

PeopleSoft Training

Time Keeper Manager - HCSD View Only

Version Date: June 2012

COPYRIGHT & TRADEMARKS

Copyright © 1998, 2011, Oracle and/or its affiliates. All rights reserved.

Oracle is a registered trademark of Oracle Corporation and/or its affiliates. Other names may be trademarks of their respective owners.

This software and related documentation are provided under a license agreement containing restrictions on use and disclosure and are protected by intellectual property laws. Except as expressly permitted in your license agreement or allowed by law, you may not use, copy, reproduce, translate, broadcast, modify, license, transmit, distribute, exhibit, perform, publish or display any part, in any form, or by any means. Reverse engineering, disassembly, or decompilation of this software, unless required by law for interoperability, is prohibited.

The information contained herein is subject to change without notice and is not warranted to be error-free. If you find any errors, please report them to us in writing.

If this software or related documentation is delivered to the U.S. Government or anyone licensing it on behalf of the U.S. Government, the following notice is applicable:

U.S. GOVERNMENT RIGHTS

Programs, software, databases, and related documentation and technical data delivered to U.S. Government customers are "commercial computer software" or "commercial technical data" pursuant to the applicable Federal Acquisition Regulation and agency-specific supplemental regulations. As such, the use, duplication, disclosure, modification, and adaptation shall be subject to the restrictions and license terms set forth in the applicable Government contract, and, to the extent applicable by the terms of the Government contract, the additional rights set forth in FAR 52.227-19, Commercial Computer Software License (December 2007). Oracle USA, Inc., 500 Oracle Parkway, Redwood City, CA 94065.

This software is developed for general use in a variety of information management applications. It is not developed or intended for use in any inherently dangerous applications, including applications which may create a risk of personal injury. If you use this software in dangerous applications, then you shall be responsible to take all appropriate fail-safe, backup, redundancy and other measures to ensure the safe use of this software. Oracle Corporation and its affiliates disclaim any liability for any damages caused by use of this software in dangerous applications.

This software and documentation may provide access to or information on content, products and services from third parties. Oracle Corporation and its affiliates are not responsible for and expressly disclaim all warranties of any kind with respect to third party content, products and services. Oracle Corporation and its affiliates will not be responsible for any loss, costs, or damages incurred due to your access to or use of third party content, products or services.



Table of Contents

Time Keeper Manager - HCSD View Only	1
Timesheet Overview	
Overview of an Employee Timesheet	
Reports	
Time Detail	
Attendance History	40
Early/Late Exceptions Report	
Employee Float Report	
Inquire	
BI TL Employee No Payable Time	
BI TL Employees < 80 Hrs	
BI TL Employees < FTE	
BI TL Employees > 80 Hrs	
BI TL Employees > FTE	
BI TL Exceptions	
BI TL General TRC Query	75
BI TL Long Shift Punch	77
BI TL Punch with Comment	
WK TL Employees < 40 Hrs	79



Time Keeper Manager - HCSD View Only

Timesheet Overview

Overview of an Employee Timesheet

Procedure

In this topic, you will be provided an **Overview of an Employee Timesheet**.

Note: The Earl K. Long Business Unit will be used for all exercises in this manual for demonstration purposes only. When working in Production, use the Business Unit associated with your User ID.

Step	Action
1.	Click the Main Menu button.
	Main_Menu

	WEBDEV11 RCB					Home	Add to Favo	iii.es	<u>Sign out</u>	4
-avonues	Main Menu									
ersonalize	e Search Menu:	>							Help	
		U	÷							
	Manager Self Service		* }							
	Time and Labor		1							
	Set Up HRMS									
	Reporting Tools									
	PeopleTools									
	LSUHSC Processes		x							
	My Personalizations									
					😵 Local intranet f		4		€ 100%	

Step	Action
2.	Point to the LSUHSC Processes menu.
3.	Point to the Time and Labor menu.
4.	Point to the Use menu.



Step	Action
5.	Click the Timesheet menu.
	Timesheet

PS9HRT PS9HEWEBDI							Home	Add to Favorite	s Sign	out
		ISC Processes > Tim	e and Labor > Use	> Timeshee	et					
		Ť	•					New Window	Help	
Timesheet										
Enter any informa	ation you have a	nd click Search. Leave	ields blank for a list o	f all values.						
Find an Existing	g Value									
		urn (up to 300): 300								
Empl ID:	begins with 🔻									
Rcd#:	= 🔻									
Date:	= •		31							
Name:	begins with 🔻	•								
Location Set ID:	begins with 🔻	•	۹.							
Location Code:	begins with 👻	•	Q.							
Class Indc:	= •		-							
F/P Time:	= •		-							
Set ID:	begins with 👻	SHARE	A							
Department:	begins with 👻									
Status:	= •	Active	•							
Case Sensitiv	ve									
_										
Search (Clear Basic S	Search 📑 Save Searc	h Criteria							
([III						
one						👊 Local intranet F	Protected Mode: Off		🔍 100% ·	-

Step	Action
6.	Enter the desired information into the Empl ID field. Enter "7 - digit Employee ID
	Number".



PS9HRT	RN 8.50						
PS9HEWEBD						Home	Add to Favorites Sign out
Favorites Main	Menu > LSUH	ISC Processes >	Time and Labor > Use	> Timesheet			
							New Window Help
Timesheet							
Enter any informa	tion you have a	nd click Search. L	eave fields blank for a list o	all values.			
Find an Existin	n Value						
Maximum numbe		um (up to 200): 3	00			-	
Empl ID:	begins with 🔻						
Rcd#:							
Date:	= •		31				
Name:	begins with 👻						
Location Set ID:			۹,				
Location Code:	begins with 🔻		Q				
Class Indc:	= •		-				
F/P Time:	- •		-				
Set ID:	begins with 💌	SHARE	۹.				
Department:	begins with 👻	•	Q				
Status:		Active	-				
Case Sensiti	/e						
Search (Clear Basic S	Search 🛃 Save	Search Criteria				
•							,
Done					👊 Local intranet F	Protostari Maria: Off	√a ▼ € 100% ▼
Done					Socal Intranet F	rotected wode: Off	

Step	Action
7.	Click the Search button to display the employee's current timesheet.



le: 112240 EL2030 ate: 02/20) and Elapsed Date 02/20/12	Ified F/P N AFTER 5 HF 0 RN 2 66320 INTE 0/2012 E Time Detail Day Xfe Mon	ENSIVE CARE End Date: er In	s Std RS Terr OVT	Hrs: n Dt: `:	40.00 80_KTE ay Rule Dat	Hours	Cumu lative	Description Sick Vacation K Time 1.5 K Time	Date 12/26/1 12/26/1 12/26/1 12/26/1 12/26/1 Hazard/	1 1. 1 7. 1	heet E 5 700000 900000	14 of 4 Save alance 239.436 145.036 43.400	Comment	
ata dc: Classifi 30 MIN 112240 EL2034 ate: 02/20 o 02/20/12	Ified F/P N AFTER 5 HF 0 RN 2 66320 INTE 0/2012 E Time Detail Day Xfe Mon	P: Full-Time RS AND 15 H ENSIVE CARE End Date: er In	e Std RS Terr OVT E UNIT 03/04/2012	Hrs: n Dt: : P	40.00 80_KTE av Rule Dat	Hours	Plan Type 50 51 57 52 0/2012 3 0/2012 3	Description Sick Vacation K Time 1.5 K Time	Date 12/26/1* 12/26/1* 12/26/1* 12/26/1* Hazard/	Balanc 1 1. 1 1. 1 7. 1 :	heet E 5 700000 900000	eave alance 239.436 145.036 43.400 Is Period Next Pr	Comment	
30 MIN EL2036 ate: 02/20 ate: 02/20 ate: 02/20 bate 02/20/12	N AFTER 5 HF 10 RN 2 36320 INTE 0/2012 E Time Detail Day Xfe Mon [RS AND 15 H ENSIVE CARE End Date: er In	RS Terr OVT E UNIT 03/04/2012	n Dt: : P	80_KTE a <u>v Rule</u> Dat	Hours	Plan Type 50 51 57 52 0/2012 3 0/2012 3	Description Sick Vacation K Time 1.5 K Time	Date 12/26/1* 12/26/1* 12/26/1* 12/26/1* Hazard/	Balanc 1 1. 1 1. 1 7. 1 :	heet E 5 700000 900000	eave alance 239.436 145.036 43.400 Is Period Next Pr	Comment	
le: 112240 EL2030 ate: 02/20) and Elapsed Date 02/20/12	0 RN 2 0/2012 E Time Detail Day Xfe Mon E	ENSIVE CARE End Date: er In	OVT E UNIT 03/04/2012 Out	: P	a <u>y Rule</u> Dat	Hours	50 51 5Y 5Z 0/2012 1 0/2012 1	Vacation K Time 1.5 K Tim Refresh	12/26/11 12/26/11 12/26/11 12/26/11 12/26/11	1 1. 1 1. 1 7. 1	700000 900000 << Previou	239.436 145.036 43.400 Is Period Next Pr	Comment	
EL2036 ate: 02/20) nod Elapsed Date 02/20/12	36320 INTE 0/2012 E Time Detail Day Xfe Mon [er In	UNIT 03/04/2012 Out	. P	a <u>y Rule</u> Dat	Hours	5Y 5Z 0/2012	K Time 1.5 K Tim Refresh	12/26/1 12/26/1 Hazard/	1 7.	900000	43.400 Is Period Next Period	Comment	
ate: 02/20) and Elapsed 1 Date 02/20/12	0/2012 E Time Detail Day Xfe Mon [er In	03/04/2012 Out		Dat	Hours	5Z D/2012	1.5 K Tim	Hazard/	1	<< Previou	IS Period Next Pr	Comment	
Date	Time Detail Day Xfe Mon	er In	Out		Dat	Hours	Cumu lative	¢ Refresh) Skip/Take	Hazard/	:			Comment	I
) Ind Elapsed T Date 02/20/12	Time Detail Day Xfe Mon	er In	Out		Dat	Hours	Cumu lative	Skip/Take					Comment	
02/20/12	Mon 🔳			(11	TRC		lative							
		6:25AM	7:05PM	(33		40.40	42.62		In Chrg		Overtime		Code	
02/21/12						12.16	12.16	-	-	•		Q	<u>م</u>	
	Tue 📃	6:24AM	6:54PM	(13		12.00	24.16	•	-	•			<u>م</u>	
02/22/12	Wed [B	Q			-	•	•		Q		
02/23/12	Thu 📃			B	Q			-	-	-		Q	<u>م</u>	
02/24/12	Fri				LK1 🔍	0.40	24.56							
02/24/12	Fri 📃	6:30AM	6:37PM	(13		11.61	36.17	•	-	-		Q	<u>م</u>	
02/25/12	Sat				LK1 🔍	0.50	36.67						Q.	
02/25/12	Sat 📃	6:25AM	6:28PM	(31		11.55	48.22	-	•	-		9	_	
02/26/12	Sun				LK1 🔍	0.80	49.02						Q.	
02/26/12	Sun 📃	6:25AM	6:14PM	(53		11.31	60.33	-	-	-		9		
02/27/12	Mon 🗖													
	02/24/12 02/24/12 02/25/12 02/25/12 02/25/12 02/26/12	02/24/12 Fri 0 02/24/12 Fri 0 02/25/12 Sat 0 02/25/12 Sat 0 02/25/12 Sun 0	22/24/12 Fri 630AM 02/24/12 Fri 630AM 02/25/12 Sat 625AM 02/25/12 Sat 625AM 02/26/12 Sun 625AM	2022412 Fn Galaxie 6.30AM 6.37PM 2022412 Fn Galaxie 6.30AM 6.37PM 2022512 Sat Galaxie 9.2022512 5.25AM 6.26AM 20225412 Sat Galaxie 9.2022512 5.25AM 6.26AM 6.26AM 2022612 Sun Galaxie 9.2022612 Sun 6.25AM 6.14PM	2022412 Fn Image: Constraint of the second	2022412 Fn Image: Constraint of the state of the sta	2022412 Fn Image: Constraint of the state of the sta	D222412 Fn Image: Constraint of the state of the sta	D222412 Fn C C LK1 0.40 24.56 D222412 Fn G 6.304M 6.37PM III 16.1 36.17 D222412 Fn G 6.304M 6.37PM III 16.1 36.17 D222412 Sat G 6.25AM 6.28PM III 11.5 48.22 D222412 Sat G 6.25AM 6.28PM III 0.80 49.02 D222412 San G 6.25AM 6.14PM III 11.31 60.33	D222412 Fn C C LK1 0.40 24.56 C D222412 Fn 6.304M 6.37PM I 11.61 36.17 I I I III.1 36.17 I III.1 IIII.1 III.1 IIII.1 IIII.1 IIII.1 IIII.1 IIII.1 IIII.1 IIII.1 IIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIII	D222412 Fri Fri	2022412 Fn Image: Simple state stat	2022412 Fn Image: Solution of the s	2022412 Fri Image: Simple state sta

Step	Action
8.	The Header of the timesheet contains the EmplID, Rcd# and Name of the employee whose timesheet is being viewed.
9.	 Below the Header information is the Empl Data section. The Empl Data section provides a summary of the employee's basic Job Data elements. Job Data information may be viewed in the Workforce Administration section. The individual fields are defined as follows: Class Indc: Classified or Unclassified; Meal: Defines when a meal deduction is taken; Job Code: Current job code and description of position DeptID: Current department number and name; F/P: Full-time or Part-time; Std Hrs: Number of standard hours worked in a week; Term Dt: Will be blank for all active employees; and OVT: Defines overtime compensation options.



Step	Action
10.	The TL Leave Data section is to the right of the Empl Data. The TL Leave Data section provides basic summary information regarding an employee's leave options and hours earned. The individual fields are defined as follows:
	Plan Type: Numerical value assigned to a leave option for which the employee is eligible;
	Description: Leave option associated with specified plan type;
	Accrual Date: Date the system last updated leave time;
	Timesheet Balance: Amount of time used by an employee since last system update; and
	Leave Balance: Current amount of leave time earned and available for use by the employee.



	es	Main Menu	> LSUI	HSC Proc	cesses >	Time and	Labo	r⇒ Uşe	> Tir	nesheet					Mary Mr.	a	a L Quatamira D	
me	Entry														New Win	dow Help	D Customize P	age
npl	ID:	1013980		F	Rcd#: 0	John	Doe	110804										
- E	mpi D	ata								TL Le	ave Data			, I	a 11	1-4 of 4		
C	ass li	ndc: Class	ified	F/P:	Full-Time	Std	Hrs:	40.00		Plan Type	Descriptio	Date	I <u>Time</u> Balan		Leave Balance			
М	eal:	30 MI	N AFTER	5 HRS	AND 15 HI	RS Terr	n Dt:			50	Sick	12/26/1				39.436		
	b Co		0 RN	2		OVT	1	80_KTE		51	Vacation	12/26/1	11	1.700000	1	45.036		
D	pt ID	EL203	36320	INTENS	SIVE CARE	UNIT				5Y	K Time	12/26/1		7.900000		43.400		
	ain C		0/2012		Date:	03/04/2012	_	av Rule		5Z	1.5 K Tim	e 12/26/1	11					
-	-																	
C	Sav	e)						Dat	e: 02/2	0/2012	🕻 🕏 Refresh			<< Previo	us Period	Next Pe	eriod >>	
	unch	and Elapsed	Time D	etail											l I	(2)	🕅 1-18 of 18 🔃	
▼ P	amen																	
▼ P	anen	Date	Day	Xfer	In	Out		TRC	Hours	Cumu lative	Skip/Take H Meal H	lazard/ n Chrg	Callback/ NoPay		Departn Transfe		Comment Code	1
		Date 02/20/12	Day Mon	Xfer	In 6:25AM	Out 7:05PM	(13		Hours 12.16	lative	Meal I							
			-				(B			lative 12.16	Meal I	n Chrg	NoPay			r		
+ +	-	02/20/12	Mon		6:25AM	7:05PM			12.16	lative 12.16	Meal I	n Chrg ¥	NoPay •			r Q	Code	
+	-	02/20/12 02/21/12	Mon Tue		6:25AM	7:05PM	(13		12.16	lative 12.16	Meal I	n Chrg •	NoPay •			r Q	Code	
+ + +	-	02/20/12 02/21/12 02/22/12	Mon Tue Wed		6:25AM	7:05PM	(B		12.16	lative 12.16	Meal I	n Chrg • •	NoPay • • • •			r Q Q Q	Code	
+ + + +	-	02/20/12 02/21/12 02/22/12 02/23/12	Mon Tue Wed Thu		6:25AM	7:05PM	(B	Q Q LK1 Q	12.16	lative 12.16 24.16 24.56	Meal I	n Chrg • •	NoPay • • • •			r Q Q Q	Code	
+ + +	-	02/20/12 02/21/12 02/22/12 02/23/12 02/24/12	Mon Tue Wed Thu Fri		6:25AM 6:24AM	7:05PM 6:54PM	(H H	Q Q LK1 Q	12.16	lative 12.16 24.16 24.56	Meal I	n Chrg	NoPay • • • • • • • • • • • • • • • • • • •			r Q Q Q Q	Code	
+ + + + + +		02/20/12 02/21/12 02/22/12 02/23/12 02/24/12 02/24/12	Mon Tue Wed Thu Fri		6:25AM 6:24AM	7:05PM 6:54PM	(H H		12.16 12.00 0.40 11.61	lative 12.16 24.16 24.56 36.17 36.67	Meal I	n Chrg	NoPay • • • • • • • • • • • • • • • • • • •			r Q Q Q Q	Code Q Q Q Q Q Q Q Q Q Q Q Q Q Q Q Q Q Q	
+ + + + + +		02/20/12 02/21/12 02/22/12 02/23/12 02/23/12 02/24/12 02/24/12	Mon Tue Wed Thu Fri Fri Sat		6:25AM 6:24AM 6:30AM	6:37PM	(H H (H		12.16 12.00 0.40 11.61 0.50	lative 12.16 24.16 24.56 36.17 36.67	Meal I	n Chrg	NoPay			r Q Q Q Q	Code Q Q Q Q Q Q Q Q Q Q Q Q Q Q Q Q Q Q	
+ + + + + + + +		02/20/12 02/21/12 02/22/12 02/23/12 02/24/12 02/24/12 02/25/12 02/25/12	Mon Tue Wed Thu Fri Sat Sat		6:25AM 6:24AM 6:30AM	6:37PM	(H H (H		12.16 12.00 0.40 11.61 0.50 11.55	lative 12.16 24.16 24.56 36.17 36.67 48.22 49.02	Meal I	n Chrg	NoPay			r Q Q Q Q	Code Q	
+ + + + + +		02/20/12 02/21/12 02/22/12 02/23/12 02/24/12 02/24/12 02/25/12 02/25/12 02/25/12	Mon Tue Wed Thu Fri Sat Sat Sun		6:25AM 6:24AM 6:30AM 6:25AM	6:28PM	(F) (F) (F) (F)		12.16 12.00 0.40 11.61 0.50 11.55 0.80	lative 12.16 24.16 24.56 36.17 36.67 48.22 49.02	Meal I	n Chrg	NoPay			r Q Q Q Q	Code Q	

Step	Action
11.	Below the Empl Data section is where the timesheet Begin Date and End Date is displayed.
	The Pay Rule link displays to the right of the End Date. The information displayed in a timesheet is governed by the employee's Pay Rule. The Pay Rule is programmed into the system and provides a view of pertinent information on how the employee will be paid based on designated job circumstances or events. Pay Rule data is entered in the Workforce Administration section by the Human Resources Department.
	Click the Pay Rule link.



y Rules Pay From Schedule Workgrp: BPOS_RPTR Biweekly Positive Reporter OverTime: 80_KTE 80 COMP TIME 1.0 Meal: 30MIN 30 MIN AFTER 5 HRS AND 15 HRS WeekEnd: W3_7A730A WKND3 7A SAT 730A MON NoMin Shift 2: S2_3P1130P SHIFT 2 3P-11:30P 2 HrMlin CallBack: CBV CALL BACK CASH @ 1.5 Shift 3: S3_11P730A SHIFT 3 11P-7:30A 2 HrMlin Hol Worked: KTH-HOL Holiday Pay Worked etum	dow Help Customize Pace
Workgrp: BPOS_RPTR Biweekly Positive Reporter OverTime: 80_KTE 80_CMP TIME 1.0 Meat: 30 MIN 30 MIN AFTER 5 HRS AND 15 HRS WeekEnd: W3_7A730A WKND3 7A SAT 730A MON NoMin Shift 2: \$2,3P1130P SHIFT 2 3P-11:30P 2 HrMin CallBack: CBV CALL BACK CASH @ 1.5 Shift 3: \$3_11P730A SHIFT 3 11P-7:30A 2 HrMin Hol Worked: KTH-HOL Holiday Pay Worked	
Meal: 30 MIN 30 MIN AFTER 5 HRS AND 15 HRS WeekEnd: W3_7A730A WKND3 7A SAT 730A MON NoMin Shift 2: S2_3P1130P SHIFT 2 3P-1130P 2 HrMin CallBack: CBV CALL BACK CASH @ 1.5 Shift 3: S3_11P730A SHIFT 3 11P-7:30A 2 HrMin Hol Worked: KTH-HOL Holiday Pay Worked	
Shift 2: S2_3P1130P SHIFT 2 3P-1130P 2 Hr/Min CallBack: CBV CALL BACK CASH @ 1.5 Shift 3: S3_11P730A SHIFT 3 11P-7.30A 2 Hr/Min Hol Worked: KTH-HOL Holiday Pay Worked	
Shift 3: S3_11P730A SHIFT 3 11P-7:30A 2 HiMin Hol Worked: KTH-HOL Holiday Pay Worked	
tum	

Step	Action
12.	The Pay From Schedule indicates if the employee is paid based on a specified schedule or based on the punch information viewed in the timesheet.
	If the Pay From Schedule is unchecked and grayed out, the employee will be paid based on the punch information found in the timesheet. If the Pay From Schedule box is checked, the employee will be paid according to a specified schedule.
	NOTE: The Pay from Schedule option is not available at all Business Units.
13.	The Pay Rules are defined as follows:
	Workgrp: Designates if employee will punch time or just exceptions;
	Meal: Determines when a meal deduction is taken;
	Shift 2: Indicates if the employee is eligible for Evening shift differential pay;
	Shift 3: Indicates if the employee is eligible for Night shift differential pay;
	OverTime: Defines overtime compensation options;
	WeekEnd: Indicates if the employee is eligible for WeekEnd shift differential pay;
	CallBack: Defines CallBack compensation options; and
	Hol Worked: Defines compensation options for holidays worked by the employee.



