

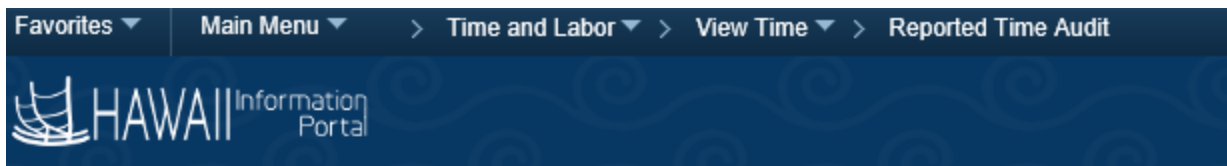
Reported Time Audit

The Reported Time Audit page in HIP allows timekeepers, fiscal administrators, and department payroll users to audit timesheet data and determine who has made updates to employee timesheets. This is useful if there are questions that arise on who has entered or updated timesheet data for employees.

To access this feature, go to:

[Nav Bar](#) > [Navigator](#) > [Time and Labor](#) > [View Time](#) > [Reported Time Audit](#)

Step 1: Enter an employee ID and click on the Search button.



Reported Time Audit

Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value](#)

▼ Search Criteria

Empl ID

Empl Record

Name

[Search](#)

[Clear](#)

[Basic Search](#)



[Save Search Criteria](#)

Step 2: Input your range of dates that you want to view and click on the Get Rows button.

Reported Time Audit
 Jane Doe Employee ID 00000000
 *General Professional Employment Record 0

*Start Date 05/01/2020
 *End Date 08/27/2020 **Get Rows**

Time Information

Overview | Time Reporting Elements | Task Reporting Elements

Date	Time Reporting Code	Punch Type	Quantity	Reported Status	History	Status	Taskgroup
05/03/2020	CTZRQ	Elapsed	8.00	Submitted	History	Current	PSNONTASK
05/17/2020	CTZRQ	Elapsed	2.00	Submitted	History	Current	PSNONTASK
06/15/2020	CTZTK	Elapsed	2.00	Submitted	History	Current	PSNONTASK
07/27/2020	ADM	Elapsed	8.00	Submitted	History	Current	PSNONTASK

Notify

The system displays reported time that is current, including the date it was reported for, the applicable TRC code, and the quantity of hours reported.

A blue History Link is displayed if changes were made to the originally reported time; otherwise the link is unavailable. See below for an example of what History looks like.

Reported Time Audit History
 Jane Doe Employee ID 00000000
 *General Professional Employment Record 0

Reported Time History

Overview | Time Reporting Elements | Task Reporting Elements

Action	Audit User ID	Audit Date/Time	Date	Time Reporting Code	Quantity	Reported Status	Taskgroup
Add	00000000	07/28/2020 7:46:55.741518PM	07/27/2020	ADM	8.00	Submitted	PSNONTASK

[Return](#)

Return to Search **Notify**

The Time Reporting Elements Tab will have more detail.

Reported Time Audit
 Jane Doe
 Employee ID 00000000
 Employment Record 0

*Start Date 05/01/2020
 *End Date 08/27/2020

Time Information

Overview | **Time Reporting Elements** | Task Reporting Elements

Date	Time Reporting Code	Punch Type	Quantity	Taskgroup	Currency Code	Country	State	Locality	Billable	Rate Code	Override Rate	Task Profile ID	Time Zone	Override Reason
05/03/2020	CTZRQ	Elapsed	8.00	PSNONTASK					<input type="checkbox"/>				HST	
05/17/2020	CTZRQ	Elapsed	2.00	PSNONTASK					<input type="checkbox"/>				HST	
06/15/2020	CTZTK	Elapsed	2.00	PSNONTASK					<input type="checkbox"/>				HST	
07/27/2020	ADM	Elapsed	8.00	PSNONTASK					<input type="checkbox"/>			PSNONTASK		

Return to Search | Notify

The Task Reporting Elements Tab will have more details also and ChartFields information, if any.

Reported Time Audit
 Jane Doe
 Employee ID 00000000
 Employment Record 0

*Start Date 05/01/2020
 *End Date 08/27/2020

Time Information

Overview | Time Reporting Elements | **Task Reporting Elements**

Date	Time Reporting Code	Punch Type	Quantity	Business Unit	Combination Code	ChartFields
05/03/2020	CTZRQ	Elapsed	8.00			ChartFields
05/17/2020	CTZRQ	Elapsed	2.00			ChartFields
06/15/2020	CTZTK	Elapsed	2.00			ChartFields
07/27/2020	ADM	Elapsed	8.00			ChartFields

Return to Search | Notify