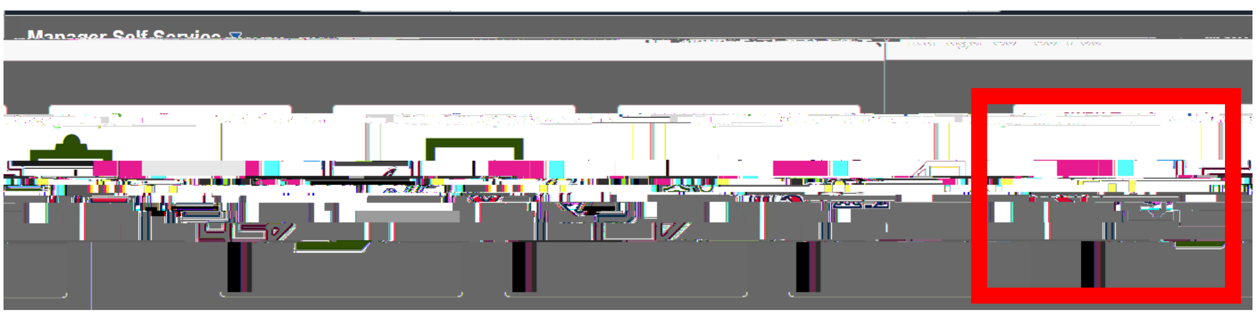
Time Entry Report

Procedure

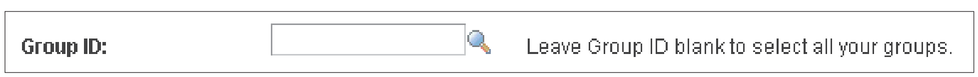
The Time Entry Report displays employees and their time entries for a particular date range and, if desired, a particular Group ID.

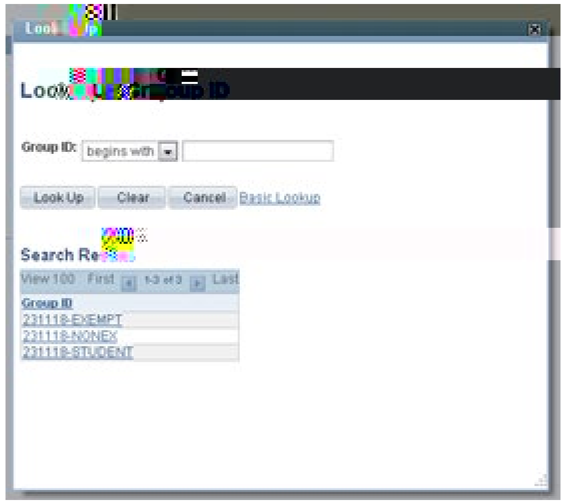
Step	Action
1.	Select the Manager Self Service Homepage
2.	Click the Manager Reports tile.



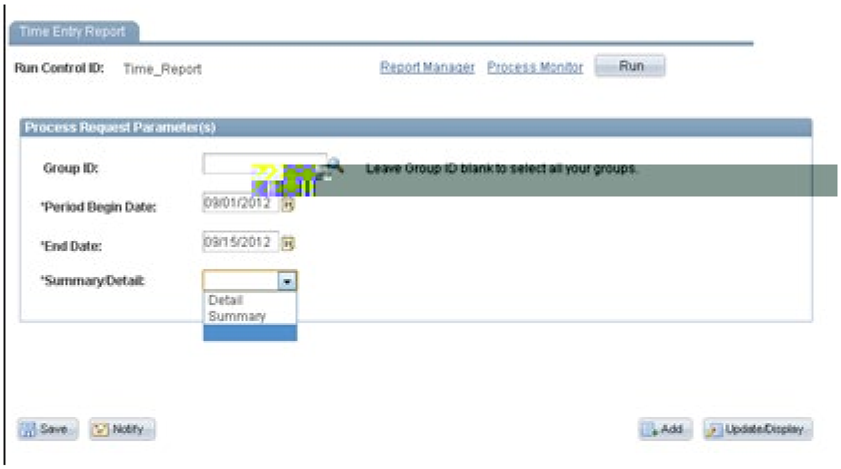
Step	Action
4.	If this is the first time you will run a report of this nature, click the Add a New Value tab.