S9HRT S9HEWEBD						Home	Add to Favorites	Sign ou
		ISC Processes > Time and Labor	> Use > T	imesheet				1 202000
						New Window	Help Customize	Page 📰
Rules								
	Pay From S	ichedule						
Workgrp:	BPOS_RPTR	Biweekly Positive Reporter	OverTime:	80_KTE	80 COMP TIME 1.0			
Meal:	30MIN	30 MIN AFTER 5 HRS AND 15 HRS	WeekEnd:	W3_7A730A	WKND3 7A SAT 730A MON NoMin			
Shift 2:	S2_3P1130P	SHIFT 2 3P-11:30P 2 HrMin	CallBack:	CBV	CALL BACK CASH @ 1.5			
Shift 3:	S3_11P730A	SHIFT 3 11P-7:30A 2 HrMin	Hol Worked:	KTH-HOL	Holiday Pay Worked			
turn								
								100% ▼

Step	Action
14.	Click the Return button to return to the employee's timesheet.
	Return



orit	es	Main Menu	> LSU	HSC Pro	cesses >	Time and	Labo	r > Uşe	> Tin	nesheet							
E) Sav	•						Dat	te: 03/04	4/2012 🗎	Refresh			<< Previou	IS Period Next Pe	<< boint	
r Pi	unch	and Elapsed	I Time D	etail											I 🗖 📜	KI 1-18 of 18	
		Date	Day	Xfer	In	Out		TRC	Hours	Cumu lative	Skip/Take Meal	Hazard/ In Chrg	Callback/ NoPay	Override Overtime	Department Transfer	Comment Code	
+	-	02/20/12	Mon		6:25AM	7:05PM	(13		12.16	12.16	•	-	-		Q		
÷	-	02/21/12	Tue		6:24AM	6:54PM	(13		12.00	24.16	•	-	-		Q		
+	-	02/22/12	Wed				H	Q			•	-	-		Q		
+	-	02/23/12	Thu				Ħ	Q			•		-		Q		
+	-	02/24/12	Fri					LK1 🔍	0.40	24.56						Q.	
+	-	02/24/12	Fri		6:30AM	6:37PM	(3		11.61	36.17	•	-	-		Q		
+	-	02/25/12	Sat					LK1 🔍	0.50	36.67						Q.	
+	-	02/25/12	Sat		6:25AM	6:28PM	(3)		11.55	48.22	•	-	-		9		
+	-	02/26/12	Sun					LK1 🔍	0.80	49.02						9	
+	-	02/26/12	Sun		6:25AM	6:14PM	(3		11.31	60.33	•	-	-		9		
+	-	02/27/12	Mon				3	Q			•	-	-		9		
+	-	02/28/12	Tue				B	Q			•	-	•		9		
+	-	02/29/12	Wed					LK1 🔍	7.90	68.23						Q	
+	-	02/29/12	Wed		6:31AM	10:37AM	(1		4.10	72.33	•	-	-		Q		
+	-	03/01/12	Thu		6:24AM	6:55PM	(1		12.01	84.34	-	-	-		Q		
+	-	03/02/12	Fri				Ħ	Q.			•	•	-		Q	Q.	
+	-	03/03/12	Sat				Ħ	Q.			•	-	-		Q	Q.	
+	-	03/04/12	Sun				B	Q.			•	•	-		Q	9	
Æ	Sav																
_		-/ dmin Status															

Step	Action
15.	The options discussed below are displayed directly above the Punch and Elapsed Time Detail/Timesheet grid:
	 Save: Allows you to "Save" changes made to the Timesheet in the system; Date: Display the current date that you are working in the timesheet. You can view a previous timesheet by changing the date and clicking the Refresh button; Refresh: Allows you to view previous timesheets by changing the date in the Date field; Previous Period: Allows you to view the previous calendar period timesheet; and Next Period: Allows you to view the next calendar period timesheet.



C	Sav	e)						Da	te: 03/0-	4/2012 🖹	Refresh			<< Previou	IS Period Next P	eriod >>
r P	unch	and Elapsed	I Time De	etail												K 1-18 of 18
		Date	Day	Xfer	In	Out		TRC	Hours	Cumu lative	Skip/Take Meal	Hazard/ In Chrg	Callback/ NoPay	Override Overtime	Department Transfer	Comment Code
÷	-	02/20/12	Mon		6:25AM	7:05PM	(13		12.16	12.16	-	-	-		Q	
÷	-	02/21/12	Tue		6:24AM	6:54PM	(13		12.00	24.16	-	-	-		Q	, <u> </u>
+	-	02/22/12	Wed				B	Q			-	-	-		Q	
+	-	02/23/12	Thu				H	Q			-	-	-		Q	
+	-	02/24/12	Fri					LK1 🔍	0.40	24.56						Q.
+	-	02/24/12	Fri		6:30AM	6:37PM	(1		11.61	36.17	-	-	•		Q	, <u> </u>
+	-	02/25/12	Sat					LK1 🔍	0.50	36.67						Q.
+	-	02/25/12	Sat		6:25AM	6:28PM	(3)		11.55	48.22	•	-	-		Q	s 🔍 🔍
+	-	02/26/12	Sun					LK1 🔍	0.80	49.02						9
+	-	02/26/12	Sun		6:25AM	6:14PM	(11		11.31	60.33	-	-	-			
+	-	02/27/12	Mon				B	9			-	-	-		Q	s 🔍
+	-	02/28/12	Tue				B	Q			-	-	-		Q	s 🔍
+	-	02/29/12	Wed					LK1 🔍	7.90	68.23						Q
+	-	02/29/12	Wed		6:31AM	10:37AM	(1		4.10	72.33	-	-	-		Q	, <u> </u>
+	-	03/01/12	Thu		6:24AM	6:55PM	(1		12.01	84.34	-	-	•			, <u> </u>
+	-	03/02/12	Fri				Ħ	Q			•	•	•		Q	s 🔍 🔍
+	-	03/03/12	Sat				Ħ	Q			•	•	•		Q	
+	-	03/04/12	Sun				31				•		-		Q	s 🔍 🔍

Step	Action
16.	The Next Period link allows you to view an employee's next timesheet.
	Click the Next Period link. Next Period >>
17.	Click the Previous Period link to view the employee's previous timesheet.



		EBDEV11 Main Menu		HSC Proc	cesses >	Time and	Labo	r > Use	> Tin	nesheet					Home	Add to Favorites	1 5
E	Sav							Dat	e: 03/04	1/2012	Refresh			<< Previou	s Period Next P	eriod >>	
r Pi	unch	and Elapsed	Time De	etail												KI 1-18 of 18	
		Date	Day	Xfer	In	Out		TRC	Hours	Cumu lative	Skip/Take Meal	Hazard/ In Chrg	Callback/ NoPay	Override Overtime	Department Transfer	Comment Code	
Ð	-	02/20/12	Mon		6:25AM	7:05PM	(13		12.16	12.16	•	•	-		G		
Ð	-	02/21/12	Tue		6:24AM	6:54PM	(13		12.00	24.16	-	-	-		G		
F	-	02/22/12	Wed				B	<u> </u>			•	•	-			< <	
F	-	02/23/12	Thu				B	Q.			-	-	-				
F	-	02/24/12	Fri					LK1 🔍	0.40	24.56						Q.	
F	-	02/24/12	Fri		6:30AM	6:37PM	()		11.61	36.17	-	•	-		0	N	
F	-	02/25/12	Sat					LK1 🔍	0.50	36.67						Q.	
F	-	02/25/12	Sat		6:25AM	6:28PM	(31		11.55	48.22	•	•	-		9	N	
F	-	02/26/12	Sun					LK1 🔍	0.80	49.02						Q.	
F	-	02/26/12	Sun		6:25AM	6:14PM	(31		11.31	60.33	•	•	-		9	<u>م</u>	
F	-	02/27/12	Mon				3	Q .			-	-	-		9		
F	-	02/28/12	Tue				B	9			-	-	-		9		
E	-	02/29/12	Wed					LK1 🔍	7.90	68.23						<u> </u>	
ŧ	-	02/29/12	Wed		6:31AM		(1)		4.10			-	-				
+	-	03/01/12	Thu		6:24AM	6:55PM	(1)		12.01	84.34	-	-	-		9		
ŧ	-	03/02/12	Fri				B						-		0		
+		03/03/12	Sat				B	Q					-		0		
+	-	03/04/12	Sun				B	Q.			•	•	-		C. C.	& <u> </u>	
E	Sav																
· Ti	me A	dmin Status															
ast	Upda	te	Earlies	t Chq n													

Step	Action
18.	The Punch and Elapsed Time Detail section may also be referred to as the Timesheet Grid. The columns that comprise the Punch and Elapsed Time Detail are defined as follows:
	Date: Calendar days included in the pay period;
	Day: Day of the week that coincides with the specified date;
	Xfer: Links punch data sets when an employee punches In and Out multiple times
	on a scheduled workday, or indicates if employee clocked in as a Float or In Charge on the specified date;
	In: Time that the employee began his/her work day;
	Out: Time that the employee ended his/her work day;
	TRC: Time Reporting Code – Identifies earnings and/or leave associated with specified elapsed hours; and
	Hours: Total number of hours associated with specified date.



Step	Action
19.	Punch and Elapsed Time Detail Section (continued)
	 Cumulative: Running total of posted hours in the designated period. Cumulative should not be confused with Payable Time; Skipped Meal: Indicates if employee will receive pay for meal break Hazard/In Chrg: Indicates if change in compensation is warranted based on the employee encountering a specified hazard or working in a more senior capacity; CallBack: Indicates the employee is due CallBack compensation; Override Overtime: Indicates the employee is approved for cash overtime on a specified date. This option can only be elected by Payroll; Department Transfer: Indicates the employee worked as a float in another department; and Comment Code: Specifies reason for Manual Edits, Overtime Override, or Department Transfer.
20.	Timesheet Colors The colors used to highlight row or field a timesheet indicate the following: Grey Row - Row that is being edited. Green Row - A green row(s) indicates a Holiday. Red Row - A red row(s) indicates there is an error on the row. Yellow Row - A yellow row(s) indicates a row has been added to the timesheet; Red Field - A red In or Out field(s) indicates a missed punch; and Purple Field - Time highlighted in purple indicates a Transfer was recorded, however, the "Out" punch was missed on the original punch.



rit	es l	Main Menu	> LSU	HSC Proc	cesses >	Time and	Labo	r > Use	⇒ Tin	nesheet							
C	Save							Dat	e: 03/04	1/2012 🖹	Refresh			<< Previou	IS Period Next P	eriod >>	
r p	unch	and Elapsed	Time D	etail												K 1-18 of 18	
		Date	Day	Xfer	In	Out		TRC	Hours	Cumu lative	Skip/Take Meal	Hazard/ In Chrg	Callback/ NoPay	Override Overtime	Department Transfer	Comment Code	
F	-	02/20/12	Mon		6:25AM	7:05PM	(13		12.16	12.16	-	-	-		Q		
-	-	02/21/12	Tue		6:24AM	6:54PM	(13		12.00	24.16	•	-	-		Q	Q.	
F	-	02/22/12	Wed				1	<u> </u>			•	-	-		Q	<u> </u>	
E	-	02/23/12	Thu				B	<u> </u>			•	-	-		Q	Q.	
F	-	02/24/12	Fri					LK1 🔍	0.40	24.56						Q.	
F	-	02/24/12	Fri		6:30AM	6:37PM	(13		11.61	36.17	•	-	-			s 🔍	
F	-	02/25/12	Sat					LK1 🔍	0.50	36.67						Q.	
F	-	02/25/12	Sat		6:25AM	6:28PM	(31		11.55	48.22	•	-	-		Q	s 🔍	
F	-	02/26/12	Sun					LK1 🔍	0.80	49.02						9	
F	-	02/26/12	Sun		6:25AM	6:14PM	())		11.31	60.33	•	-	-		Q	, <u> </u>	
F	-	02/27/12	Mon				31	Q.			•	-	-		9		
F	-	02/28/12	Tue				1	Q.			•	-	-		9		
F	-	02/29/12	Wed					LK1 🔍	7.90	68.23						Q.	
F	-	02/29/12	Wed		6:31AM	10:37AM	(13		4.10	72.33	•	-	-			, <u> </u>	
F	-	03/01/12	Thu		6:24AM	6:55PM	(13		12.01	84.34	-	-	-		Q		
F	-	03/02/12	Fri				B	<u> </u>			•	-	-		Q	~	
F	-	03/03/12	Sat				31	Q.			•	•	•		Q		
F	-	03/04/12	Sun				31	Q.			•	-	•				
C	Save	•															
Ti	me A	dmin Status															

Step	Action
	Click the Down button of the scrollbar to view Time Admin Status, Payable Totals, Payable Detail, and Schedules sections.



PS9HEWEBDEV11		_											. Home	Add to Fav	vorites	Sign
vorites Main Menu		SC Process	es⇒ Ti	me and	Labor	r > Use	> Time	sheet								
± _ 02/28/12	lue	Ľ.			31	I 🔨			•		•			× 1	4	
+ - 02/29/12	Wed					LK1 🔍	7.90	68.23							9	
+ - 02/29/12	Wed	6:3	1AM 1	D:37AM	(31		4.10	72.33	-	-	-			Q	9	
+ - 03/01/12	Thu	6:2	4AM 6:	55PM	(11		12.01	84.34	-	-	-			9	Q.	
+ - 03/02/12	Fri			_	31				-	•	•			9	0	
+ - 03/03/12	Sat			_	1				-	•						
+ - 03/04/12	Sun			_	B				-	-	-					
				_												
🔚 Save																
▼ Time Admin Statu:	s															
Last Update	Earliest	Cha Run T	A?													
Date/Time	Dt															
		10 V														
04/25/12 12:42:02PM	-	012 Y													_	
	04/06/2		yable Det	ail		View All	Ø 1	Firs	i 🚺 1-14 of	38 D Last	- Sched	lules				
▼ Payable Totals	-		yable Det			View All	Departm		t 🚺 _{1-14 of} Status	38 🕨 Last Reason	<mark> → Sched Date</mark>	lules <u>Day</u>	Start Time	End Time		
✓ Payable Totals TRC 1 CER 1		▼ Pa Date 0 02/20	<u>Day</u> //12 Mo	n CER	ł	Quantity 12.00	Departm	nent !			Date 02/20/12		6:30AM	End Time 7:00PM		
✓ Payable Totals TRC 1 CER 1	Tot Hours	▼ Pa <u>Date</u> 0 02/20	<u>Day</u> //12 Mo	n CER	ł	Quantity	Departm	nent !	Status		Date	<u>Day</u>		End Time		
✓ Payable Totals IRC 1 CER DP1	Tot Hours 74.4		<u>Day</u> /12 Mo /12 Mo	n CER	2	Quantity 12.00	Departm	nent !	<u>Status</u> Estimated		Date 02/20/12	Day Mon Tue	6:30AM	End Time 7:00PM		
Payable Totals IRC ICER DP1 HD1	Tot Hours 74.4 74.4	0 02/20 0 02/20 0 02/20	Day 1/12 Mo 1/12 Mo 1/12 Mo	2 <u>TRC</u> n CER n DP1 n HD1	۲ ۱	Quantity 12.00 12.00	Departm	nent 	<u>Status</u> Estimated Estimated		Date 02/20/12 02/21/12	Day Mon Tue	6:30AM	End Time 7:00PM		
Payable Totals IRC I CER DP1 HD1 KTE	Tot Hours 74.4 74.4 24.0	Pa Date 0	Day 12 Mo 12 Mo 12 Mo 12 Mo 12 Mo	<u>r TRC</u> n CER n DP1 n HD1 n KTH	۲ ۱ ۱	Quantity 12.00 12.00 12.00	Departm	nent 1 I I	Status Estimated Estimated Estimated		Date 02/20/12 02/21/12 02/22/12	Day Mon Tue Wed	6:30AM	End Time 7:00PM		
▼ Payable Totals IRC 1 CER DP1 HD1 KTE KTH	Tot Hours 74.4 74.4 24.0 4.0	▼ Pa Date 0 02/20 0 02/20 0 02/20 0 02/20 0 02/20 0 02/20 0 02/20 0 02/20	Day V12 Mo	r CER n CER n DP1 n HD1 n KTH n RGE	2 3	Quantity 12.00 12.00 12.00 12.00	Departm	nent 1 1 1 1	<u>Status</u> Estimated Estimated Estimated Estimated		Date 02/20/12 02/21/12 02/22/12 02/23/12	Day Mon Tue Wed Thu	6:30AM 6:30AM	End Time 7:00PM 7:00PM		
▼ Payable Totals	Tot Hours 74.4 74.4 24.0 4.0 24.0	□ □	Day 12 Mo 12 Mo 12 Mo 12 Mo 12 Mo 12 Mo 12 Mo	r CER n CER n DP1 n HD1 n KTH n RGE n SH2	₹ 	Quantity 12.00 12.00 12.00 12.00 12.00	Departm	nent ! I I I I I	Status Estimated Estimated Estimated Estimated Estimated		Date 02/20/12 02/21/12 02/22/12 02/23/12 02/24/12	Day Mon Tue Wed Thu Fri	6:30AM 6:30AM 6:30AM	End Time 7:00PM 7:00PM 7:00PM		
Payable Totals IRC I CER DP1 HD1 KTE KTH LK1 RGB	Tot Hours 74.4 74.4 24.0 4.0 24.0 9.6	▼ Pa 0 02/20 0 02/20 0 02/20 0 02/20 0 02/20 0 02/20 0 02/20 0 02/20 0 02/20 0 02/20 0 02/20 0 02/20 0 02/20	Day V12 Mo	r CER n CER n DP1 n HD1 n KTH n RGB n SH2 e CER	2 	Quantity 12.00 12.00 12.00 12.00 12.00 12.00 4.00	Departm	<u>rent</u> 1 1 1 1 1 1 1 1 1	Status Estimated Estimated Estimated Estimated Estimated Estimated		Date 02/20/12 02/21/12 02/22/12 02/23/12 02/24/12 02/25/12	Day Mon Tue Wed Thu Fri Sat Sun	6:30AM 6:30AM 6:30AM 6:30AM	End Time 7:00PM 7:00PM 7:00PM 7:00PM 7:00PM		
→ Payable Totals	Tot Hours 74.4 74.4 24.0 4.0 24.0 9.6 70.4	Date 0 02/20 0 02/20 0 02/20 0 02/20 0 02/20 0 02/20 0 02/20 0 02/20 0 02/20 0 02/21 0 02/21 0 02/21	Day //12 Mo //12 Tu //12 Tu	IRC n CER n DP1 n HD1 n KTH n RGE n SH2 e CER e DP1	2 	Quantity 12.00 12.00 12.00 12.00 12.00 4.00 12.00	Departm	nent 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	Status Estimated Estimated Estimated Estimated Estimated Estimated Estimated		Date 02/20/12 02/21/12 02/22/12 02/23/12 02/24/12 02/25/12 02/26/12	Day Mon Tue Wed Thu Fri Sat Sun	6:30AM 6:30AM 6:30AM 6:30AM	End Time 7:00PM 7:00PM 7:00PM 7:00PM 7:00PM		
	Tot Hours 74.4 74.4 24.0 4.0 24.0 9.6 70.4 22.3	Pate 0 02/20 0 02/20 0 02/20 0 02/20 0 02/20 0 02/20 0 02/20 0 02/20 0 02/20 0 02/21 0 02/21 0 02/21 0 02/21 0 02/21	Day /12 Mo /12 Tu /12 Tu /12 Tu /12 Tu	IRC n CER n DP1 n HD1 n KTH n RGB n SH2 e CER e DP1 e HD1	ξ 	Quantity 12.00 12.00 12.00 12.00 12.00 12.00 12.00 12.00		nent () () () () () () () () () () () () () (Status Estimated Estimated Estimated Estimated Estimated Estimated Estimated		Date 02/20/12 02/21/12 02/22/12 02/23/12 02/25/12 02/25/12 02/26/12 02/27/12	Day Mon Tue Wed Thu Fri Sat Sun Mon Tue	6:30AM 6:30AM 6:30AM 6:30AM	End Time 7:00PM 7:00PM 7:00PM 7:00PM 7:00PM		
Payable Totals ITRC CER DP1 DP1 HD1 KTE KTH KTH KSB SH2 WNN Total Week 1	Tot Hours 74.4 74.4 24.0 4.0 24.0 9.6 70.4 22.3 22.2	Pate 0 02/20 0 02/20 0 02/20 0 02/20 0 02/20 0 02/20 0 02/20 0 02/20 0 02/20 0 02/21 0 02/21 0 02/21 0 02/21	Day /12 Mo /12 Tu /12 Tu /12 Tu /12 Tu /12 Tu /12 Tu	IRC n CER n DP1 n HD1 n KTH n RGE n SH2 e CER e DP1 e HD1 e KTH	2 	Quantity 12.00 12.00 12.00 12.00 12.00 12.00 12.00 12.00 12.00	Departm	nent 3 8 8 8 8 8 8 8 8 8 8 8 8 8 8 8 8 8 8 8	Status Estimated Estimated Estimated Estimated Estimated Estimated Estimated Estimated		Date 02/20/12 02/21/12 02/22/12 02/22/12 02/23/12 02/25/12 02/26/12 02/27/12 02/28/12	Day Mon Tue Wed Thu Fri Sat Sun Mon Tue Wed	6:30AM 6:30AM 6:30AM 6:30AM 6:30AM	End Time 7:00PM 7:00PM 7:00PM 7:00PM 7:00PM		
✓ Payable Totals TRC 1 CER 0 DP1 0 HD1 0 KTE 0 LK1 0 ROB 0 SH2 0 VKN 0 Total Week 1 1	Tot Hours 74.4 74.4 24.0 4.0 24.0 9.6 70.4 22.3 22.2 60.0	Pate 0 02/20 0 02/20 0 02/20 0 02/20 0 02/20 0 02/20 0 02/20 0 02/20 0 02/21 0 02/21 0 02/21 0 02/21 0 02/21	Day /12 Mo /12 Tu	IRC n CER n DP1 n HD1 n KTH n SH2 e CER e DP1 e HD1 e KTH e KTH e RGB	2 	Quantity 12.00 12.00 12.00 12.00 12.00 12.00 12.00 12.00 12.00 12.00	Departm	nent 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	Status Estimated Estimated Estimated Estimated Estimated Estimated Estimated Estimated Estimated		Date 02/20/12 02/21/12 02/22/12 02/23/12 02/24/12 02/25/12 02/26/12 02/27/12 02/28/12 02/29/12	Day Mon Tue Wed Thu Fri Sat Sun Mon Tue Wed Thu	6:30AM 6:30AM 6:30AM 6:30AM 6:30AM 6:30AM	End Time 7:00PM 7:00PM 7:00PM 7:00PM 7:00PM 7:00PM 7:00PM		
v Payable Totals I TBC I CER D DP1 D HD1 KTE KTE KH LK1 SH2 SH2 SH2 Total Week 1 Total Week 2 Total Leave Total Leave	Tot Hours 74.4 74.4 24.0 24.0 9.6 70.4 22.3 22.2 60.0 20.0	▼ Pa Date 0 02/20 0 02/20 0 02/20 0 02/20 0 02/20 0 02/20 0 02/20 0 02/20 0 02/21 0 02/22 0 02/22 0 02/22 0 02/21 0 02/21 0 02/21	Das /12 Mo /12 Tu	IRC n CER n DP1 n HD1 n KTH n SH2 e CER e DP1 e HD1 e KTH e KTH e RGB	2 	Quantity 12.00 12.00 12.00 12.00 12.00 12.00 12.00 12.00 12.00 12.00 12.00 12.00 12.00 12.00 12.00 12.00 12.00 12.00 12.00	Departm	nent 3 1 1	Status Estimated Estimated Estimated Estimated Estimated Estimated Estimated Estimated Estimated Estimated Estimated		Date 02/20/12 02/21/12 02/22/12 02/23/12 02/25/12 02/25/12 02/26/12 02/27/12 02/28/12 02/29/12 03/01/12	Day Mon Tue Wed Thu Fri Sat Sun Mon Tue Wed Thu Fri Sat Sun Mon Tue Wed Thu Fri	6:30AM 6:30AM 6:30AM 6:30AM 6:30AM 6:30AM	End Time 7:00PM 7:00PM 7:00PM 7:00PM 7:00PM 7:00PM 7:00PM		
Payable Totals IRC I CER DP1 KTE KTH KTH KKTH KK1 RGB SH2	Tot Hours 74.4 74.4 24.0 24.0 9.6 70.4 22.3 22.2 60.0 20.0 9.6	▼ Pa Date 0 02/20 0 02/20 0 02/20 0 02/20 0 02/20 0 02/20 0 02/20 0 02/20 0 02/21 0 02/22 0 02/22 0 02/22 0 02/21 0 02/21 0 02/21	Day /12 Mo /12 Tu /12 Tu	IRC n CER n DP1 n DP1 n HD1 n KTH n SH2 e CER b HD1 e KTH e KTH e RGE e RGE e SH2	R 	Quantity 12.00 12.00 12.00 12.00 12.00 12.00 12.00 12.00 12.00 12.00 12.00 12.00 12.00 12.00 12.00 12.00		nent 3 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	Status Estimated Estimated Estimated Estimated Estimated Estimated Estimated Estimated Estimated Estimated Estimated Estimated		Date 02/20/12 02/22/12 02/22/12 02/23/12 02/25/12 02/25/12 02/26/12 02/26/12 02/28/12 02/28/12 02/29/12 03/01/12 03/02/12	Day Mon Tue Wed Thu Fri Sat Sun Mon Tue Wed Thu Fri Sat Thu Fri Sat	6:30AM 6:30AM 6:30AM 6:30AM 6:30AM 6:30AM	End Time 7:00PM 7:00PM 7:00PM 7:00PM 7:00PM 7:00PM 7:00PM		
Payable Totals I TRC I CER D DCER D HD1 KTE KTE KT LK1 KT SN2 SN2 Total Week 1 Total Leave	Tot Hours 74.4 74.4 24.0 24.0 9.6 70.4 22.3 22.2 60.0 20.0 9.6	▼ Pa Date 0 02/20 0 02/20 0 02/20 0 02/20 0 02/20 0 02/20 0 02/20 0 02/20 0 02/20 0 02/21 0 02/22 0 02/22 0 02/22 0 02/22 0 02/22 0 02/22 0 02/22	Day /12 Mo /12 Tu /12 Tu	IRC n CER n DP1 n DP1 n HD1 n KTH n SH2 e CER b HD1 e KTH e RGE e SH2 c CER	R 	Quantity 12.00 12.00 12.00 12.00 12.00 12.00 12.00 12.00 12.00 12.00 12.00 12.00 12.00 12.00 11.60		nent 3 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	Status Estimated Estimated Estimated Estimated Estimated Estimated Estimated Estimated Estimated Estimated Estimated		Date 02/20112 02/2112 02/2112 02/2112 02/2112 02/2112 02/2112 02/2112 02/2112 02/2112 02/2112 02/2112 02/2112 02/2112 03/02/12 03/03/12	Day Mon Tue Wed Thu Fri Sat Sun Mon Tue Wed Thu Fri Sat Thu Fri Sat	6:30AM 6:30AM 6:30AM 6:30AM 6:30AM 6:30AM	End Time 7:00PM 7:00PM 7:00PM 7:00PM 7:00PM 7:00PM 7:00PM		

