Hours at Work

Fiscal Analyst Manual

Fund-side reports, CSV exports, and signed-PDF bundles for funders

Version: v2.100.0 docs · 2026-07-02

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Introduction

You're the person funders call when they want to know where the grant money went. Every grant has reporting deadlines, and every deadline needs proof that staff time was allocated to that grant the way the budget said it would be. This manual walks you through the three reports that produce that proof — and the signed-PDF bundle you send the funder when they audit you.

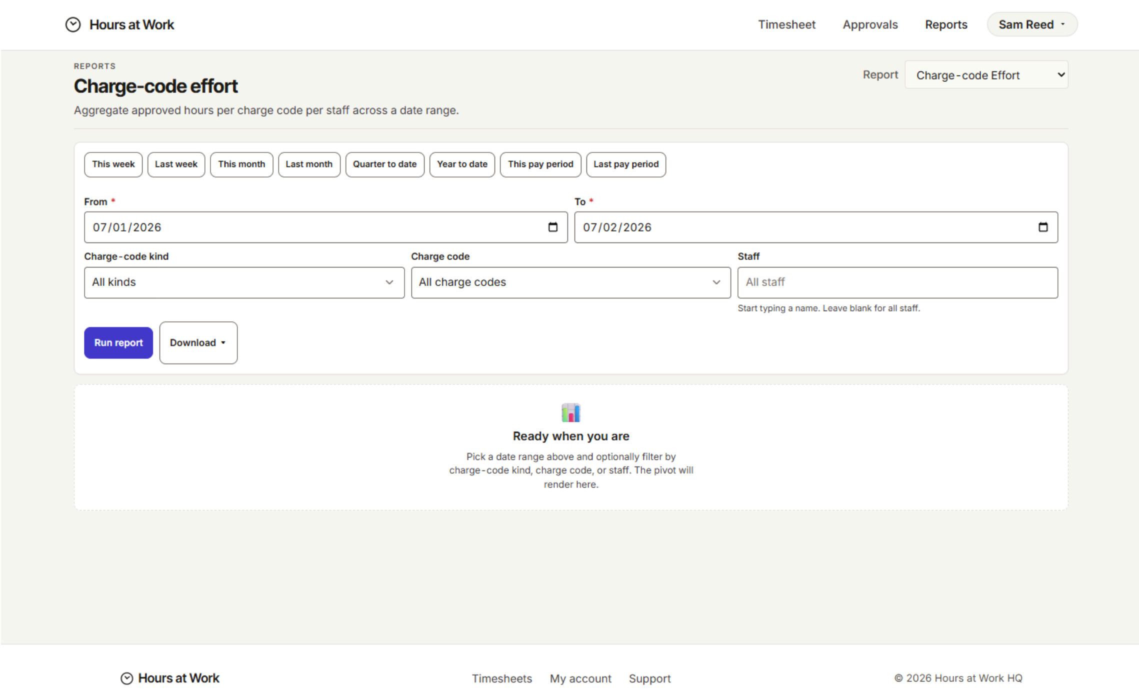
Fiscal Analyst is an **Access add-on** on top of your base role (Staff, Approver, or Admin). Your Admin grants it on your User profile. In some builds the checkbox reads **Fiscal Manager** — same Access, different label. Treat "Fiscal Manager" as Fiscal Analyst; the canonical term in this manual and every report is **Fiscal Analyst**.

A note on dates. Everywhere in the Reports UI, dates now render in medium format — `Jul 2, 2026` for a single date, `Jun 22 – Jun 28` for a week range. Your CSV downloads and every Signed PDF still use ISO `YYYY-MM-DD` because payroll parsers, funder reconciliation workbooks, and audit chains depend on ISO dates in files. The on-screen view is for reading; the file is for joining. Both formats represent the same date.

Getting started

Sign in and open Reports

1. Go to your workspace URL and sign in.
2. If your Admin bulk-imported you rather than sending a personal invite, your first sign-in uses a temporary password. You'll land on the reset page at `/staff/timesheets/account/reset-password/` and set a permanent password (12-character minimum) before you see the app. Temporary passwords expire seven days after issue; if yours has lapsed, ask your Admin to reissue one.
3. Click **Reports** in the top navigation.
4. You'll land on the **Charge-code Effort** report by default. Use the **Switch report** dropdown at the top to change which report you're looking at.



