Payable Time Period Summary 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 **Payable Time Period Summary** link. Payable Time Period Summary
6.	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. When you return to run this report again you will want to use the Find an Existing Value tab to pull up your Run Control ID.
7.	Begin by selecting the **Add a New Value** tab. Add a New Value
8.	Enter the desired information into the **Run Control ID** field. You should name your Run Control ID something relevant to this report, such as PTPS-<Your Group ID>.
9.	Click the **Add** button. Add
10.	You may use this report for as many or as few employees as you like - just be sure to specify the correct Empl Rcd Nbr for each individual employee if you are selecting particular individuals. (If you do not know these values, run the report for your Group ID instead, to ensure that you get data for all your employees/records.
11.	Click the **Look up Group ID** button.
12.	Click the **Look Up** button. Look Up
13.	Select the appropriate set of employees from the Group ID column.
14.	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.

Step	Action
15.	Click the **Run** button. Run
16.	Select the desired **Format**.
17.	The Process Scheduler Request page will allow you to specify the desired format of your report. The default is PDF; this will generate a .pdf report for you to view "on paper." If you supervise several employees, it is likely that you will prefer to download your report data into Excel using its sorting and filtering functionality. In this case you will want to select the CSV file format. (Whichever you select will be saved as the new standard for this report in your Run Control ID for future processing.)
18.	Click the **OK** button. OK
19.	Click the **Process Monitor** link to view the Run Status of your report. Process Monitor
20.	When the Run Status displays **Success**, click the **Details** link. If the item is still listed as "Queued" you may have to click the Refresh button periodically until your report is posted. Details
21.	Click the **View Log/Trace** link. View Log/Trace
22.	Click the **U_TLTIME_XXXXXX.PDF** link. (This is your report data.)
23.	The report is now displayed.
24.	**End of Procedure.**

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