Step	Action
22.	The Time Admin process calculates Payable Time. If the Time Admin process does not run, Payable Time cannot be re-calculated. The Time Admin process begins running a new Business Unit every 5 minutes. The system automatically runs the Time Admin process. It takes approximately 15 - 20 minutes to re-calculate a Business Unit. Therefore, every Business Unit should re-calculate once an hour.
	The Time Admin Status section displays information on:
	Last Update Date/Time: Displays last date and time the Time Admin Process ran.
	NOTE: Any manual entries made to the timesheet will not appear in Payable Time until Time Admin has run.
23.	Earliest Chg Dt.: When certain actions are entered in Job Data, Timesheet and Schedule the earliest change date will need to be updated. The Earliest Change Date represents the day changed, not the date the change occurred.
	Example: If the current date is $02/29/12$ and the timekeepers deletes the punched time for $02/20/12$, the earliest Chg Dt. is changed to $02/20/12$. If the punch time for $02/25/12$ is also deleted, the earliest change date remains $02/20/12$.
	Run TA: Indicates the status of the Time Admin process. Y = Need to run Time Admin;
	$\mathbf{N} = \mathbf{N}\mathbf{o}$ need to run Time Admin; or
	\mathbf{X} = Time Admin is currently running.



PS9HEWEBDEV11 vorites Main Menu		C Proces	ses >	Time a	ind Labor	> Use	> Timeshee	et				Home	Add to Favori	
+ - 03/01/12	Thu	6	:24AM	6:55PI	M (19		12.01 84	.34 👻	•	•			9	9
+ - 03/02/12	Fri				33	<u> </u>		-	-	•			Q.	0
+ - 03/03/12			_		B			-						
+ - 03/04/12			_		10			-		•				
(Save)														
▼ Time Admin State	15													
Last Update Date/Time	Earliest C	ha _{Run}	TA?											
04/25/12 12:42:02Pl		2 Y												
→ Payable Totals			Payable [0-4-11		View All		irst 🕅 1-14 ol		- Schedu				1
	Tot Hours	Date			RC	Quantity	Department	-	Reason	Date	Dav	Start Time	End Time	
CER	74.40				CER	12.00		Estimated		02/20/12		6:30AM	7:00PM	
DP1	74.40	02/2	20/12	Mon D	DP1	12.00		Estimated		02/21/12	Tue	6:30AM	7:00PM	
HD1	24.00	02/2	20/12	Mon H	ID1	12.00		Estimated		02/22/12	Wed			
KTE	4.00	02/2	20/12	Mon H	стн	12.00		Estimated		02/23/12	Thu		_	
ктн	24.00	02/2	20/12	Mon F	RGB	12.00		Estimated		02/24/12	Fri	6:30AM	7:00PM	
LK1	9.60	02/2	20/12	Mon S	SH2	4.00		Estimated		02/25/12	Sat	6:30AM	7:00PM	
RGB	70.40	02/2	21/12	Tue (ER	12.00		Estimated		02/26/12	Sun	6:30AM	7:00PM	
SH2	22.30	02/2	21/12	Tue D	DP1	12.00		Estimated		02/27/12	Mon		-i	
WKN	22.20	02/2	21/12	Tue H	ID1	12.00		Estimated		02/28/12	Tue			
Total Week 1	60.00	02/2	21/12	Tue H	πн	12.00		Estimated		02/29/12	Wed	6:30AM	7:00PM	
	20.00	02/2	21/12	Tue F	RGB	12.00		Estimated		03/01/12	Thu	6:30AM	7:00PM	
Total Week 2	9.60	02/2	21/12	Tue S	SH2	4.00		Estimated		03/02/12	Fri			
	0100		24/12	Fri (ER	11.60		Estimated		03/03/12	Sat			
Total Week 2 Total Leave Total Period Hours	80.00	02/2				11.60		Estimated		03/04/12	Sun			

Step	Action
24.	The Payable Totals section provides information on:
	TRC: Identifies all edits made to the timesheet; and Tot Hours: Total time payable based on each edit made to the timesheet.
25.	The Payable Detail Header
	The Payable Detail header allows you to view a summary of all payable information by day. In this exercise, payable items 1-14 of 28 are shown.
	Additional details may be viewed by utilizing one of the following: Click the View All link to view all timesheet details on the screen. Click the Arrows, First link, or Last link to move forward or backward through the
	pages of items.
26.	The Payable Detail section provides information on:
	Date: Calendar date of the day worked; Day: Day of the week worked; TBC: Manual or system generated edit and a:
	TRC: Manual or system generated edit code; Quantity: Amount of payable time associated with each TRC code;
	Department: Code to which time will charged if other than home department; and Status: Identifies if timesheet has been approved to pay.



	8.50													
PS9HEWEBDEV11 vorites Main Menu		C Process	es > 1	Time an	d Labo	r > Use	> Timeshee	t				<u>Home</u>	Add to Favor	tes :
+ - 03/01/12				6:55PM	(1)	Ť	12.01 84.	34 🗸	-	-				0
+ - 03/02/12	Eri				3			-		-				
					3	Q		-		-			Q	~
+ - 03/04/12	Sun				B			-	-	-			9	4
Save)														
▼ Time Admin Stat														
Last Update	Earliest	Cha												
Date/Time	Dt	Run I	<u>A?</u>											
04/25/12 12:42:02P	M 04/06/20	/12 Y												
🕶 Payable Totals		🗸 🗸 🗸	yable De	etail		View All	🖾 j 📜 🛛 F	irst 🗹 1-14 of	38 🕨 Last	👻 Schedul	es			
TRC	Tot Hours	Date	D	ay TR	c	Quantity	Department	Status	Reason	Date	Day	Start Time	End Time	1
CER	74.4	0 02/20	0/12 M	lon CE	R	12.00		Estimated		02/20/12	Mon	6:30AM	7:00PM	
DP1	74.4	0 02/20)/12 M	lon DF	21	12.00		Estimated		02/21/12	Tue	6:30AM	7:00PM	
HD1	24.0	0 02/20)/12 M	ion Hi	01	12.00		Estimated		02/22/12	Wed			
KTE	4.0	0 02/20)/12 M	lon KT	Ή	12.00		Estimated		02/23/12	Thu			
ктн	24.0	0 02/20)/12 M	Ion R	зв	12.00		Estimated		02/24/12	Fri	6:30AM	7:00PM	
LK1	9.6	0 02/20)/12 M	Ion SH	12	4.00		Estimated		02/25/12	Sat	6:30AM	7:00PM	
	70.4	0 02/21	/12 T	ue CE	R	12.00		Estimated		02/26/12	Sun	6:30AM	7:00PM	
RGB														
	22.3	0 02/21	1/12 Ti	ue DF	21	12.00		Estimated		02/27/12	Mon		_	
SH2	22.3 22.2	_		ue DF ue HD		12.00 12.00		Estimated Estimated		02/27/12 02/28/12	Mon Tue			
SH2 WKN		0 02/21	1/12 Ti		D1						Tue	6:30AM	7:00PM	
SH2 WKN Total Week 1	22.2	0 02/21 0 02/21	1/12 Ti 1/12 Ti	ue HI	D1 ГН	12.00		Estimated		02/28/12	Tue	6:30AM 6:30AM	7:00PM 7:00PM	
RGB SH2 WKN Total Week 1 Total Week 2 Total Leave	22.2 60.0	0 02/21 0 02/21 0 02/21	1/12 Ti 1/12 Ti 1/12 Ti	ue HI ue KT	D1 TH GB	12.00 12.00		Estimated Estimated		02/28/12 02/29/12	Tue Wed			
SH2 WKN Total Week 1 Total Week 2	22.2 60.0 20.0	0 02/21 0 02/21 0 02/21 0 02/21	1/12 Ti 1/12 Ti 1/12 Ti 1/12 Ti 1/12 Ti	ue HI ue KT ue RO ue SH	D1 TH GB H2	12.00 12.00 12.00		Estimated Estimated Estimated		02/28/12 02/29/12 03/01/12	Tue Wed Thu			

Step	Action
27.	The Schedules section displays the employee's current work schedule if has been assigned in the system.
	The system utilizes the 6-minute Rounding Rule when calculating an employee's time based on his/her Scheduled In and Out time.
	See Add Punches for additional information on the Rounding Rule.
28.	The Schedules column information is defined as follows:
	Date: Calendar date the employee is scheduled to work;
	Day: Day of the week the employee is scheduled to work;
	Start Time: Time of the day the employee is scheduled to begin work; and End Time: Time of the day the employee is scheduled to end work.



