



## TAL Tip – Reviewing Holiday Hours on a Timesheet

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When state holidays roll around (for example the 4<sup>th</sup> of July holiday), sometimes employees charge the wrong “Hours Type” on their timesheets.

A TAL Agency Lead shared a tip about a TAL Query that her agency uses to review the “Hours Type” that employees charge on state holidays. That TAL query is called “Timesheet – Employee Hours By Date Range and Employee Type”. When you select this query, it will display four criteria that you need to provide. If you need to review the time charged for July 4<sup>th</sup>, enter the following for the criteria and click the “Submit Data Query” button.

### Filter

From Date (format = mm/dd/yyyy)

To Date (format = mm/dd/yyyy)

Only Hours for Employees who charged a Category (enter 'Y' or 'N')

Employee Type (Enter 'S' for Salary, 'W' for Wage or 'B' for Both)

When TAL displays the results you can export them to Excel and filter on column I (“Hours Type”). Also column F (Approved) lets you know whether the timesheet has been approved or not.