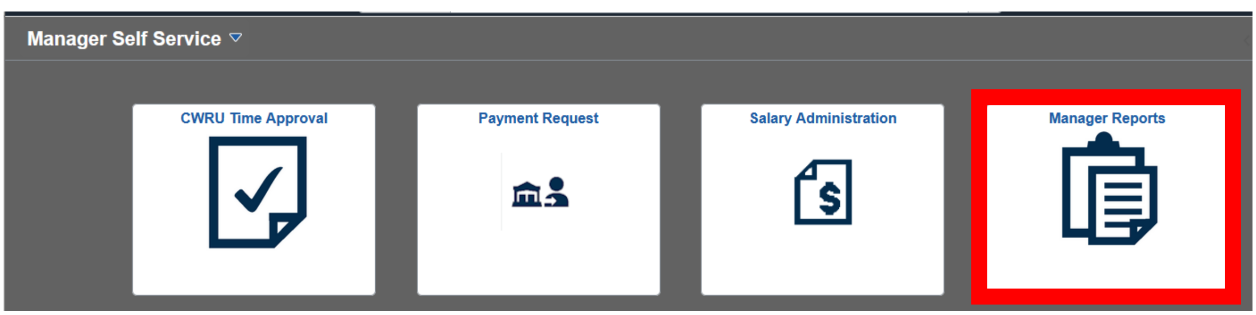
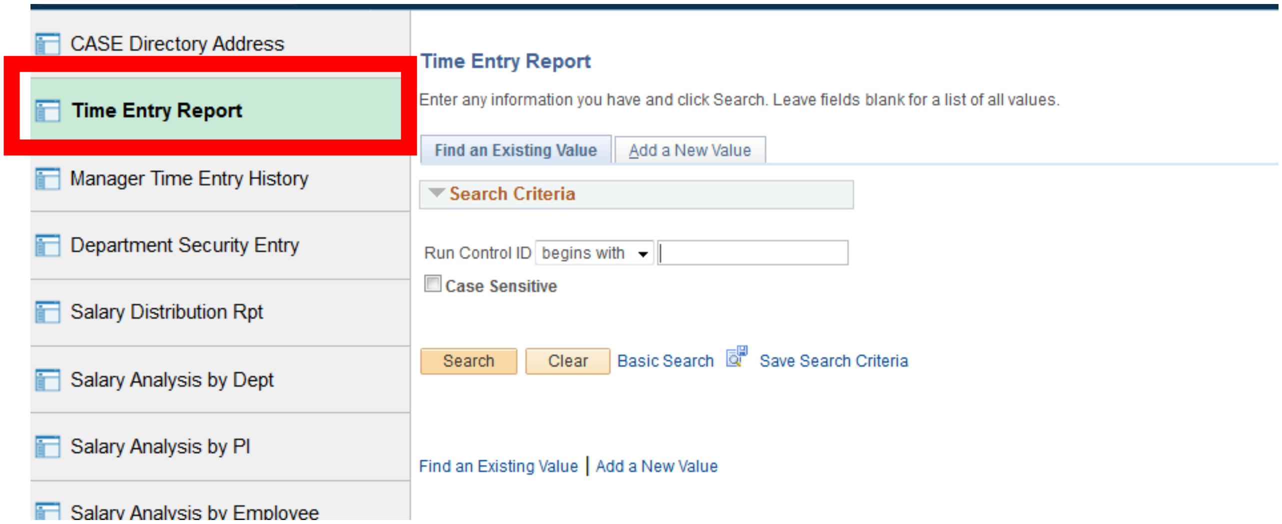
Time Entry Report

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**.





