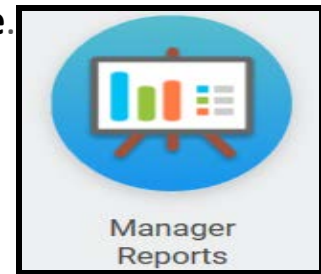To access the Manager reports for Timekeeping, follow these basic steps:

1 **Click the Manager Reports worklet on the Home page.
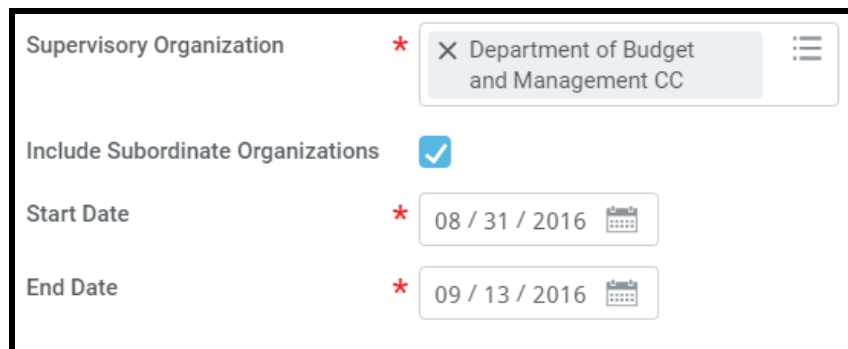The list of manager reports displays.**

Manager Reports

2 **Click the hyperlink of the report that you would like to run.**

← Manager Reports

Time Tracking Reports

SPMS No Time Entered State/Regular - For Managers

SPMS Unsubmitted Time and Time Off in a Period - State/Regular - For Managers

SPMS Unapproved Time and Time Off in a Period - State/Regular - For Managers

3 **Run the report. Enter the required field(s).**

1. **Organization:** Enter the appropriate organization
   Tip: Select supervisory organizations that have a "CC" in the title.

2. Click the **Include Subordinate Organizations** checkbox.

3. **Start Date:** Select the period begin date for the report.

4. **End Date:** Select the end date for the report.

Supervisory Organization   * X Department of Budget and Management CC

Include Subordinate Organizations ☑

Start Date   * 08 / 31 / 2016

End Date   * 09 / 13 / 2016

4 **Filter, Print, or Export Report.**

1. Click the **Filter** ▽ icon to filter the report.

2. Click the **Print** 🖨 icon to view a printable version (PDF) of the report.

3. Click the **Export to Excel** [X] icon to export the report to Excel.