WFM SMR REPORTS

In WFM, there are SMR reports that can be ran to view/validate time codes by job. All of the SMR reports provide the same type of detail with one exception. The Radiology Team SMR report includes Earned Time.

SMR REPORTS

There are four SMR reports built in WFM for use by any department:

- Radiology Team SMR Report: displays all worked, IVO, on-call/standby, and Earned Time hours
- Hours by Job and Team SMR Report: displays all worked, IVO, and on-call/standby hours
- SMR Report w/ AM and PM Split: displays all worked, IVO, and on-call/standby hours by displaying the hours by job for the AM shift (5am-5pm) and the PM shift (5pm-5am) as well as total hours
- Team by Job and Time Code SMR Report: displays all worked, IVO, and on-call/standby hours

RUNNING SMR REPORTS

1. To run an SMR report, log into Infor WFM
2. Select My Reports on the blue toolbar
3. Find and select the SMR report you'd like to run
4. Enter your cost center into the Team field by either typing the cost center number into the Team field or clicking the magnifying glass and selecting the cost center.
5. If you have agency/contract staff in your department, you will want to run the SMR report twice to report out the agency/contract hours separately. To run the report for Riverside-employed staff, in the Calculation Group field, click the magnifying glass and select the checkbox next to both NON-EXEMPT and SALARY. Click Submit.
   a. To run this report for agency/contractor hours, select CONTRACTORS.
6. SMR reports are run for a single day. In order for the SMR report to display accurate information, validate that the employee timesheets have all been updated/authorized for the day you want to run the SMR report for. In both the Start Date and the End Date, select the same date in the past.
7. Click Go.
8. The report will display, the hours/minutes by job code, time code and hour type.
9. The report may be lengthy and not all fit on one page. There might be a ⬇ Page down button on the bottom left of the screen to view more of the report. You can also push the report out to a PDF or Excel document by using the icons on the upper-right corner of the screen.

Selection Parameters

Field	Value	
Employee ID		ALL
Team	15000	ALL
Job		ALL
Include Sub Teams	☐	
Pay Group		ALL
Calculation Group	NON-EXEMPT,SALARY	ALL
* Date Selection	Manual Date ▼	
Start Date	04/03/2024	
End Date	04/03/2024	
Authorization	All Records ▼	
* Show Parameters	Yes ▼	
* Order By	Employee ID ▼	
* Direction	Ascending ▼	
Report Format	HTML ▼	

Go   Cancel