

Eureka! LG Reports

The Staff Cost Report provides details of Time and Costs for an individual member of staff (as in the example below), or range of staff:

STAFF COST REPORT (Fom 02/04/10 To 30/04/10)

Staff: LEM02 A McNabb, Valuer

Reference	Activity	HOURS	Cost
30304	Inspections	26.00	588.72
30305	Instruct Solicitor	9.00	203.80
30306	Negotiations	11.50	260.40
30307	Agreement of Terms	8.75	198.12
30309	Valuation	11.25	254.73
LEA01	Annual Leave	7.40	0.00
LEA02	Statutory Leave	14.80	0.00
LEA03	Sickness	7.40	0.00
MAN08	Team Management	5.50	124.54
MAN09	Performance Indicators	6.80	153.97
MAN12	General Management	4.00	90.57
NCH02	Reading Time - Publications	16.20	0.00
NCH03	Research	12.05	0.00
NON01	Non-allocatable time	1.35	0.00
OHD01	Timesheet Completion	0.50	0.00
TRA01	Travelling time - work related	8.50	192.46
Z01M	Mileage Travelled	0.00	84.50
Total		151.00	2,151.81

The above report shows cumulative totals relating to 'Activities'. Any Activity can be selected to find out more details. For instance, by selecting 'Inspections', it's possible to find out which 'Projects', 'Jobs' or 'Cases' the Activity was recorded against:

STAFF COST REPORT (Fom 02/04/10 To 30/04/10)

Staff: LEM02 A McNabb, Valuer
Activity: 30304 Inspections

Reference	Project	HOURS	Cost
AC200	16 North Road	10.00	226.44
AC201	18 North Road	7.00	158.50
AC202	20 North Road	9.00	203.78
Total		26.00	588.72

A further selection can be made to find out *when* time was recorded and, if relevant, the narrative added. The example below relates to time recorded against 'Inspections':

Staff: LEM02 A McNabb, Valuer
Activity: 30304 Inspections
Project: AC200 16 North Road

Date	Units	Cost
16/04/10	5.00	113.22
Enquiries from Councillor Janet Brown		
23/04/10	5.00	113.22
Total	10.00	226.44

Authorised users can also access the timesheet *directly* from this report and amend entries.

The above reports relate to time recorded by a member of Staff against 'Projects' but if work is not project based, it can be recorded direct to 'Cost Centres', as the following examples demonstrate:

STAFF COST REPORT (Fom 02/04/10 To 30/04/10)

Staff: FAC02 Martin Davis, Prin. Accountant

<u>Reference</u>	<u>Activity</u>	<u>HOURS</u>	<u>Cost</u>
10101	General Financial Advice	4.75	151.68
10103	Contractor Appraisals	22.00	702.46
10501	Central Support Service Charge	43.00	1,373.00
10502	Final Accounts	25.20	804.64
LEA02	Statutory Leave	14.80	0.00
LEA03	Sickness	14.80	0.00
MAN05	Service Plans	7.50	239.48
MAN10	Invoice Certification	14.25	455.02
MAN11	Budgetary Control	13.50	431.05
	Total	159.80	4,157.33

STAFF COST REPORT (Fom 02/04/10 To 30/04/10)

Staff: FAC02 Martin Davis, Prin. Accountant
Activity: 10502 Final Accounts

<u>Reference</u>	<u>Cost Centre</u>	<u>HOURS</u>	<u>Cost</u>
C1002	Food & Drugs	4.25	135.70
R1000	Sports Centre	4.75	151.67
R1001	Swimming Baths	2.45	78.23
R3000	Art Gallery	7.25	231.49
R3002	Parks & Open Spaces	6.50	207.55
	Total	25.20	804.64