



Step How to run Calculated Timesheet Report
Navigation: TAL- Reports> Payroll Processing> Calculated Timesheet Report

1 In this document, we will discuss how to run the calculated timesheet report by Department

2 Navigate to the report menu in TAL. Under payroll processing, you will select calculated timesheet.

3 There are two different options for the calculated timesheet reports. You will use the Calculated timesheet option if you are wanting to run a report for a specific employee and hours type.

5 You will use the Calculated timesheet by Department if you are needing this report to be ran for the period by department.



6 Once information is inputted, you will select “grid” to generate results (if applicable). Calculated timesheet will only have results if there are hours calculated on a timesheet.

Title: **Calculated Timesheet**
Description:
Last Run: **by Hunkin, Precious Grace on 28 Feb 2023 8:37:54 AM Central Time**

Saved Filters		Create/Edit Filter	
TRite	Shared	Published	
Calculated Timesheet	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Calculated Timesheet by Date Range	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Calculated Timesheet By Department	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
COVID Care of Child	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
COVID Codes ALL	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
COVID Vaccine and Admin Codes	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	

Title: **Calculated Timesheet By Department**
Description:

And

[Department Equals Financial Services](#)

[Period End Date Equals 2/25/2023](#)

7 If results are listed, you will have the option to export.

Grid Preview

Export to CSV
Export to XLS
Export to XLSX