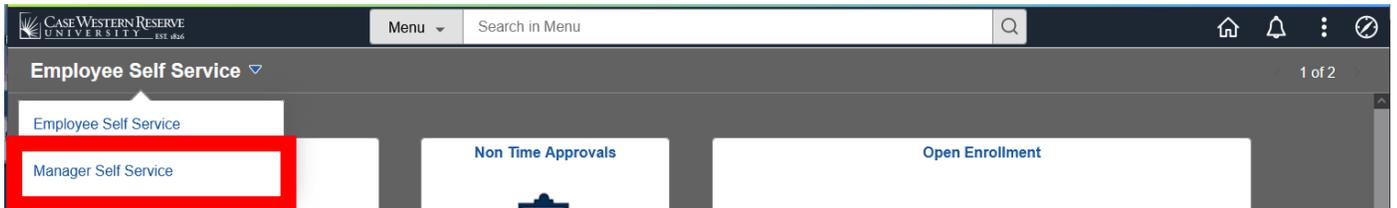


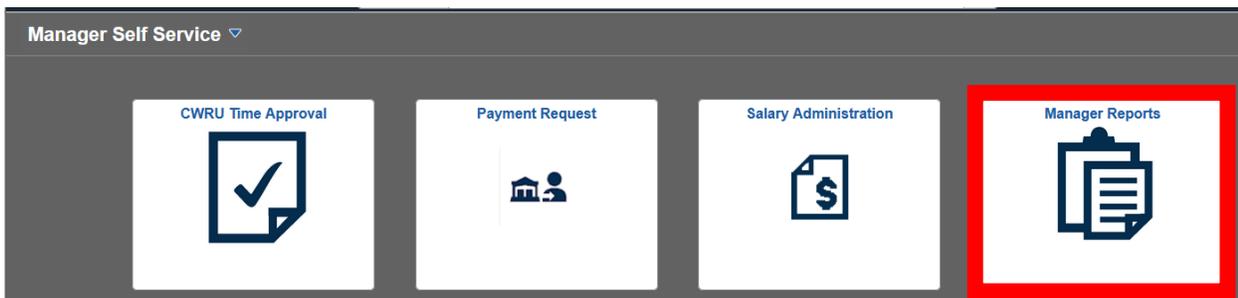
Time Entry Report

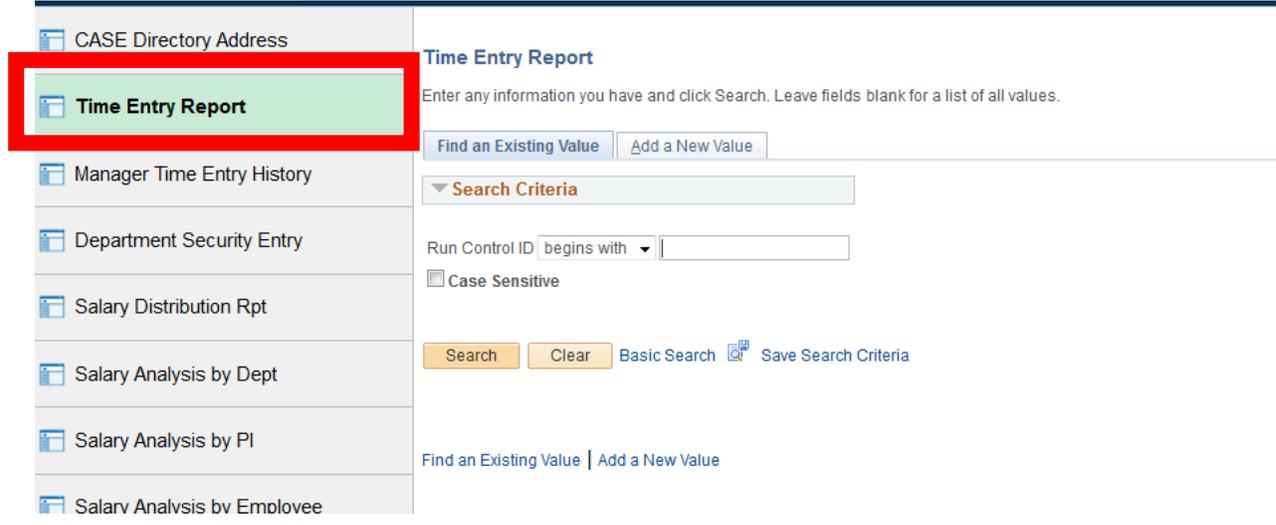
Procedure

The Time Entry Report displays employees and their time entries for a particular date range and, if desired, a particular Group ID.



Step	Action
1.	Select the Manager Self Service Homepage
2.	Click the Manager Reports tile.





Step	Action
3.	The Time Entry Report page appears and by default opens to the Find an Existing Value tab. If you have run this report previously, click the Search button to select Run Control ID from the list of saved reports.

Run Control ID is the name created to represent a distinct Time Entry Report. Under each Run Control ID is a template which saves the report details so the query can be repeated when necessary. Each report should have its own Run Control ID to preserve individual search parameters.

Once a Run Control ID is created, the name cannot be changed and the ID cannot be deleted from the user's profile. Run Control IDs cannot contain spaces or special characters. It is a best practice to name the Run Control ID after the process it represents so that it can be easily located.

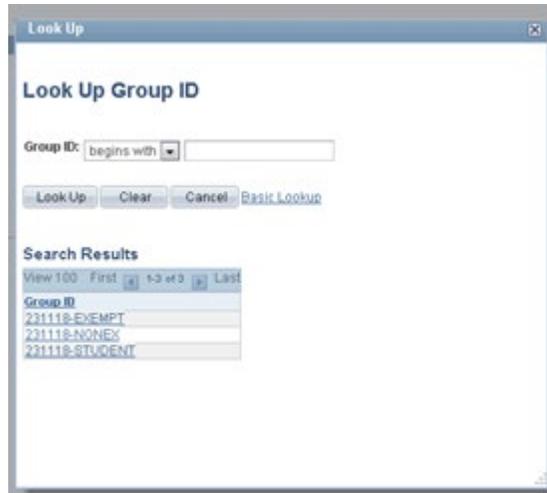
Step	Action
4.	If this is the first time you will run a report of this nature, click the Add a New Value tab.



