Report of Time Entered

TimeCard

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

Limit the number of results to (up to 300): 300
Run Control ID: begin with

Case Sensitive

Search  Clear  Basic Search  Save Search Criteria

Click on Search
Enter the Start Date as the beginning of the month/pay period that you want printed on the report.

Enter the End Date as the end of the month/pay period that you want printed on the report.

To run the report for an individual or small group of employees, you can enter their Empl ID numbers and Empl Record numbers.

To run the report for all of your employees – click on the magnifying glass next to the Group ID box:

**Look Up Group ID**

Group ID: begins with 

Search Results

This will show your Group ID – click anywhere on the group line
The Group ID should now be in the box

Select the radio button for the type of report you want – all Employees, Exclude Hourly Employees, or Only Hourly Employees

Click on the Run button to start the report
Click the check box for Report of Time Entered

Then click the OK button to run the report
The system should have taken you back here – to see if the report has run (or is running), click on the Process Monitor hyperlink.

Keep clicking the Refresh button until the Run Status shows ‘Success’ and the Distribution Status shows as ‘Posted’.

**Note - there are two processes that run that create the report of time entered. Both of these need to finish with ‘Success’ and ‘Posted’ before you can see the actual report.**
Click on the Details link on the SQR report line

Click the View Log/Trace link
### View Log/Trace

**Report**
- **Report ID:** 550773
- **Process Instance:** 501479
- **Message Log**
- **Name:** TL002
- **Process Type:** SQR Report
- **Run Status:** Success

**TimeCard Report**

**Distribution Details**
- **Distribution Node:** LinuxWeb
- **Expiration Date:** 05/10/2012

**File List**

<table>
<thead>
<tr>
<th>Name</th>
<th>File Size (bytes)</th>
<th>Datetime Created</th>
</tr>
</thead>
<tbody>
<tr>
<td>SQR_TL002_501479.log</td>
<td>1,418</td>
<td>02/01/2012 2:06:26.040357PM MST</td>
</tr>
<tr>
<td>TL002_501479.PDF</td>
<td>56,679</td>
<td>02/01/2012 2:06:26.040357PM MST</td>
</tr>
<tr>
<td>TL002_501479.out</td>
<td>77</td>
<td>02/01/2012 2:06:26.040357PM MST</td>
</tr>
</tbody>
</table>

**Distribute To**

<table>
<thead>
<tr>
<th>Distribution ID Type</th>
<th>Distribution ID</th>
<th>User</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>MKMASON</td>
</tr>
</tbody>
</table>

The output will be the link with the .PDF extension – click on this link.
An example of the report is below:

Print the report. You must get signatures/dates from both the employee and supervisor. These forms will need to be kept on file for 7 years.