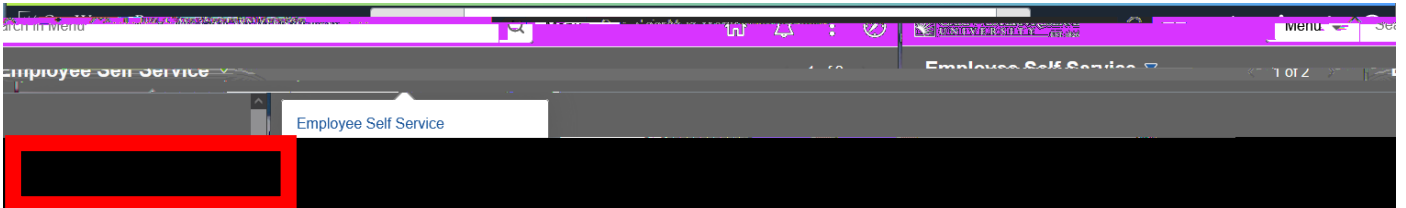


## Time Entry Report

### 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 <a href="#">Manager Reports</a> tile .






Step	Action
4.	If this is the first time you will run a report of this nature, click the <a href="#">Add a New Value</a> tab.

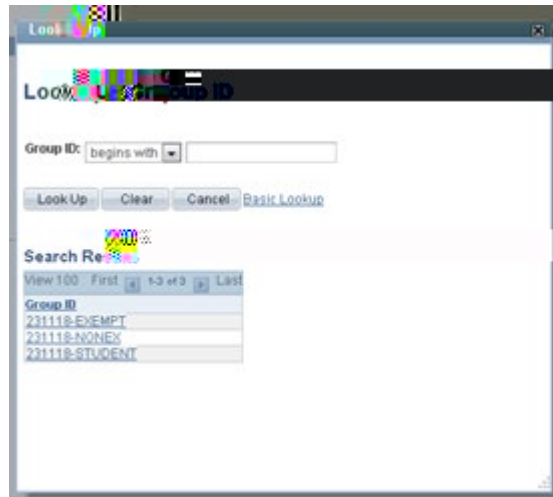


Step	Action
5.	Enter a name for the report in the <a href="#">Run Control ID</a> field. Choose a name that will help you to remember the report parameters.
6.	Click the <a href="#">Add</a> button.

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Step    Action

<b>Group ID:</b>	<input type="text"/>		Leave Group ID blank to select all your groups.
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Step	Action
8	From the Look Up page, you can click on the <a href="#">Group ID</a> link (in blue) to select it.


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.

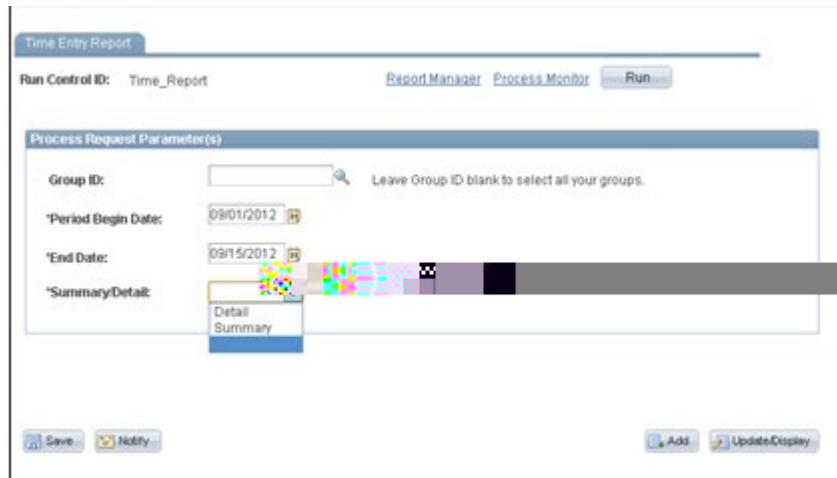
\*Period Begin Date: 09/01/2012 


\*End Date: 09/15/2012 

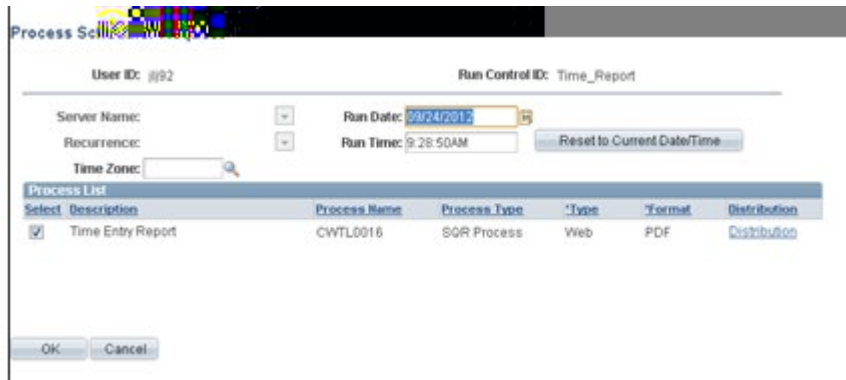
\*SummaryDetail:

