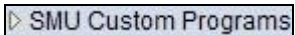










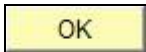
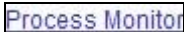

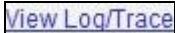


# Time Card Report

Step	Action
1.	Click the <b>SMU Custom Programs</b> link. 
2.	Click the <b>SMU Compensate Employee</b> link. 
3.	Click the <b>TIMEaccess</b> link. 
4.	Click the <b>Reports</b> link. 
5.	Click the <b>TimeCard Reports</b> link. 
6.	Click the <b>Add a New Value</b> tab.  The first time you run this report you will need to add a <b>Run Control Value</b> .  (The next time you run this report, you will want to click <b>Search</b> while in the Find an Existing Value tab to select your <b>Run Control ID</b> . <b>Note:</b> You only need to set your run control ID once.) 
7.	Enter the desired information into the <b>Run Control ID</b> field.
8.	Click the <b>Add</b> button. 
9.	Enter the desired information into the <b>Start Date</b> field.
10.	Enter the desired information into the <b>End Date</b> field.
11.	Click the <b>Look up Group ID</b> button. 
12.	Click the <b>Look Up</b> button. 
13.	Select the appropriate entry in the Group ID column.
14.	Click the <b>Run</b> button. 

Step	Action
15.	<p><b>There are three reports available:</b></p> <p>Time Card by Employee - This report is sorted by employee last name</p> <p>Time Card by EE (employee) by Dept - This report is sorted by org # then employee last name</p> <p>Time Card for Signature - This report is sorted by employee last name and includes a signature line for both employee and approver</p>
16.	<p>Select the box next to the desired report.</p> 
17.	<p>Click the <b>OK</b> button.</p> 
18.	<p>Click the <b>Process Monitor</b> link.</p> 
19.	<p>If your report comes up as "Queued" or "Processing" you may have to periodically click the <b>Refresh</b> button until the Run Status of your report is listed as "Success".</p>
20.	<p>Click the <b>Details</b> link for the report you have run.</p> 
21.	<p>Click the <b>View Log/Trace</b> link.</p> 
22.	<p>Select the <b>PDF</b> file.</p>
23.	<p>Your report is now displayed.</p>
24.	<p><b>End of Procedure.</b></p>

