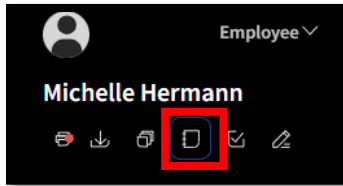


TEL Report by Agency Instructions:

Select the **reports** icon:



Select TEL Report:

A screenshot of the "My Reports" page. The page title is "My Reports" and it shows a list of reports. The "TEL Report" row is highlighted with a red box. The "View Report" link for this row is also highlighted with a red box.

<input type="checkbox"/>		Shared With	Owner	Last Update
<input type="checkbox"/>	L&D Activities EmployeeLearningActivity View Report	LearningAdministrator_AGY	269413	9/26/2023 1:23:49 PM
<input type="checkbox"/>	Payments EmployeePayment View Report	ChiefFinancialOfficer_AGY	262779	8/16/2023 4:07:30 PM
<input type="checkbox"/>	Roles ActorRole View Print Files View Report	294325	261712	12/21/2023 9:03:46 AM
<input type="checkbox"/>	Sarah JobApplication View Report	PUBLIC	260853	10/23/2023 10:14:38 AM
<input type="checkbox"/>	TEL Report EmployeeTimerecord View Report	Generalist and Admin	261712	12/22/2023 12:13:52 PM

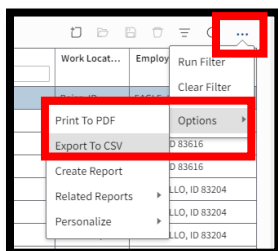
Filter by Pay Period Begin Date or Pay Period End Date **AND** Agency #:

A screenshot of the filter bar. The filter bar contains several fields: Name, Description, Date Time, Hours, Pay C..., Pay Period Begin Date, Pay Period End Date, Agency, Work Location Description, Work Location, and Employee Home Mailing Add... The "Pay Period Begin Date", "Pay Period End Date", and "Agency" fields are highlighted with a red box.

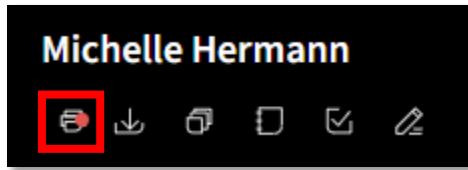
Run Filter:

A screenshot of the filter bar. The filter bar contains several fields: Name, Description, Date Time, Hours, Pay C..., Pay Period Begin Date, Pay Period End Date, Agency, Work Location Description, Work Location, and Employee Home Mailing Add... The "Run Filter" button is highlighted with a red box.

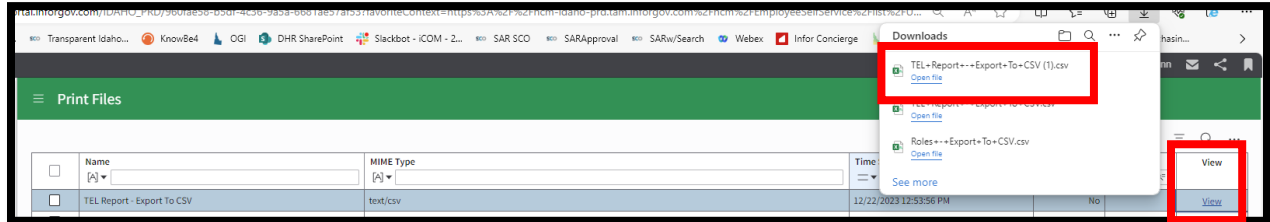
Export to CSV:



Go to My Print Files:

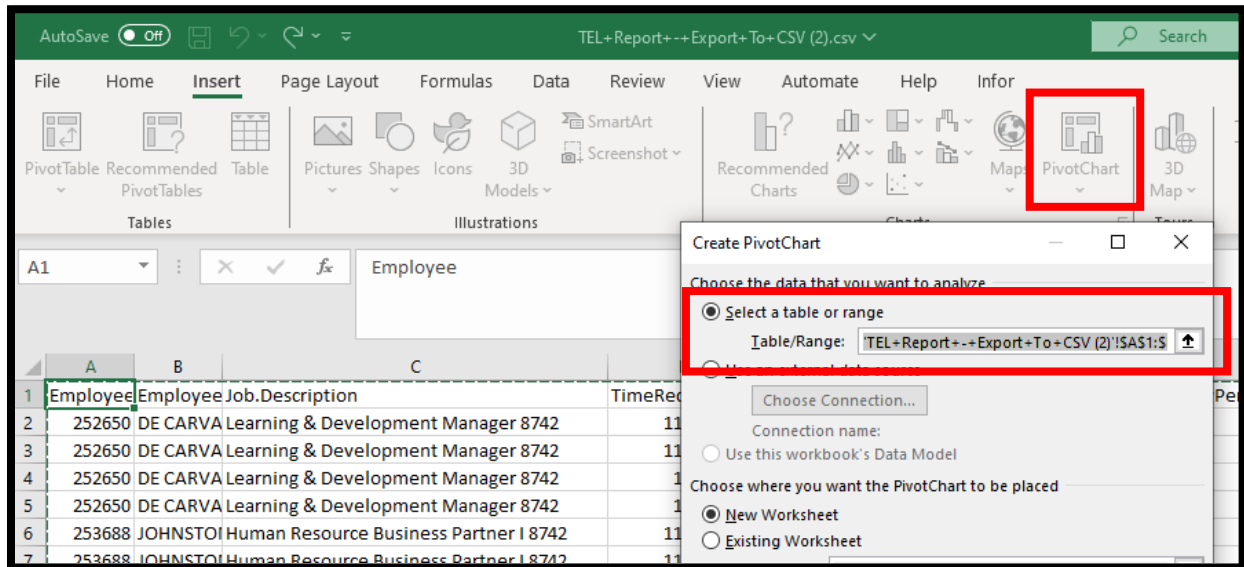


Select View:



Review raw data as needed.

Insert PivotChart:



To create the data value- TimeRecordDate in Rows and Hours in Values

Row Labels	Sum of Hours
11/26/2023	1
11/27/2023	129.6
11/28/2023	173.25
11/29/2023	180.5
11/30/2023	208.1
12/1/2023	224.35
12/4/2023	168
12/5/2023	240.7
12/6/2023	245.05
12/7/2023	232.15
12/8/2023	210.35
Grand Total	2013.05

Add appropriated FTE x 8 (this gives us the base hours appropriate for the workforce per day)

Row Labels	Sum of Hours	Appropriated hours per day
11/26/2023	1	1288
11/27/2023	129.6	1288
11/28/2023	173.25	1288
11/29/2023	180.5	1288
11/30/2023	208.1	1288
12/1/2023	224.35	1288
12/4/2023	168	1288
12/5/2023	240.7	1288
12/6/2023	245.05	1288
12/7/2023	232.15	1288
12/8/2023	210.35	1288

Create equation to divide Sum of hours (B2) / Appropriate hours per day (C2)

Row Labels	Sum of Hours	Appropriated hours per day	% of workforce TEL per day
11/26/2023	1	1288	0.08%
11/27/2023	129.6	1288	10.06%
11/28/2023	173.25	1288	13.45%
11/29/2023	180.5	1288	14.01%
11/30/2023	208.1	1288	16.16%
12/1/2023	224.35	1288	17.42%
12/4/2023	168	1288	13.04%
12/5/2023	240.7	1288	18.69%
12/6/2023	245.05	1288	19.03%
12/7/2023	232.15	1288	18.02%
12/8/2023	210.35	1288	16.33%
Grand Total	2013.05		

Report Complete!

