Time Entry Report

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

Step	Action
14.	The Process List appears. The report is listed under the Process List header. When the report is done processing, the **Run Status** column will display **Success** and the **Distribution Status** column will display **Posted**. If the process displays another status, click the **Refresh** button periodically until Success and Posted appear. If **Error** appears, the report did not process. When Success and Posted appear, click the **Details** link. Details
15.	The Process Detail screen appears. Click the **View Log/Trace** link. View Log/Trace
16.	The View Log/Trace screen appears. In the File List section, click on the file name ending in **.PDF**. **Please note:** 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. cwtl0016_295949.PDF
17.	The report appears. It lists each employee and their respective time entries for the given date range. The report can be printed and/or saved using the icons at the top of the window.
18.	This completes the process of running the Time Entry Report. **End of Procedure.**