S9HEWEBDEV1 prites Main Men		ICC Dro		Time	and I	abor	> Hee	> Times	hoot							
onces Main Men	I > LSUP	ISC PIO	cesses >	Time		JUDDI	> Use	> Times	sieet							
+ - 02/28/12	Tue					Ħ	9			-	-	-			Q	Q,
+ - 02/29/12	Wed						LK1 🔍	7.90	68.23							0
+ - 02/29/12	Wed		6:31AM	10:3	7AM	(11		4.10	72.33	•	•	-		[Q	
+ - 03/01/12	Thu		6:24AM	6:55	РМ	(3)		12.01	84.34	•	-	-			Q	
+ - 03/02/12	Fri					31	0			•	-	-			9	
+ - 03/03/12					-	3				•	-	-		[
+ - 03/04/12	Sun				_	29	~			•	-	-			~	
Last Update Date/Time	us Earliest Dt															
0ate/Time 04/25/12 12:42:02F	Earliest Dt	012 Y		Detail			View All		First	K 1-14 of	38 🕨 Last	- Scheda	ıles			
Date/Time 04/25/12 12:42:02F Payable Totals	Earliest Dt M 04/06/2	2012 Y		Detail Day	TRC		View All Quantity	Departme		1-14 of tatus	38 D Last Reason	v Schedi	ules Day	Start Time	End Time	
Date/Time 04/25/12 12:42:02F Payable Totals IRC	Earlies Dt M 04/06/2	2012 Y	✓ Payable		TRC CER			Departme	ent St				_	Start Time 6:30AM		
Date/Time 04/25/12 12:42:02F Payable Totals TRC CER	Earlies Dt M 04/06/2	2012 Y	▼ Payable Date	<u>Day</u>			Quantity	Departme	ent <u>St</u>	tatus		Date	Day		End Time	
Date/Time 04/25/12 12:42:02F Payable Totals TRC CER DP1	Earlies Dt M 04/06/2 Tot Hours 74.	2012 Y 40 (40 (▼ Payable Date)2/20/12	<u>Day</u> Mon	CER		Quantity 12.00	<u>Departm</u>	ent <u>St</u> E:	<u>tatus</u> stimated		Date 02/20/12	<u>Day</u> Mon	6:30AM	End Time 7:00PM	
Date/Time 04/25/12 12:42:02F > Payable Totals TRC CER DP1 HD1 KTE	Earliest Dt 04/06/2 Tot Hours 74. 74. 24.	2012 Y 40 (40 (40 (00 (00 (Payable Date D2/20/12 D2/20/12 D2/20/12 D2/20/12 	<u>Day</u> Mon Mon	CER DP1 HD1 KTH		Quantity 12.00 12.00 12.00 12.00	Departme	ent St E: E: E:	tatus stimated stimated		Date 02/20/12 02/21/12 02/22/12 02/23/12	Day Mon Tue Wed Thu	6:30AM 6:30AM	End Time 7:00PM 7:00PM	
Date/Time 04/25/12 12:42:02F > Payable Totals TRC CER DP1 HD1 KTE KTH	Earliest Dt 04/06/2 Tot Hours 74. 74. 24. 4.	2012 Y 40 C 40 C 00 C 00 C	 Payable Date D2/20/12 D2/20/12 D2/20/12 D2/20/12 D2/20/12 D2/20/12 	Day Mon Mon Mon Mon	CER DP1 HD1 KTH RGB		Quantity 12.00 12.00 12.00 12.00 12.00	Departme	<u>ent St</u> E: E: E: E:	tatus stimated stimated stimated stimated stimated		Date 02/20/12 02/21/12 02/22/12 02/23/12 02/24/12	Day Mon Tue Wed Thu Fri	6:30AM 6:30AM 6:30AM	End Time 7:00PM 7:00PM 7:00PM 7:00PM	
Date/Time 04/25/12 12:42:02F V Payable Totals TRC CER DP1 HD1 KTE KTH LK1	Earliest D1 04/06/2 Tot Hours 74. 74. 24. 24. 24. 9.	2012 Y	• Payable Date 02/20/12 02/20/12 02/20/12 02/20/12 02/20/12 02/20/12	Day Mon Mon Mon Mon Mon	CER DP1 HD1 KTH RGB SH2		Quantity 12.00 12.00 12.00 12.00 12.00 4.00	Departme	ent Si E: E: E: E: E: E:	tatus stimated stimated stimated stimated stimated stimated		Date 02/20/12 02/21/12 02/22/12 02/23/12 02/24/12 02/25/12	Day Mon Tue Wed Thu Fri Sat	6:30AM 6:30AM 6:30AM 6:30AM	End Time 7:00PM 7:00PM 7:00PM 7:00PM 7:00PM	
Date/Time 04/25/12 12 42:02F v Payable Totals TRC CER DP1 HD1 KTE KTH LK1 RGB	Earlies: Dt Dt 04/06/2 Tot Hours 74. 74. 24.1 4.1 24.1 9.1 70.	2012 Y	Payable Date D2/20/12	Day Mon Mon Mon Mon Mon Tue	CER DP1 HD1 KTH RGB SH2 CER		Quantity 12.00 12.00 12.00 12.00 12.00 4.00 12.00	Departme	ent Si E: E: E: E: E: E: E: E:	tatus stimated stimated stimated stimated stimated stimated stimated		Date 02/20/12 02/21/12 02/22/12 02/23/12 02/24/12 02/25/12 02/26/12	Day Mon Tue Wed Thu Fri Sat Sun	6:30AM 6:30AM 6:30AM	End Time 7:00PM 7:00PM 7:00PM 7:00PM	
Date/Time > Payable Totals TRC CER DP1 HD1 KTE KTH LK1 RCB SH2	Earlies: Dt Dt Tot Hours 74. 74. 24.1 4.1 24.1 9.1 70.2	2012 Y 40 (40 (00 (00 (00 (60 (40 (30 (Payable Date D2/20/12 D2/20/12 D2/20/12 D2/20/12 D2/20/12 D2/20/12 D2/20/12 D2/20/12 D2/20/12 D2/21/12 D2/21/12 	Day Mon Mon Mon Mon Tue Tue	CER DP1 HD1 KTH RGB SH2 CER DP1		Quantity 12.00 12.00 12.00 12.00 12.00 12.00 12.00 12.00	Departme	ent SI E: E: E: E: E: E: E: E: E: E:	tatus stimated stimated stimated stimated stimated stimated stimated stimated		Date 02/20/12 02/21/12 02/22/12 02/23/12 02/24/12 02/25/12 02/26/12 02/27/12	Day Mon Tue Wed Thu Fri Sat Sun Mon	6:30AM 6:30AM 6:30AM 6:30AM	End Time 7:00PM 7:00PM 7:00PM 7:00PM 7:00PM	
Date/Time ○ 04/25/12 12:42:02F ○ Payable Totals TBC CER DP1 HD1 HD1 KTE KTH LK1 RGB SH2 WKN	Earlies: Dt 04/06/2 Tot Hours 74. 74. 74. 24.1 4.1 24.1 70. 22. 22.	2012 Y 40 C 40 C 00 C 00 C 50 C 40 C 30 C 20 C	 ✓ Payable Date 12/20/12 	Day Mon Mon Mon Mon Tue Tue Tue	CER DP1 HD1 KTH RGB SH2 CER DP1 HD1		Quantity 12.00 12.00 12.00 12.00 12.00 12.00 12.00 12.00 12.00	Departme	ent Si E: E: E: E: E: E: E: E: E:	tatus stimated stimated stimated stimated stimated stimated stimated stimated		Date 02/20/12 02/21/12 02/22/12 02/23/12 02/23/12 02/24/12 02/25/12 02/25/12 02/26/12 02/27/12 02/28/12	Day Mon Tue Wed Thu Fri Sat Sun Mon Tue	6:30AM 6:30AM 6:30AM 6:30AM 6:30AM	End Time 7:00PM 7:00PM 7:00PM 7:00PM 7:00PM	
Date/Time ○ Payable Totals U04/25/12 12:42:02F ○ Payable Totals CER DP1 HD1 HD1 KTE KTH KTH KTH KTH KTH KTH SH2 WKN Total Week 1	Earlies: Dt 04/06/2 Tot Hours 74. 74. 74. 24.1 4.1 24.1 <td>2012 Y 40 (40 (00 (00 (00 (00 (00 (00 (</td> <td> ✓ Payable Date D2/20/12 D2/20/12 D2/20/12 D2/20/12 D2/20/12 D2/20/12 D2/20/12 D2/21/12 D2/21/12 D2/21/12 D2/21/12 </td> <td>Day Mon Mon Mon Mon Tue Tue Tue Tue</td> <td>CER DP1 HD1 KTH RGB SH2 CER DP1 HD1 KTH</td> <td></td> <td>Quantity 12.00 12.00 12.00 12.00 12.00 12.00 12.00 12.00 12.00 12.00</td> <td>Departme</td> <td>ent St E: E: E: E: E: E: E: E: E: E: E: E: E:</td> <td>tatus stimated stimated stimated stimated stimated stimated stimated stimated stimated</td> <td></td> <td>Date 02/20/12 02/22/12 02/23/12 02/24/12 02/25/12 02/26/12 02/26/12 02/27/12 02/28/12 02/28/12</td> <td>Day Mon Tue Wed Thu Fri Sat Sun Mon Tue Wed</td> <td>6:30AM 6:30AM 6:30AM 6:30AM 6:30AM 6:30AM</td> <td>End Time 7:00PM 7:00PM 7:00PM 7:00PM 7:00PM 7:00PM 7:00PM</td> <td></td>	2012 Y 40 (40 (00 (00 (00 (00 (00 (00 (✓ Payable Date D2/20/12 D2/20/12 D2/20/12 D2/20/12 D2/20/12 D2/20/12 D2/20/12 D2/21/12 D2/21/12 D2/21/12 D2/21/12 	Day Mon Mon Mon Mon Tue Tue Tue Tue	CER DP1 HD1 KTH RGB SH2 CER DP1 HD1 KTH		Quantity 12.00 12.00 12.00 12.00 12.00 12.00 12.00 12.00 12.00 12.00	Departme	ent St E: E: E: E: E: E: E: E: E: E: E: E: E:	tatus stimated stimated stimated stimated stimated stimated stimated stimated stimated		Date 02/20/12 02/22/12 02/23/12 02/24/12 02/25/12 02/26/12 02/26/12 02/27/12 02/28/12 02/28/12	Day Mon Tue Wed Thu Fri Sat Sun Mon Tue Wed	6:30AM 6:30AM 6:30AM 6:30AM 6:30AM 6:30AM	End Time 7:00PM 7:00PM 7:00PM 7:00PM 7:00PM 7:00PM 7:00PM	
Date/Time ○ Payable Totals Tite CER DP1 HD1 KTE LK1 KR6B SH2 SH2 SH2 SH2 SH2 SH2 Total Week 1 Total Week 2	Earlies: Dt Dt 04/06/2 Tot Hours 74. 74. 74. 24.1 4.1 24.1 9. 70. 22.2 260.1 20.1	2012 Y 40 40 40 6	 Payable Date D2/20/12 D2/20/12 D2/20/12 D2/20/12 D2/20/12 D2/20/12 D2/20/12 D2/20/12 D2/20/12 D2/21/12 D2/21/12 D2/21/12 D2/21/12 D2/21/12 D2/21/12 	Day Mon Mon Mon Mon Tue Tue Tue Tue	CER DP1 HD1 KTH RGB SH2 CER DP1 HD1 KTH RGB		Quantity 12.00 12.00 12.00 12.00 12.00 12.00 12.00 12.00 12.00 12.00 12.00		ent St E: E: E: E: E: E: E: E: E: E: E: E: E:	tatus stimated stimated stimated stimated stimated stimated stimated stimated stimated stimated		Date 02/20/12 02/22/12 02/22/12 02/22/12 02/22/12 02/25/12 02/25/12 02/26/12 02/27/12 02/28/12 02/29/12 03/01/12	Day Mon Tue Wed Thu Fri Sat Sun Mon Tue Wed Thu	6:30AM 6:30AM 6:30AM 6:30AM 6:30AM	End Time 7:00PM 7:00PM 7:00PM 7:00PM 7:00PM	
Date/Time ○ Payable Totals U04/25/12 12:42:02F ○ Payable Totals CER DP1 HD1 HD1 KTE KTH KTH KTH KTH KTH KTH SH2 WKN Total Week 1	Earlies: Dt 04/06/2 Tot Hours 74. 74. 74. 24.1 4.1 24.1 <td>2012 Y 40 6 40 6 40 6 40 6 40 6 40 6 40 6 40 6 40 6 40 6 40 6 40 6 50 6 60 6</td> <td> ✓ Payable Date D2/20/12 D2/20/12 D2/20/12 D2/20/12 D2/20/12 D2/20/12 D2/20/12 D2/21/12 D2/21/12 D2/21/12 D2/21/12 </td> <td>Day Mon Mon Mon Mon Tue Tue Tue Tue</td> <td>CER DP1 HD1 KTH RGB SH2 CER DP1 HD1 KTH</td> <td></td> <td>Quantity 12.00 12.00 12.00 12.00 12.00 12.00 12.00 12.00 12.00 12.00</td> <td></td> <td>ent St E: E: E: E: E: E: E: E: E: E: E: E: E:</td> <td>tatus stimated stimated stimated stimated stimated stimated stimated stimated stimated</td> <td></td> <td>Date 02/20/12 02/22/12 02/23/12 02/24/12 02/25/12 02/26/12 02/26/12 02/27/12 02/28/12 02/28/12</td> <td>Day Mon Tue Wed Thu Fri Sat Sun Mon Tue Wed</td> <td>6:30AM 6:30AM 6:30AM 6:30AM 6:30AM 6:30AM</td> <td>End Time 7:00PM 7:00PM 7:00PM 7:00PM 7:00PM 7:00PM 7:00PM</td> <td></td>	2012 Y 40 6 40 6 40 6 40 6 40 6 40 6 40 6 40 6 40 6 40 6 40 6 40 6 50 6 60 6	 ✓ Payable Date D2/20/12 D2/20/12 D2/20/12 D2/20/12 D2/20/12 D2/20/12 D2/20/12 D2/21/12 D2/21/12 D2/21/12 D2/21/12 	Day Mon Mon Mon Mon Tue Tue Tue Tue	CER DP1 HD1 KTH RGB SH2 CER DP1 HD1 KTH		Quantity 12.00 12.00 12.00 12.00 12.00 12.00 12.00 12.00 12.00 12.00		ent St E: E: E: E: E: E: E: E: E: E: E: E: E:	tatus stimated stimated stimated stimated stimated stimated stimated stimated stimated		Date 02/20/12 02/22/12 02/23/12 02/24/12 02/25/12 02/26/12 02/26/12 02/27/12 02/28/12 02/28/12	Day Mon Tue Wed Thu Fri Sat Sun Mon Tue Wed	6:30AM 6:30AM 6:30AM 6:30AM 6:30AM 6:30AM	End Time 7:00PM 7:00PM 7:00PM 7:00PM 7:00PM 7:00PM 7:00PM	

Step	Action
29.	Once the Time Admin process has completed, if exceptions have been detected on the timesheet the Exceptions section will display to the right of the Time Admin Status section. High level exceptions are flagged by the system and display on the timesheet as a red field.Note: All High level exceptions must be corrected for time to calculate for that date
	day.
30.	This completes Overview of an Employee Timesheet . End of Procedure.





Reports

Time Detail

Procedure

In this topic you will learn how to run the Time Details Report.

NOTE: The Time Details cannot be used if an employee is Paid from Schedule.

Step	Action
1.	The Time Details Report can be run for an individual as well a department.
	Exercises demonstrating both options are provided in this topic.



Step	Action
2.	Click the PS9.1 Launcher button.
3.	Click the button to the right of the Database field.
4.	Click the PS 9.1 HCM Reports (PS9HRRPT) link. PS 9.1 HCM Reports (PS9HRRPT)
5.	Click the Start button.



Step A	Action
6. C	Click the Main Menu button. Main Menu



ORA				Home	Add to Favorites	Sign out	
Favorites	Main Menu						
Personalize	Search Menu:					Help	
1 Croondine						- Help	
		÷					
	Time and Labor	F					
	Reporting Tools	,					
	PeopleTools	•					
	LSUHSC Processes	÷					
	My Personalizations	·					
	My Personalizacions						
			A			A 1000/	
			👊 Local intranet Protected	I Mode: Of	T (§) ▼	🔍 100%	٢

Step	Action
7.	Point to the LSUHSC Processes menu.
8.	Point to the Time and Labor menu.
9.	Point to the Report menu.
10.	Click the Time Details Report menu.
	<i>NOTE: You will run the Time Details Report after Payroll has been confirmed.</i> Image: Time Details Report
11.	NOTE: This report cannot be run for any employee paid from "Schedule".
12.	Run Control ID
	The system defaults into the Find an Existing Value tab. The first time the Time Details report is run, select the Add A New Value tab to add a Run Control ID.
	Thereafter, when the Time Details report is run, remain on the Find an Existing Value tab to select an existing Run Control ID by simply clicking the Search button



Step	Action
13.	A Run Control ID must be created to run the Time Details Report. The same Run Control ID can be used when running the Time Details Report in the future.
	A Run Control ID is used to access the Process Scheduler. You may save parameters related to a particular process or report with a run control to minimize data entry when running recurring processes and reports. If you select Find an Existing Value to use an existing Run Control ID, the Time Detail Report page displays the information from the most recent Print Request.
	 A Run Control ID is: 1. Specific to the end-user's Operator ID; 2. Can be entered in upper case, lower case, or mixed case; 3. Must be one continuous string of words (maximum of 30 characters). If it consists of more than one word the Run Control ID cannot contain a blank space between the words or must be connected by an underscore.



ORACLE	Home	Add to Favorites	o
Favorites Main Menu > LSUHSC Processes > Time and Labor > Report > Time Details Report	Home	Add to Favorites	Sign out
	New 🔁	Window 🕐 Help	🖬 http
Time Details Report			
Enter any information you have and click Search. Leave fields blank for a list of all values.			
Find an Existing Value Add a New Value			
Maximum number of rows to return (up to 300): 300 Run Control ID: begins with			
Case Sensitive			
Search Clear Basic Search Criteria			
Find an Existing Value Add a New Value			
۲ (ا			•
Rone Religion Internet Protected Mo	de: Off		00% -

Step	Action
14.	Click the Add a New Value tab.
15.	Enter the desired information into the Run Control ID field. Enter "time_detail".
16.	Click the Add button.
17.	In this exercise, you have been asked to run the Time Details Report for an employee at for the pay period $02/20/12 - 03/04/12$.



ORACLE			Add to Favorites	Sign out
Favorites Main Menu > LSUHSC Processes > Time and Labor > Report > Time Details Report				
Time Detail	New Window	Help	Customize Page	📰 http
Run Control ID: time_detail Report Manager Process Monitor Run				
Run Control Parameters Start Date: 19 End Date: 19				
Employees To Process End Vew AT P # First S 1 or 1 D Last Emplo				
Departments to Include Customize Find View All 💆 🏥 First 🕻 1 of 1 🖸 Last				
Department Description				
Save Save UpdateDisplay				
< m Done M Cocal intra	anet Protected	Mode: Off	 √2 + € 10 	•

Step	Action
18.	Enter the beginning date for the pay period in the Start Date field.
	Enter the desired information into the Start Date field. Enter "02202012".
19.	Enter the ending date of the pay period in the End Date field. Enter the desired information into the End Date field. Enter "03042012".
20	
20.	Enter the desired information into the Empl ID field. Enter " 7-digit Employee ID Number ".
21.	Click the Run button.



ORACLE														
Favorites Main Menu					T	1.0					Home	Add to Favorites	Si	ign out
ravonces Main Meriu	> LSOHSC Processe	is > Time an		Keport >	Time Dei	alls Repor	L.			-	A	-	-	
									Ę	New Window	() Help	📝 Customize Pag	e 📰 I	http
Process Schedule	r Request													
User ID:	KOCON2		Run Cor	trol ID: tim	e_detail									
Server Name:	-	Run Date:	04/04/2012	Ħ										
Recurrence:		Run Time:	3:43:56PM		Reset	o Current	Date	/Time						
		Run Time:	0.10.001 11											
Time Zone: Process List														
Select Description		Proces	s Name	Process Tr	<u>/pe</u>	*Type		*Format	_	Distribution				
Time Details		ZZTLO)9	SQR Repo	rt	Web	Ŧ	PDF	•	Distribution				
OK Cancel														
	_													
Done								육 Loci	al int	ranet Protected	Mode: Off		100%	-

Step	Action
22.	Click the button to the right of the Server Name field.
23.	Click the PSNT option from the drop-down list. PSNT
24.	Click the OK button.
25.	Process Monitor Since Time Details Reports <u>must be requested and printed one at a time</u> by each end-user to prevent blocking of the database, the end-user may confirm whether he/she has a Print Process running and monitor the status of his/her Print Request, by accessing the Process Monitor.



ORACL	E.						Home	Add to Favorites Sign (out
Favorites Main	Menu > LSUHSC Processes >	Time and Labor >	Report > Time	Details Rep	oort				
Time Detail	· · ·		•			🔊 New Window	Help	🗹 Customize Page 🔲 http	
Run Control ID:	time_detail	Report Ma	nager Process I		Run				
Run Control Pa	ramatara		Proces	s Instance:	1215348				
Run Control Pa	Start Date: 02/20/2012	End Date:	03/04/2012 関						
Employees To	Process	Find	View Al 🗖 🐘	First K 1 o	f 1 🖸 Last				
Empl ID		Empl Record							
0110000	۹.	0 🔍		+	-				
Departments	to Include	Customize Find)	/iew All 🖉 📔	First K 1 of	1 D Lost				
Departmen		<u>ousionize</u> (<u>rind</u>)	Description						
1	Q				± =				
T Save E	Notify		💽 Ad	i 🗾 Upo	Jate/Display				
Process Instance:1	215348		m		•	Local intranet Protected	Mode: Off	√2 ▼ € 100% ▼	•

Step	Action
26.	Click the Process Monitor link. <i>NOTE: You do not have to access the Process Monitor to confirm your print</i> <i>request is running. You can navigate directly to the Report Manager.</i> <u>Process Monitor</u>
27.	Run Status indicates the status of the process: Queued: The process is in line to run. Initiated: The process has begun. Processing: The process is running. Success: The process ran successfully. Not Successful: The process did not run successfully. Cancel: The process has been canceled.
28.	In the Process List, you want the Run Status = Success and the Distribution Status = Posted. Click the Refresh button to update the page until the appropriate results display. <i>NOTE: Please wait 10 - 15 seconds between clicks to allow for system processing.</i>



ORACLE					
	Time and Labor > Report > Time Details Report		Home	Add to Favorites	Sign ou
avoirces Main Menu > LSOHSC Processes >	Time and Labor > Report > Time Details Report	2 Now Win	dow 🕐 Help	📝 Customize Page	btto.
Process List Server List		P-146M MIII	dow Grielp	Customizer age	and http
View Process Request For					
		-	Defeat		
User ID: KOCON2 Cype:	▼ Last ▼ 1	Days 👻	Refresh		
Server: Name: Run Distribution	Instance: to Save On Refresh				
Status:					
Process List		ew All 🖾 🛗 First 🗹 1 of	1 🖸 Last		
Select Instance Seq. Process Type	Process Name User Run Date/Time	Run Status Distribution Status	Details		
1215348 SQR Report	ZZTL009 KOCON2 04/04/2012 3:43:56PM CDT	Initiated N/A	Details		
so back to Time Details Report					
Save Notify					
🖷 Save 🔛 Notify					
Save ENotify					
🖷 Save 🔛 Notify					
Go back to Time Details Report					

Step	Action
29.	Click the Refresh button.
30.	NOTE: The Run Status = Success and the Distribution Status = Posted.
	Click the Go back to Time Details Report link. Go back to Time Details Report



ORACL	Ξ'				Home	Add to Favorites Sign out
Favorites Main	Menu > LSUHSC Processes >	Time and Labor > Report > T	ime Details Report			
Time Detail				Rew Window	Help	🗹 Customize Page 🛛 http
Run Control ID:	time_detail	Report Manager Proce	ss Monitor Run			
Run Control Par	ameters Start Date: 02/20/2012 関	End Date: 03/04/2012	ij			
Employees To Empl ID		Empl Record	First 🛛 1 of 1 🖸 L	st		
0010000	Q	0 🔍	+ -			
Departments 1	to Include	Customize Find View All 🗖	First K 1 of 1 D La	st		
Departmen		Description				
1	Q		.	-		
🖪 Save 🔍	Return to Search 🕒 Notify		Add Dpdate/Disp	ay.		
.∢[invaccintsubmit∆	ction win0/document win0 'PRC'	ROSTDLG WRK LOADRPTLIST'):		Second Intranet Protected	Mode: Off	√2 ▼ € 100% ▼

Step	Action
31.	The Report Manager allows you to view and print your report.
	Click the Report Manager link. Report Manager
32.	In this exercise, the Status = Posted and the Time Details displays as a blue link. For future requests, you may need to click the Refresh button to complete the print process in the Report Manager.



ORACL	e [.]										
									Home	Add to Favorites	Sign out
Favorites Main	Menu >	LSUHSC P	rocesses > Time	e and Labor > Re	eport > Tin	ne Details R	eport	_	~	-4	_
Administration	Archive							문제 New Windo	w 🕐 Help	📝 Customize Page	📰 http
Administration	Archive	es									
View Reports	For										
User ID:	KOCON2	1	ype:	▼ Last	-		1 D	ays 👻	Refresh		
Status:		▼ F	older:	▼ Instan	ce:	to:					
Report List				Customize Find V	/iew All 🔁	First 🗹	1 of 1 🖸 Last				
Select	Report ID	Prcs Instance	Description	Request Date/Time	Format	<u>Status</u>	Details				
	375561	1215348	Time Details	04/04/2012 3:44:18PM	Acrobat (*.pdf)	Posted	Details				
Select All Delete Clic Go back to Tim Save Administration 2	ck the delet		delete the selecte	d report(s)							
<[m						1000/ -
rocess Instance:1	1215348						1	Local intranet Protect	ed Mode: Off		100% 🔻

Step	Action
33.	Click the Time Details link.
	The Time Details Report will open in a new window.