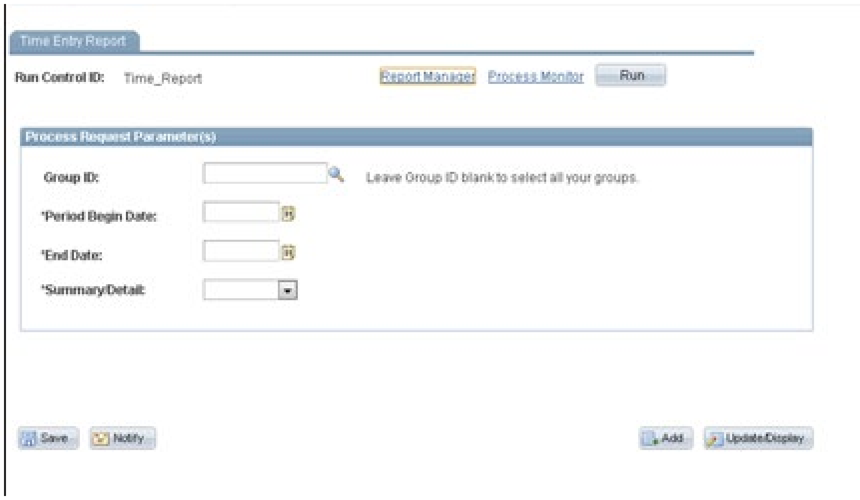
Step	Action
3.	The Time Entry Report page appears and by default opens to the **Find an Existing Value** tab. If you have run this report previously, click the **Search** button to select **Run Control ID** from the list of saved reports.

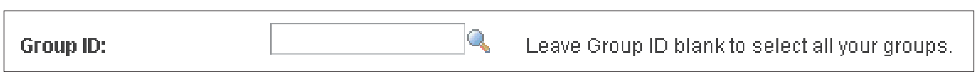
Run Control ID is the name created to represent a distinct Time Entry Report. Under each Run Control ID is a template which saves the report details so the query can be repeated when necessary. Each report should have its own Run Control ID to preserve individual search parameters.

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.

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.



<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>7.</td><td>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.

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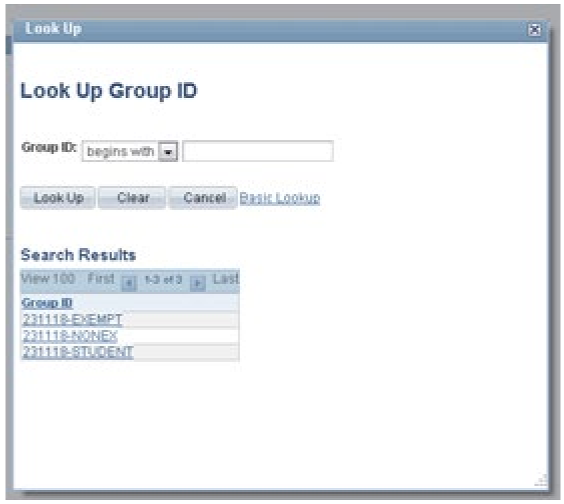
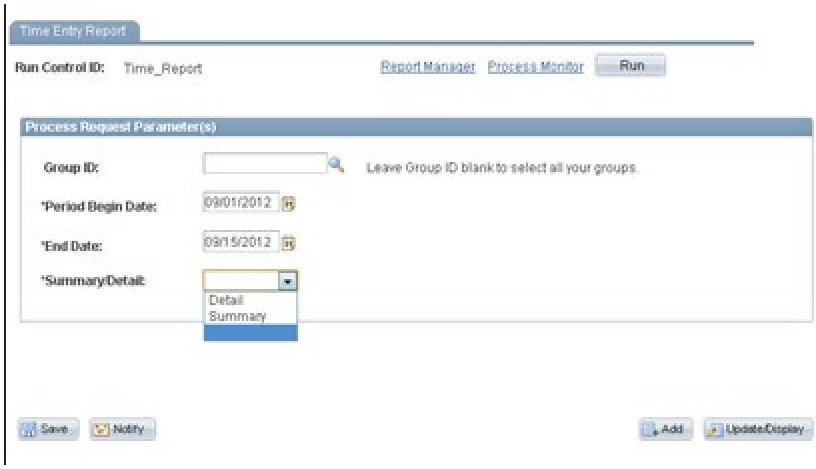
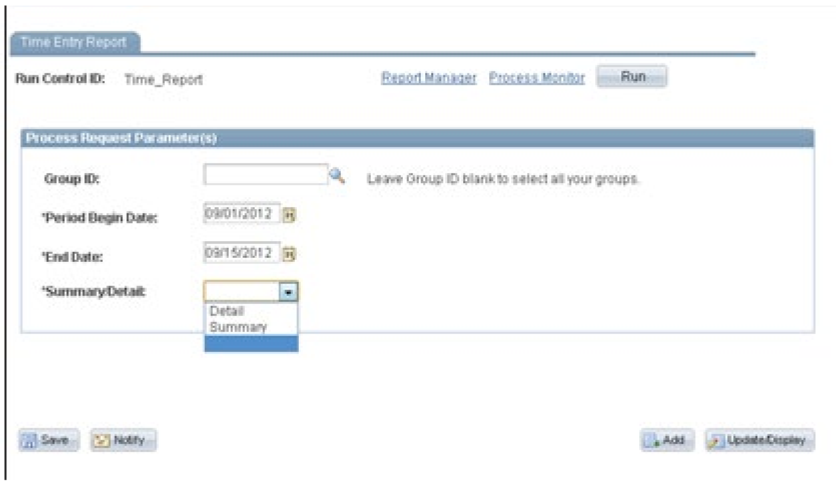


