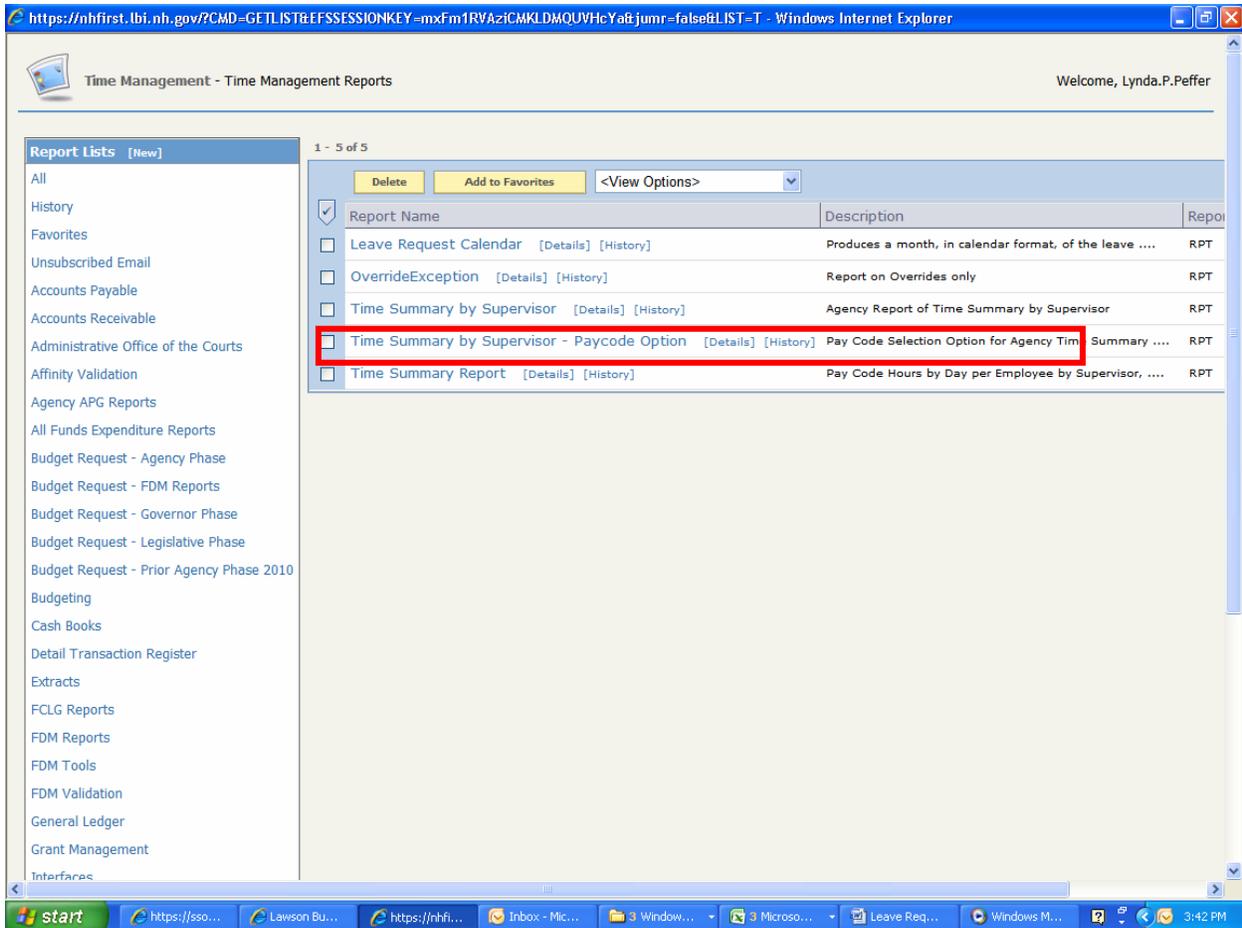


# Time Summary by Supervisor – Pay Code Option

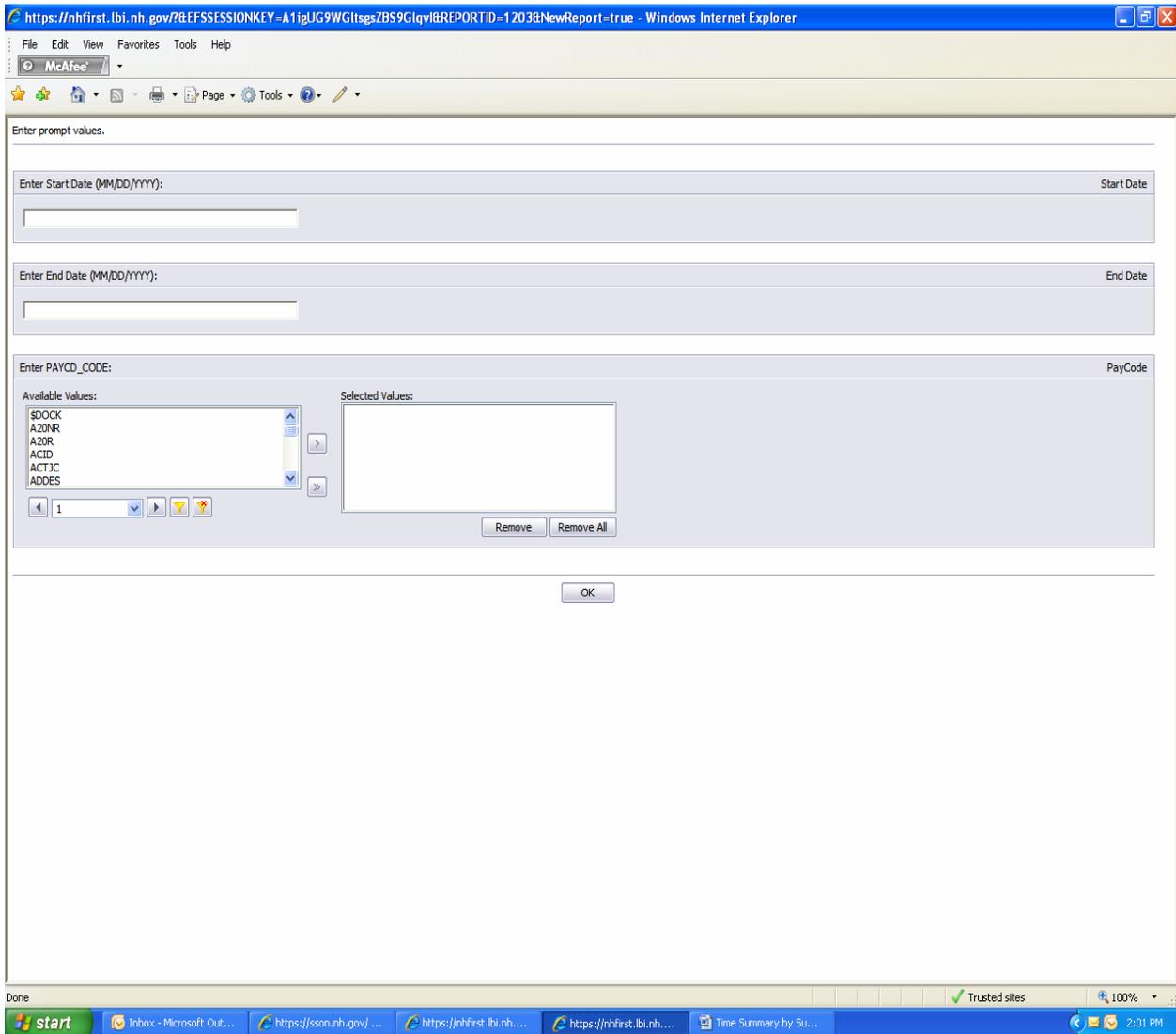
Updated 12/30/2011

This report is used for Supervisors to view their employees Time Summaries for a specific range of dates, with a Pay Code option .

To view the report, click on **Time Summary by Supervisor – Paycode Option** from the Time Management Reports screen.