Confirm your Access is live

Open the **Switch report** dropdown. You should see the full report family. If you only see a few options, ask your Admin to enable Fiscal Analyst Access on your User profile.

Your three reports

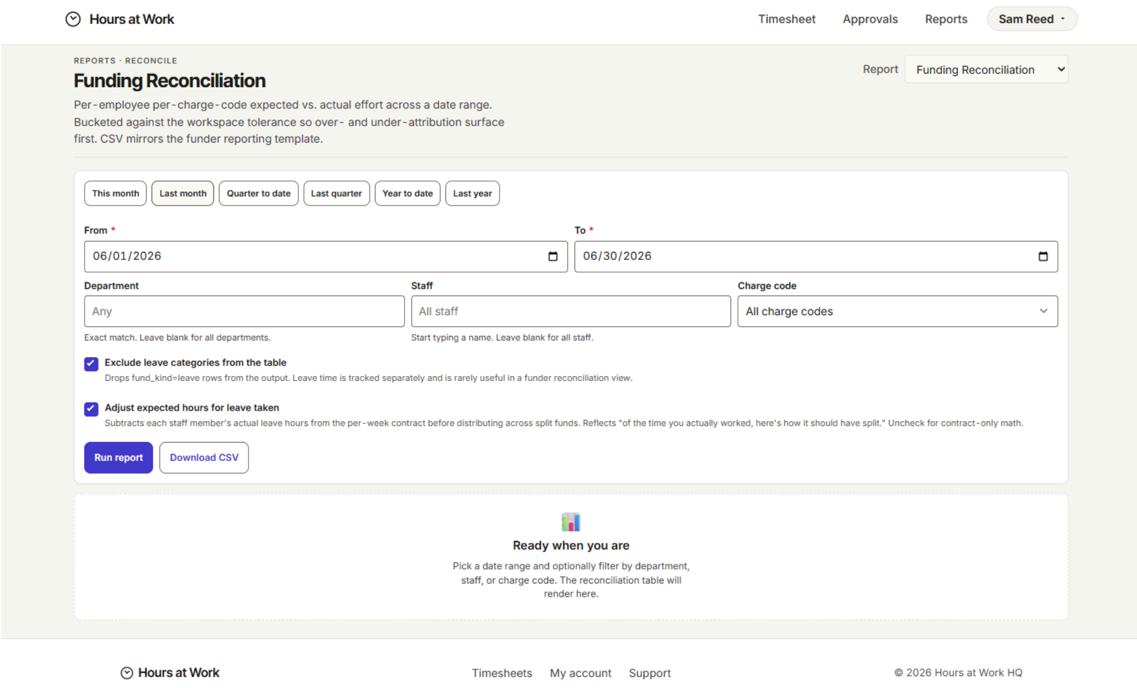
- **Funding Reconciliation** — expected vs. actual by staff and charge code.
- **Charge-code Effort** — total approved and locked hours per charge code for any date range.
- **Staff Effort** — approved + locked time per staff member per week. The only place you generate Bundle PDFs.

The remaining reports in the dropdown — Payroll Readiness, Unfinished, Pending Approvals, Late Submissions, 40h Threshold, Weekly Reconciliation, Compliance Gaps, HR Export — are HR-side reports. You'll glance at them when a number doesn't reconcile, but you'll live in your three.

Daily workflow — Funding Reconciliation

Open the report

From the **Switch report** dropdown, pick **Funding Reconciliation**. This is your headline report. For each staff member and each charge code, it shows how many hours they were *expected* to log (based on their funding split on their User profile) versus how many they *actually* logged — bucketed against your workspace tolerance so over- and under-attribution surface at the top.