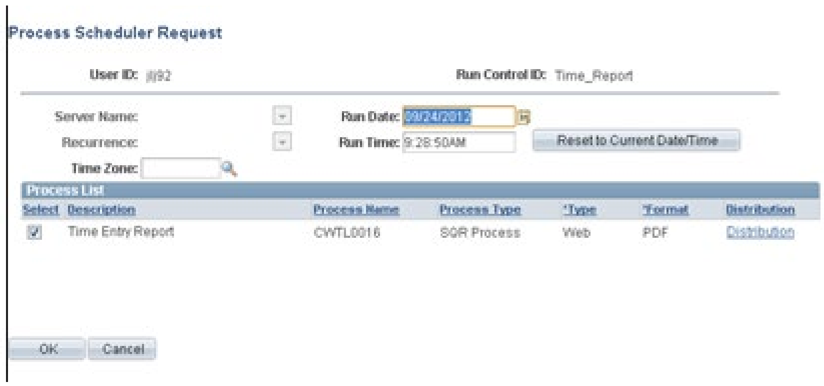
Step	Action
8	From the **Look Up** page, you can click on the **Group ID** link (in blue) to select it.

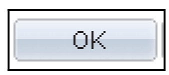


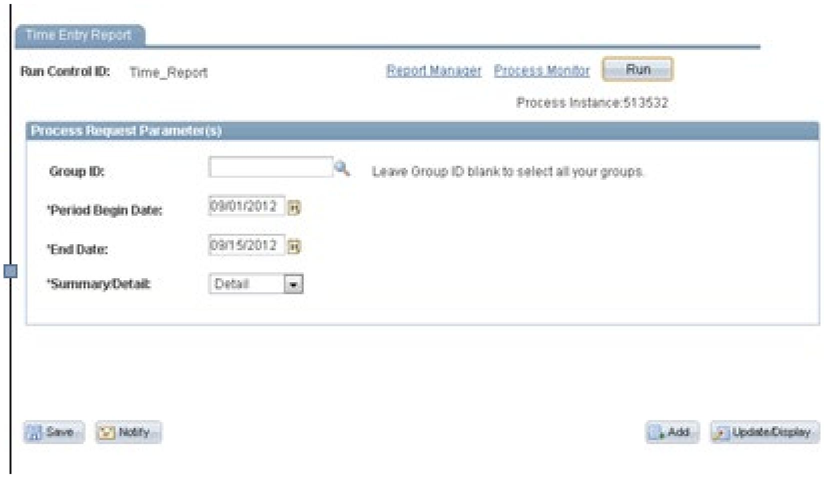
Step	Action
9.	Enter the **Period Begin** and **End Dates** into the fields provided or click the calendar icons next to the entry fields to select the dates from the calendar pop-up menus.



