



AGENCY ETE COORDINATOR Forms and Reports

Rule Legend:
 MAX_ALLOWED = Inquiry or Update
 I = Inquiry; N = Next; P = Previous
 + = Page Up; - = Page Down

Form#	Form Name	Form Description	Rule	TRAINING COURSE ID
ZS200	Employee Time Entry Time Record Audit Report	An audit report that lists employee time record activity for a selected time period.	MAX_ALLOWED	HRISETECOORD-1
ZS201	Employee Time Entry Proxy Report	A report that lists employees designated as proxy and their access, as well as participants that are missing proxies.	MAX_ALLOWED	HRISETECOORD-1
ZS202	ETE Manager-Proxy Tracking Rpt	An audit report that lists employee time record activity for a specified pay period showing the manager-proxy who approved the records.	MAX_ALLOWED	HRISETECOORD-1
ZS203	Vehicle Report	Report of vehicle usage, listing all transaction data entered for a pay period range or transaction date range.	MAX_ALLOWED	HRISETECOORD-1
ZS204	ETE Labor Detail Report	Display time record data and account template information.	MAX_ALLOWED	HRISETECOORD-1
ZS210	Employee Time Entry Missing Time Card Report	A report that lists employees who have not completed their time cards.	MAX_ALLOWED	HRISETECOORD-1
ZS220	ETE Comments Report	A report that pulls in the comment information that employees enter in ETE on their timecards. It can be run by agency, process level or department.	MAX_ALLOWED	HRISETECOORD-1