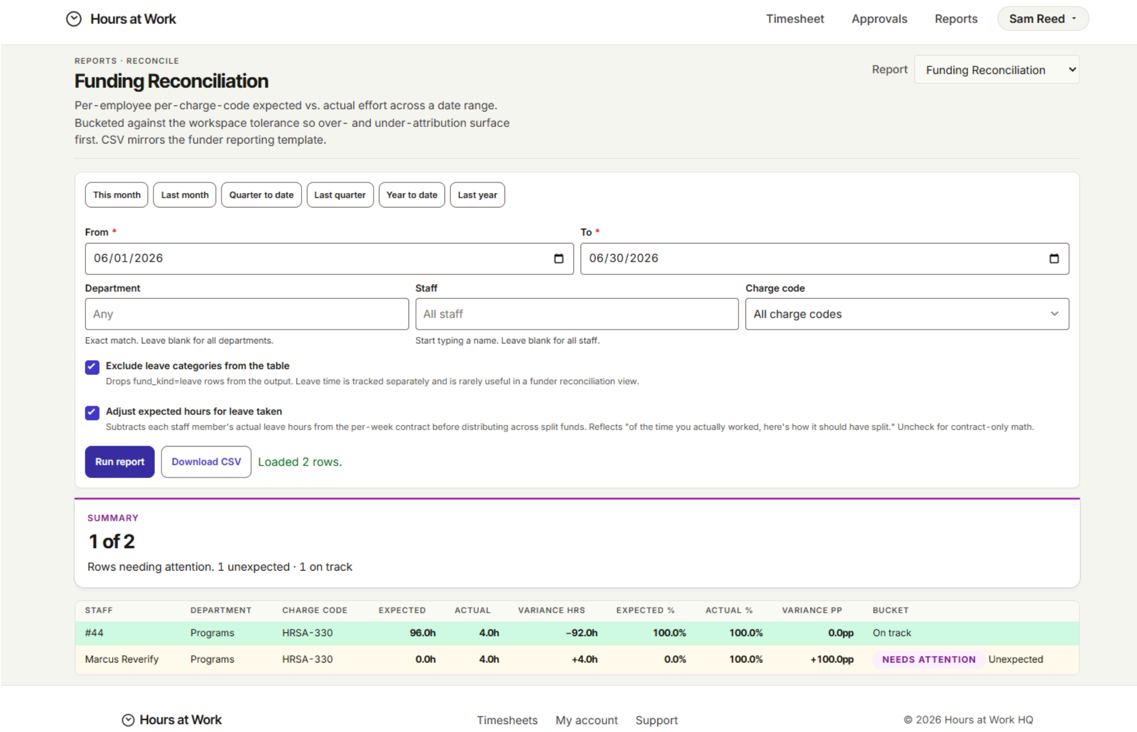


The form gives you:

- **Date range chips** — This month, Last month, Quarter to date, Last quarter, Year to date, Last year. Click one to set From and To in one go.
- **From** and **To** — type or pick custom dates.
- **Department**, **Staff**, **Charge code** filters.
- Two toggles below the filters, both on by default:
  - **Exclude leave categories from the table** — drops Leave-kind rows (PTO, Sick, Holiday) from the output. Leave time is tracked separately and rarely useful in a funder reconciliation view.
  - **Adjust expected hours for leave taken** — subtracts each staff member's actual leave hours from their per-week contracted hours *before* distributing across split charge codes. Uncheck for contract-only math.

Pick a date range and run

Click a chip, then **Run report**.



Columns:

- **Staff**, **Department**, **Charge code**
- **Expected**, **Actual**
- **Variance hrs**, **Variance pp**
- **Bucket** — scan this first.

Bucket values:

- **ON TRACK** — within workspace tolerance.
- **UNDER** / **OVER** — outside tolerance in either direction.
- **UNEXPECTED** — actual hours logged with no funding split allocation for this charge code.
- **NEEDS ATTENTION** — large gap that crosses the flag threshold.

Why this matters. *Unexpected* rows are the ones that get you audited. They mean staff logged hours to a charge code their profile didn't allocate to, which is fine for one-off work but a problem if it's systematic. Catch them before the funder does.

When the date range spans a funding-split change

Run Funding Reconciliation across a quarter or fiscal year and your staff will often have split changes inside the range — a new grant kicking in, a reallocation between charge codes, a fund closing. The report handles this automatically, but the math is worth understanding for audit questions.