式 ZZTL	.009_1215348[1	l.pdf - Adobe	Reader				-			No.		
File E	dit View Do	cument Too	ls Window	Help								*
8	ي. ا) 🔶 🔶	1 / 2	 10 	02% 🗸 🔚		Find	•				
Ð												×
		D:ZZTL00	9			Time	Deta	ail		Page No.		
	User ID:										04/04/2012	
					hrough CARE UNIT		/2012			Run Time	15:44:33	
	Deparcile	int: EE20	36320 1	NIENOIVE	CARE UNII							• •
	Employee	ID:	10.000	Name: John	Doe			Jo	b Title:	112240 RN	2	
	Pay From S		No									
				Positive R			rTime:					
	Meal:			5 HRS AND 3P-11:30P			kEnd: lBack:	W3_7A730A WKN	D3 7A SAT	730A MON NoM:	in	
				11P-7:30A			Worked	KTH-HOL Holid	av Pav Wor	ked		
		PUNCH TIM										.
		IIN			HOURS	TRC	OVERR:	IDE				.
		12 06:25			12.10							
	02/24/		02/21/1	2 10.54	0.40	LAN						
		12 06:30	02/24/1	2 18:37	11.60							
	02/25/				0.50	LAN						
		12 06:25	02/25/1	2 18:28	11.50							
	02/26/	12 06:25	00/00/0		0.80	LK1						
				2 18:14								
	03/03/		00/01/1	2 10.00	7,90	LK1						
	*** Time	Admin n	eeds to	run to g	et accura	te pa	yable	time. ***				
	CER	DESCR	CARTON I	22.22				HOURS		OTHER 70.40		
	DP1	DEPARTM								70.40		
	HD1	HOLIDAY								24.10		
-	KTH	KTIME W	ORK ON H	HOLIDAY E	ARNED					24.10		
	LK1			FAKEN 1.0				9.60				
n	RGB SH2	REGULAR SHIFT 2						70.40		22.40		
Ø	SH2 WKN	WEEKEND								22.40		1
@				> 🕅		1	6	-	-		· P 🖗 🛱 🔶	3:45 PM 4/4/2012

Step	Action
34.	The employee's punch information for the pay period displays.
	Click the Down Arrow on the scrollbar to view additional report information.



Image:	lit View I	Document Too	ols Window Help						
XEP_FUNCH IN FUNCH OT HOURS TEC OVERFIDE 02/20/12 06:25 02/21/12 18:54 12.00 0	🕹 • 🍕	🕹 🔶 🕻	1 / 2 💌 🖲 1	02% - 6		Find			
XEP_FUNCH IN FUNCH OT HOURS TEC OVERFIDE 02/20/12 06:25 02/21/12 18:54 12.00 0	REPORTE	D PUNCH TIM	E DETAIL						
02/21/12 06:24 02/21/12 18:54 12.00 02/24/12 06:30 02/24/12 18:37 11.60 02/25/12 06:25 02/25/12 18:37 11.60 02/25/12 06:25 02/25/12 18:38 11:50 02/25/12 06:25 02/25/12 18:38 11:50 02/25/12 06:25 02/26/12 18:14 11:20 03/03/12 06:26 02/26/12 18:14 11:20 03/03/12 06:26 02/26/12 18:14 11:20 03/03/12 06:26 02/26/12 18:14 11:20 03/03/12 06:26 06:26 07HER 16:26 CER CERC HOURS OTHER 16:24:10 VEN DEPARTMENT/CRITICAL 70:40 24:10 NTH KTIM KUMENKON HOLIDAY DIFF 1 24:10 24:10 KTH KTIME WORK ON HOLIDAY EARNED 21:40 22:40 WEN WEEKEND DIFF 22:20 22:40 WEN WEEKEND DIFF 22:20 22:20	XFR PUN	CH IN	PUNCH OUT	HOURS	TRC	OVERRIDE			
02/24/12 0.40 LAN 02/25/12 06:30 02/25/12 06:30 LAN 02/25/12 06:25 02/25/12 06:30 LAN 02/25/12 06:25 02/25/12 06:30 LAN 02/25/12 06:25 02/25/12 11:60 02/25/12 02/25/12 06:25 02/25/12 12:80 LK1 02/25/12 06:24 03/01/12 15:50 12:00 03/03/12 7:90 LK1 12:00 03/03/12 7:90 LK1 12:00 TRC DESCR OFTHER Modes to run to get accurate payable time. *** TPC DESCR CERTIFICATION PAY 70:40 DP1 DEPARTMENT/CETTICAL 70:40 H01 HOLIDAY DIFF 1 24:10 LK1 LEAVE - COMP-TAKEN 1.0 9:60 RGB RGULAR 70:40 SH2 SHIFT 2 22:40 MKN WEEKEND DIFF 22:20 Total 80:00 Employee Signature/Date:	02/20	0/12 06:25	02/20/12 19:05	12.10					
02/24/12 06:30 02/24/12 18:37 11.60 02/25/12 06:25 02/25/12 18:28 11.50 02/26/12 06:25 02/26/12 18:18 11.50 02/26/12 06:25 02/26/12 18:14 11.20 03/03/12 06:20 07/12 18:15 12.00 03/03/12 06:20 7.90 LK1 TRC DESCR OTHER CERTIFICATION PAY 70.40 DP1 DEPARTMENT/CRITICAL 70.40 DP1 DEPARTMENT/CRITICAL 70.40 HD1 HOLDAY DIFF 1 24.10 KTH KTIME WORK ON HOLDAY EARNED 24.10 KTH KTIME WORK ON HOLDAY EARNED 21.40 KH KIFT 2 70.40 SH2 SHIFT 2 22.20 Total 80.00	02/2:	1/12 06:24	02/21/12 18:54	12.00					
02/25/12 0.50 LAN 02/25/12 06:25 02/25/12 18:28 11.50 02/25/12 06:25 02/26/12 18:14 11.20 03/03/12 06:24 03/01/12 18:55 12.00	02/24	4/12		0.40	LAN				
02/25/12 06/25 02/25/12 18:28 11.50 02/26/12 06:25 02/26/12 18:14 11.20 03/03/12 06:24 03/03/12 7.90 LK1 TRC DBSCR OTHER CERTIFICATION PAY 70.40 DP1 DEPARTMENT/CRITICAL 70.40 DP1 DEPARTMENT/CRITICAL 70.40 LK1 XIM 70.40 LK1 424.10 KTH KTIME WORK ON HOLIDAY BARNED 24.10 LK1 LEAVE - COMP-TAKEN 1.0 9.60 RGB RGOULAR 70.40 SH2 SHIFT 2 22.40 WKN WEEKEND DIFF 22.20 Total 80.00	02/24	4/12 06:30	02/24/12 18:37	11.60					
02/26/12 0.80 LK1 02/26/12 06:25 02/26/12 18:14 11.20 03/03/12 03/03/12 7.90 LK1 *** Time Admin needs to run to get accurate payable time. *** TRC DESCR HOURS OTHER CER CERTIFICATION PAY 70.40 DP1 DEPARTMENT/CRITICAL 70.40 HD1 HOLIDAY DIFF 1 24.10 KTH KTME WORK ON HOLIDAY EARNED 24.10 LK1 LEAVE - COMP-TAKEN 1.0 9.60 RCB REQULAR 70.40 SH2 SHIFT 2 22.40 WKN WEEKEND DIFF 80.00 Employee Signature/Date:				0.50	LAN				
02/2s/12 06:25 02/26/12 18:14 11.20 03/01/12 06:24 03/01/12 18:55 12.00 03/03/12 7.90 LK1 *** Time Admin needs to run to get accurate payable time. *** TRC DESCR HOURS OTHER CER CERTIFICATION PAY 70.40 DP1 DEPARTMENT/CRITICAL 70.40 HD1 HOLDAY DIFF 1 24.10 KTH KTME WORK ON HOLDAY EARNED 24.10 KR1 KTME WORK ON HOLDAY EARNED 24.10 KR1 KTHE 70.40 SH2 SHIFT 2 22.40 WKN WEEKEND DIFF 22.20 Total 80.00 80.00	02/25	5/12 06:25	02/25/12 18:28	11.50					
03/01/12 06:24 03/01/12 18:55 12.00 03/03/12 7.90 LK1 *** Time Admin needs to run to get accurate payable time. *** TRC DESCR HOURS OTHER CERT CERTIFICATION PAY 70.40 DP1 DEPARTMENT/CRITICAL 70.40 HD1 HOLIDAY DIFF 1 24.10 KTH KIME WORK ON HOLIDAY EARNED 24.10 LK1 LEAVE - COMP-TAKEN 1.0 9.60 ROB REQULAR 70.40 SH2 SHIFT 2 22.40 WKN WEEKEND DIFF 22.20 Total 80.00	02/20	5/12		0.80	LK1				
03/03/12 7.90 LK1 *** Time Admin needs to run to get accurate payable time. *** TRC DESCR HOURS OTHER CER CERTIFICATION PAY 70.40 0.40 DP1 DEPARTMENT/CRITICAL 70.40 0.410 DP1 DEPARTMENT/CRITICAL 70.40 0.410 NTH KTIME WORK ON HOLIDAY EARNED 24.10 24.10 KRI KTH YTME 24.10 KRI STOLAR 70.40 3.00 SH2 SHIFT 2 22.20 30.00				11.20					
**** Time Admin needs to run to get accurate payable time. *** TRC DESCR OTHER CER CERTIFICATION PAY 70.40 DP1 DEPARTMENT/CRITICAL 70.40 HD1 HOLIDAY DIFF 1 24.10 KTH KTIME WORK ON HOLIDAY EARNED 24.10 LK1 LEAVE - COMP-TAKEN 1.0 9.60 ROB REGULAR 70.40 SH2 SHIFT 2 22.40 WKN WEEKEND DIFF 22.20 Total 80.00 80.00	03/03	1/12 06:24	03/01/12 18:55	12.00					
TRC DESCR HOURS OTHER CER CERTIFICATION PAY 70.40 0 DP1 DEPARTMENT/CRITICAL 70.40 0 HD1 HOLIDAY DIFF 1 24.10 24.10 KTH KTIME WORK ON HOLIDAY EARNED 24.10 24.10 KTH KTIME WORK ON HOLIDAY EARNED 24.10 24.10 SH2 SHIFT 2 70.40 22.40 MKN WEEKEND DIFF 22.20 22.20 Total 80.00 80.00 22.20									
CER CERTIFICATION PAY 70.40 DP1 DEPARTMENT/CETTICAL 70.40 HD1 HOLIDAY DIFF 1 24.10 KTH KTIME WORK ON HOLIDAY EARNED 24.10 LK1 LEAVE - COMP-TAKEN 1.0 9.60 RGB RGOULAR 70.40 SH2 SHIFT 2 22.40 WKN WEEKEND DIFF 22.20 Total 80.00 80.00	*** Tin	ne Admin n	eeds to run to g	get accura	ate p	ayable time. **	*		
CER CERTIFICATION PAY 70.40 DP1 DEPARTMENT/CETTICAL 70.40 HD1 HOLIDAY DIFF 1 24.10 KTH KTIME WORK ON HOLIDAY EARNED 24.10 LK1 LEAVE - COMP-TAKEN 1.0 9.60 RGB RGOULAR 70.40 SH2 SHIFT 2 22.40 WKN WEEKEND DIFF 22.20 Total 80.00 80.00									
DP1 DEPARTMENT/CRITICAL 70.40 HD1 HOLIDAY DIFF 1 24.10 KTH KTIME WORK ON HOLIDAY EARNED 24.10 LK1 LEAVE - COMP-TAKEN 1.0 9.60 RGB RSGULAR 70.40 SH1FT 2 70.40 22.40 WKN WEEKEND DIFF 22.20 Total 80.00 22.20						HOURS			_
HD1 HOLIDAY DIFF 1 24.10 KTH KTIME WORK ON HOLIDAY EARNED 24.10 LK1 LEAVE - COMP-TAKEN 1.0 9.60 RGB REGULAR 70.40 SH2 SHIFT 2 2 22.40 WKN WEEKEND DIFF 22.20 Total 80.00 Employee Signature/Date:									
KTIME NORK ON HOLIDAY EARNED 24.10 LK1 LEAVE - COMP-TAKEN 1.0 9.60 RGB REGULAR 70.40 SH1F7 2 22.40 WKN WEEKEND DIFF 22.20 Total 80.00									
LKI LEAVE - COMP-TAKEN 1.0 9.60 RGB REGULAR 70.40 SH2 SHIFT 2 2.40 WKN WEEKEND DIFF 22.20 Total 80.00 Employee Signature/Date:									
RGB RGULAR 70.40 SH2 SHIFT 2 22.40 WKN WEEKEND DIFF 22.20 Total 80.00 22.20								24.10	
SH1FT 2 22.40 WKN WEEKEND DIFF 22.20 Total 80.00 Employee Signature/Date:									
MEN WEEKEND DIFF 22.20 Total 80.00 Employee Signature/Date:						70.40		22.40	
Total 80.00 Employee Signature/Date:									
Employee Signature/Date:		WEEKEND	DIFF			80.00		22.20	_
	IOCAL					80.00			
	Employ	vee Signat	ure/Date:						
		orguat							
					_				

Step	Action
35.	Click the Down Arrow on the scrollbar to view additional report information.
36.	The last page of the report is a summary page.
	NOTE: The Time Details report will be printed after payroll has been confirmed. The summary page will be distributed to obtain appropriate signatures. NOTE: You may want to save a copy of the Time Details Report to a secure folder.
	NOTE. Tou may want to save a copy of the time Details Report to a secure folder.
37.	The Total Hours displayed here is the total hours Paid only.



	L009_1215348[1].pdf - Adobe Reader			
File	Edit View Document Tools Window Help			×
8	🔬 • 😴 👍 🔶 2 / 2 💿 🖲 102% • 🔚	Find •		
		Time Detail		
	Report ID:ZZTL009 User ID: KOCON2	lime Decall	Page No. 2 Run Date 04/04/	2012
	For the period 02/20/2012 through	03/04/2012	Run Time 15:44:	
				_
	DEPARTMENT: EL2036320 INTENSIVE CARE UNIT			
	TRC DESCR	HOURS	OTHER	
	LK1 LEAVE - COMP-TAKEN 1.0	9.60		
	RGB REGULAR	70.40		
	CER CERTIFICATION PAY		70.40	
	DP1 DEPARTMENT/CRITICAL HD1 HOLIDAY DIFF 1		70.40 24.10	
	KTH KTIME WORK ON HOLIDAY EARNED		24.10	
	SH2 SHIFT 2		22.40	
	WKN WEEKEND DIFF		22.20	
	Dept Total	80.00		
	MANAGER'/SUPERVISOR'S APPROVAL(S) SIGNATURE:	. 1		
	MANAGER / SUPERVISOR'S APPROVAL(S) SIGNATORES	· · ·		=
		2.		
		3		
	Report Total	80.00		
	Total Number of Employees:	1		
%				
Ø				_
				-
7) 🥭 🚔 🔯 🖸 📶 🖊			3:25 PM 5/24/2012

Step	Action
38.	Click the Close button.


	_e [.]										Add to Favorites	
vorites Mai	n Menu 🚿	LSUHSC P	rocesses > Tim	ne and Labor > 🛛	Report > Tir	ne Details R	eport					
	_							2	New Window	🕜 Help	📝 Customize Pag	e 📰 http
dministratior	Archiv	es										
/iew Report	s For											
User ID:	KOCON2	T	ype:	▼ Las	t 👻		1 [Days	R	efresh		
Status:		▼ F	older:	▼ Insta	ance:	to:						
Report List				Customize Find	View All	First 🛛	1 of 1 🖸 Las	t.				
Select	Report ID	Prcs Instance	Description	Request Date/Time	Format	<u>Status</u>	Details					
	375561	1215348	Time Details	04/04/2012 3:44:18PM	Acrobat (*.pdf)	Posted	Details					
Select All	Des	elect All										
			delete the select	ed report(s)								
			delete the select	ed report(s)								
Delete	ick the dele	te button to	delete the select	ed report(s)								
Delete Cl	ick the dele	te button to	delete the select	ed report(s)								
Delete Cl	ick the dele	te button to	delete the select	ed report(s)								
Delete Cl o back to Tir Save	ick the dele ne Details F	te button to	delete the select	ed report(s)								
Delete Cl o back to Tir Save	ick the dele ne Details F	te button to	delete the select	ed report(s)								
Delete Cl o back to Tir Save	ick the dele ne Details F	te button to	delete the select	ed report(s)								
Delete Cl o back to Tir Save	ick the dele ne Details F	te button to	delete the select	ad report(s)								
Delete Cl b back to Tir Save	ick the dele ne Details F	te button to	delete the select	ed report(s)								
Delete Cl o back to Tir Save	ick the dele ne Details F	te button to	delete the select	ed report(s)								
Delete Cl o back to Tir Save	ick the dele ne Details F	te button to	delete the select	ad report(s)								
Delete Cl o back to Tir Save	ick the dele ne Details F	te button to	delete the select	ed report(s)								
Delete Cl b back to Tir Save	ick the dele ne Details F	te button to	delete the select	ed report(s)								
Delete Cl b back to Tir Save	ick the dele ne Details F	te button to	delete the select	ed report(s)								
Delete Cl b back to Tir Save	ick the dele ne Details F	te button to	delete the select	ed report(s)								
Delete Cl o back to Tir Save	ick the dele ne Details F	te button to	delete the select	ed report(s)								
Delete Cl o back to Tir Save	ick the dele ne Details F	te button to	delete the select	ed report(s)								
Delete Cl o back to Tir Save	ick the dele ne Details F	te button to	delete the select	ed report(s)								
Delete Cl o back to Tir Save	ick the dele ne Details F	te button to	delete the select	ed report(s)								
Delete Cl o back to Tir Save	ick the dele ne Details F	te button to	delete the select	ed report(s)								
Delete o back to Tir Save	ick the dele ne Details F	te button to	delete the select	ed report(s)	11							
Select All Delete Cl to back to Tirr Save ministration	ick the dele	te button to	delete the select	ad report(s)	m				anet Protected		 	100%

Step	Action
39.	Click the Go Back to Time Details Report link. Go back to Time Details Report
40.	In this exercise, you will run the Time Details Report for the entire Intensive Care Unit for pay period 02/20/12 - 03/04/12.

ORACL	E.						Add to Favorites Sign out
Favorites Main	Menu > LSUHSC Processes >	Time and Labor > Report > Time	e Details Repo	ort			
					New Window	Help	📝 Customize Page 🛛 📰 http
Time Detail							
Run Control ID:	-	Report Manager Process	Monitor	Run			
Run Control Pa	rameters						
	Start Date: 02/20/2012 📴	End Date: 03/04/2012 🛐					
Employees To	Brocoss	Find View All 🕮 🕌		h in the second			
Employees To	100035	Empl Record	First = 1 of	- Last			
	Q	0 9	+	-			
Departments		Customize Find View All 🖉 🛄					
Departments		Customize Find View All •••• •••• Description	First 1 of 1	Last			
1	<u> </u>	Description		± =			
	~						
🖪 Save 🔯	Return to Search 💽 Notify		id 🖉 Upde	tc/Display			
•	action win0(document.win0.'PRC	m	Ŧ		Local intranet Protected	-	√2 ▼ € 100% ▼



Step	Action
41.	Click the Delete Row link to delete the EmplID and refresh the Time Detail page.
42.	Click the OK button.
43.	NOTE: By deleting the EmplID the page refreshed and the Group ID field displayed.
	Click the Look up Group ID button.