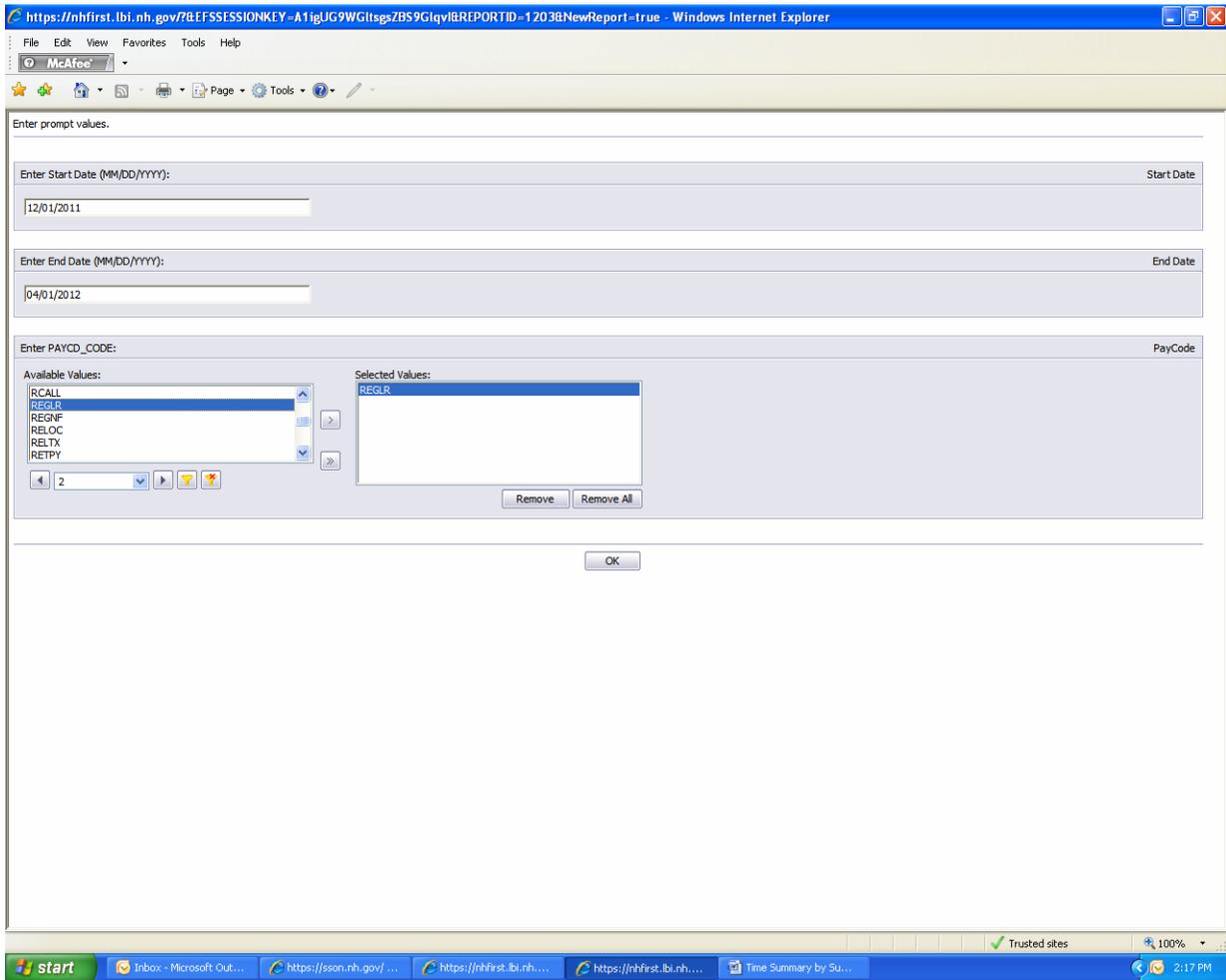


This brings up the Time Summary by Supervisor – Paycode Option screen shown below:



Parameters for Time Summary by Supervisor – Paycode Option:

1. Enter Start Date (MM/DD/YYYY): example 12/01/2011
2. Enter End Date (MM/DD/YYYY): example 04/01/2012
3. Under Available Values highlight the desired Pay Codes and arrow them over to Selected Values.  
\*Note - there are two batches of Paycodes to choose from, listed in alphabetical order.



4. Click OK.
5. Wait for report to run. The below is the output of the employees Time Summary by Supervisor – Paycode Options:



STATE OF NEW HAMPSHIRE  
ADMINISTRATIVE SERVICES

PAYCODE TIME SUMMARY BY SUPERVISOR

12/01/2011 04/01/2012

Process Level **DEPT OF INFORMATION TECHNOLOGY**  
Division **Information Technology Dept of**

	Friday	Saturday	Sunday	Monday	Tuesday	Wednesday	Thursday	Total
Supervisor: <b>ALLEN EDIC B</b>								
Employee: <b>KIMBALL DIANNE I</b>								
REGULAR PAY	15.00	0.00	0.00	7.50	15.00	15.00	15.00	67.50
Employee: <b>THOMPSON DEBRA F</b>								
REGULAR PAY	15.00	0.00	0.00	0.00	6.50	15.00	15.00	51.50