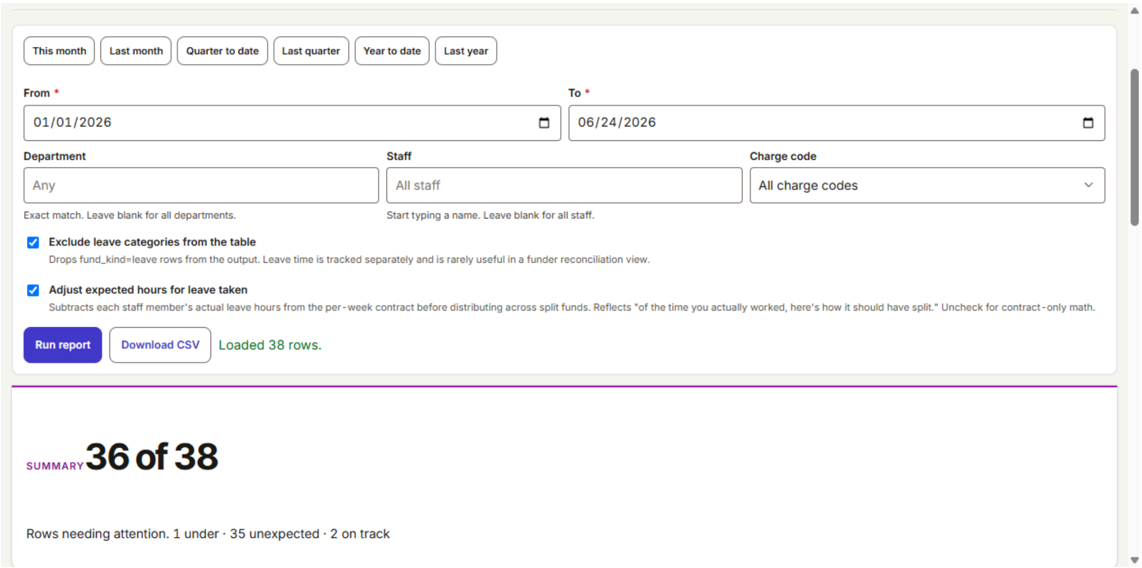
The report works week by week. For each Monday-starting week in your range, it picks the funding split in effect on **that week's Monday**, computes the week's expected hours (business days × 8 × FTE, minus this week's leave if you toggled that on), and distributes them across whatever charge codes were active in that version. It sums everything per (staff × charge code) across the full range.

- **The result flattens.** One row per (staff × charge code), not one row per version. A charge code from only the older split still gets a row; the expected just covers the weeks that split was active. New charge codes show up the same way. A funder reading the CSV sees the integrated picture across the range.
- **Mid-week changes round down.** A funding-split change effective on a Wednesday still uses the OLD split for that entire week. The new split kicks in the following Monday. **Schedule funding-split changes on Mondays** for clean reporting and a defensible answer to any audit question about a specific week.
- **FTE is current, not historical.** The report uses each staff member's current FTE for the entire range. If a funder questions variance on a staff member whose FTE changed mid-range, surface the caveat explicitly. Historically-correct FTE is on the roadmap.

Why this matters. Funder reports talk in percent of effort across a period. The week-by-week math produces the integrated CSV number the funder is asking for.

Download CSV

Click **Download CSV**. The CSV honors whatever filters and toggles you ran the on-screen report with, so set those first and download last.



The filename embeds the date range and report name, so re-runs don't overwrite each other. Dates in the CSV are ISO `YYYY-MM-DD` regardless of what the on-screen table shows — the payroll and funder parsers that read this file need ISO.

Drilling into a report row

Every row in your three reports is clickable. Click **Details** on any row (or the row itself, where row-click drill-down is enabled) to open a **drill-down modal** with the staff-week's full breakdown.

The modal shows:

- **By-day totals** — hours logged per day for the week.
- **By-charge-code totals** — hours per charge code for the week.
- **Timesheet status** — DRAFT, SUBMITTED, APPROVED, REJECTED, or LOCKED.
- **View signed PDF** link — opens the Signed PDF in a new tab when the timesheet is APPROVED or LOCKED-with-approval.

