

Reports for Supervisors (Unit4)

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- [Planner User Guide](#)
- [Supervisor Resources - Finance Module](#)
- [Supervisor Resources - Absence Module](#)
- [Cost Distribution Updates \(Supervisor\) Form](#)
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- [Supervisor Resources - Timesheets Module](#)
- [People Planner - Unit4](#)

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.
	My Employees by Supervisor	Detailed listing of employees by Supervisor, the position (or employment) number, employment start and end dates, employment status, FTE%, and Pay Step.
	My Employees with Cost Distributions	Displays all Employees by Supervisor with cost distributions, if applicable. The employment and cost distribution dates will also be displayed.
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.