The screenshot shows the 'Time Entry Report' interface. At the top, there are two tabs: 'Find an Existing Value' and 'Add a New Value', with the latter being selected. Below the tabs is a 'Run Control ID' field containing the text 'Time_Report'. An 'Add' button is visible below the field. At the bottom of the interface, there are links for 'Find an Existing Value' and 'Add a New Value'.

Step	Action
5.	Enter a name for the report in the Run Control ID field. Choose a name that will help you to remember the report parameters.
6.	Click the Add button.

Step	Action
7.	You can enter a Group ID into the field provided, leave the Group ID blank to select all your groups or use the Look Up button (magnifying glass) to select the ID from a list. <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p>Group ID: <input style="width: 100px;" type="text"/> Leave Group ID blank to select all your groups.</p> </div>



Step	Action
8	From the Look Up page, you can click on the Group ID link (in blue) to select it.

Step	Action
9.	Enter the Period Begin and End Dates into the fields provided or click the calendar icons next to the entry fields to select the dates from the calendar pop-up menus. <div style="border: 1px solid black; padding: 5px; margin: 10px auto; width: fit-content;"> <p>*Period Begin Date: <input type="text" value="09/01/2012"/> </p> <p>*End Date: <input type="text" value="09/15/2012"/> </p> </div>

Time Entry Report

Run Control ID: Time_Report [Report Manager](#) [Process Monitor](#) [Run](#)

Process Request Parameter(s)

Group ID: Leave Group ID blank to select all your groups.