Three things to know about the drill-down:

1. **You can drill into every row regardless of who the approver was.** Fiscal Analyst Access lets you see the read-only detail for any timesheet in the workspace. You cannot sign, reject, or edit from the modal — only read and open the Signed PDF.
2. **Locked timesheets that were APPROVED before the lock still have a Signed PDF.** The **View signed PDF** link works whether the timesheet is APPROVED or LOCKED. The lock preserved the signature.
3. **Auto-locked timesheets that were never approved don't have a Signed PDF.** The modal shows an "*unverifiable — auto-locked without approval*" note instead of the link. These rows also appear in the CSV under the `unsigned_locked_hours_total` field with `unverifiable_reason=auto_locked_no_approval`.

Why this matters. When a funder points at a row and asks "*what did they actually do that week?*", the drill-down is your answer. When they ask for evidence, the Signed PDF link is right there. When there's no Signed PDF, the modal tells you why — so you can escalate to your Admin instead of promising the funder something you can't deliver.

Periodic tasks

Monthly — reconcile against your general ledger

First or second business day of each month:

1. Funding Reconciliation → **Last month** chip.
2. Leave toggles at defaults.
3. **Run report** → **Download CSV**.
4. Match each row's actual hours to your GL labor lines.

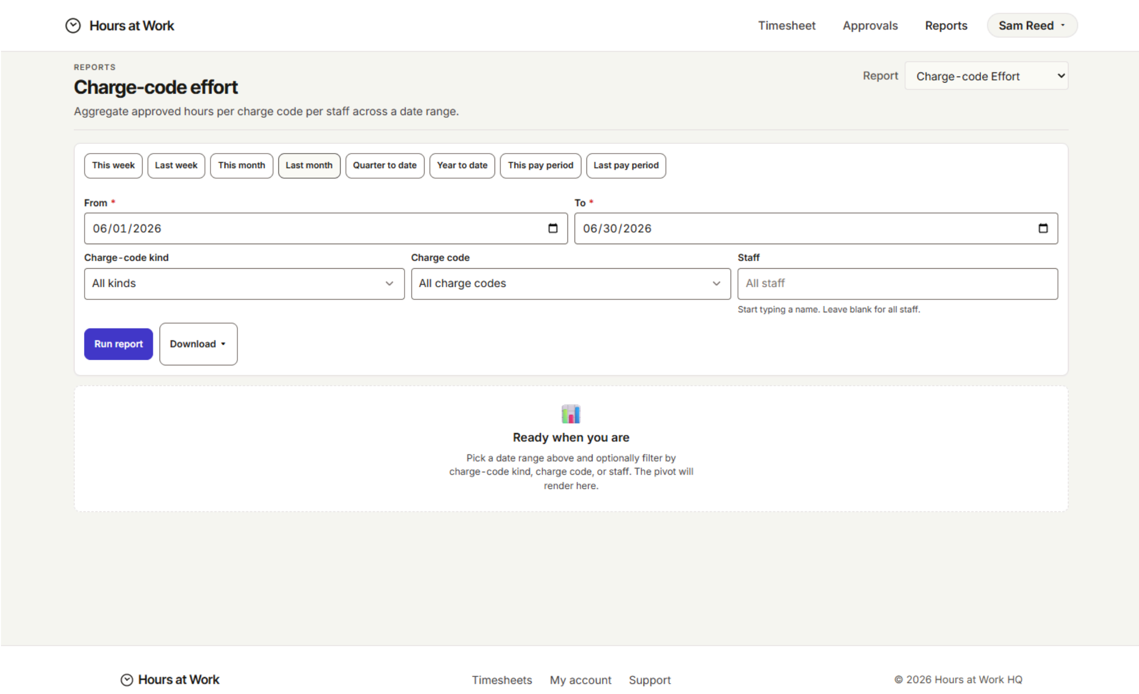
If a row's actual hours don't match what your GL says was paid to that charge code, you've found a posting error. Trace it back through payroll before next month's close.

Why this matters. Monthly reconciliation catches GL coding mistakes while paystubs are fresh. Skip a month and you're hunting through old paystubs six months later.

Quarterly — funder drawdowns and progress reports

For each grant:

1. Open **Charge-code Effort**.
2. Pick the quarter chip or set a custom range using From/To (Charge-code Effort doesn't have a Last quarter chip).
3. **Charge-code kind** = Grant.
4. **Charge code** = the specific funder's code.
5. **Run report**.
6. **Download** ▾:
   - **Charge-code effort (aggregated)** — one row per charge code × staff.
   - **Timesheet detail (per entry)** — one row per timesheet line item.