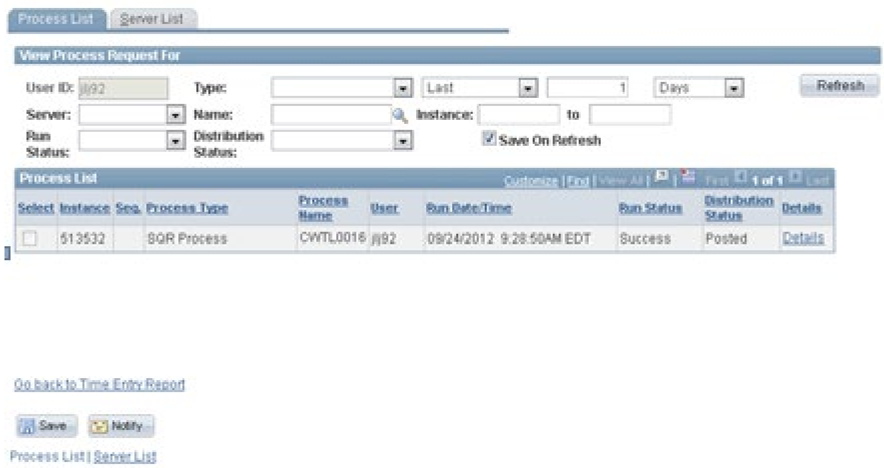
Step	Action
10.	Select either a **Summary** or **Detail** report type from the drop down list. 
11.	Click the **Run** button.

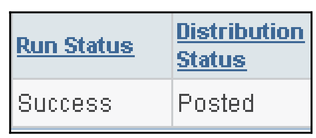


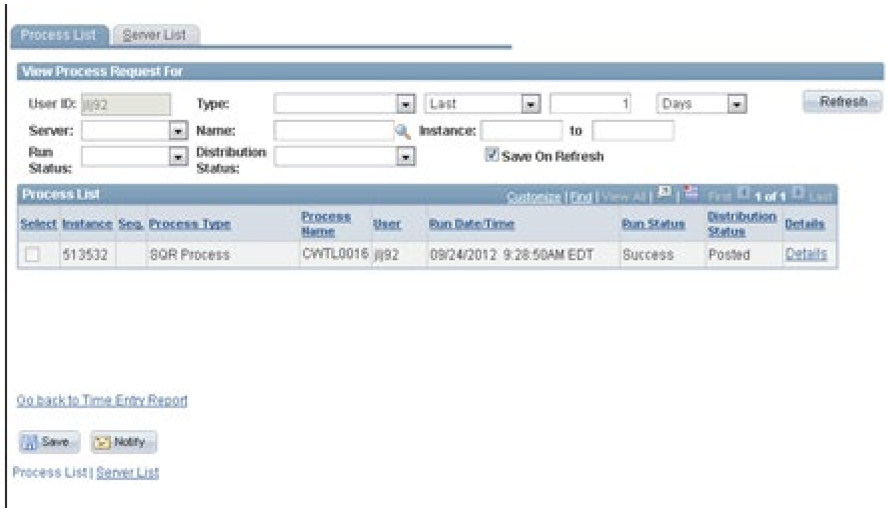
Step	Action
12.	The **Process Scheduler Request** page appears. Click the **OK** button. 



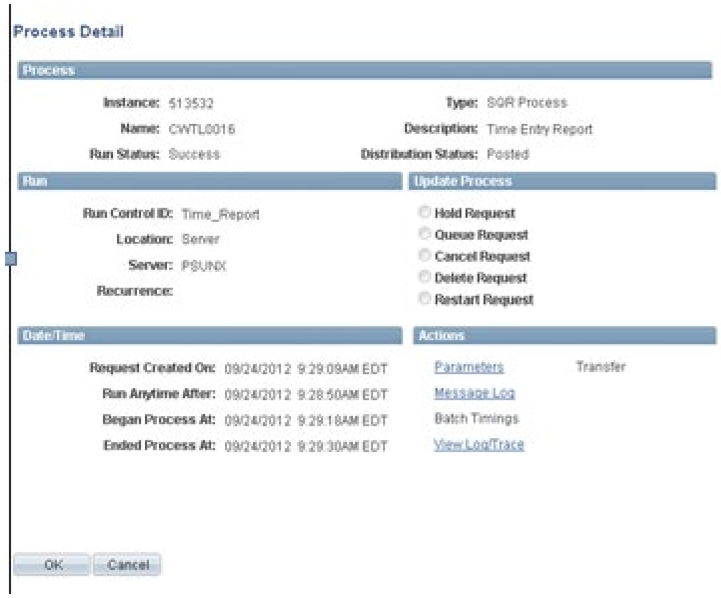
Step	Action
13.	Click the **Process Monitor** link (next to the **Run** button). Process Monitor