ORACLE		Home	Add to Favorites	Sian out
Favorites Main Menu > LSUHSC Processes	> Time and Labor > Report > Time Details Report			
Time Detail	والمعالم المعالم المعال والمعالم المعالم	Help	Customize Page	http
Run Control ID: time_detail	Report Manager Process Monitor Run			
Run Control Parameters Start Date: 02/20/2012	Look Up			
Employees To Process Empl ID Empl Record	Look Up Group ID			
Departments to Include	Time Reporter Group: begins with 🔹			
1 Department	Look Up Clear Cancel Basic Lookup Search Results			
	View 100 First 🕢 1 of 1 💽 Last			
	Time Reporter Group Group Type Indicator Description			
	EB010 D EL2036320 INTENSIVE CARE UNIT			
Save 🔯 Return to Search 📰 Notify				
Process Instance:1215348	📑 📢 Local intranet Protected	Mode: Off	👍 🕶 🔍 100	% 🕶 🖉

Step	Action
44.	Click the EB010 link.
45.	Click the Look up Department button. <i>NOTE: The Time Details report can be run for an entire Business Unit if you have the appropriate security access.</i>



Step	Action
46.	Click the EL2036320 link.
	EL2036320 INTENSIVE CARE UNIT
47.	Click the Run button.
	Run

ORACLE Favorites Main Menu	Ť	es → Time ano	d Labor > I	Report >	Time Det	ails Repor	t		6	친 New Window	Home	Add to Favorite		
User ID:	KOCON2		Run Cor	ntrol ID: tim	ie_detail									
Server Name: Recurrence: Time Zone:	PSNT -	Run Date: Run Time:	04/04/2012 3:52:32PM	Ħ	Resett	o Current	Date	/Time						
Process List Select Description		Process ZZTL00		Process 1 SQR Rep		*Type Web	Ŧ	PDF	•	Distribution Distribution				
OK Cancel														
Process Instance:121534	8							🗣 Loca	al int	ranet Protected	Mode: Off	4 •	E 1009	6 🕶

Step	Action
48.	Check to see that the PSNT option is selected for the Server Name. Click the OK button. OK



ORACLE	-					Home	Add to Favorites	Sign out
Favorites Main N	/enu > LSUHSC Processes >	Time and Labor > Report >	Time Details	Report				
Time Detail				_	🔊 New Window	Help	Customize Page	📰 http
Run Control ID:	time_detail	Report Manager Proc		Run				
Run Control Para	amotore	P	rocess Instar	C8:1215349				
	Start Date: 02/20/2012	End Date: 03/04/2012	Ħ					
Employees To I Group ID	Process	<u>Find</u> View Al 🗖	First K	1 of 1 🖸 Last				
EB010	Q		+	-				
Departments to	o Include	Customize Find View All 2	Million K	t of t D Last				
Department		Description	1134	Cast				
1 EL2036320)	INTENSIVE CARE UNIT		± =				
🖪 Save 🔯	Return to Search 💽 Notify		Add 📃	Update/Display				
< [45340	m						1000/
Process Instance:12	15349		1	S. 19	Local intranet Protected I	Mode: Off		100% -

Step	Action
49.	Click the Report Manager link. Report Manager



										Home	Add to Favorites	Sign o
vorites Mai	n Menu >	LSUHSC P	Processes > Tin	ne and Labor > R	eport > Tir	ne Details Rej	port	.5	New Window		Customize Page	
dministratior	n Archiv	es						12-	New Window	(rielp	Customizer age	- and the p
View Report	s For											
User ID:	KOCON2	1	Type:	- Last	-		1 D	ays	R	efresh		
Status:		• 1	Folder:	▼ Insta	nce:	to:						
Report List				Customize Find Vi	ew Al 🗖 🗎	First K 1-2	of 2 🗈 Last					
Select	Report ID	Prcs Instance	Description	Request Date/Time	Format	<u>Status</u>	<u>Details</u>					
	375562	1215349	Time Details	04/04/2012 3:52:47PM	Acrobat (*.pdf)	N/A						
	375561	1215348	Time Details	04/04/2012 3:44:18PM	Acrobat (*.pdf)	Posted	Details					
Delete	lick the dele		o delete the select	ed report(s)								
Select All Delete Cl So back to Tir Save ministration	lick the dele <u>me Details F</u>	te button to) delete the select	ed report(s)								
Delete o back to Tir Save	lick the dele <u>me Details F</u>	te button to) delete the select	ed report(s)								
Delete o back to Tir Save	lick the dele <u>me Details F</u>	te button to	o delete the select	ed report(s)								
Delete Cl o back to Tir Save	lick the dele <u>me Details F</u>	te button to	o delete the select	ed report(s)								
Delete o back to Tir Save	lick the dele <u>me Details F</u>	te button to	o delete the select	ed report(s)								
Delete Cl to back to Tir	lick the dele <u>me Details F</u>	te button to	o delete the select	ed report(s)								
Delete Cl So back to Tir Save	lick the dele <u>me Details F</u>	te button to	o delete the select	ed report(s)	17							

Step	Action
50.	Click the Refresh button until Status = Posted and the Time Details in the Description column displays as a blue link. <i>NOTE: Please wait 10 - 15 seconds between clicks to allow for system processing.</i> Refresh
	Reliesh



Archiv	00										
Archiv							1	New Window	(?) Help	📝 Customize Page	📰 http
s For											
KOCON2						1	Days	▼ Re	fresh		
	▼ F	Folder:									
				View All 📮	First K	1-2 of 2 🗋 L	ast				
Report ID	Prcs Instance	Description	Date/Time	Format	<u>Status</u>	Details					
375562	1215349	Time Details	04/04/2012 3:52:47PM	Acrobat (*.pdf)	Posted	<u>Details</u>					
375561	1215348	Time Details	04/04/2012 3:44:18PM	Acrobat (*.pdf)	Posted	Details					
	Report										
Archives											
	Report ID 375562 375561	Report Pros 10 Instance 375562 1215349 375561 1215348 Deselect All cok the delete button to re Details Report	Folder: Folder: Folder: Folder: Folder: Folder: Folder: Pros Instance Pescription Time Details 375561 1215348 Time Details Deselect All cx the delete button to delete the select the Details Report	Folder: Customize End Customiz	Folder: Instance: Customed Find Version Press Description Press Press	Folder: Instance: to: Cutatomize Find Version Press Description Posted Status Status	Folder: Instance: to: Customed Find Work all P P Find 1 1-2 of 2 D Customed Find Work all P P Find 1 1-2 of 2 D Customed Find Work all P P Find 1 1-2 of 2 D Customed Find Work all P P Find 1 1-2 of 2 D Customed Find Work all P P Find 1 1-2 of 2 D Customed Find Work all P P Find 1 1-2 of 2 D Customed Find Work all P P Find 1 1-2 of 2 D Customed Find Work all P P Find 1 1-2 of 2 D Customed Find Work all P P Find 1 1-2 of 2 D Customed Find Work all P P Find 1 1-2 of 2 D Customed Find Work all P P Find 1 1-2 of 2 D Customed Find Work all P P Find 1 1-2 of 2 D Customed Find 1 1-2 of 2 D C	Folder: Instance: to: Customed Field Wave All P IF Frei K 1-2 of 2 Cast Report Pres Description Reputs Report Pres Description Reputs Report Pres Description Report Posted Description Posted Details Default Compatibility Posted Details Report Report	Folder: Instance: to: Customice[End[Verward[I]] ☐ First & 1-2 of 2.2 Las Report Instance Description Report Status Details Details Details Details Out04/2012 Acrobat Crobat Customice(First Customice(First) Cu	▼ Folder: ▼ Instance: to: Contentse End Verv All □ □ □ rest □ 1 +2 of 2 □ Last Report Instance Bescription 375562 1215349 Time Details 0404/2012 Acrobat (°.p.d) Posted Details 0404/2012 Acrobat Posted Details 0404/2014 Acrobat Posted Details 0404/2014 Acrobat Deselect All No Acrobat Details Acrobat Details Acrobat Details </td <td>Image: Continue (End (Very All (C))) Image: Continue (End (Very All (C))) Report (Instance) Rescription Rescription 375562 1215349 Time Details 04/04/2012 Acrobat 375561 1215348 Time Details 04/04/2012 Acrobat 375561 1215348 Time Details 04/04/2012 Acrobat Deselect All 0:401472012 Acrobat Posted Details Contains 3:44:18PM (° p.df) Posted Details Contains 3:44:18PM Norther Posted Details Contains 0:401472012 Acrobat Posted Details Deselect All Norther Norther Posted Details Instance: Cr.pdf Posted Details Norther Instance: Status Posted Details Norther Instance: Cr.pdf Posted Details Norther Instance: Status Posted Details Norther Instance: Cr.pdf Posted Details Norther</td>	Image: Continue (End (Very All (C))) Image: Continue (End (Very All (C))) Report (Instance) Rescription Rescription 375562 1215349 Time Details 04/04/2012 Acrobat 375561 1215348 Time Details 04/04/2012 Acrobat 375561 1215348 Time Details 04/04/2012 Acrobat Deselect All 0:401472012 Acrobat Posted Details Contains 3:44:18PM (° p.df) Posted Details Contains 3:44:18PM Norther Posted Details Contains 0:401472012 Acrobat Posted Details Deselect All Norther Norther Posted Details Instance: Cr.pdf Posted Details Norther Instance: Status Posted Details Norther Instance: Cr.pdf Posted Details Norther Instance: Status Posted Details Norther Instance: Cr.pdf Posted Details Norther

Step	Action
51.	Click the Time Details link.
52.	When running the Time Details Report for a specific department, information will be sorted by employee in alphabetical order.
	When running the Time Details Report for an entire Business Unit, information will first be sorted by Department and then by employee in alphabetical order.



	L009_1215349[2].pdf - Adobe					AA A					Х
File I		ols Window Help									×
8	🍓 - 🌍 🔶 🦊	1 / 27 🕑 🖲 10)2% • 🔚		Find	•					
ß											ľ
	Report ID:ZZTL00	9		Time	Det	ail		Page No.			- 1
	User ID: KOCON2	00/00/0010			(0000				04/04/2012	1	- 11
		02/20/2012 t			/2012			Run Time	15:53:02	_	- 11
	beput emeries bbze	Jobszo inibioiva	CINCL ONL	-							- 11
	Employee ID:	Name: John	Doe	1.00		Jo	ob Title:	100400 NU	RSING ASST 2		- 11
	Pay From Schedule:	No									- 11
		R Biweekly Positive R				40_KT-V 40 CC					- 11
		MIN AFTER 5 HRS AND DP SHIFT 2 3P-11:30P	15 HRS	Wee) Call	End:	W3_7A730A WKN	ND3 7A SAT	730A MON NoM:	in		- 11
		DA SHIFT 3 11P-7:30A	2 HrMin 2 HrMin	Hol	orked	KTH-HOL Holid	lav Pav Wor	ked			- 11
											- 11
	REPORTED PUNCH TI										- 11
	XFR PUNCH IN			TRC	OVERR	IDE					- 11
		02/22/12 15:06	8.00								- 11
		02/23/12 14:56 02/24/12 14:55	8.10								- 11
		02/24/12 14:55	8.10								- 11
	02/28/12	02/2//12 14.00	7.90	LAN							- 11
		02/29/12 14:54	8.10								- 11
	03/01/12 06:23	03/01/12 14:55	8.10								- 11
	03/02/12 06:26	03/02/12 14:54	8.00								- 11
	TRC DESCR					HOURS		0,000			- 11
		ME @1.0 EARNED				HOURS		0.30			- 11
		ENTITLEMENT				16.00		0.50			- 11
	LAN LEAVE -	ANNUAL BW WAGE				7.90					- 11
	RGB REGULAR					56.10					- 11
	Total					80.00					- 11
											- 11
%	Employee Signat	ture/Date:									- H
	Employee Signad	cure/Date.									- 11
Ø											- 11
1) 💋 🚞 I	🔄 🖸 🕅	<u>لم</u>			-	-		- P 🛱 🔛		

Step	Action
53.	Click the Down Arrow on the scrollbar to view additional report information.
54.	Click the Down Arrow on the scrollbar to view additional report information.
55.	The Total Hours displayed here is the total hours Paid only.
56.	The timekeeper will print the Time Details Report and distribute it for appropriate employee and departmental signatures.
57.	This completes Time Details Report . End of Procedure.



Attendance History

Procedure

In this topic you will learn how to run the **Attendance History** report.

NOTE: Run the Attendance History report to view information on a single employee, a single department or multiple departments.

ORACL	e'											
										Home	Add to Favorites	Sign out
Favorites Mair	Menu >	LSUHSCH	Processes > Time	and Labor >	Report > In	ne Detais	Report		2 Now Mind	low ③ Help	Customize Pag	a 🗖 http
Administration	Archiv	es							No Mew Willo	iow Grieip	Customizer ag	le manut
View Reports	s For											
User ID:	KOCON2	: ;	Type:	• L	.ast 👻]	1	Days	•	Refresh		
Status:		•	Folder:	▼ In	stance:	to						
Report List				Customize Find	View All 🗖	First K	1-2 of 2	Last				
Select	Report ID	Prcs Instance	Description	Request Date/Time	Format	<u>Status</u>	Details					
	375562	1215349	Time Details	04/04/2012 3:52:47PM	Acrobat (*.pdf)	Posted	Details	2				
	375561	1215348	Time Details	04/04/2012 3:44:18PM	Acrobat (*.pdf)	Posted	Details	<u>8</u>				
Select All	Π.	elect All										
			o delete the selecte	d report(s)								
Go back to Tin	ne Details f	Report										
Save												
Administration	Archives											
•					III							Þ
Process Instance	1215349					1		👊 Loc	al intranet Protec	ted Mode: Off		🔍 100% 🔻

Step	Action
1.	Click the Report link.
2.	Click the Attendance History link.
3.	Run Control ID The system defaults into the Find an Existing Value tab. The first time you run the Attendance History report, you must select Add A New Value tab to add a Run Control ID. Thereafter, when the Attendance History report is run, remain on the Find an
	Existing Value tab to select an existing Run Control ID by simply clicking the Search button.



Step	Action
4.	A Run Control ID must be created to run the Attendance History report. The same Run Control ID can be used when running the Attendance History Report in the future.
	A Run Control ID is used to access the Process Scheduler. You may save parameters related to a particular process or report with a run control to minimize data entry when running recurring processes and reports. If you select Find an Existing Value to use an existing Run Control ID, the Attendance History report page displays the information from the most recent Print Request.
	 A Run Control ID is: 1. Specific to the end-user's Operator ID; 2. Can be entered in upper case, lower case, or mixed case; 3. Must be one continuous string of words (maximum of 30 characters). If it consists of more than one word the Run Control ID cannot contain a blank space between the words or must be connected by an underscore.



ORACLE		to Favorites	Sign out
Favorites Main Menu > LSUHSC Processes > Time and Labor > Report > Attendance History			
	🖾 New Windo	w 🕜 Help	📰 http
Attendance History			
Enter any information you have and click Search. Leave fields blank for a list of all values.			
Find an Existing Value			
Maximum number of rows to return (up to 300): 300 Search by: Run Control ID begins with			
Case Sensitive			
Search Advanced Search			
Find an Existing Value Add a New Value			
< [
Process Instance:1215349	ected Mode: Off	-{	

Step	Action
5.	Click the Add a New Value tab.
6.	Enter the desired information into the Run Control ID field. Enter " attend_history ".
7.	Click the Add button.
8.	In this exercise, you are asked to run the Attendance History report for a single employee for pay period 02/20/12 - 03/04/12. You will use the LAN (Leave - Annual BW Wage) and LBS (Leave - Sick Biweekly Wage) Time Reporting Codes to generate report data.



ORACLE	Home Add to Favorites Sign out
Favorites Main Menu > LSUHSC Processes > Time and Labor > Report > Attendance History	
Attendance History	🔊 New Window 🕜 Help 📝 Customize Page 📰 http
Attendance History	
Run Control ID: attend_history Report Manager Process Monitor Run	
Run Control Parameters	
Start Date: 10 End Date: 10	
Employees To Process End View Al 🕮 🛗 First 🚺 1 of 1 🚺 Last	
Empl ID Empl Record Group ID	
TRC's to Include Customize Find View Al 🖉 🛗 First 🚺 1 of 1 🖸 Last	
Time Reporting Code Description Sort Order	
🔚 Save 🔚 Notify 📃 Add 🌽 Update/Display	
د الله المحافظ	l intranet Protected Mode: Off 🛛 🖓 🔻 🔍 100% 👻
Javaschpesuomiteketion_wino(document.wino, PRCSRQSTDL0_WRK_EOADKPTLIST.);	Intranet Protected Mode: Uff

Step	Action
9.	Enter the beginning date for the pay period in the Start Date field.
	Enter the desired information into the Start Date field. Enter "022012".
10.	Enter the ending date of the pay period in the End Date field.
	Enter the desired information into the End Date field. Enter "030412".
11.	Enter the desired information into the Empl ID field. Enter " 7-digit Employee ID Number ".
12.	Select the desired Time Reporting Codes (TRC) for the report.
	Click the Look up Time Reporting Code button.



ORACLE					1	1
Favorites Main Menu > LSUHSC Proce	sses > Time	and Labor > Report > Attendance History		Home	Add to Favorites	Sign out
Tavonces Hampiella / Esonse Place	sada / Time	and capor > Report > Accentratice History		@		-
			Rem Mindow	Help	Customize Page	💷 http
Attendance History						
	Look Up		×			
Run Control ID: attend_history	Look Up	Time Reporting Code				
Run Control Parameters Start Date: 02/20/2012	Search by:	Time Reporting Code 🔻 begins with	Ξ			
	Look Up	Cancel Advanced Lookup				
Employees To Process	- LOOK OP	Auranceu Luokub				
Empl ID	Search Res	sults				
	View 100	First 🕡 1-08 of 08 📡 Last				
TRC's to Include		Land Land				
Time Reporting Code	Time Reportin BRK	g Code Description Break				
1	C-5	CKV @ 0.5				
	CB8	CALL BACK OVERTIME 8/80				
	CBP	CALL BACK PAY				
	CBR	CALL BACK REGULAR				
	CBS	CALLBACK SPECIAL ILPH				
	CBV	CALL BACK @ 1.5				
	CER	CERTIFICATION PAY				
	CHE	Cancel Holiday Entitlement				
	CHG	IN CHARGE				
Save Notify	CKP	CALL BACK @ ST K-TIME				
	CKV	CALL BACK 1.5 K-TIME				
	CP1	ON CALL PAY				
	CP2	ON CALL PAY WEEKEND				
	CPP	CER PAY POLICE	•			
	•	m	•			
Process Instance:1215349			👊 Local intranet Protected	Mode: Off		100% 👻

Step	Action
13.	View TRC options. Click the Down Arrow button of the scrollbar.
14.	View TRC options. Click the Down Arrow button of the scrollbar.
15.	View TRC options. Click the Down button of the scrollbar.
16.	View TRC options. Click the Down button of the scrollbar.
17.	Click the Up button of the scrollbar.
18.	You can search for the TRC option you wish to utilize. In this exercise you will search for the LAN (Leave - Annual BW Wage). Enter the desired information into the Search by field. Enter "L".



Step	Action
19.	Click the Look Up button.
20.	Click the LAN link.

ORACLE							
Eavorites Main Menu > 1 SUHSC	Processes > Time and Labor > R	eport 🔪 Attendance Histo	D/		Home	Add to Favorites	Sign out
navoneca Main Piena / Ebonac		opore / Accontance hac	17	Now Window		Customize Page	b#o
Attendance History				P- HEW MILIOW	Griep	S Customizer age	en und
Run Control ID: attend_history	<u>Report Mana</u>	ager Process Monitor	Run				
Run Control Parameters							
Start Date: 02/20	/2012 B End Date: 03	3/04/2012 🗵					
		-					
Employees To Process Empl ID	Empl Record	ew Al 🕮 📜 First 🖬 1 o	1 🗳 Last				
		+	-				
TRC's to Include		ew Al 🕮 🔚 First 🖾 1 o					
Time Reporting Code		Sort Order	Luor				
1 LAN	LEAVE - ANNUAL BW WAGE		+ -				
Save E Notify		📑 Add 🗾 Upc	ate/Display				
<		m					
Process Instance:1215349			🛍 Loo	cal intranet Protected N	Aode: Off		100% 🔻

Step	Action
21.	Additional TRC parameters may be included by clicking the "+" sign. Conversely, TRC parameters may be removed by clicking the "-" sign.
	Click the Plus (+) button.
22.	You will now enter or select the LBS Time Reporting Code.
	NOTE: If you know the TRC code you wish to use, you may enter it directly into the TRC field.
	Click the Look Up Time Reporting Code button.
23.	Enter the desired information into the Search by field. Enter "L".
24.	Click the Look Up button.



Step	Action
25.	Click the LBS - Leave - Sick BiWeekly Wage link.
26.	Click the Save button.
27.	Click the Run button.

ORACLE	Ξ.							Home	Add to Favorites	Sign out
Favorites Main	Menu > LSUHSC Process	es > Time and	Labor > Rep	ort > Attenda	nce History					
							New Window	Help	📝 Customize Page	e 📰 http
Process Sche	duler Request									
User ID:	KOCON2		Run Contro	ID: attend_hist	огу					
Server Name:	·	Run Date:	04/04/2012	Ħ						
Recurrence:	•	Run Time:	4:54:50PM	Reset	to Current Da	te/Time				
Time Zone:	Q									
Process List										
Select Descrip	tion	Process	Name Pr	ocess Type	*Type	*Format	Distribution			
Attenda	nce History	ZZTL00	7 SC	QR Report	Web	PDF	 Distribution 			
OK Ca	ancel									
[
Process Instance:12	215349					육 Local	intranet Protected	Mode: Off		100% -

Step	Action
28.	Click the button to the right of the Server Name field.
29.	Click the PSNT option from the drop-down list. PSNT
30.	Click the OK button.



ORACLE			Home Add to Favorites Sign	n out
Favorites Main Menu > LSUHSC P	rocesses > Time and Labor > Report > Attendance Hist			
Attendance History		2 New Windo	low 🕜 Help 🛛 📝 Customize Page 📰 htt	tp
Run Control ID: attend_history	Report Manager Process Monitor	Run		
Run Control Parameters	Process Instance:	1215350		
Start Date: 02/20/2	012 B End Date: 03/04/2012 B			
Employees To Process	Find View AL 🕮 🛗 First 🚺 1 o			
EmpliiD	Empl Record	Last		
	0 🔍 🛨	=		
TRC's to Include	Customize Find View All 🖾 🛗 First 📧 1-2 o	f 2 D Last		
	Description Sort Order			
	LEAVE - ANNUAL BW WAGE	± =		
2 LBS	LEAVE - SICK BIWEEKLY WAGE	+ -		
Save E Notify	💽 🕹 Add 🍞 Upa	ate/Display		
rocess Instance:1215350	m [7]	ፍ Local intranet Protecte	ted Mode: Off 🛛 🖓 🔻 🎕 100%	•

Step	Action
31.	The Report Manager allows you to view and print your report.
	Click the Report Manager link.
32.	The Status indicates the status of the process:
	Queued: The process is in line to run.Initiated: The process has begun.Processing: The process is running.Posted: The process ran successfully.Not Successful: The process did not run successfully.Cancel: The process has been canceled.