If the funder requires signed-PDF evidence, follow up with a Staff Effort bundle.

Annually — your audit binder

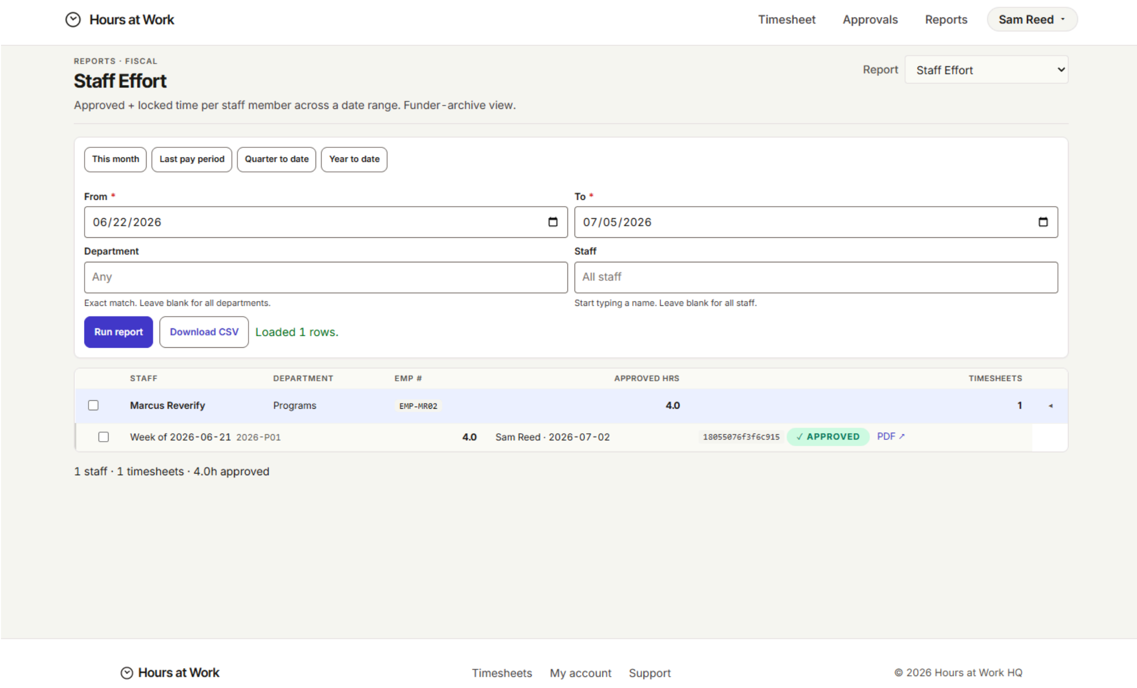
1. Funding Reconciliation → **Year to date** (or **Last year**).
2. All other filters blank.
3. **Run report** → **Download CSV**.
4. Save in your audit binder, named with the fiscal year.

Add matching Staff Effort Bundle PDFs for any grant your single audit will sample.