FY24 Appropriations

100 Senate Total	0.0
101 House of Representatives Total	0.0
102 Legislative Services Office Total	74.0
104 Office of Performance Evaluations Total	8.0
110 Judicial Branch Total	402.0
120 Lieutenant Governor Total	3.0
130 Secretary of State Total	35.5
131 Commission on Uniform State Laws Total	0.0
140 State Controller Total	115.0
150 State Treasurer Total	28.0
160 Attorney General Total	228.0
170 Department of Education Total	124.0
177 Information Technology Services, Office of Total	176.0
178 Workforce Development Council Total	17.0
179 STEM Action Center Total	8.0
180 Division of Financial Management Total	22.0
181 Executive Office of the Governor Total	21.0
183 Public Employee Retirement System Total	81.0
185 State Liquor Division Total	261.0
187 Commission on Aging Total	14.0
189 Commission for the Blind and Visually Impaired Total	43.12
190 Military Division Total	435.8
194 Division of Human Resources Total	161.0
195 Office of Species Conservation Total	15.0
196 Commission on the Arts Total	10.0
197 Idaho Wolf Depredation Control Board Total	0.0
198 Office of Drug Policy Total	6.0
199 Office of Energy and Mineral Resources Total	11.0
200 Department of Administration Total	126.0
210 Department of Agriculture Total	225.0
215 Soil and Water Conservation Commission Total	18.75
220 Department of Commerce Total	48.0
230 Department of Correction Total	2,170.85
232 Commission of Pardons & Parole Total	37.0
240 Department of Labor Total	702.58**
245 Department of Environmental Quality Total	379.0
250 Department of Finance Total	72.0
260 Department of Fish and Game Total	547.0
270 Department of Health and Welfare Total	2,996.94
280 Department of Insurance Total	70.5
285 Department of Juvenile Corrections Total	409.0
290 Idaho Transportation Department Total	1,592.0**
300 Industrial Commission Total	130.25
320 Department of Lands Total	355.27
322 Endowment Fund Investment Board Total	4.0
330 Idaho State Police Total	614.34
331 Brand Inspection Total	41.42
332 Racing Commission Total	3.0
340 Department of Parks and Recreation Total	183.8
351 Board of Tax Appeals Total	4.0
352 State Tax Commission Total	440.0
360 Department of Water Resources Total	170.0
427 Division of Occupational and Professional Licenses Total	267.2
437 Public Defense Commission Total	17.0
440 State Lottery Total	50.0
441 Commission on Hispanic Affairs Total	3.0
443 Office of the State Appellate Public Defender Total	26.0
444 Division of Veterans Services Total	439.5
460 Office of Administrative Hearings Total	4.0
500 Public School Support Total	0.0
501 Office of the State Board of Education Total	74.25
503 Division of Career Technical Education Total	564.14
505 Community Colleges Total	0.0
510 College and Universities Total	4,840.68
514 Ag Research: University of Idaho Total	340.21
515 Health Education Programs Total	44.65
516 Special Programs Total	48.79
520 Idaho Public Television Total	14.0
521 Idaho Commission for Libraries Total	35.5
522 Idaho State Historical Society Total	58.0
523 Vocational Rehabilitation Total	146.0
525 Charter School Commission Total	5.0
900 Public Utilities Commission Total	48.0
905 State Independent Living Council Total	4.0
990 Permanent Building Fund Total	0.0
Grand Total	20,670.04

Creating a report to Run:

A submitted job has completed.

lawson@tam-ds-590-c3c0
To: Michelle Hermann

CAUTION: This email originated outside the State of Idaho network. Verify links and attachments BEFORE you click or open, even if you recognize and/or trust the sender. Contact your agency service desk with any concerns.

Request: f8d49429-3180-82a8-0000-05e665862f66
Trigger: 8
Data Area: idaho_prd_hcm
Actor: 261712
Queue: DefaultQueue-IDAHO_PRD_HCM
Name: Donate Leave
Created: Request - 12/28/23 09:21:54 MST, Trigger - 01/04/24 24:00:02 MST

Object: UserFolder
Action: ScheduleExportToCSV
Keys: UserFolder=2cf89429-3180-a7f0-0000-076765862f63

Result: CSV generation submitted

My Reports

All Reports Viewable By Me

		Shared With	Owner	Last Update	Open
<input type="checkbox"/>	Actor Roles: Used by HR to see what roles a user is assigned ActorRole	Generalist and Admin	294325	12/28/2023 1	Export To CSV Mass Reassign Report Owners Print To PDF
<input type="checkbox"/>	Agency Workflow Approvers: Used by HR to see approvers for their agency PFIUserCategory	Generalist and Admin	294325	12/28/2023 1	Purge Folders For Actor Reassign Report Owner Reset LPL
<input type="checkbox"/>	Donated Leave - Donated: Used by HR to validate the hours donated by an employee. Employees can donate a maximum of eighty (80) hours accrued vacation and/or sick leave per fiscal year. EmployeeTimeRecord	Generalist and Admin	261712	12/28/2023 6	Schedule Export To CSV Schedule Print To PDF Tag Item
<input type="checkbox"/>	L&D Activities EmployeeLearningActivity	LearningAdministrator_AGY	269413	9/26/2023 1	Update Description Delete
<input type="checkbox"/>	Payments EmployeePayment	ChiefFinancialOfficer_AGY	262779	8/16/2023 4	Run Filter Clear Filter
<input checked="" type="checkbox"/>	TEL Report: Report used by HR to validate teleworking hours based on the teleworking policy. EmployeeTimeRecord	Generalist and Admin	261712	12/28/2023 6	Options Drill Around*
<input type="checkbox"/>	Vacant Positions				

