

Reports for Supervisors (Unit4)

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| Available Unit4 Reports - Summary | | |
|-----------------------------------|---|---|
| | 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. |