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

Step	Action
9.	<p>Enter the <b>Period Begin</b> and <b>End Dates</b> into the fields provided or click the calendar icons next to the entry fields to select the dates from the calendar pop-up menus.</p> <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>



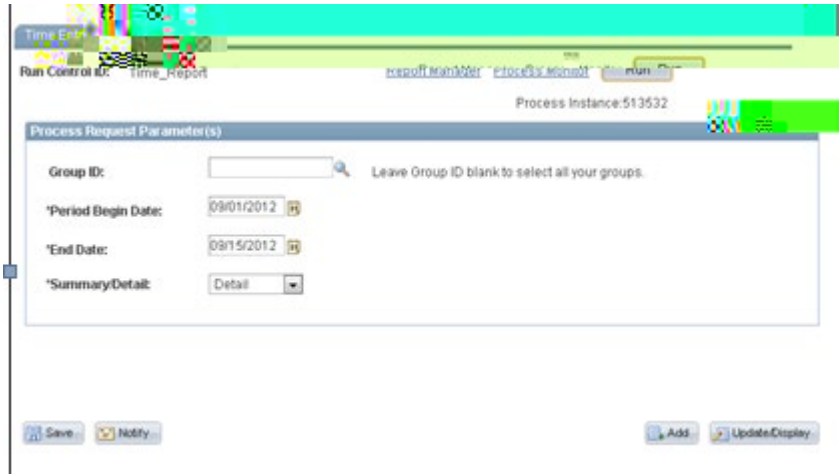
Step	Action
10.	Select either a <b>Summary</b> or <b>Detail</b> report type from the drop down list.  
11.	Click the <b>Run</b> button.



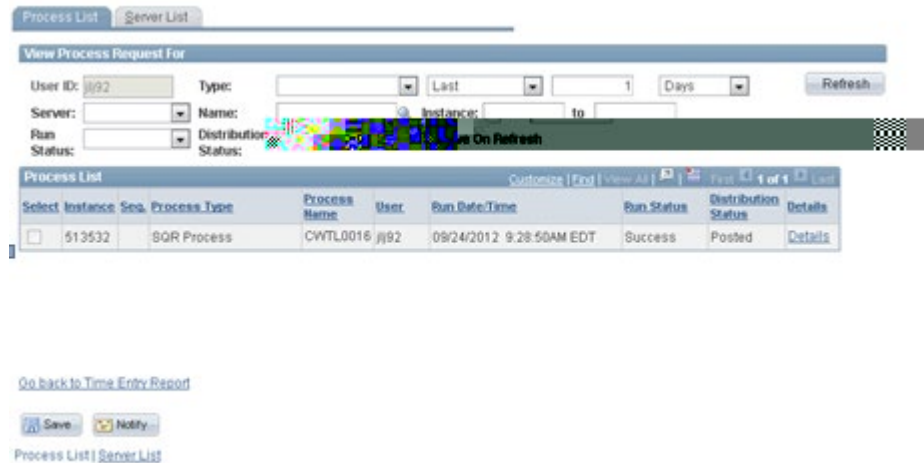
Step	Action
12.	The Process Scheduler Request page appears. Click the <b>OK</b> button.







Step	Action
13.	Click the <a href="#">Process Monitor</a> link (next to the Run button). <div style="text-align: center; border: 1px solid black; padding: 2px; display: inline-block;">Process Monitor</div>



Step	Action				
14.	<p>The Process List page appears. When the report is finished, the <b>Run Status</b> column will display Success and the <b>Distribution Status</b> 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 <b>Refresh</b> button until Success and Posted display.</p> <div data-bbox="371 1501 532 1562" style="border: 1px solid black; padding: 5px; width: fit-content; margin: 10px auto;">Refresh</div> <p>Note: If you receive an Error status, the report did not process.</p>				



**Process Detail**

**Process**

Instance: 513532      Type: SGR  
 Name: CWTL0016      Description: Time Report  
 Run Status: Success      Distribution Status: Posted

**Run**      **Update Process**

Run Control ID: Time\_Report  
 Location: Server  
 Server: PSUNX  
 Recurrence:

Hold Request  
 Queue Request  
 Cancel Request  
 Delete Request  
 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](#)

Step	Action
17.	Click the <a href="#">View Log/Trace</a> link from the Date/Time category.

[View Log/Trace](#)



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>