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.

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Select the <strong>Manager Self Service</strong> Homepage</td>
</tr>
<tr>
<td>2.</td>
<td>Click the <strong>Manager Reports</strong> tile.</td>
</tr>
</tbody>
</table>
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.
<table>
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<tr>
<td>4.</td>
<td>If this is the first time you will run a report of this nature, click the <strong>Add a New Value</strong> tab.</td>
</tr>
<tr>
<td></td>
<td><img src="image" alt="Time Entry Report" /></td>
</tr>
<tr>
<td>5.</td>
<td>Enter a name for the report in the <strong>Run Control ID</strong> field. Choose a name that will help you to remember the report parameters.</td>
</tr>
<tr>
<td>6.</td>
<td>Click the <strong>Add</strong> button.</td>
</tr>
</tbody>
</table>
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.

<table>
<thead>
<tr>
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</tr>
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<tbody>
<tr>
<td>7.</td>
<td>You can <strong>enter a Group ID</strong> into the field provided, <strong>leave the Group ID blank</strong> to select all your groups or <strong>use the Look Up button</strong> (magnifying glass) to select the ID from a list.</td>
</tr>
</tbody>
</table>

Group ID: [Looks Like](magnifying glass) Leave Group ID blank to select all your groups.
8. From the Look Up page, you can click on the Group ID link (in blue) to select it.
### Step 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.

<table>
<thead>
<tr>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Enter the <strong>Period Begin</strong> and <strong>End Dates</strong> into the fields provided or click the calendar icons next to the entry fields to select the dates from the calendar pop-up menus.</td>
</tr>
</tbody>
</table>

<p>| <strong>Period Begin Date</strong>: 09/01/2012 | <strong>End Date</strong>: 09/15/2012 |</p>
<table>
<thead>
<tr>
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</tr>
</thead>
<tbody>
<tr>
<td>10.</td>
<td>Select either a <strong>Summary</strong> or <strong>Detail</strong> report type from the drop down list.</td>
</tr>
<tr>
<td>11.</td>
<td>Click the <strong>Run</strong> button.</td>
</tr>
</tbody>
</table>
## Step 12

The **Process Scheduler Request** page appears. Click the **OK** button.

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>12.</td>
<td>The <strong>Process Scheduler Request</strong> page appears. Click the <strong>OK</strong> button.</td>
</tr>
<tr>
<td>Step</td>
<td>Action</td>
</tr>
<tr>
<td>------</td>
<td>--------</td>
</tr>
<tr>
<td>13.</td>
<td>Click the <strong>Process Monitor</strong> link (next to the Run button).</td>
</tr>
</tbody>
</table>
Step | Action
--- | ---
14. | 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**.

<table>
<thead>
<tr>
<th>Run Status</th>
<th>Distribution Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Success</td>
<td>Posted</td>
</tr>
</tbody>
</table>

15. | If the status displays N/A, click the **Refresh** button until **Success** and **Posted** display.

**Note:** If you receive an **Error** status, the report did not process.
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<thead>
<tr>
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</tr>
</thead>
<tbody>
<tr>
<td>16.</td>
<td>When the status is correct, click the <strong>Details</strong> link.</td>
</tr>
<tr>
<td>Step</td>
<td>Action</td>
</tr>
<tr>
<td>------</td>
<td>--------</td>
</tr>
<tr>
<td>17.</td>
<td>Click the <strong>View Log/Trace</strong> link from the <strong>Date/Time</strong> category.</td>
</tr>
</tbody>
</table>
**Step** | **Action**
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18. | From the **File List**, click the link to the document with the `.PDF` file extension.

**Note**: You must have pop-up blockers disabled in your internet browser to view the report.

![Screen capture of Time Entry Report](image)
Step 19. 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.

You can use the Toolbar to **Fit the Report Page** to your Screen, **Scroll through Multiple Pages, Zoom In/Out** and **Save /Print**.

**Note**: If the Toolbar does not appear, move your cursor around the bottom, right area of the screen until it is visible.