



Run the Rule Analysis Report

This job aid explains how you can review total calculations interpreted by the system in the timecard.

About Rule Analysis Report

- The **Rule Analysis Report** provides details about how the system interprets pay rules, work rules, and other factors in its calculations. The Rule Analysis Report is typically used to explain why an employee is paid a certain way or to determine if there is a configuration problem. It breaks down the reported time into spans.
- **Spans** contain information about distinct periods of time in which system calculations were made. The system creates these spans when processing the various rules and data. Spans are not visible on the timecard.

To run the rule analysis report:

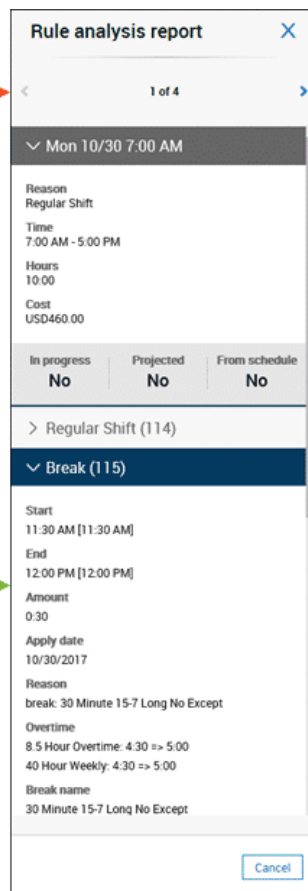
1. Open a timecard and select a timeframe.
2. From the action menu, click **Rule analysis**.
3. The **Rule analysis report** opens in the slide-out panel.

Days in the report

The top of the Rule analysis report panel enumerates each day as part of the total days in the timeframe. For example, if the timecard includes data for Monday—Friday, the top of the panel displays 1 of 5 for Monday, 2 of 5 for Tuesday, and so forth. click tap the left and right arrows at the top of the panel to move through the days.

Spans

Spans contain information about the periods of time in which system calculations were made. The system creates these spans when processing the various rules and data. Spans are not visible on the timecard. The report identifies any time span that involves a change in pay, work rule, paycode, pay rule, and so forth. For example, an employee may only have an In-punch and an Out-punch on a given day, but the system could identify multiple time spans such as breaks, transfers, or overtime, based on processing the employee's pay rules.



The screenshot shows a mobile application interface for a 'Rule analysis report'. At the top, it says '1 of 4' with left and right navigation arrows. Below this is a summary block for 'Mon 10/30 7:00 AM'. The summary block includes: Reason (Regular Shift), Time (7:00 AM - 5:00 PM), Hours (10:00), and Cost (USD460.00). Below the summary block is a table with three columns: 'In progress', 'Projected', and 'From schedule', all with 'No' values. Underneath is a section for 'Regular Shift (114)' and a collapsed section for 'Break (115)'. The expanded 'Break (115)' section shows: Start (11:30 AM [11:30 AM]), End (12:00 PM [12:00 PM]), Amount (0:30), Apply date (10/30/2017), Reason (break: 30 Minute 15-7 Long No Except), Overtime (8.5 Hour Overtime: 4:30 => 5:00, 40 Hour Weekly: 4:30 => 5:00), and Break name (30 Minute 15-7 Long No Except). A 'Cancel' button is at the bottom right.

Summary block

At the top of each day is a summary block that includes:

- Reason — For example, paycode edit, regular shift
- Time — Timeframe for the day, for example 8:00 AM - 5:00 PM
- Hours — Total hours of the day, for example, 9:00
- Cost — Wages from the day

Also noted are:

- In progress
- Projected
- Schedule