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# Workforce Management Web for Supervisors Help

Activity Weekly Schedule Report

5/14/2025

# Activity Weekly Schedule Report

To create an Activity Weekly Schedule Report:

1. On the **Reports** tab, select **Schedule Reports** from the Views menu.
2. Select **Activity Weekly Schedule** from the list in the Objects pane.  
The Reports Wizard's first screen, **Header**, appears.
3. Optional: To generate a header on the report, select **Show Header** and type your header text into the text box.  
Optional: To export the report to a file in the comma-separated values format, select the check box **Create report with .csv friendly format** (and then, after the report is created, select **Actions** > **Save As** and select **Comma Separated** as the report format). Do not use Workforce Management to print reports that you created in ".csv friendly format," because the result may be truncated. To print the file correctly, open it in a program that reads the .csv format, and then print it.
4. Click **Next**.
5. On the **Scenario** screen, select a schedule scenario or the Master Schedule. Then click **Next**.  
You will not see this screen if the report is created from the Report Scheduler, because the report data is retrieved from the Master Schedule.
6. Fill in the **Date Range** screen.
  - a. **Select** a Start and End Date for the report.  
You can select multiple weeks for the report output, but your selection must be full weeks.
  - b. Select **Show Required Staffing**, if required.
  - c. In the **Data Type to Show** screen, select the **Start/End times, Total Paid Hours**, or **Shift or Schedule State Names** option, as required.
  - d. Click **Next**.
7. Display staffing totals in Full Time Equivalent (FTE) or man-hours mode in this report by selecting the mode in the report wizard. Select the mode by checking or unchecking the **Show staffing totals information in man hours instead of FTE** option. The default value of this option will be the same as the settings in [Changing the Staffing Display from FTE to Man Hours](#).
8. On the **Data** screen, select the activity or activities for which to generate the report.  
You can expand business units to display their sites and activities.
9. Click **Finish**.  
The report appears in the [Report Viewer](#).

## Understanding the Activity Weekly Schedule Report

<b>Site [header]</b>	The site's name and time zone.
<b>Activity [header]</b>	The activity that is covered by the report.
<b>Date Period [header]</b>	The date range that you selected in the Reports Wizard.

<b>Scheduled FTEs</b>	The number of agents (full-time equivalents) scheduled for the activity on the selected days.
<b>Calculated FTEs</b>	The number of agents (full-time equivalents) in the calculated staffing for the activity.
<b>Difference</b>	The difference between calculated and scheduled FTEs.
<b>Required FTEs</b>	The number of agents (full-time equivalents) in the required staffing for the activity. This row and the next appear if you selected the <b>Show Required Staffing</b> check box.
<b>Difference</b>	The difference between required and scheduled FTEs.
<b>Agent</b>	The agent's name.
<b>ID</b>	The agent's identification number.
<b>Days</b>	Multiple columns display the agent's start/end times (or paid hours, if <b>Paid Hours</b> check box was selected) for each weekday of the report period.
<b>Weekly Work Hours-Paid</b>	The agent's paid work hours per week.
<b>Weekly Work Hours-Eff.</b>	The agent's effective work hours per week.
<b>Weekly Work Hours-NonEff.</b>	The agent's noneffective work hours per week (that is, hours during which the agent is paid but not working, such as during paid breaks and paid days off).
<b>Total Hours</b>	The total number of paid-hours spent by all agents scheduled to work under the activity during the day. This row includes a total for each day, and a weekly total for each paid-hours category.
<b>Total Paid Hours</b>	The team's paid work hours per week.
<b>Total Effective Hours</b>	The team's effective work hours per week.
<b>Total Non-Effective Hours</b>	The team's noneffective work hours per week.
<b>Total Hours for each week day</b>	The team's paid work hours, for each day, per week.
<b>Footnote</b>	Indicates that the agent worked on a different activity during the specified time.

## Presentation

The information in the finished report is grouped under the following headings:

- Enterprise
- Business Unit
- Site
- Week date range
- Team
- Activity
- Agent