ORAC	LE.										
Favorites M	ain Menu	I SUHSC P	rocesses > Time and	Lahor > Ren	ort > A	ttendance Hist	:orv		Home	Add to Favorites	Sign out
	ion Piena /	Loonoc -			ione / P	lecentuarice mai	.019	New Window	(?) Help	Customize Page	e 🖬 http
Administrati	on Arch	ives						-			
View Repo	rts For										
User ID:	KOCON	12 1	Type:	▼ Last	•	•	1 Days	• Re	fresh		
Status:		▼ F	older:	 Instance 	e:	to:					
Report List	t		Custo	<u>mize Find</u> View	AIL	🗄 🛛 First 🕅 1-4	of 4 🖸 Last				
Select	Report ID	Prcs Instance	Description	Request Date/Time	<u>Format</u>	<u>Status</u>	Details				
	375565	1215352	Attendance History	04/04/2012 5:08:07PM	Acrobat (*.pdf)	Processing					
	375563	1215350	Attendance History	04/04/2012 4:55:17PM	Acrobat (*.pdf)	Posted	Details				
	375562	1215349	Time Details	04/04/2012 3:52:47PM	Acrobat (*.pdf)	Posted	Details				
	375561	1215348	Time Details	04/04/2012 3:44:18PM	Acrobat (*.pdf)	Posted	Details				
Select A	л 🗖 ре	eselect All									
			delete the selected rep	ort(s)							
Go back to A	Attendance H	History									
🔡 Save											
Administratio	n <u>Archives</u>										
<											,
rocess Instan	ce:1215352						😪 Loc	al intranet Protected	Mode: Off	e	100% -

Step	Action
33.	Click the Refresh button until Status = Posted and the Time Details in the Description column displays as a blue link.
	<i>NOTE: Please wait 10 - 15 seconds between clicks to allow for system processing.</i> Refresh



/iew Repo	orts For									
User ID:	KOCON2	Type:		- Last	•		Days	•	Refresh	
Status:		 Folder: 		Instance:		to:				
Report Lis	it		Customize	Find View All	Pin Fin	st 🗹 1-4 o	f 4 🖸 Last			
elect	Report ID	Prcs Instance	Description	Request Date/Time	<u>Format</u>	<u>Status</u>	Details			
	375565	1215352	Attendance History	04/04/2012 5:08:07PM	Acrobat (*.pdf)	Posted	<u>Details</u>			
	375563	1215350	Attendance History	04/04/2012 4:55:17PM	Acrobat (*.pdf)	Posted	<u>Details</u>			
	375562	1215349	Time Details	04/04/2012 3:52:47PM	Acrobat (*.pdf)	Posted	Details			
	375561	1215348	Time Details	04/04/2012 3:44:18PM	Acrobat (*.pdf)	Posted	Details			
Delete	Once are delet	story	e the selected report(s)							

Step	Action
34.	Click the Attendance History link to view your report.
	This will open a new window. Attendance History
35.	The Weekly Time section provides leave information for each day in the pay period.
	The Monthly Time section provides leave information by calendar month.
36.	Click the Close button for the new window only.
37.	Click the Go back to Attendance History link. Go back to Attendance History
38.	In this exercise, you will run the Attendance History for the entire Intensive Care Unit using the LAN and LBS Time Reporting Codes.
	Click the Minus (-) button.
39.	Click the OK button.



Step	Action
40.	NOTE: By clicking the Minus (-) button, the system automatically displays the Group ID field.
	Click the Look up Group ID button.
41.	Click the EB010 link.
42.	You may use the current parameters or make changes by utilizing the Plus (+) and Minus (-) signs displayed at the end of each row. Click the Save button.
43.	Click the Run button.
44.	Click the OK button.
45.	Click the Report Manager link. Report Manager
46.	In this example the Status = Posted and Attendance History is a blue link. <i>NOTE: If the Status was not Posted, you would have clicked the Refresh button</i> <i>until Status = Posted and the Attendance History in the Description column</i> <i>displays as a blue link. Please wait 10 - 15 seconds between clicks to allow for</i> <i>system processing.</i>
47.	Click the Attendance History link. Attendance History
48.	View the report results.
	Click the Down button of the scrollbar.
49.	View results. Click the Close button.
50.	This completes Attendance History. End of Procedure.





Early/Late Exceptions Report

Procedure

In this topic you will learn how to run the Early/Late Exceptions Report.

Step	Action
1.	Click the Main Menu button.
	Main_Menu

ORACLE	Home Add to Favorites	Sign out
Favorites Main Menu Personalize Search Menu:	() ()	-leip
Time and Labor Reporting Tools PeopleTools LSUHSC Processes My Personalizations		
	🗣 Local intranet Protected Mode: Off 🛛 🖧 🔻 🎕	100%

Step	Action				
2.	Point to the LSUHSC Processes menu.				
3.	Point to the Time and Labor menu.				
4.	Point to the Report menu.				
5.	Click the Early/Late Exception Report menu option.				
	Early/Late Exception Report				



Step	Action
6.	Run Control ID
	The system defaults to the Find an Existing Value tab. The first time the Early/Late Exceptions Report is run, select the Add A New Value tab to add a Run Control ID.
	Thereafter, when the Early/Late Exceptions Report is run, remain on the Find an Existing Value tab to select an existing Run Control ID by simply clicking the Search button.
7.	A Run Control ID must be created to run the Early/Late Exceptions Report. The same Run Control ID can be used when running the Time Details Report in the future.
	A Run Control ID is used to access the Process Scheduler. You may save parameters related to a particular process or report with a run control to minimize data entry when running recurring processes and reports. If you select Find an Existing Value to use an existing Run Control ID, the Early/Late Exceptions Report page displays the information from the most recent Print Request.
	 A Run Control ID is: 1. Specific to the end-user's Operator ID; 2. Can be entered in upper case, lower case, or mixed case; 3. Must be one continuous string of words (maximum of 30 characters). If it consists of more than one word the Run Control ID cannot contain a blank space between the words or must be connected by an underscore.



ORACLE	Home	Add to Fa	vorites	Sign out
Favorites Main Menu > LSUHSC Processes > Time and Labor > Report > Early/Late Exception Report				
	Ba⊓ New	/ Window	C Help	💷 http
Early/Late Exception Report				
Enter any information you have and click Search. Leave fields blank for a list of all values.				
Find an Existing Value				
Maximum number of rows to return (up to 300): 300 Search by: Run Control ID begins with				
Case Sensitive				
Search Advanced Search				
Find an Existing Value Add a New Value				
< [
Done State I protected	Made: Off	6	- @	00% -

Step	Action
8.	Click the Add a New Value tab.
9.	Enter the desired information into the Run Control ID field. Enter "early_late_report".
10.	Click the Add button.
11.	In this exercise, you will run the Early/Late Exceptions Report for an employee for pay period 02/20/12 - 03/04/12.



ORACL								Home	Add to Favorites	Sig
Favorites Main	Menu > LSU	IHSC Processes > Ti	me and Labor > Repor	t > Early/Late E	xception	Report	N	A	Customize Page	-
Early/Late Excer	ption Report	1					Ren New Mindow	• Негр	Customize Page	💷 n
						_				
Run Control ID:	early_late_re	port	Report Manager	Process Monitor	Ru	n				
Run Control Par	rameters									
	Start Date:		End Date:	5						
Employees To	Process			u 💷 📜 🛛 First 🛙	1 of 1	Last				
Empl ID	Q	Empl Record	Group ID		÷	-				
	~	0 🔍		Q.	-					
📳 Save 🔛	Notify			📑 Add 🍡	Update/	Display				
(m						
one						G.	Local intranet Protected	Mode: Off	🖓 🔻 🔍 10	00%

Step	Action
12.	Enter the desired information into the Start Date field. Enter "022012".
13.	Enter the desired information into the End Date field. Enter "030412".
14.	Enter the desired information into the Empl ID field. Enter " 7- digit Employee ID Number ".
15.	Click the Save button.
16.	Click the Run button.



ORACLE [®] Favorites Main Menu > LSUHSC Pro	cesses > Time and Labor >	Report > Early/Lat	te Exception Repo			Add to Favorites Sign out
				문민 New Window	(?) Help 🛛 🗹 🤇	Customize Page 🛛 🖬 http
Process Scheduler Request						
User ID: KOCON2	Run C	ontrol ID: early_late_r	report			
Server Name:	• Run Date: 04/10/201					
Recurrence: Time Zone:	Run Time: 2:12:04Pt	Reset	to Current Date/T	ime		
Process List Select Description	Process Name	Process Type	*Type *F	ormat Distribution		
Early/Late Exception Report	ZZTL012	SQR Report	Web -			
OK Cancel						
				Local intranet Protected		√2 ▼ € 100% ▼

Step	Action
17.	Click the button to the right of the Server Name field.
18.	Click the PSNT list item. PSNT
19.	Click the OK button.



ORACL	E.					Home	Add to Favorites	Sign out
Favorites Main	Menu > LSUHSC Processes	> Time and Labor > Report > E	arly/Late Exce	ption Report				
Early/Late Exce	ption Report				🔊 New Window	Help	Customize Page	📰 http
Run Control ID:	early_late_report	Report Manager Proce	ss Monitor	Run				
		Pro	cess Instance	1215472				
Run Control Par	start Date: 02/20/2012	End Date: 03/04/2012	9					
Employees To	Process	Find View All 🗖	🔠 📑 First 🛙 1 (of 1 🖸 Last				
Empl ID	7-	Empl Record	_					
101000	۹,	0 🔍	+	-				
📊 Save 🔚	Notify		Add 🍃 Up	date/Display				
•		m						•
Process Instance:1	215472			😪 Lo	ocal intranet Protected I	Aode: Off	<u>4</u> 9 • €	100% 👻

Step	Action
20.	Click the Report Manager link. Report Manager



	ILE'											Home	Add to Favorite	u I e	iqn a
avorites M	lain Menu	> LSUH	SC Process	ses > Time an	d Labor	> Report	> Early/L	ate Exception	n Report			TIONE	1 Add to 1 avointe		gno
•	Ť		*	Ť		*				Nev	v Window	Help	Customize Pa	age 📰	http
Administrati	ion Arc	chives													
11 0															
View Repo	KOCC		Trees		•	Last	•	1	Days	; •	R	fresh			
	KUCC		Type:				•		Days	•		arean			
Status:			Folder			Instance:		to:							
Report Lis				<u>Cu</u>		Find View All		First 🚺 1-3 of	3 🗋 Last						
<u>Select</u>	Report ID	Prcs Instance	Descriptio	<u>2n</u>		Request Date/Time	Format	<u>Status</u>	<u>Details</u>						
	375587	1215472	Early/Late	Exception Repor	π	04/10/2012 2:12:27PM	Acrobat (*.pdf)	Processing							
	375586	1215471	Early/Late	Exception Repor	<u>n</u>	04/10/2012 2:06:04PM	Acrobat (*.pdf)	Posted	<u>Details</u>						
	375585	1215470	Employee	Float Report		04/10/2012 12:48:58PM	Acrobat (*.pdf)	Posted	Details						
Go back to F			<u>Report</u>												
							m								

Step	Action
21.	Click the Refresh button until Status = Posted and the Time Details in the Description column displays as a blue link. <i>NOTE: Please wait 10 - 15 seconds between clicks to allow for system processing.</i> Refresh
22.	Click the Early/Late Exception Report link.



🙆 https://ps9he	rcbreports2.lsuhsc.	.edu/psrepo	rts/hrtrn/375587/ZZTL012_121547	2.PDF - Windows Internet Explorer		==	
90- 🧧	https://ps9hercb	preports2.lsul	hsc.edu/psreports/hrtrn/375587/Z	ZTL012_1215472.PDF - 🔒 🍫	🗙 🔎 Bing		+ م
× 📀 McAfe	e / -						
🚖 Favorites	👍 🌄 Suggested	d Sites 🔻 🙋	Web Slice Gallery 🔻				
🟉 https://ps9h	ercbreports2.lsuhso	c.edu/psrep	orts/hr	🟠 •	· 🗟 • 🖻 🖶 •	Page 🕶 Safety 🕶 Too	ols 🕶 🔞 🕶 🖄
	ram Id: ZZTL0 date: 04/10/201		EMPLOYEE EA	LTH SCIENCES CENTER RLY/LATE EXCEPTION REPORT 2/20/2012 To 03/04/2012		Page: 1 Run time: 14:12:36	
Emp	lid Re	cd#	Exception	Punch Date/Time	Schedule Date	/Time	
EL2	36320	INTENSI	VE CARE UNIT				
	0		John Doe Early-Out Early-Out	02/25/2012 06:28 pm 02/26/2012 06:14 pm	02/25/2012 07: 02/26/2012 07:		
				A 11		ar 0 -	Ē
one		-	- h	🕵 Unknown 2	Ione Protected Mode		2:19 PM
😏 俊		0				- P 🖗 🛱 🔍	2:19 PM 4/10/2012

Step	Action
23.	Click the Close button.



	LE.										
			SC Processes > Time and Lab	ar > Report >	Early/L:	to Excont	ion Roport		Home	Add to Favorites	Sign out
avojices ma	Menu	/ Launa	Flocesses / Time and Labo	or a report	Edity/La	ite Except	on Report	New Windo	w 🕐 Help	Customize Page	1 http
Administratio	n Arc	hives			_						
View Repor	ts For										
User ID:	KOCO	N2	Type:	 Last 	•		Days	3 👻 📃	Refresh		
Status:		•		 Instance: 		to:					
Report List			<u>Customize</u>	Eind View All	a i 📰 🖓	st 🗹 1-3 o	f 3 🔼 Last				
Select	Report ID	Prcs Instance	Description	Request Date/Time	Format	<u>Status</u>	Details				
	375587	1215472	Early/Late Exception Report	04/10/2012 2:12:27PM	Acrobat (*.pdf)	Posted	<u>Details</u>				
	375586	1215471	Early/Late Exception Report	04/10/2012 2:06:04PM	Acrobat (*.pdf)	Posted	<u>Details</u>				
	375585	1215470	Employee Float Report	04/10/2012 12:48:58PM	Acrobat (*.pdf)	Posted	Details				
Select All Delete C Go back to E Save	lick the d arly/Late E	Exception	on to delete the selected report(s <u>Report</u>)							
ocess Instanc	e:1215472						Ge L	ocal intranet Protecte	d Mode: Off	4 − €	100% -

Step	Action
24.	Click the Go back to Early/Late Exception Report link. Go back to Early/Late Exception Report
25.	This completes Exceptions . End of Procedure.





Employee Float Report

Procedure

In this topic you will learn how to run Employee Float.

NOTE: Run the Employee Float report to view information on a single employee, a single department or for multiple departments.

ORACLE			
Favorites Main Menu > LSUHSC Processes > Time and Labor > Report	Attendance History	Hom	ne Add to Favorites Sign out
Tavorices Hair Mena > Esonise Pocesses > Time and Eason > Report	> Accentance history	🔊 New Window 🕜 Hel	p 📝 Customize Page 📰 http
Attendance History		Realities Millidow (1) Hel	p 💽 Customize Page 🔛 http
Run Control ID: attend_history Report Manager P	rocess Monitor Run		
Run Control Parameters			
Start Date: 02/20/2012 3 End Date: 03/04/20	12 3		
Employees To Process Find View All	First KI 1 of 1 D Last		
Group ID			
EB010	+ -		
TRC's to Include Customize Find View All	First K 1-2 of 2 Last		
Time Reporting Code Description Sort Of			
1 LAN 🔍 LEAVE - ANNUAL BW WAGE	· · ·		
2 LBS LEAVE - SICK BIWEEKLY WAGE	+ -		
🔚 Save 🔯 Return to Search 🔚 Notify	Add // Update/Display		
•	m		•
Process Instance:1215376	🗉 📦 Loca	al intranet Protected Mode: O	ff 🕼 🔻 🔍 100% 🔻

Step	Action
1.	Click the Report link.
2.	Click the Employee Float Report link.
	Employee Float Report
3.	Run Control ID
	The system defaults to the Find an Existing Value tab. The first time the Employee Float report is run, select the Add A New Value tab to add a Run Control ID.
	Thereafter, when the Employee Float report is run, remain on the Find an Existing Value tab to select an existing Run Control ID by simply clicking the Search button.



Step	Action
4.	A Run Control ID must be created to run the Employee Float report. The same Run Control ID can be used when running the Employee Float report in the future.
	A Run Control ID is used to access the Process Scheduler. You may save parameters related to a particular process or report with a run control to minimize data entry when running recurring processes and reports. If you select Find an Existing Value to use an existing Run Control ID, the Employee Float report page displays the information from the most recent Print Request.
	 A Run Control ID is: 1. Specific to the end-user's Operator ID; 2. Can be entered in upper case, lower case, or mixed case; 3. Must be one continuous string of words (maximum of 30 characters). If it consists of more than one word the Run Control ID cannot contain a blank space between the words or must be connected by an underscore.

ORACLE		Home	Add to Favorites Sign out
Favorites Main Menu > LSUHSC Processes > Time and Labor > Report > En	ployee Float Report		
		🖾 New Wi	ndow 🕜 Help 🔚 http
Employee Float Report			
Enter any information you have and click Search. Leave fields blank for a list of all values			
Find an Existing Value			
Maximum number of rows to return (up to 300): 300 Search by: Run Control ID begins with			
Case Sensitive			
Search Advanced Search			
Find an Existing Value <u>Add a New Value</u>			
e m Decear Instance1215236		Lintrant Dotected Mode: Off	ب ۱۱۹۹۵ ع

Step	Action
5.	Click the Add a New Value tab.
6.	Enter the desired information into the Run Control ID field. Enter " empl_float ".
7.	Click the Add button.



Step	Action
8.	In this exercise, you will run the Float Out Report for a single department for pay period 02/20/12 - 03/04/12.
9.	Before entering the Start Date and End Date the Select Report Type must be determined.
	In the Select Report Type section, the system defaults to the Float In Report options. The system will not allow you to run a Float In report and a Float Out Report on the same request. You must select one or the other.
	NOTE: The Start and End dates will have to be re-entered if the Select Report Type is not indicated first.
10.	Click the Float Out Report option.
11.	Enter the beginning date for the pay period in the Start Date field.
	Enter the desired information into the Start Date field. Enter "022012".
12.	Enter the ending date of the pay period in the End Date field.
	Enter the desired information into the End Date field. Enter "030412".
13.	The Employee Float report can be run for a single employee, a single department, or a group of departments. In this example the report will be run for a single department.
14.	The Group ID number must be entered in the Group ID field.
	NOTE: If you know the Group ID number you can enter it directly into the Department field.
	Click the Look up Group ID button.
15.	A list of available Group IDs will display. Select the appropriate Group ID.
	Click the EB010 link.
16.	The 7-digit Department number must be entered in the Department field.
	NOTE: If you know the Department number you can enter it directly into the Department field.
	Click the Department button.



Step	Action
17.	A list of available Departments displays. Select the appropriate Department from the list provided.
	Click the EL2036320 link. EL2036320 INTENSIVE CARE UNIT
18.	Additional departments can be included by clicking the plus sign (+). Departments can be removed from the report by clicking the minus sign (-).
19.	Click the Save button.
20.	Click the Run button.
21.	Click the button to the right of the Server Name field.
22.	Click the PSNT option from the drop-down list.
23.	Click the OK button.
24.	Click the Report Manager link. Report Manager
25.	Click the Refresh button until Status = Posted and the Time Details in the Description column displays as a blue link.
	NOTE: Please wait 10 - 15 seconds between clicks to allow for system processing. Refresh
26.	Click the Employee Float Report link. Employee Float Report



🏉 https://ps9hercbreports2.ls	uhsc.edu/psreports/hr	trn/375585/ZZT	.003_1215470	.PDF - Windo	ws Internet Explor	er			
🕜 🖓 🗢 🙋 https://ps9ł	hercbreports2.lsuhsc.ee	du/psreports/hrt	rn/375585/ZZ	ZTL003_12154	70.PDF	÷ 🔒 🐓	🗙 👂 Bing		- م
X 🖉 McAfee /									
🚖 Favorites 🛛 👍 🌄 Sugg	jested Sites 👻 🙋 Wel	b Slice Gallery 👻							
# https://ps9hercbreports2.	suhsc.edu/psreports/h	r				🟠 -	· 🔊 • 🖻 🖶 ·	▼ Page ▼ Safety ▼	Tools 🕶 🔞 🕶 🤇
									Ľ
	ROGRAM ID: EXTL003 RUNDATE: 04/10/2012	LOU MEALTH SCIE From 02-20-	NCES CENTER - 2012 To 03-04-	EMPLOYEE FLOAT	OUT REPORT	Page: 1			
	DEPARTMENT: EL2036320	INTENSIVE CF	RE UNIT						
	Employee: Day Date	John Doe	Bours	Jobcode: 112 Float Departm					
	MOÑ 02/20/21 MON 02/20/21 MON 02/20/21 MON 02/20/21 MON 02/20/21	012 CER 012 DP1 012 HD1 012 KTH 012 RGB	6.10 6.10 6.10 6.10 6.10	EL2036370 EL2036370 EL2036370 EL2036370 EL2036370 EL2036370	NEO-NATAL ICU NEO-NATAL ICU NEO-NATAL ICU NEO-NATAL ICU NEO-NATAL ICU				
	MON 02/20/20 Total:	TRC CER DF1 HD1 KTH RCB	4.00 Bours 6.10 6.10 6.10 6.10 6.10	EL2036370	NED-NATAL ICU				
	Total Employee -	8H2 1	4.00						
									-
Done						🚯 Unknown Z	Ione Protected Mod	e Off 🛛 🕤 🔻	
🌍 🧭 👸									1251 014

Step	Action
27.	Click the Close button.
28.	This completes Employee Float Report . End of Procedure.





Inquire

BI TL Employee No Payable Time

Procedure

In this topic you will learn how to run the **BI TL Employee No Payable Time**.

Step	Action
1.	Click the Main Menu button.
	Main_Menu

PS9HRTRN 8:50 PS9HEWEBDEV11 RCB avogites : Main Menu	Home Add to Favorites Sign and
PSHEWEBDEVIT RG wyrtes Man Meui ersonalize Search Menu: Manager Self Service Manager Self Service Sec Up HRNS Sec Up HRNS PeopleTools PeopleTools My Personalizations	Ren Additional Solution Heir
one	💊 Local intranet Protected Mode: Off 🛛 🐗 ▼ 💐 100% ▼

Step	Action
2.	Point to the LSUHSC Processes menu.
3.	Point to the Time and Labor menu.
4.	Point to the Inquire menu.
5.	Click the TL Queries menu.



