Time Card Report

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

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