*Period Begin Date: 09/01/2012

*End Date: 09/15/2012

*Summary/Detail:
 Detail
 Summary

[Save](#) [Notify](#) [Add](#) [Update/Display](#)

Step	Action
10.	Select either a Summary or Detail report type from the drop down list.
11.	Click the Run button.



Process Scheduler Request

User ID: j92 Run Control ID: Time_Report

Server Name: [dropdown] Run Date: 03/24/2017

Recurrence: [dropdown] Run Time: 9:28:50AM [Reset to Current Date/Time]

Time Zone: [dropdown]

Select	Description	Process Name	Process Type	Type	Format	Distribution
<input checked="" type="checkbox"/>	Time Entry Report	CWTL0016	SQR Process	Web	PDF	Distribution

OK Cancel

Step	Action
12.	The Process Scheduler Request page appears. Click the OK button.



Time Entry Report

Run Control ID: Time_Report [Report Manager](#) [Process Monitor](#) [Run](#)

Process Instance: 513532

Process Request Parameter(s)

Group ID: Leave Group ID blank to select all your groups.

*Period Begin Date: 09/01/2012

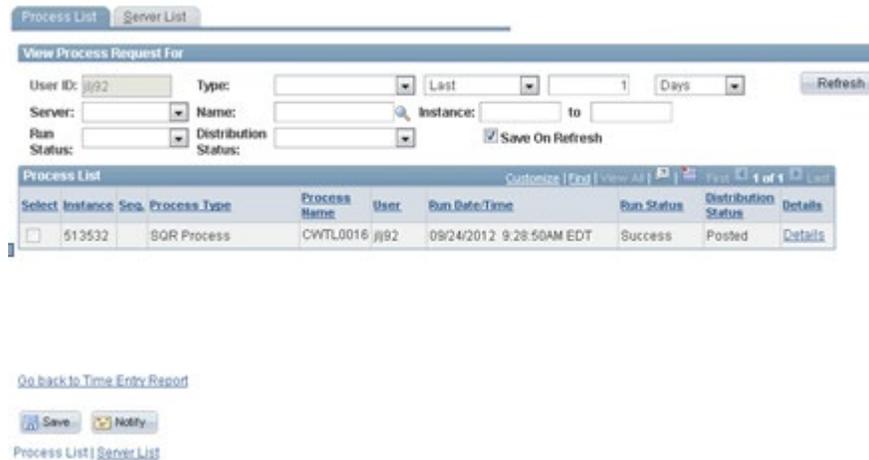
*End Date: 09/15/2012

*Summary/Detail: Detail

[Save](#) [Notify](#) [Add](#) [Update/Display](#)

Step	Action
13.	Click the Process Monitor link (next to the Run button).

Process Monitor



Step	Action				
14.	<p>The Process List page appears. When the report is finished, the Run Status column will display Success and the Distribution Status column will display Posted.</p> <table border="1" data-bbox="1008 1167 1312 1287"> <thead> <tr> <th><u>Run Status</u></th> <th><u>Distribution Status</u></th> </tr> </thead> <tbody> <tr> <td>Success</td> <td>Posted</td> </tr> </tbody> </table>	<u>Run Status</u>	<u>Distribution Status</u>	Success	Posted
<u>Run Status</u>	<u>Distribution Status</u>				
Success	Posted				
15.	<p>If the status displays N/A, click the Refresh button until Success and Posted display.</p> <table border="1" data-bbox="371 1501 532 1562"> <tr> <td>Refresh</td> </tr> </table> <p>Note: If you receive an Error status, the report did not process.</p>	Refresh			
Refresh					

[Process List](#) | [Server List](#)

View Process Request For

User ID: Type: Last: Days: Refresh

Server: Name: Instance: to

Run Status: Distribution Status: Save On Refresh

Process List Customize | | | | First 1 of 1 | Last

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	513532		SQR Process	CWTL0016	jj92	08/24/2012 9:28:50AM EDT	Success	Posted	Details