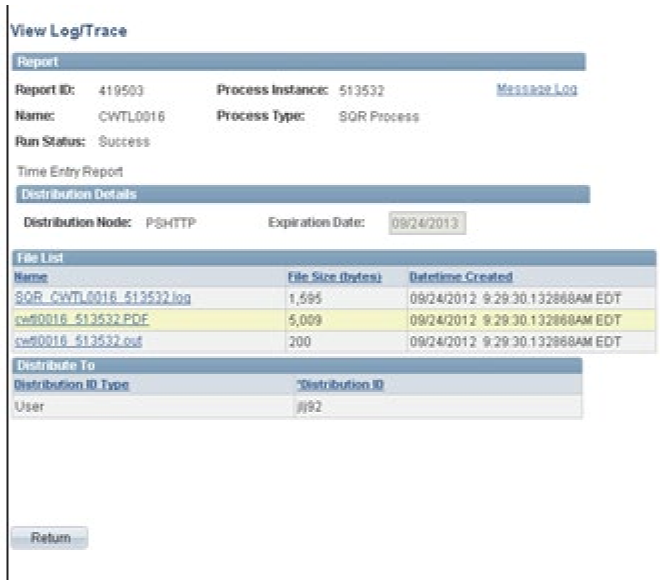
Step	Action
14.	The **Process List** page appears. When the report is finished, the **Run Status** column will display **Success** and the **Distribution Status** column will display **Posted**. 
15.	If the status displays N/A, click the **Refresh** button until **Success** and **Posted** display.  **Note**: If you receive an **Error** status, the report did not process.

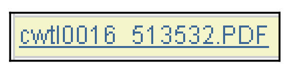


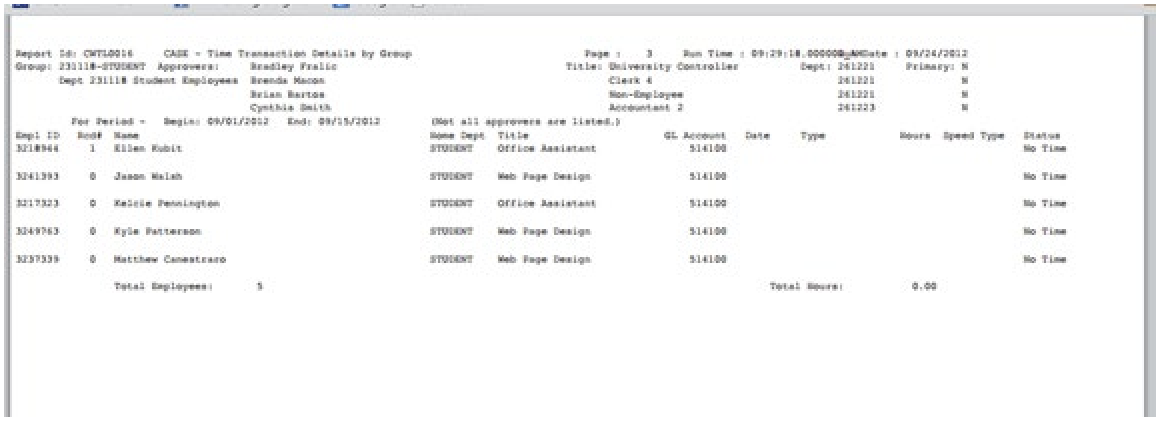
Step	Action
16.	When the status is correct, click the **Details** link. 



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



Step	Action
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. 



Report Id: CWTL0016 CASE - Time Transaction Details by Group Page : 3 Run Time : 09:29:18.000000 AM Date : 09/24/2012
Group: 231118-STUDENT Approvers: Bradley Fralic Title: University Controller Dept: 261221 Primary: N
Dept 231118 Student Employees Brenda Macon Clerk 4 261221 N
Brian Bartos 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.)

Empl ID	Rcd#	Name	Home Dept	Title	GL Account	Date	Type	Hours	Speed Type	Status
3218944	1	Ellen Kubit	STUDENT	Office Assistant	514100					No Time
3241393	0	Jason Walsh	STUDENT	Web Page Design	514100					No Time
3217323	0	Kelcie Pennington	STUDENT	Office Assistant	514100					No Time
3249763	0	Kyle Patterson	STUDENT	Web Page Design	514100					No Time
3237339	0	Matthew Canestraro	STUDENT	Web Page Design	514100					No Time
		Total Employees: 5				Total Hours:		0.00		

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.