Schedule Export To CSV

Format: CSV

Headers: Field ID

Include Key Context

Report Name: TEL Report: Report used by HR to validate telewo

Record Limit: 5000 All Records

Report Distribution Group: [Search]

Buttons: Cancel, Schedule, Submit

My Reports

Reports My Reports

Reports Viewable By Me

<input type="checkbox"/>	Actor Roles: Used by HR to...	ActorRole
<input type="checkbox"/>	Agency Workflow Approve...	PfiUserCategory
<input type="checkbox"/>	Donated Leave - Donated: U...	EmployeeTimerecord
<input type="checkbox"/>	L&D Activities	EmployeeLearningActivity
<input type="checkbox"/>	Payments	EmployeePayment
<input checked="" type="checkbox"/>	TEL Report: Report used by...	EmployeeTimerecord
<input type="checkbox"/>	Vacant Positions	Position

Schedule

Scheduled Action Name

Notification Type
 Notification type for email and requests supporting user notifications

Email Address (Optional)

Execution Duration Notification

Email Address

Threshold Minutes

Scheduling Details

Schedule Type

First Time To Run
 Latest Time To Run

Mountain Standard Time

Run Action Concurrently

Infior Global HR

Start Typing Michelle Hermann

Employee Michelle Hermann

Print Files

<input type="checkbox"/>	Name	MIME Type	Time Stamp	Public	Job	View
<input type="checkbox"/>	Donated Leave - Donated	text/csv	1/4/2024 12:02:15 AM	No		View
<input type="checkbox"/>	TEL Report: Report used by HR to validat	text/csv	1/3/2024 1:41:12 PM	No		View
<input type="checkbox"/>	TEL Report: Report used by HR to validat	text/csv	1/3/2024 1:33:23 PM	No		View
<input type="checkbox"/>	TEL Report: Report used by HR to validat	text/csv	1/3/2024 1:23:30 PM	No		View
<input type="checkbox"/>	TEL Report: Report used by HR to validat	text/csv	1/3/2024 1:23:25 PM	No		View
<input type="checkbox"/>	Donated Leave - Donated	text/csv	1/3/2024 12:01:46 AM	No		View
<input type="checkbox"/>	Donated Leave - Donated	text/csv	1/2/2024 12:02:15 AM	No		View
<input type="checkbox"/>	Donated Leave - Donated	text/csv	1/1/2024 12:02:30 AM	No		View
<input type="checkbox"/>	Donated Leave - Donated	text/csv	12/31/2023 12:02:32 AM	No		View
<input type="checkbox"/>	Donated Leave - Donated	text/csv	12/30/2023 12:02:49 AM	No		View
<input type="checkbox"/>	Employees Exempt from Federal and State	text/csv	12/29/2023 1:34:57 PM	No		View
<input type="checkbox"/>	Donated Leave - Donated	text/csv	12/29/2023 12:02:19 AM	No		View
<input type="checkbox"/>	Donated Leave - Donated	text/csv	12/28/2023 9:29:05 AM	No		View
<input type="checkbox"/>	TEL Report - Export To CSV	text/csv	12/22/2023 12:53:56 PM	No		View
<input type="checkbox"/>	Roles - Export To CSV	text/csv	12/22/2023 12:01:30 PM	No		View
<input type="checkbox"/>	Applications Received (2 Results) - Prin	application/pdf	12/21/2023 4:12:16 PM	No		View
<input type="checkbox"/>	Michelle TEL	text/csv	12/8/2023 2:42:01 AM	No		View
<input type="checkbox"/>	Michelle TEL - Export To CSV	text/csv	12/7/2023 3:26:39 PM	No		View
<input type="checkbox"/>	Turnover Rate By Period - Export To CSV	application/vnd.openxmlformats-officedocument.spreadsheetml.sheet	12/6/2023 7:06:08 AM	No		View
<input type="checkbox"/>	Roles - Export To CSV	text/csv	11/16/2023 3:09:24 PM	No		View

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