

Checking Quarterly Hours

Quarterly hours: 375 hours per quarter

January 1 – March 31

April 1 – June 30

July 1 – Sept 30

October 1 – December 31

Search the menu

EMPLOYEE MANAGEMENT

EMPLOYEE ADMIN TOOLS

EMPLOYEE SELF-SERVICE

REPORTING

Client Reports

My Reports Queue

Client Reports

Output Name	Report Type
Quarterly Wage Report	As Of Date
Quarterly Wage Summary	By Payroll Run
Quarterly Wage Summary	As Of Date
Time Card Audit Export	Date Range
Time Card Report	Date Range
Time Card Report	By Payroll Run
Verification Audit Export	Date Range
Verification Export	By Payroll Run
Verification Export	Date Range
Quarterly Hour Report (timecard)	Report Writer
Awards Detail	Report Writer
Calculated Time Summary	Report Writer
Cell Phone Report (As of Date)	Report Writer
Copy of (2) Verification Status	Report Writer
Copy of (3) Verification Status	Report Writer
Copy of Verification Status	Report Writer
Covid Vaccination Report	Report Writer

Generate Report Go To My Reports Queue

Filtering

From Date: 4/1/2023

To Date: 6/17/2023

Date Type: Pay Date

This report is available to run at the client level. If the Legal Company is left blank the report will be run for ALL Companies.

Legal Company: 1500 - National Association of State Departments

Pay Groups: 1539 - Ohio

Employee:

Sorting

Sort Field 1:

Sort Field 2:

Sort Field 3:

Options

Format: Excel

NASDA Cheat Sheet: iSolved Reports

Helpful Hints for Budget & Accounting Technicians, NASDA Coordinators, Managers and Supervisors

Updated December 9, 2022

General Tips on Running Reports

Under the **Reporting Tab** in iSolved (*located on bottom left of screen*), there are several tabs for running reports: The “Client Reports” tab and the “My Reports” tab both contain the same reports, so it does not matter which tab you use.

- **Client Reports** – Shows a List of All Reports available to all Coordinators/Managers and Supervisors
 - *The Report Category box with drop-down menu allows you to filter and search for reports based on what information you need.*
 - *The Search box allows you to search for reports by key words.*
- **Client reports** and is available to all Coordinators/Managers and Supervisors
- **My Reports Queue** – Where all downloaded reports can be found. It stores downloaded reports for 72 hours.

Reports Required to be Run each Pay Period for NASDA

The following reports below are required to be run each pay period for NASDA. BATs/Coordinators/Managers and Supervisors have access to all of these reports.

1. **Hours Detail Export Report** – This is a Date range report that:
 - Shows total hours by employee, including hours, mileage, and overtime.
 - Shows a summary of Expenses for timesheet entries.
 - Can be sorted by project code.

2. **Timecard Report** – Shows a combined listing (pdf format) for each employee's timesheets in a paygroup.

3. Verification Report – Shows all NASDA enumerators who have verified their timesheet.

You can run either the "Verification Export" Report or the "Verification Audit Export" Report. The "Verification Audit Export" report has more detailed information.

- Use the "Date Range" report to view verification status when you are approving timesheets.
- Use the "By Payroll Run" report when you want to see verifications after payroll has been processed.

4. PN Hours and Verification Report – This is a New report that shows hours, dollars, and verifications on one report. This new report can be run instead of the "Verification Report" listed above.

- Report has two tabs: 1) Detailed amounts of hours and dollars and 2) Summary amounts plus the verification
- Report is an "As Of Date" report you should input the "Pay End Date" of the Pay Period you wish to review.
- Usually takes about 10 minutes to run report