

Kuali Time (KT) Auditing/IUIE Recommendations

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Overview

Below is a listing of recommended Kuali Time IUIE reports. See the comments with each report to see recommendations on when and how to use the reports. Please contact [FMS Customer Service](#) if you have any questions.

When to use Kuali Time Reports

KT reports should be used on a regular basis to verify many details regarding employees who use the KT system. Generating these reports on a schedule can provide early warnings to potential problems. Many of the reports can provide daily details about KT users and can leverage the sophistication of Excel or other similar database programs to help identify potential issues quickly.

If you need assistance using a specific database program, please review UITS's training schedule or contact their help line.

Be advised that if your department requires official labor details (total hours worked, list of employees, etc.), please refer to the labor ledger for those details. Hours worked can be modified on the payroll voucher and may not be reflected in KT.

Audits during the Pay Period

It is recommended to run these as often as possible during the pay period.

These reports are located:

Master Catalog > Departmental Reporting > Payroll Reports - Departmental

- **Clock Log Automatic-24hr Clock Out:**
 - Report displays clock log data where the system did a clock out (employee clocked in for more than 24 hours), which shows as user id "tkclockout."
 - Review the affected timesheets to correct these shifts.
- **Timeblock Exceeds Hours:**
 - Report displays time block data where hours exceed the value you enter as Maximum Hours. This could be used to look for employees who missed a punch and created erroneous timeblocks.

Important Note: Overnight timeblocks are not adding together correctly to show on the **Timeblock Exceeds Hours** report.

- **Timesheet Hours Audit:**



- This query sums Timekeeping hours by FLSA week and Employee ID and compares them to the value you entered as the Hours Limit. If the summed hours meet or exceed the limit you entered, all Timekeeping hours are displayed by Campus, Responsibility Center, Department and Work Area. (If you are concerned that Temporary employees in your department are working too many hours, run this report on Thursday and/or Friday each week so you can make any necessary adjustments to their schedule). This report can be used to audit for ACA (Affordable Care Act) and overtime.

Audits after the Close of the Pay Period

It is recommended to run these reports the Friday after the Time Extract.

These reports are located:

Master Catalog > Departmental Reporting > Payroll Reports - Departmental

- **Auto Approved Timesheet Detail:**
 - Report returns list of timesheets which were auto approved by the system. It includes the names of the approvers/payroll processors for whom the auto approval occurred.
 - It is important to follow-up with these approvers/payroll processors to ensure approvals are being done in a timely fashion every pay period. Timesheets auto approved at both levels are especially problematic because they are being paid with no review.
- **Missed Punch Auto Approval:**
 - Documents auto approved by the system at the end of the pay period due to no action by the approver.
- **Missed Punch Detail:**
 - Report displays missed punch document information including workflow data. This allows you to view who is using the missed punch document and track abuse of the functionality.

Audits to Run Quarterly

It is recommended to run these reports quarterly or every few months.

These reports are located:

Master Catalog > Departmental Reporting > Payroll Reports - Departmental

- **Job and TIME Detail:**
 - Report selects current job data and the associated Kualo Time work area and task data. This report allows you to view active employees in specific work areas and/or departments.
- **Time Roles:**
 - This query finds members of a Time Role by role name or by employee. Allows you to audit for roles associated with employees (especially terminated employees) and verify roles for your department/work area.
 - *Bug- Report under construction, you can use Datagroup
- **Timesheet Correction Report:**
 - Report displays timesheet data for a date range where the Employee ID is NOT the same as the Employee ID of the user who modified the timesheet.

Clock Location (IP Address) Audits

These reports are located:

Master Catalog > Departmental Reporting > Payroll Reports - Departmental

- **Clock Log Warning-Unapproved Location:**
 - Report displays clock log data where the invalid IP indicator = Y. This indicates the employee took a clock action from an unapproved IP address per the existing Clock Location Rules.
 - This report will return no data if you do not have Clock Location Rules in place. To learn more about this setting and how to set these rules up, see [Kualo Time Rules Guide](#).
- **Clock Log Detail:**
 - Report uses data from the clock actions datagroup and formats an Excel report by work area, employee ID and clock timestamp. Can be used to view IP addresses of employee clock actions and the actual (unrounded) clock times.



Other Reports

These reports are located:

Master Catalog > Departmental Reporting > Payroll Reports - Departmental

- **Timekeeping Hours Summary:**
 - Summary of hours by campus, department, employee, record number, work area, task and earn code.
- **Timesheet Notes:**
 - Report displays pay period hour totals and timesheet notes for Quali Time employees where notes exist in the pay period.
- **Timeblock Detail:**
 - Report uses data from the timeblock datagroup and formats into Excel report. Can be used to pull data per employee, timesheet doc ID, work area, dept, earn code, etc.

Datagroups

These reports are located:

Master Catalog > Human Resource Management System > Payroll > Timekeeping > KPME Datagroups

- **TK Time Block Detail**
 - Returns timeblock detail on timesheets.
- **TK Time Block Expanded**
 - Same as timeblock, with funding detail.
- **TK Time Block History Detail**
 - Returns all timeblock activity, including deleted/edited timeblocks.
- **TK Work Area Detail & TK Task Detail**
 - Use to pull list of work area and tasks for your dept.
- **TK Dept Lunch Rule Detail**
 - Use to pull list of automatic lunch rules for your dept.

Tips

- Leave pay period parameters blank and each will default. This will allow you to schedule these reports.
 - If you are only running for one pay period, enter the pay period end date in both fields
- Datagroup parameters
 - “Row Indicator” value of C to only return current rows.
 - “Active Indicator” value of Y to only return active rows.
- Approvers have access to these IUIE reports.
- All data is as of the prior day. IUIE is updated overnight with data from Quali Time.

