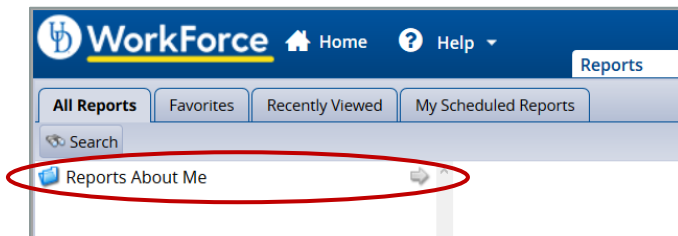Employees have access to run and view reports in UD WorkForce (UDWF) about their own UDWF records. For more information about reporting, see the job aid: *Reporting Basics.*

1. Log in – go to UD WorkForce http://www.udel.edu/udworkforce/
   a. Click **UD WORKFORCE LOG-IN** button
   b. At CAS log-in page, enter your **UD User Name** and **Password**
   c. Click **Log in** button

2. On Home Screen, in the **Reporting** box, click **View Reports**
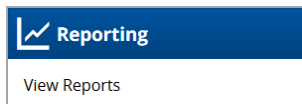
3. Click on **Reports about Me** to reveal report types and report names

Employees *without* additional roles will see - **Reports About Me** - reports pertaining to your personal records in UDWF
Employees *with* additional roles will also see – **Manager Reports** and **Administrator Reports**

4. Top Employee reports (**Reports About Me**):

Report Name	Type of Employees	Description
Employee Accrual Details	Benefited, AFSCME	Displays all detailed activity for an accrual banks for a specific timeframe. It shows a detailed record of each date time was accrued, used, cleared, terminated, transferred, and the initial/ending balance for each transaction for the timeframe specified.
Employee Timesheet	AFSCME, Non-Exempt, Misc. Wage, Students	Displays your basic employee information – name, ID, and each assignment you have. The report provides your time sheet details such as pay code, work date, in/out times and hours worked. This report can be used to review total hours for a specific pay period to ensure all hours worked were recorded.
Employee Timesheet Approval	AFSCME, Non-Exempt, Misc. Wage, Students	Displays information about the approval history of your timesheet. This report lets you specify a timeframe to view timesheet approval history. It displays the pay period end date, the approver name and ID, time and date when the approver evaluated the time sheet, and whether the time sheet was approved.
Employee Timesheet Audit	All	Displays all actions made on your timesheet (whether made by you or another person). Displays the time and date of any timesheet changes, including the name and IP address of the user who made the change. Displays the type of changes, and the associated work date, pay code, amount worked, and in and out times.