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.

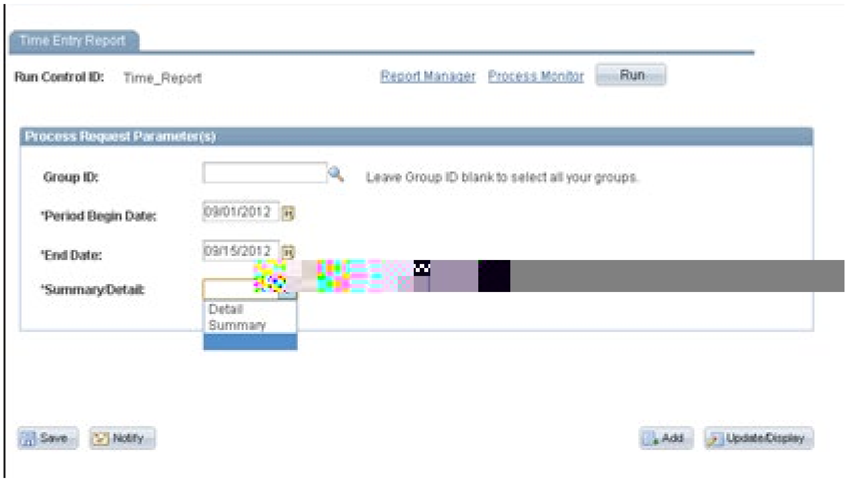
Step	Action
	



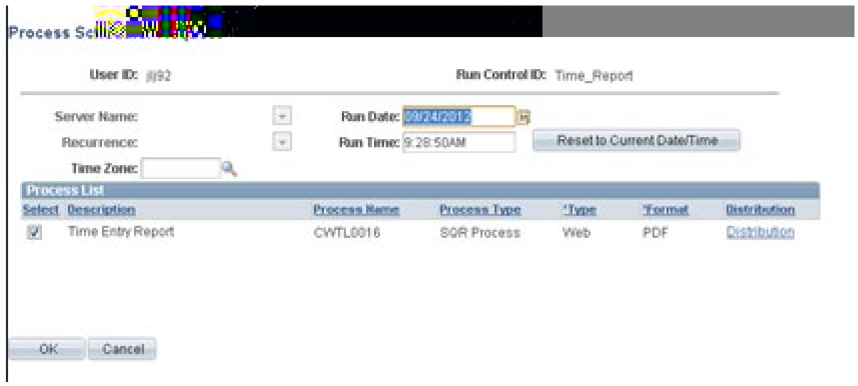
Step	Action
8	From the Look Up page, you can click on the Group ID link (in blue) to select it.



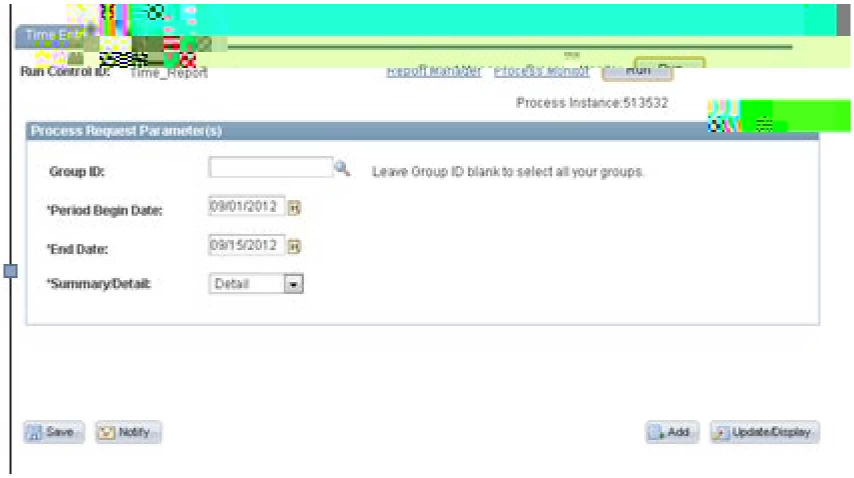
Step	Action
9.	Enter the Period Begin and End Dates into the fields provided or click the calendar icons next to the entry fields to select the dates from the calendar pop-up menus. 