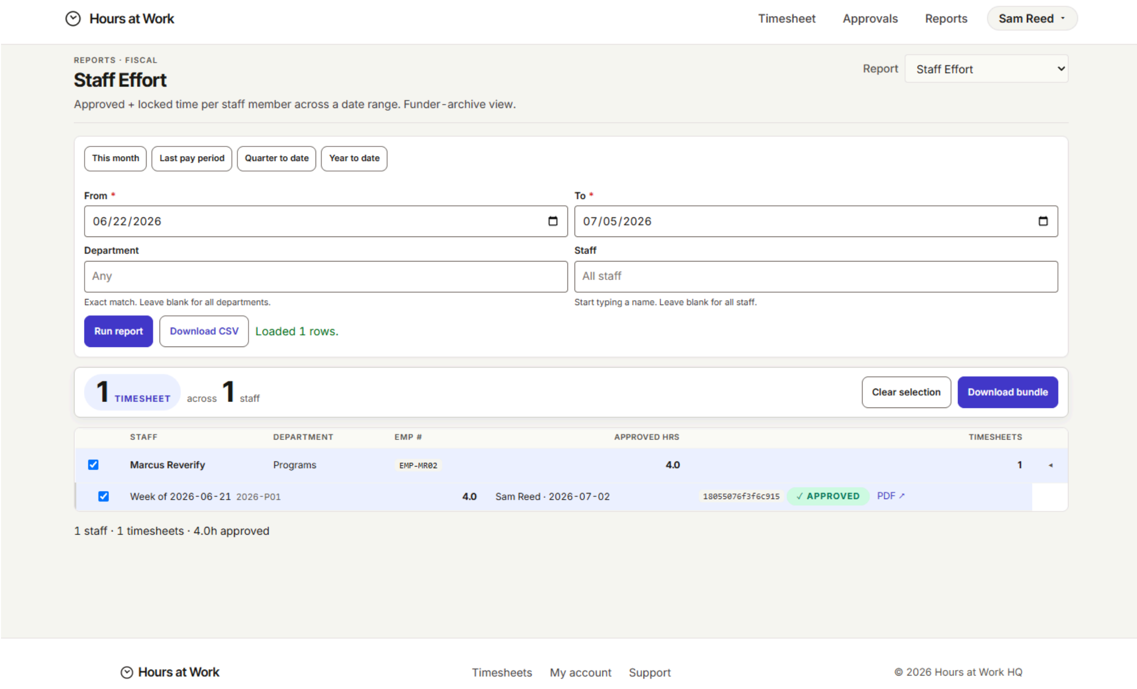
Ad-hoc — generate a signed-PDF bundle for funder audit

Bundle generation lives *only* on Staff Effort. Switch reports first if you're on Charge-code Effort or Funding Reconciliation.

1. **Switch report → Staff Effort**.
2. Set date range with a chip (*This month*, *Last pay period*, *Quarter to date*, *Year to date*) or custom From/To.
3. Optionally filter by **Department** or **Staff**.
4. **Run report**.



5. Tick the **selection checkbox** on each row you want in the bundle. The action bar at the top shows a live count — "*3 timesheets selected, 2 staff.*"
6. Click **Download bundle**.



You'll get a single PDF named like `timesheet-bundle-2026-06-24-12sheets.pdf` containing every Signed PDF in your selection.

Two PDF variants you'll see in a bundle. Some Signed PDFs carry a small **Signed via fallback queue** badge with the signer's role. This appears when a staff member's regular approver was missing at submission time and an Admin or eligible analyst signed the timesheet from the workspace's fallback queue. LOCKED timesheets that were APPROVED before the pay period lock also ship in the bundle with their Signed PDF intact — the lock preserved the signature. Any timesheet lacking a real signature (auto-locked without approval) does **not** ship in the bundle; those rows appear in the reports with an `unverifiable_reason=auto_locked_no_approval` tag instead. Funders and auditors treat fallback-signed PDFs and locked-after-approval PDFs identically to regular approver signatures.

Bundle size limit. The bundle has a maximum size set by your workspace. If you select more than the limit, **Download bundle** disables and the live region tells you how many to deselect. Pull the bundle in two batches if a funder's request spans more weeks than the limit allows.

Reports and outputs

Funding Reconciliation

Per-staff per-charge-code expected vs. actual effort across a date range. Counts APPROVED and LOCKED hours (LOCKED means the pay period was locked after approval — the signature is still on file and the Signed PDF is still available).

- Date chips: This month, Last month, Quarter to date, Last quarter, Year to date, Last year.
- Output: on-screen pivot + Download CSV + row-level Details drill-down.

Charge-code Effort

Total approved and locked hours per charge code. Counts APPROVED and LOCKED hours (locked-after-approval — the signature is still on file). Hours still in DRAFT or SUBMITTED won't appear.

- Date chips: This week, Last week, This month, Last month, Quarter to date, Year to date, This pay period, Last pay period.
- Outputs: on-screen pivot + row-level Details drill-down + Download ▾ with aggregated and per-entry variants.

Staff Effort

Approved + locked time per staff member per week. The only report that generates Bundle PDFs.

- Date chips: This month, Last pay period, Quarter to date, Year to date.
- Outputs: on-screen table + row-level Details drill-down + Download CSV + per-row PDF ↗ links + multi-select Download bundle.
- Per-row PDF links and bundle downloads both work for LOCKED timesheets whose Signed PDF exists.

