

Timekeeper UKG Dataviews

Dataview in UKG	Description
UR Pay Period Close	Run at the end of the pay period for a final review and group approval. Review for standard weekly hours vs. worked hours (excluding corrections), corrections from a prior period, money pay code totals, missed punch exceptions, short break exceptions (determine if you need to do a meal cancellation).
UR Top Overtime	Review for employees with overtime in pay period. Can be filtered or exported to show top overtime by employee for the period.
UR Timecard Change Requests	Review for status or information on submitted, approved, or refused employee-submitted direct timecard entries or edits.
UR Time-Off Request Info	Review for pending time-off requests; you can filter by pending or submitted requests.
UR Exception Counts by Employee	Review the amount of exceptions by employees. This dataview identifies employees requiring timecard edits.

Timekeeper or Manager UKG Dataviews / Reports

In HRMS	In UKG	Description
Vacation Balance Report	Accrual Detail Report with Running Balances	Review for a current listing of employees' accrued time-off balances and usage. [Report]
UPY2500	UR Accrual Details	Provides view of Daily Available balance and Takings during the specified period you select by accrual bank. [Dataview]
N/A	Timekeeping Section: Employee Hours by Job	Review for details on hours/amounts for specific pay codes by employee. [Report]
UPY3001	Timekeeping Section: UR Time to be Paid	Summary data is displayed per employee by their primary location, totaling time and money by pay code. [Report]
UPY1600	UR Punch Audit	Displays an exportable record of paycode and punches from the timecard with audit information on the entry/revision dates and/or source of the entry. This information is also visible on the Audit tab of the timecard. [Dataview]
Timesheets	UR Approve Timecards	This myURHR UKG dataview allows for the manager to use a hyperfind (preset filter choices) to bring back the timesheets for a group of employees.

Manager Workday Reports

In HRMS	In myURHR	Description
N/A	URHCM0127 Managers Only	This myURHR Workday report provides a list of employees including department, job code, pay group, standard hours, email address, work address, and date of last paycheck.
N/A	URHCM0031 UR Employee Work Hour Report	This myURHR Workday report lists active employees including division, department, worker type, job code, total regular hours, total OT hours, and total hours worked.

Coordinator Workday Reports

Report Name	Description
URHCM0127C Employee List	This report provides employee detailed information on the worker level. This is sensitive information (compensation) and should be kept confidential.
URHCM0128 Workers by Location	This report shows worker information for workers by location (remote, hybrid, or on-site).