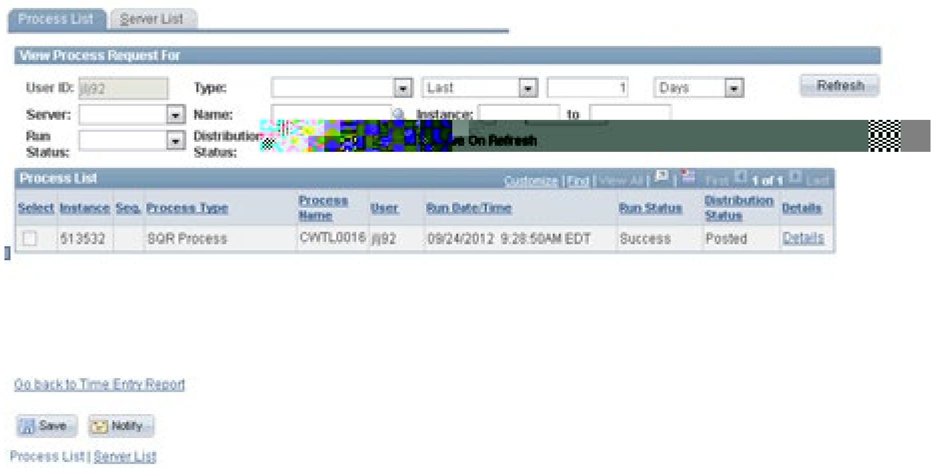
Step	Action
10.	Select either a Summary or Detail report type from the drop down list. 
11.	Click the Run button.

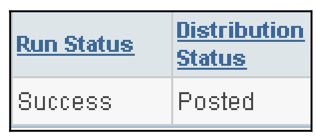


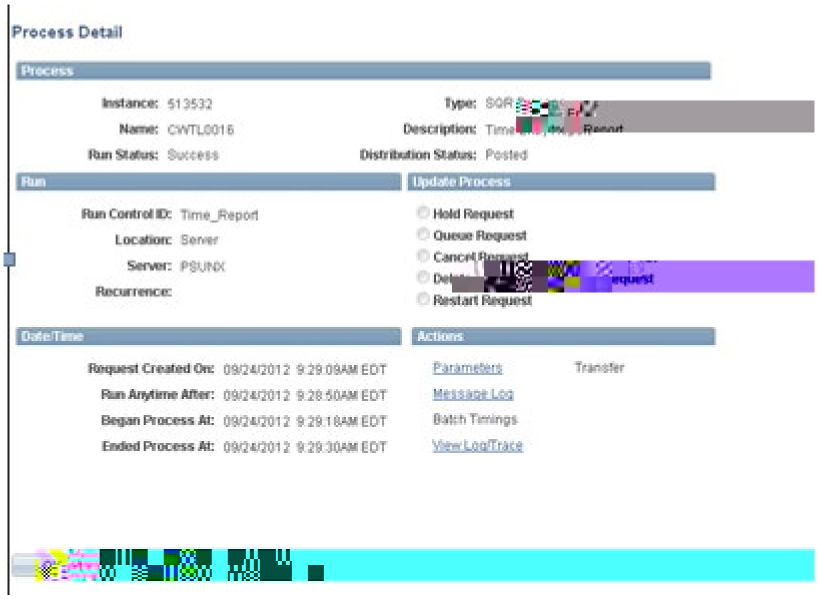
Step	Action
12.	The Process Scheduler Request page appears. Click the OK button. 



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



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 . 
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.



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

Step	Action
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.