



RF Duplicate Timecards in Timekeeper

Purpose

This report shows if multiple time reports, for the same reporting period, exist in Timekeeper Home.

Frequency

This report should be run regularly as part of the campus' biweekly time report monitoring process.

Report Parameters

The following table describes parameters available when running the report:

Parameter	Description
Required Parameters	
Operating Location	General campus location. Ex. 010 University at Albany
Optional Parameters	
From Period End Date*	Start date of the period being reviewed.
To Period End Date*	End date of the period being reviewed.

***Note:** The parameter dates must correspond with a monthly or biweekly time reporting period end date. The results will include all duplicate time reports, based on the reporting period end date, within the specified timeframe.

Understanding the Output

The following table describes the output:

Column Heading	Description of Column
Assignment Number	Employee identification number and corresponding assignment number.
Employee Last Name	Employee's last name.
Employee First Name	Employee's first name.
Organization	Campus location number and organization name.
Pay Period Start Date	Start date of the duplicate timecard's time reporting period.
Pay Period End Date	End date of the duplicate timecard's time reporting period.
Timecard Status	Status of the duplicate timecard in Timekeeper Home.
Input Hours	The amount of time input on the timecard, if applicable.
PTO Exist	Indicates if PTO exists on the timecard.

Column Heading	Description of Column
Creation Date	Date and time that the timecard was transferred into Timekeeper Home.

Helpful Tips:

- For details on running Oracle reports, refer to the [Run a Report](#) help topic.
- The output is in Excel format.
- If the report output is blank, there are no duplicate timecards in Timekeeper Home, based on the parameters used.

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