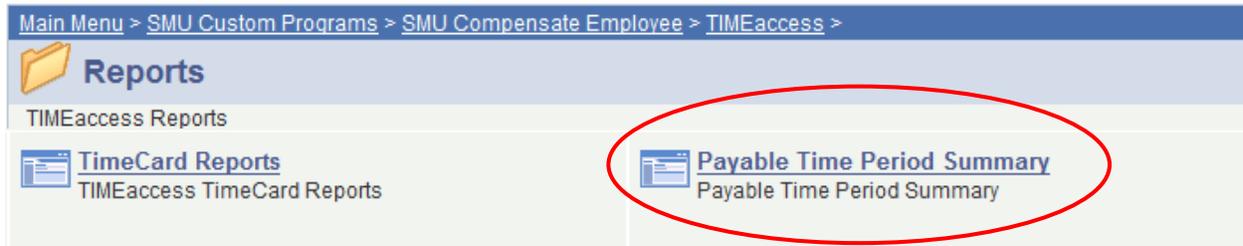


Payable Time Period Summary

The Payable Time Period Summary was developed to provide you summarized information regarding the payable time for your employees, for a time period that you define.

You will access this report under SMU Custom Programs. (See navigation illustrated below).



You should establish a Run Control ID that you will use only for generating this report, since the settings for this Run Control ID will be saved.

Begin by selecting [Add a New Value](#). Name your Run Control ID something meaningful for this report, such as **PTPS-<your Group ID>**.

Click **Add** once you have entered your Run Control ID.

Payable Time Period Summary

[Find an Existing Value](#) **Add a New Value**

Run Control ID:

Add

[Find an Existing Value](#) | [Add a New Value](#)

Enter your Group ID in the appropriate field. (You may also use this report for specific employees – just be sure to specify the correct Empl Rcd Nbr for each employee. (If you do not know this value, run the report for your Group ID instead, to ensure that you get data for all of your employees/records.)

Payable Time Period Summary

Payable Time Summary Report

Run Control ID: PTPS-B9999 [Report Manager](#) [Process Monitor](#)

Language:

Run Control Parameters

*Begin Date: *End Date:

Employees To Process Find | View All | First 1 of 1 Last

EmplID	Empl Rcd Nbr	Group ID	Include/Exclude Indicator
<input type="text"/>	<input type="text" value="0"/>	<input type="text" value="B9999"/>	<input type="text" value="Include"/>

The dates will always default to the previous biweekly pay period's Begin and End Dates. You can change these values to reflect the time period you desire – one day, one week, one month, etc.

Once you have established the dates for the report and the population (Group ID or Empl ID), click **Run**.

The Process Scheduler Request page will open. You need to specify the desired format of your report. The default is **PDF**; this will generate a .pdf report for you to view "on paper."

Process Scheduler Request

User ID: 12345678 Run Control ID: PTPS-B9999

Server Name: Run Date:

Recurrence: Run Time:

Time Zone:

Process List

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	Time reporter data	U_TLTIME	SQR Report	Web	PDF	Distribution

If you supervise several employees, it is likely that you will prefer to download your report data into Excel to use its sorting and filtering functionality.

Choose the Format **CSV**. (This preference will be saved under this Run Control ID for future reports.)

Click **OK** to initiate the report generation.

Process Scheduler Request

User ID: 12345678 Run Control ID: PTPS-B9999

Server Name: Run Date: 03/22/2010

Recurrence: Run Time: 12:00:00PM

Time Zone:

Process List

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	Time reporter data	U_TLTIME	SQR Report	Web	PDF	Distribution

*(Note: In the original image, the *Format dropdown menu is open, showing options: CSV, HP, HTM, LP, PDF, PS, SPF. 'CSV' is highlighted.)*

Click on the [Process Monitor](#) link, next to Run, to view the Run Status of your report.

Payable Time Period Summary

Payable Time Summary Report

Run Control ID: PTPS-B9999 [Report Manager](#) [Process Monitor](#)

Language: Process Instance: 3927066

When the Run Status displays **Success**, click on the [Details](#) link.

Process List [Server List](#)

View Process Request For

User: Type: Last: Hours Refresh

ID: Server: Name: Instance: to

Run Status: Distribution Status: Save On Refresh

Process List [Customize](#) | [Find](#) | [View All](#) | [First](#) | [1 of 1](#) | [Last](#)

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	3927064		SQR Report	U_TLTIME		03/22/2010 12:00:00PM CDT	Success	Posted	Details

Click the [View Log/Trace](#) link.

Process Detail

Process

Instance: 3927066 Type: SQR Report
Name: U_TLTIME Description: Time reporter data
Run Status: Success Distribution Status: Posted

Run [Update Process](#)

Run Control ID: PTPS-B9999
Location: Server
Server: PSNT
Recurrence:

Hold Request
 Queue Request
 Cancel Request
 Delete Request
 Restart Request

Date/Time [Actions](#)

Request Created On: 03/22/2010 5:51:49PM CDT
Run Anytime After: 03/22/2010 5:51:45PM CDT
Began Process At: 03/22/2010 5:51:58PM CDT
Ended Process At: 03/22/2010 5:52:18PM CDT

[Parameters](#) Transfer
[Message Log](#)
Batch Timings
[View Log/Trace](#)

Click on the [U_TLTIME #####.csv](#) link. (This is your report data.)

View Log/Trace

Report

Report ID: 1303291 **Process Instance:** 3927066 [Message Log](#)
Name: U_TLTIME **Process Type:** SQR Report
Run Status: Success

Time reporter data

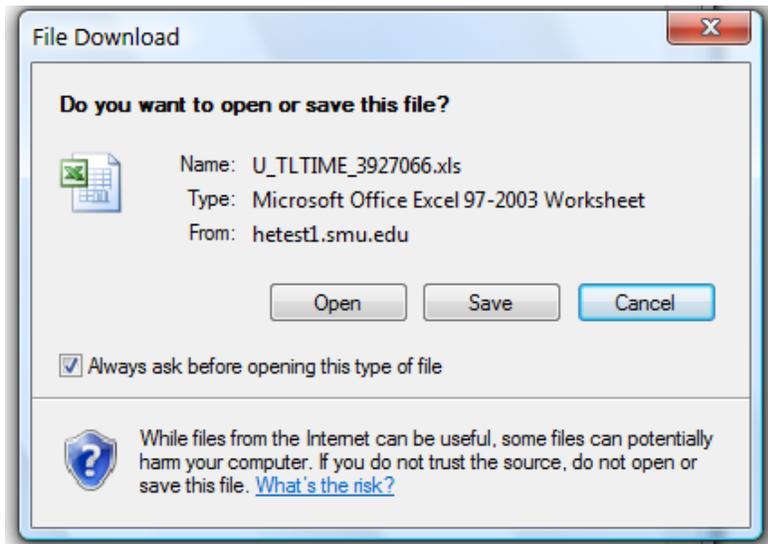
Distribution Details

Distribution Node: SMURPTS **Expiration Date:**

File List

Name	File Size (bytes)	Datetime Created
Message Log	1,517	03/22/2010 5:52:18.000000PM CDT
U_TLTIME_3927066.csv	721	03/22/2010 5:52:18.000000PM CDT
Trace File	47,035	03/22/2010 5:52:18.000000PM CDT

You will be prompted to Open, Save, or Cancel the file. Choose Open.



If the report does not open for you immediately, Alt+Tab to see if another window is waiting for your input:

