

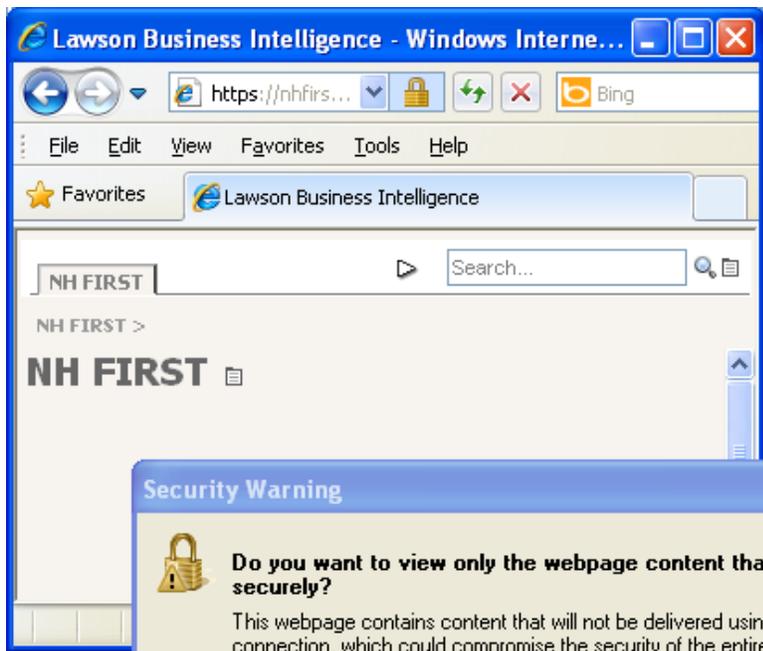
LBI (Lawson Business Intelligence) Layout

Purpose: These instructions are to show the design of the LBI (Lawson Business Intelligence) reports for all Time Approvers

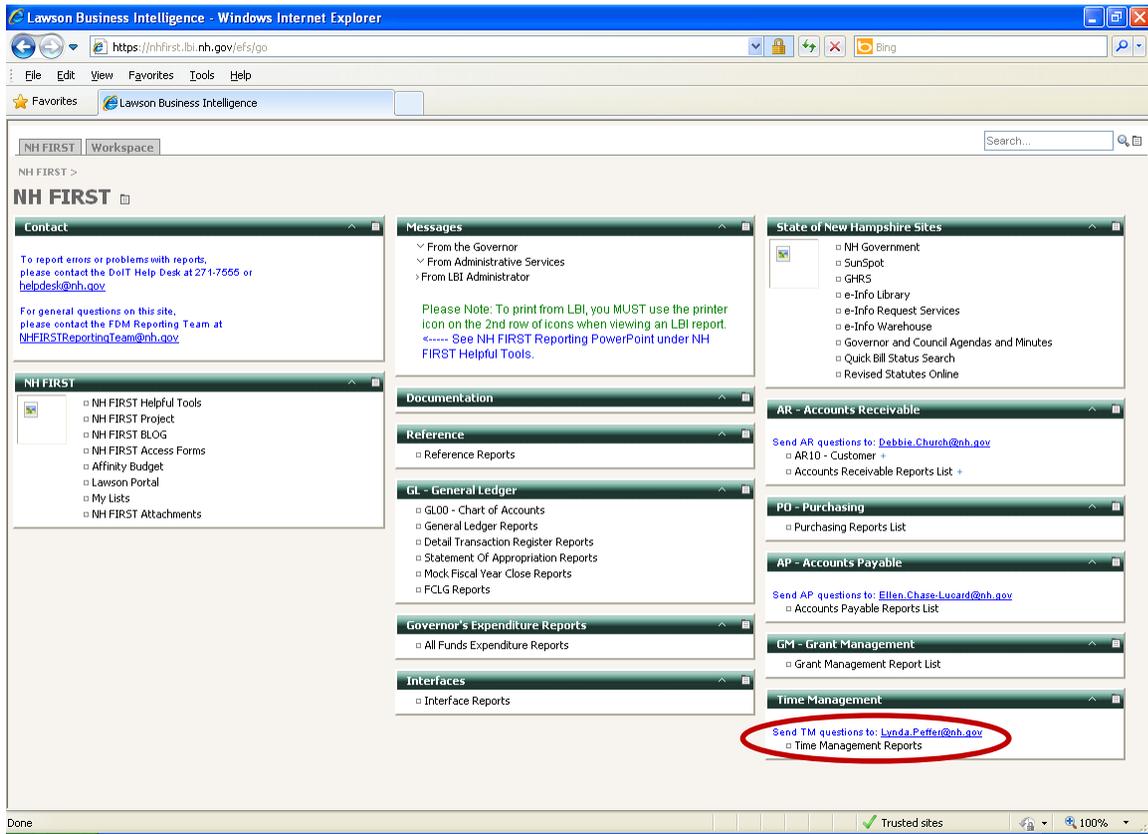
Time Approvers will be given access to Time Management reports. To access reports go to the **LBI Desktop** bookmark.



If you receive the message: **Do you want to view only the webpage content that was delivered securely?** Click on **Yes**.



You are now at the NHFIRST Lawson Business Intelligence dashboard. You will see **Time Management Reports** listed under Time Management. Click on the link.



When you click on the Time Management Reports link you are brought to this screen where the various reports are listed. Before going to LBI to view these reports you may go to the following link for an overview: <http://admin.state.nh.us/hr/NHFIRSTTimeManagementReportInfo.html>

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Report Name	Description	Report Type	Output
<input type="checkbox"/> Leave Balances [Details] [History]	Produces listing of employees with leave balances,	RPT	XLS
<input type="checkbox"/> Leave Request Calendar [Details] [History]	Produces a month, in calendar format, of the leave	RPT	RPT
<input type="checkbox"/> Leave Request Calendar (no drill-down) [Details] [History]	Produces a month, in calendar format, of the leave	RPT	PDF
<input type="checkbox"/> Override Exception [Details] [History]	Report on Overrides only	RPT	PDF
<input type="checkbox"/> Pay Status by Supervisor [Details] [History]	Pay Status by Supervisor	RPT	PDF
<input type="checkbox"/> Pay Status by Supervisor - Excel [Details] [History]	Pay Status by Supervisor - Excel format	RPT	XLD
<input type="checkbox"/> Time Summary by Supervisor [Details] [History]	Agency Report of Time Summary by Supervisor	RPT	PDF
<input type="checkbox"/> Time Summary by Supervisor - Paycode Option [Details] [History]	Pay Code Selection Option for Agency Time Summary	RPT	PDF
<input type="checkbox"/> Time Summary Report [Details] [History]	Pay Code Hours by Day per Employee by Supervisor,	RPT	PDF