[Go back to Time Entry Report](#)

[Process List](#) | [Server List](#)

Step	Action
16.	When the status is correct, click the Details link. <div style="text-align: right; margin-top: 10px;">  </div>

Process Detail

Process	
Instance: 513532	Type: SGR Process
Name: CWTL0016	Description: Time Entry Report
Run Status: Success	Distribution Status: Posted
Run	Update Process
Run Control ID: Time_Report	<input type="radio"/> Hold Request
Location: Server	<input type="radio"/> Queue Request
Server: PSUNX	<input type="radio"/> Cancel Request
Recurrence:	<input type="radio"/> Delete Request
	<input type="radio"/> Restart Request
Date/Time	Actions
Request Created On: 09/24/2012 9:29:09AM EDT	Parameters Transfer
Run Anytime After: 09/24/2012 9:28:50AM EDT	Message Log
Began Process At: 09/24/2012 9:29:18AM EDT	Batch Timings
Ended Process At: 09/24/2012 9:29:30AM EDT	View Log/Trace

OK Cancel

Step	Action
17.	Click the View Log/Trace link from the Date/Time category.

View Log/Trace

View Log/Trace

Report

Report ID: 419503 Process Instance: 513532 [Message Log](#)
 Name: CWTL0016 Process Type: SQR Process
 Run Status: Success

Time Entry Report

Distribution Details

Distribution Node: PSHTTP Expiration Date: 09/24/2013

File List

Name	File Size (Bytes)	Datetime Created
SQR_CWTL0016_513532.log	1,595	09/24/2012 9:29:30.132868AM EDT
cwtl0016_513532.PDF	5,009	09/24/2012 9:29:30.132868AM EDT
cwtl0016_513532.csv	200	09/24/2012 9:29:30.132868AM EDT

Distribute To

Distribution ID Type	Distribution ID
User	/j92

[Return](#)

Step	Action
18.	<p>From the File List, click the link to the document with the .PDF file extension.</p> <p>Note: You must have pop-up blockers disabled in your internet browser to view the report.</p> <div style="border: 1px solid black; padding: 2px; display: inline-block; margin-top: 10px;">cwtl0016_513532.PDF</div>

Report ID: CWT50016 CASE - Time Transaction Details by Group		Page : 3		Run Time : 09:29:18.000000		AMDate : 09/24/2012						
Group: 231118-STUDENT Approver: Bradley Fallic		Title: University Controller		Dept: 261221		Primary: N						
Dept: 231118 Student Employees Brenda Mason		Clerk 4		261221		N						
Cynthia Smith		Non-Employee		261221		N						
Cynthia Smith		Accountant 2		261223		N						
For Period - Begin: 09/01/2012 End: 09/15/2012 (Not all approvers are listed.)												
Dpt#	ID	Emp#	Name	Home Dept	Title	GL Account	Date	Type	Hours	Speed	Type	Status
321894	1		Ellen Kubit	STUDENT	Office Assistant	514100						No Time
324193	0		Jason Walsh	STUDENT	Web Page Design	514100						No Time
321732	0		Kelcie Pennington	STUDENT	Office Assistant	514100						No Time
324976	0		Kyle Patterson	STUDENT	Web Page Design	514100						No Time
323733	0		Matthew Conestraro	STUDENT	Web Page Design	514100						No Time
Total Employees: 5									Total Hours:		0.00	

Step	Action
19.	<p>Your PDF file will open to display the report details. In this example, the Group ID field was blank so there will be a separate report page for each Group ID: Exempt, Non-exempt and Student.</p> <p>You can use the Toolbar to Fit the Report Page to your Screen, Scroll through Multiple Pages, Zoom In/Out and Save /Print.</p>  <p>Note: If the Toolbar does not appear, move your cursor around the bottom, right area of the screen until it is visible.</p>