

The purpose of this job aid is to assist users in properly joining either the Time/Labor Reported Time (CTW_TL_RPTDTIME) and or Time and Labor Payable Time (CTW_PAYTIME_TBL) reporting tables to either the Task Description table (CTW_TL_TASK) and or Override Reason Code Description table (CTW_TL_OVRDRSN).

Important Note: For this purpose only, a left-outer join must be used. A left outer join is a unique join condition and should not be used generally in EPM queries. If a left outer join is necessary, please contact the Core-CT EPM User Support Team before doing so.

Before Joining Tables, users should familiarize themselves with the EPM Job Aid [Reporting Table Indexes and Join Criteria](#)

On an employee's timesheet, the Override Reason Code allows agencies the ability to track an employee's use of specific time and work assignments. On the technical side, however, the Override Reason Code data is stored in two different data fields. Both the data fields, OVERRIDE_RSN_CD - Override Reason Code and TASK – Task, contain Override Reason Code data.

Note: On the CTW_TL_RPTDTIME –Time/Labor Reported Time table, the data field, OVERRIDE_RSN_CD - Override Reason Code stores data prior to 4/14/2006; whereas, the data field, TASK – Task, stores data on or after 4/14/2006.

When using the CTW_TL_RPTDTIME – Time/Labor Reported Time table, it is important to carefully choose which data field is necessary to return the correct Override Reason Code data. Users should pay close attention to the DUR – Date Under Report to determine which data field is appropriate.

The descriptions associated with both the Task and Override Reason Code values are located on the Task Description (CTW_TL_TASK) and Override Reason Code Description (CTW_TL_OVRDRSN) reporting tables respectively.

Override Reason Descr Table Joins

To add the description for the data fields, TASK - Task or OVERRIDE_RSN_CD – Override Reason Code, using the CTW_TL_RPTDTIME – Time/Labor Reported Time table:

1. Join the table CTW_TL_TASK using the left outer join functionality by the field TASK - Task. Use this table only for data on or after 4/14/2006.

Select join type and then record to join with CTW_TL_TASK - T & L Task.

Join Type

Join to filter and get additional fields (Standard Join)

Join to get additional fields only (Left outer join)

Join Record Customize | Find | First 1 of 1 Last

A = CTW_TL_RPTDTIME - Time/Labor Reported Time Rpt

Cancel

Auto Join Criteria

Query has detected the join conditions shown below.
Use the checkboxes to unselect the criteria that you do not want to add to the query and click add criteria when done. The criteria added can always be modified later using the criteria tab.

B.TASK - Task = A.TASK - Task

Add Criteria Cancel

2. Join the table CTW_TL_OVRDSN using the left outer join functionality by the field OVERRIDE_RSN_CD – Override Reason Code. Use this table only for data prior to 4/14/2006.

Select join type and then record to join with CTW_TL_OVRDRSN - T & L Override Reason.

Join Type

Join to filter and get additional fields (Standard Join)

Join to get additional fields only (Left outer join)

Join Record

Customize | Find | First 1 of 1 Last

A = CTW_TL_RPTDIME - Time/Labor Reported Time Rpt

Cancel

Auto Join Criteria

Query has detected the join conditions shown below.
Use the checkboxes to unselect the criteria that you do not want to add to the query and click add criteria when done. The criteria added can always be modified later using the criteria tab.

B.OVERRIDE_RSN_CD - Override Reason Code = A.OVERRIDE_RSN_CD - Override Reason Code

Add Criteria Cancel

3. Check the field, DESCR or DESCRSHORT from either of these tables to display the description.

To add the description for the data field, TASK- Task, using the CTW_PAYTIME_TBL – Time and Labor Payable Time table:

1. Join the table CTW_TL_TASK using the left outer join functionality by the field TASK- Task.
2. Check the field, DESCR or DESCRSHORT from either of these tables to display the description

Override Reason Descr Table Joins

The following public queries have been developed to assist agency personnel using the CTW_TL_RPTDTIME – Time/Labor Reported Time table.

CT_CORE_TL_OVR_RSN_BEF_4_14_06.

Override Reason Code Descriptions prior to 4/14/2006

CT_CORE_TL_OVR_RSN_AFT_4_14_06.

Override Reason Code Descriptions on or after 4/14/2006

For further information about these and other queries, please go to the query designs in the [Catalog of Online Financial Reports and EPM Queries](#)