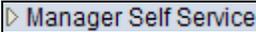
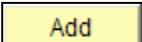
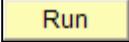
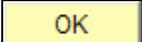


## Time Entry Report

Step	Action
1.	Click the <b>Manager Self Service</b> link. 
2.	Click the <b>Time Entry Report</b> link. 
3.	The Time Entry Report run control ID search screen appears.  If you have run this process in the past, click the <b>Search</b> button to select the appropriate run control ID for this process.  If this is the first time you've run this process, click the <b>Add a New Value</b> tab. 
4.	Enter an appropriate name for this process into the <b>Run Control ID</b> field.
5.	Click the <b>Add</b> button. 
6.	The Time Entry Report screen appears. Enter a group ID into the <b>Group ID</b> field, or leave it blank to see all groups for whom you approve time in the Time Entry Report.
7.	Enter the first date of time entry desired into the <b>Period Begin Date</b> field.
8.	Enter the last date of time entry desired into the <b>End Date</b> field.
9.	Click the <b>Summary/Detail</b> list. 
10.	Select <b>Detail</b> or <b>Summary</b> , depending on the format you wish to see on the report. 
11.	Click the <b>Run</b> button. 
12.	The Process Scheduler Request screen appears.  Click the <b>OK</b> button. 
13.	Click the <b>Process Monitor</b> link. 

Step	Action
14.	<p>The Process List appears. The report is listed under the Process List header. When the report is done processing, the <b>Run Status</b> column will display <b>Success</b> and the <b>Distribution Status</b> column will display <b>Posted</b>.</p> <p>If the process displays another status, click the <b>Refresh</b> button periodically until Success and Posted appear. If <b>Error</b> appears, the report did not process.</p> <p>When Success and Posted appear, click the <b>Details</b> link.  <a href="#">Details</a></p>
15.	<p>The Process Detail screen appears.</p> <p>Click the <b>View Log/Trace</b> link.  <a href="#">View Log/Trace</a></p>
16.	<p>The View Log/Trace screen appears.</p> <p>In the File List section, click on the file name ending in <b>.PDF</b>.</p> <p><b>Please note:</b> Make sure that pop-up blockers in your internet browser are turned off or set to allow pop-ups from secure Case sites before opening the report, or else it might not appear.  <a href="#">cwtl0016_295949.PDF</a></p>
17.	<p>The report appears. It lists each employee and their respective time entries for the given date range.</p> <p>The report can be printed and/or saved using the icons at the top of the window.</p>
18.	<p>This completes the process of running the Time Entry Report.  <b>End of Procedure.</b></p>