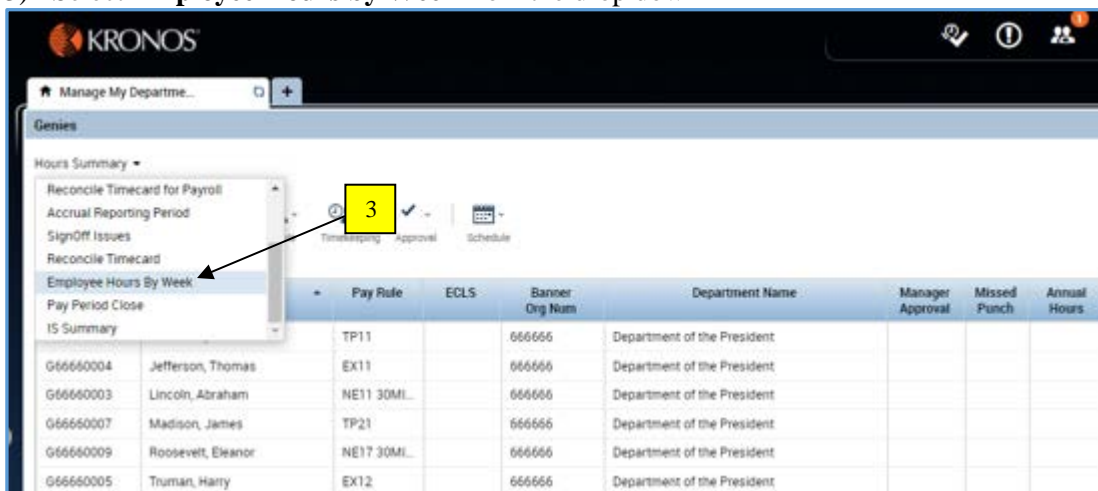


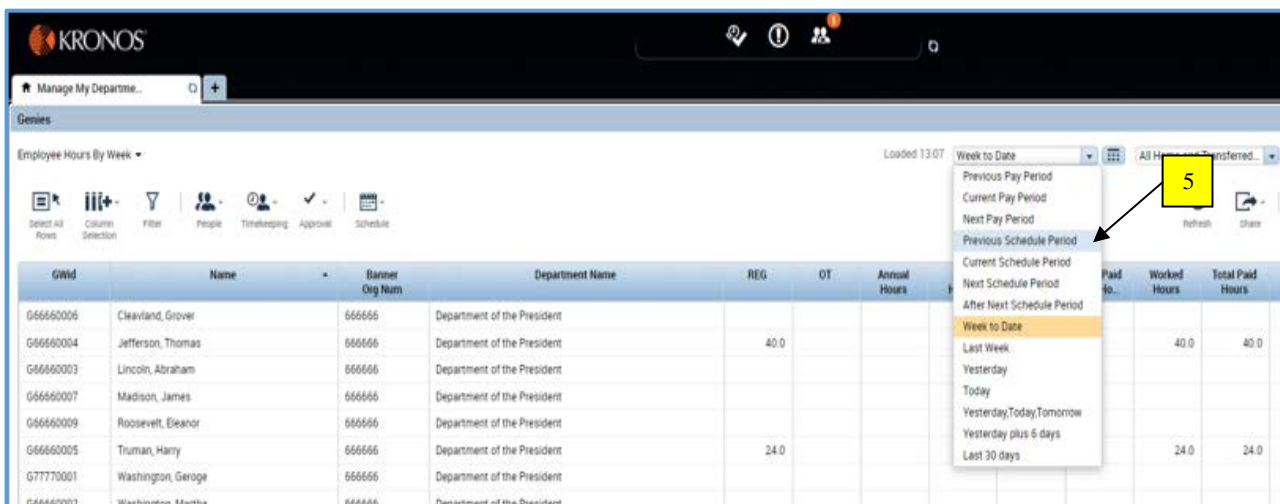
## Employee Hours by Week Genie with OTP

To view weekly totals and over time for your employees in the Time Reporting System you can use a Genie called **Employee Hours by Week**. Follow the steps below to gain access to this information.

- 1) Log into the Time Reporting System
- 2) Select drop arrow next to Hours Summary
- 3) Select **Employee Hours by Week** from the drop down



- 4) All **Week to Date** will be selected under your show box
- 5) Select a **desired time period** from the drop down box:
  - a. Previous Pay Period
  - b. Current Pay Period
  - c. Week to Date (Current Pay Period up to the current date)
  - d. Previous Scheduled Period (the previous week)
  - e. Current Scheduled Period (the current scheduled week of the current Pay Period)
  - f. Range of Dates (Time Keeper can enter in a range of dates)



# Employee Hours by Week Genie

6) Weekly Totals for week 1 will appear if you select **Current Scheduled Period** or **Previous Scheduled Period**

Timecard | Schedule | People | Reports

**TIMECARD**  
Last Saved: 16:40

Name & ID: Lincoln, Abraham | G88880004  
Time Period: Previous Schedule Period

Save | Actions | Punch | Amount | Accruals | Comment | Approvals | Reports

	Date	Pay Code	Amount	In	Transfer	Out	In	Transfer	Out	Shift	Daily	
X	Sun 1/14											
X	Mon 1/15			8:00		16:00				7.5	7.5	7.5
X	Tue 1/16			8:00		18:00				9.5	9.5	17.0
X	Wed 1/17			8:00		18:00				11.5	11.5	28.5
X	Thu 1/18			8:00		18:00				11.5	11.5	40.0
X	Fri 1/19			8:00		18:00				11.5	11.5	51.5
X	Sat 1/20											51.5

**TOTALS & SCHEDULE** | AUDITS

All

Account	Pay Code	Amount
Z/999/999/888888/999/18163700/999	OTP	11.5
Z/999/999/888888/999/18163700/999	Total Paid Hours	51.5
Z/999/999/888888/999/18163700/999	REG	40.0

Date
Sun 1/14
Mon 1/15
Tue 1/16
Wed 1/17
Thu 1/18
Fri 1/19
Sat 1/20