Period Summary  
Actual vs Schedule by Job  
Attestation Daily Detail  
Attestation Daily Summary  
Condensed Employee Time Detail  
Employee Hours by Job

# List of standard reports

## Timekeeping (continued)

Employee Sign-Off  
Exceptions  
FTPT Report  
Hours by Location  
Time Detail

# List of specialized reports

## Healthcare Productivity<sup>3</sup>

Daily Productivity Trend - 14 Days  
Department Actual  
Employee Actual Hours  
Productivity Detailed Hours  
Productivity Detailed Hours Daily  
Six Pay Periods Productivity Trend  
Workload Volume and Weights

## Activities<sup>4</sup>

Efficiency Rollup by Employee  
Productivity Rollup by Employee  
Utilization Rollup by Employee

## Global

Working Time Directive Report\*\*  
(European Working Directive)

Discover how UKG brings people and work data together to intelligently help your organization drive actionable insights

[Learn more](#)

\* Reports available with Basic Scheduling.

<sup>1</sup> These reports require an entitlement to Scheduling.

<sup>2</sup> These reports require an entitlement to Advanced Scheduling or Forecasting.

<sup>3</sup> These reports require an entitlement to Healthcare Productivity.

<sup>4</sup> These reports require an entitlement to Activities.

\*\* Requires a services engagement from UKG.