CSV downloads and Bundle PDFs

CSVs drop into your reconciliation workbook. Headers in the first row; one row per the smallest natural unit (staff × charge code, charge code × staff, per timesheet, or per entry depending on the report). Dates in the CSV are always ISO `YYYY-MM-DD`, even though the on-screen table shows them in medium format. The filename embeds the date range and report name; re-running with different filters produces a fresh file without overwriting.

Bundle PDFs are the deliverable funders accept as proof of effort. Each underlying PDF carries the staff submission timestamp, the approver's name and role, the approval timestamp, and the approval hash — the chain a funder auditor will trace. Fallback-signed PDFs carry a **Signed via fallback queue** badge naming the signer's role; locked-after-approval PDFs look identical to regular approvals.

Troubleshooting

Hours look low for this period

Your reports count both APPROVED and LOCKED signed hours. Three things can still make numbers look low:

1. **Some hours are still in DRAFT or SUBMITTED.** They haven't been signed yet, so they won't appear until the approver signs. Ask your HR Analyst to run **Payroll Readiness** for the same pay period — that report shows AWAITING and DRAFT rows your fund views are silent about.
2. **Some timesheets were auto-locked without an approver signature.** If your Admin applied a Period lock before the approver could sign, those timesheets are LOCKED but *unsigned*. They show up in Fiscal Analyst reports under the `unsigned_locked_hours_total` field, tagged `unverifiable_reason=auto_locked_no_approval`. Ask your HR Analyst to run Payroll Readiness and check with the Admin about reopening the period so the approver can retroactively sign.
3. **Charge-code Effort empty state.** Charge-code Effort shows "*No approved or locked hours match the date range and filters you ran*" when no signed hours match your filters.

The distinction that matters most for a funder. `signed_hours_total` is the number the funder accepts as effort. `unsigned_locked_hours_total` is time your organization paid for but cannot audit-defend on its own. Report the signed number as effort; escalate the unsigned-locked number to your Admin as a process-fix.

Funder split looks wrong

Funding Reconciliation handles mid-range split changes automatically — see *When the date range spans a funding-split change* above for the week-by-week math. If the result still doesn't match expectations, confirm the staff member's profile timeline. Common mistakes:

- Split effective date set to a Wednesday (the report uses the OLD split for that week; the new one kicks in the following Monday).
- Overlapping split versions (the profile timeline should never show two active splits for the same date).
- Missing weeks (a gap in the timeline means expected hours default to zero for the gap — variance will look enormous).

Numbers don't match my general ledger

Toggle behavior is usually the culprit. Try the report once with **Adjust expected hours for leave taken** ON, once with it OFF:

- **ON** → expected hours subtract actual leave first, then distribute across charge codes. Closer to ledger labor lines for staff who took leave.
- **OFF** → expected hours use the per-week contracted total verbatim, then distribute. Contract-only math — useful when you're reconciling against budgeted FTE rather than actual paid hours.

One of the two should match your GL.

Charge code is missing from the dropdown

It may be marked Inactive. Inactive codes stay in historical reports but drop out of the picker. Ask your Admin to reactivate it if you need it for new reporting.

I don't see a charge code I expected, even though it's active

Confirm the **Funder** and **Funder type** fields are filled on the charge code. A charge code with an empty Funder appears in the *UNEXPECTED* bucket rather than under the funder you were looking for.

Quick reference

Question you're answering	Report	Output
Where did our money go this quarter?	Funding Reconciliation	CSV + on-screen table
How many hours did this grant get?	Charge-code Effort, kind = Grant	CSV (aggregated or per-entry)
What did this person work on?	Staff Effort, filter to one staff	CSV
Funder needs signed proof of effort	Staff Effort → select rows → Download bundle	Bundle PDF
Audit binder, fiscal year	Funding Reconciliation, Year to date	CSV
Reconcile against GL, monthly	Funding Reconciliation, Last month	CSV
Read the full breakdown of a report row	Any report → Details	Drill-down modal (with Signed PDF link if APPROVED / LOCKED)

End of Fiscal Analyst Manual.