PS9HRTRN 8.50 PS9HEWEBDEV11 RC8 Favorites Main Menu > LSUHSC Processes >> Time and Labor >> Inquir	re > TL Oueries			<u>Home</u>	Add to Favorites	Sign out
TL Queries		ر <u>الح</u>	New Window	Help	📝 Customize Page	📰 http
Query:						
Date: 02/20/2012 Pay Period Begin Date: 02/20/2012 Group ID:	Pay Period End Date					
Group ID:	Get Data	Select For Instruction	IS			
Done		👊 Local intran	et Protected	Ande: Off		۱00% ح

Step	Action
6.	Click the button to the right of the Query field.
7.	Click the BI TL EMPLOYEE NO PAYABLE TIME list item. BI TL EMPLOYEE NO PAYABLE TIME
8.	Click the Look Up Group ID button.
9.	Click the EB010 link.
10.	Click the Get Data button. Get Data
11.	View query results.
12.	This completes BI TL Employee No Payable Time . End of Procedure.



BI TL Employees < 80 Hrs

Procedure

In this exercise you will learn how to run **BI TL Employees < 80 Hrs**.

Query: BITL EMPLOYEE NO PAYABLE TIME Date: 02/20/2012 Pay Period Begin Date: 0/20/2012 Pay Period End Date: 0/3/4/2012 Group ID: EB010 EL2036320 INTENSIVE CARE UNIT Get Data Select For Instructions ITL EMPLOYEE NO PAYABLE TIME Descr Payre Pariod End Date: 0/2/2/2/2/2 Payre II 1 - 6 of 5 Last Isame Emplid Rodel Deptid Descr ParGro Class EE Fuller III III Punch Date 1 obn Doe 0 EL2036320 INTENSIVE CARE UNIT EBU Transient 0.25 P 0 2 John Doe 0 EL2036320 INTENSIVE CARE UNIT EBU Transient 0.25 P 0 4 John Doe 0 EL2036320 INTENSIVE CARE UNIT EBU Transient 0.25 P 0							🖉 New V	indow	Help	📝 Customiz	e Page 🛛 📰 htt
Date: 02/20/2012 Pay Period Begin Date: 02/20/2012 Pay Period End Date: 03/04/2012 Group ID: EB010 EL2036320 INTENSIVE CARE UNIT Get Data Saled Eor Instructions TITL EAMPLOYEE NO PAYABLE TIME Bame Employ EL2036320 INTENSIVE CARE UNIT EB010 Image: Pay Period Begin Date: Pay Period Begin Date: Pay Period Begin Date: Pay Period End Date: Pay Period End Date: Date: Pay Period Begin Date: Pay Period Begin Date: Pay Period Begin Date: Date	Queries						_				
Date: 02/20/2012 Pay Period Begin Date: 02/20/2012 Pay Period End Date: 03/04/2012 Group ID: EB010 EL2036320 INTENSIVE CARE UNIT Get Data 0 Select For Instructions ITLEMPLOYEE NO PAYABLE TIME Control to the select For Instructions ITLEMPLOYEE NO PAYABLE TIME Control to the select For Instructions Instructions Instructions End & Rod# Deptilio Destination of the select For Instructions Instructions End & Rod# Deptilio Destination of the select For Instructions Instructions End & Rod# Deptilio Period Rod# Not the select For Instructions Instructions End & Rod# Deptilio Period Rod# Not to the select For Instructions Instructions End & Rod# Deptilio Period Rod# Not to the select For Instructions Instructions End & Rod# Deptilio Period Rod# Not to the select For Instructions Instructions End Rod# Deptilio End Rod# Deptilio End Rod# Deptilio <											
Group ID: EB010 EL2036320 INTENSIVE CARE UNIT Get Data Select For Instructions TIL EMPLOYEE NO PAYABLE TIME Custom:cg [End] Verwick] Image: Find Verwick]				e: 02/20/201	2 Day Deriod End D	ate: 02/04/201					
Interpretation Control Control <	a in [55616]	-	-								
Name Emplid Rode Deptily Descr ParGin Class FIE FullPart Irrs Punch Date J John Doe 0 EL2036320 INTENSIVE CARE UNIT EBU Transient 0.25 P 0 J John Doe 0 EL2036320 INTENSIVE CARE UNIT EBU Transient 0.25 P 0 J John Doe 0 EL2036320 INTENSIVE CARE UNIT EBU Transient 0.25 P 0 J John Doe 0 EL2036320 INTENSIVE CARE UNIT EBU Transient 0.25 P 0 4 John Doe 0 EL2036320 INTENSIVE CARE UNIT EBU Transient 0.25 P 0	Group ID: EBUTU K	L2036320 INTEN	SIVE C/	ARE UNIT	Get Data	Select I	or instructio	ns			
John Doe 0 EL2036320 INTENSIVE CARE UNIT EBU Transletti 0.25 P 0 2 John Doe 0 EL2036320 INTENSIVE CARE UNIT EBU Transletti 0.25 P 0 3 John Doe 0 EL203620 INTENSIVE CARE UNIT EBU Transletti 0.25 P 0 4 John Doe 0 EL203820 INTENSIVE CARE UNIT EBU Transletti 0.25 P 0	TL EMPLOYEE NO PAYABLE T	IME					Customize	<u>Find</u>	/iew All	🛛 📔 🛛 First 🚺	1-5 of 5 🖸 Las
2 John Doe 0 EL2036320 INTENSIVE CARE UNIT EBU Translent 0.25 P 0 3 John Doe 0 EL2036320 INTENSIVE CARE UNIT EBU Translent 0.25 P 0 4 John Doe 0 EL2036320 INTENSIVE CARE UNIT EBU Translent 0.25 P 0		Emplid	Rcd#	DeptID	Descr	Pay	Grp Class	FTE	Full/Part	Hrs	Punch Date
John Doe 0 EL2036320 INTENSIVE CARE UNIT EBU Transient 0.25 P 0 4 John Doe 0 EL2036320 INTENSIVE CARE UNIT EBU Transient 0.25 P 0	1 John Doe	100000-0-0000	0	EL2036320	INTENSIVE CARE UNIT	EBI	Transie	nt 0.25	P	0	
4 John Doe 0 EL2036320 INTENSIVE CARE UNIT EBU Transient 0.25 P 0	2 John Doe	\$100 T 1.0.0	0	EL2036320	INTENSIVE CARE UNIT	EB	Transie	nt 0.25	P	0	
	3 John Doe	10110688	0	EL2036320	INTENSIVE CARE UNIT	EB	Transie	nt 0.25	P	0	
5 John Doe 0 EL2038320 INTENSIVE CARE UNIT EBN Job 1 F 0	4 John Doe	101日開始水平	0	EL2036320	INTENSIVE CARE UNIT	EB	Transie	nt 0.25	P	0	
			0	EI 2036320	INTENSIVE CARE UNIT	EBI	I Job	1	F	0	
	5 John Doe	11122277	0			I			-	1	

Step	Action
1.	Click the button to the right of the Query field.
2.	Click the BI TL Employees < 80 Hrs list item. BI TL EMPLOYEES < 80 HRS
3.	Click the Get Data button.
4.	View results.
5.	This completes BI TL Employees < 80 Hrs . End of Procedure.



BI TL Employees < FTE

Procedure

In this topic you will learn how to run **BI TL Employees** < **FTE**.

					ß	New Wind	ow 🤇	? Help	📝 Customize	Page 🔲 h
L Queries						-				
Query: BITL EMPLOY	EES < 80 HRS	•								
Date: 02/20/2012	Pay Period Be	egin Da	te: 02/20/20	12 Pay Period End Date:	03/04/2012					
Group ID: EB010 🔍	EL2036320 INTEN	SIVE C	ARE UNIT	Get Data	Select Fo	r Instructions				
BI TL EMPLOYEES < 80 HRS						Customize	Find \	iew Al 🛙	a 🐂 🖓 First 🚺	1-4 of 4 🚺 L
<u>Name</u>	Emplid		DeptID	Descr	PayGrp		FTE	Full/Part		Punch Date
1 John Doe	10052001	0	EL2036320	INTENSIVE CARE UNIT	EBW	Permanent	1		75.9	
2 John Doe	10000000000000		EL2036320	INTENSIVE CARE UNIT	EBW	Permanent			79.2	
3 John Doe	101000-0-0-0		EL2036320	INTENSIVE CARE UNIT	EBW	Permanent			72	
4 John Doe	100005-0-0-0-	0	EL2036320	INTENSIVE CARE UNIT	EBW	Permanent	1	F	76.1	

Step	Action
1.	Click the button to the right of the Query field.
2.	Click the BI TL Employees < FTE list item. BI TL EMPLOYEES < FTE
3.	Click the Get Data button. Get Data
4.	View results.
5.	This completes BI TL Employees < FTE . End of Procedure.



BI TL Employees > 80 Hrs

Procedure

In this topic you will learn how to run **BI TL Employees > 80 Hrs**.

	ocesses > 1	ime and	Labor > I	iquire > TL Queries						
Queries					8	New Wind	ow (3 Help	📝 Customi	ize Page 🛛 🖬 ht
auenes						-				
Query: BITL EMPLOYEES < I	FTE	-								
Date: 02/20/2012	Pay Period Be	gin Dat	e: 02/20/201	2 Pay Period End	Date: 03/04/2012					
Group ID: EB010 Q EL2	036320 INTEN	SIVE CA	RE UNIT	Get Data	Select Fo	r Instructions				
TL EMPLOYEES < FTE						Customize f	ind 1	View All	Pirst	K 1-4 of 4 🛛 L
Name	Emplid	Rcd# [)eptID	Descr	PayGrp		FTE	Full/Par	t <u>Hrs</u>	Punch Date
John Doe	0.055555		EL2036320	INTENSIVE CARE UNIT	EBW	Permanent		F	75.9	
John Doe	No. of Concession, Name		L2036320	INTENSIVE CARE UNIT	EBW	Permanent		F	79.2	
John Doe	10000101		EL2036320	INTENSIVE CARE UNIT	EBW	Permanent		F	72	
John Doe	100001-0.000	0 E	L2036320	INTENSIVE CARE UNIT	EBW	Permanent	1	F	76.1	

Step	Action
1.	Click the button to the right of the Query field.
2.	Click the BI TL Employees > 8- Hrs list item. BI TL EMPLOYEES > 80 HRS
3.	Click the Get Data button.
4.	For this example there are no results.
5.	This completes BI TL Employees > 80 Hrs . End of Procedure.



BI TL Employees > FTE

Procedure

In this topic you will learn how to run **BI TL Employees > FTE**.

Bit TLEMPLOYEES > 80 HRS Pay Period Begin Date: 20/20/2012 Pay Period End Date: 03/04/2012 store D02/20/2012 Pay Period Begin Date: 0/2/20/2012 Pay Period End Date: 0/3/04/2012 store EB010 EL20363/20 INTENSIVE CARE UNIT Get Data Salest Erd Instructions TLEMPLOYEES > 80 HRS Explore Salest Erd Instructions Numer Emplied Body Descr PayGrip Class FLE FullPart Hrs Punch Date																
tes Main Menu > LSUHSC Processes > Time and Labor > Inquire > TL Quenes New Window Image:												,	Hon		Add to Equaritae	L Sion
Levels Avery: BITL EMPLOYEES > 80 HRS Tate: D2202012 Desp:: D20202012 Desp:: D20202012 Desp:: Desp::			HSC Proce	esses > T	ime an	d Labor > I	nauire	> TL Oueries					1101	<u>.</u>	Add to Favorites	1 2001
been been been been been been been been	•	*	*			·	÷			5	New	Window	(?) He	lo [Customize Page	ntte
iater in 2220/21 in Pay Period Begin Date: 0220/221 Pay Period End Date: 0304/2012 incorp II: E0010 EL2030/2017/EINSIVE CARE UNIT In End Date: Incorporation (Incorporation)	TL Queries									-			0			
iater in 2220/21 in Pay Period Begin Date: 0220/221 Pay Period End Date: 0304/2012 incorp II: E0010 EL2030/2017/EINSIVE CARE UNIT In End Date: Incorporation (Incorporation)																
iater in 2220/21 in Pay Period Begin Date: 0220/221 Pay Period End Date: 0304/2012 incorp II: E0010 EL2030/2017/EINSIVE CARE UNIT In End Date: Incorporation (Incorporation)	Query:	BUTLEMPLOVE	ES > 80 H	IRS	•											
rroup Dr. EDOLO CONSISTENTIAL CARE UNIT Get Data Estad For Instructions	Date:					a: 02/20/2012		Pay Period End Date	: 03/04/20	12						
IL EMPLOYEES > 80 HRS Contented for Control of the Content of the	Crown ID:											_				
Name Emplid Redg Deptid Descr Park Gro Class Fit Full/Part Hrs Punch Date	Group ib.	EB010	EL20363	320 INTENS	IVE C/	ARE UNIT		Get Data	U Selec	a For insi	rucuor	15				
	BITL EMPLO	OYEES > 80 HRS								Cus	tomize	Find V	iew Al	a •	First 🛙 1 of 1 🖸	Last
				Emplid	Rcd#	DeptID	<u>Descr</u>			PayGrp	Class	FTE E	ull/Part H	lrs	Punch Da	te
	1															
🔩 Local intranet Protected Mode: Off 🛛 👘 🔫 🔍 100%																
								m								

Step	Action
1.	Click the button to the right of the Query field.
2.	Click the BI TL Employees > FTE list item. BI TL EMPLOYEES > FTE
3.	Click the Get Data button. Get Data
4.	For this example there are no results.
5.	This completes BI TL Employees > FTE . End of Procedure.



BI TL Exceptions

Procedure

In this topic you will learn how to run **BI TL Exceptions**.

Beau														
	TRN 8.50 SDEV11 RCB									н	ome	Add to 1	avorites	Sign out
		SC Processes > T	îme an	d Labor > Ir	quire	> TL Queries					calling.		0.01110-0	- <u>Sign out</u>
· ·	·	•			Ť			2 N	ew Wind	ow	lelp	Custor	nize Page	📰 http
TL Queries										_		_	-	
Query:	BI TL EMPLOYEE	S > FTE	•											
Date:	02/20/2012	Pay Period Beg		02/20/2012		Pay Period End Date	03/04/20	12						
Group ID:	EB010 🔍					Get Data	A Salar	t For Instruc	tione					
		EL2036320 INTENS	IVE C/	ARE UNIT		Ger Data	<u>oerec</u>							
	OYEES > FTE											First K		
Name		Emplid	Rcd#	DeptID	Descr			PayGrp Cla	<u>ss</u> <u>FTE</u>	Full/Part	Hrs		Punch Dat	e
1														
•			_		_				_		_			•
							🔍 🕄 L	ocal intrane	Protec	ted Mode:	Off	4	🏻 🗕 🔍	100% 👻

Step	Action
1.	Click the button to the right of the Query field.
2.	Click the BI TL Exceptions list item. BI TL EXCEPTIONS
3.	Click the Get Data button. Get Data
4.	View results.
5.	View additional query information.
6.	This completes BI TL Exceptions . End of Procedure.



BI TL General TRC Query

Procedure

In this topic you will learn how to run **BI TL General TRC Query**.

L Queries					2	New	Windo	w ③⊦	ielp 📝 Custo	mize Page 🛛 📰	
Query: BITLE	CEPTIONS	▼ Begin Date	: 02/20/2012	Pay Period End Date: 03/04/20	12						
Group ID: EB010		ENSIVE CA	RE UNIT	Get Data (1) Selec	t For Inst	ruction	IS				
BI TL EXCEPTIONS											
<u>Name</u>	Emplid	Rcd#	Dept ID	Descr	PayGrp	Class	FTE	Full/Part	Date	Exception	Se
1 John Doe	10.0888	0	EL2036320	INTENSIVE CARE UNIT	EBN	Job	1	F	2012-02-20	HOL with no payable time	н
2 John Doe	10.0000	0	EL2036320	INTENSIVE CARE UNIT	EBN	Job	1	F	2012-02-21	HOL with no payable time	н

Step	Action
1.	Click the button to the right of the Query field.
2.	Click the BI TL TRC Query list item. BI TL GENERAL TRC QUERY
3.	Click the Look Up TRC button.
4.	Click the Down button of the scrollbar.
5.	Click the LBS - Leave - Sick BiWeekly Wage link.
6.	Click the Get Data button. Get Data
7.	View results.
8.	This completes BI TL General TRC Query . End of Procedure.





BI TL Long Shift Punch

Procedure

In this topic you will learn how to run **BI TL Long Shift Punch**.

Queries								J.	New Wind	ow (Help	📝 Custo	mize Page	📰 h
adenes								_	-					
Query:	BI TL GENERAL	TRC QUERY	•		TRC:		LBS	2						
Date:	02/20/2012 関	Pay Period E	egin Da	ite: 02/20/201	2 Pay Perio	od End Date	: 03/04/20)12						
Group ID:	EB010 🔍	EL2036320 INTE	ISIVE C	ARE UNIT	Get Data		6 Seler	t For	Instructions					
BI TL GENER	RAL TRC QUERY										Custo	omize Find	View All	a *
Name		Emplid		t DeptID	Descr				Class	FTE	Full/Part		Date	
1 John Do		10001100	0	EL2036320	INTENSIVE CARE UN			BW	Permanent		F	12		27/201
2 John Do		10000-1000	0	EL2036320	INTENSIVE CARE UN			BW	Permanent		F	12		28/201
3 John Do		INSTANT.	0		INTENSIVE CARE UN		-	BW	Permanent		F	12		29/201
4 John Do 5 John Do		1000100	0		INTENSIVE CARE UN			BW BW	Permanent Permanent		F	12)3/201)4/201
				·										

Step	Action
1.	Click the button to the right of the Query field.
2.	Click the BI TL Long Shift Punch list item. BI TL LONG SHIFT PUNCH
3.	Click the Get Data button. Get Data
4.	For this example there are no results.
5.	This completes BI TL Long Shift Punch . End of Procedure.



BI TL Punch with Comment

Procedure

In this topic you will learn how to run **BI TL Punch with Comment**.

Beau																
	RTRN 8.50 BDEV11 RCB										-	Home	Add	I to Favorites	Sign	out
	ain Menu > LSUHSC Pr	ocesses > T	ime an	d Labor > Ir	quire	> TL Queries										
								5	New	Wind	ow 🤇) Help	🖌 Cus	stomize Page	e 📰 http	þ
TL Queries									-							
0	BI TL LONG SHIFT PU		_													
Query: Date:		NCH ay Period Begin	• Date:	02/20/2012		Pay Period End Date	03/04/201	,								
					ſ	Get Data	Select F		uctions	,						
		36320 INTENSI	VE CA	RE UNIT		Get Data	Selectr	or msuu	ICHOILS	2						
BITL LONG	SHIFT PUNCH													Customize		
Name		Emplid	Rcd#	DeptID	Descr			PayGrp	<u>Hrs</u>	Date	TRC	Punch Ty	pe	Punch In	Punch Out	Over
1																
•					m											Þ
							😪 L	ocal intra	anet	Protect	ted Mo	de: Off			100%	•

Step	Action
1.	Click the button to the right of the Query field.
2.	Click the BI TL Punch With Comment list item. BI TL PUNCH WITH COMMENT
3.	Click the Get Data button. Get Data
4.	View results.
5.	View additional query information.
6.	This completes BI TL Punch with Comment . End of Procedure.



WK TL Employees < 40 Hrs

Procedure

In this topic you will learn how to run WK TL Employees < 40 Hrs.

Query:	BITL PUNCH WITH	COMMENT	•								
Date:	02/20/2012			ate: 02/20/20	12 Pay Period End Date:	03/04/2012					
Group ID:		2036320 INTEN	-		-	Select Fo	r Instruction	<u>s</u>			
BI TL PUNCH	WITH COMMENT										Customiz
Name		Emplid	Rcd#	DeptID	Descr	PayGrp	Hrs	Date	TRC	Punch Type	Punch In
1 John Do	A 100000	00000000	0	EL2036320	INTENSIVE CARE UNIT	EBW	12.48333	02/22/2012		In	6:25PM
2 John Do		COLUMN TWO IS NOT	0	EL2036320	INTENSIVE CARE UNIT	EBW	6.23333	02/23/2012		In	9:16AM
3 John Do		Internation of the local division of the loc	0	EL2036320	INTENSIVE CARE UNIT	EBW		02/27/2012		in	6:40AM
4 John Do			0	EL2036320	INTENSIVE CARE UNIT	EBW	8.95	02/28/2012		In	6:30AM
5 John Do	electronic	60000000000	0	EL2036320	INTENSIVE CARE UNIT	EBW	1.333333	03/01/2012		In	6:00PM
6 John Do	ellastera	10000.010710.0	1	EL2036320	INTENSIVE CARE UNIT	EBW	12.6	02/29/2012		Transfer	6:24PM
7 John Do	e	10111000	0	EL2036320	INTENSIVE CARE UNIT	EBW	12.4	02/24/2012		In	6:30PM
8 John Do	e	101000	0	EL2036320	INTENSIVE CARE UNIT	EBN	8.4	02/26/2012		In	9:06PM
9 John Do	9	1010001	0	EL2036320	INTENSIVE CARE UNIT	EBW	12.516667	02/29/2012		In	6:30PM

Step	Action
1.	Click the button to the right of the Query field.
2.	Click the WK TL Employees < 40 Hrs list item. WK TL EMPLOYEES < 40 HRS
3.	Click the Get Data button. Get Data
4.	View results.
5.	This completes WK TL Employees < 40 Hrs . End of Procedure.