FAQs - Supervisor Reports (Unit4)

> **NOTE:**
>
> If you have a question that is not listed here, please forward it to Andrea Hall (ahall@selkirk.ca). This page will be updated as additional questions are received.

Related Articles:

- Budget Officer Reports - Supervisors (Unit4)
- Reports for Supervisors (Unit4)
- Supervisor Resources - Absence Module
- Supervisor Resources - Timesheets Module
- Supervisor Resources - Finance Module
- People Planner - Unit4
- Hiring Manager HR Resources
- Task List - Workflow FAQ

When will I receive training on the new reports in Unit4?

- Training was provided to Budget Officers October 6 - 16, 2020. Review the recorded session here, or view the step-by-step instructions at Reports for Supervisors (Unit4).

What reports are available to me and what information do they include?

- For detailed, step-by-step instructions to run these reports, please visit Budget Officer Reports - Supervisors (Unit4).

	Report Title	Description
HR/Payroll	**My Employees**	Displays employees reporting to the user running the report. Contains some employment details, like start/end date, pay step, FTE% and status.
	My Employees Vacation and Leave Balances	Displays current balances for employees reporting to the user running the report. Contains Vacation, Sick and Overtime banks as well as the PPWC 2% Vacation in lieu bank.
	My Employees Vacation Balance History	Detailed review by employee of vacation balances and activity by pay period.
	Employments by Dean /Director	Overview of employments according to cost centre so a Dean/Director can see the department/school's employees.
Finance /Budget	**Budget Analysis Report**	Synopsis of cost centre activity with the ability to see individual work order transactions compared to budget.
	Budget to Actual	Displays total income/expense by account for one work order. The current YTD amount is compared against the budget for the fiscal period and the report provides a budget remaining amount.
	Modeler	Complete org structure, defining the department work orders and work order managers.
	Work Order Transaction Detail	Detailed review of all transactions relating to a single work order.

Purchasing	My Requisition Approval History	Review of purchase approvals.

When will I receive training on the new budget process?

I don't remember my work orders - how do I see the work order numbers for all of my schools/departments?

- To find a complete list of your work orders, visit Reports for Supervisors (Unit4) to view the **"Modeler"** Report.

How do I see all of my direct reports' employees?

- To find a complete list of your work orders, visit Reports for Supervisors (Unit4) to view the **"My Employees"** Report.

I approved a purchase in the system, but I don't see it. How do I know what I approved?

- To find a complete list of your work orders, visit Reports for Supervisors (Unit4) to view the **"My Requisition Approval History"** Report.