Report Time Audit

Step	Action
1.	Click the **Time and Labor** link. Time and Labor
2.	Click the **Reported Time Audit** link. Reported Time Audit
3.	Enter your employee's SMU ID into the **EmplID** field.
4.	Click the **Search** button. Search
5.	Enter the desired information into the **Start Date** field.
6.	Enter the desired information into the **End Date** field.
7.	Click the **Get Rows** button. Get Rows
8.	The employee's reported time will be displayed. To view more information for a specific date, navigate to the appropriate row and click the **History** link. History
9.	**Audit Actions allow you to determine**: **Add** - The original time reported. This was the first entry added on a particular date. **Old Values** - Previously edited time. Old Values stores historical information of how time was edited. If several changes to an employee's time has been made on a specific date there will be multiple rows listed as Old Values. **New Values** - This is the current time that is reported in the system.
10.	The **Audit User ID**, **Audit User Name** and **IP Address** fields will allow you to see who reported time and from which computer.
11.	The **Audit Date and Time Stamp** allows you to determine precisely when an edit was made. Review the **Date Under Report**, **Time Reporting Code** and **Quantity** of hours for accuracy. To verify if time has been approved, look under the **Reported Status** in the **New Values** row. This will reflect the current status.
12.	When you are finished reviewing the information, click the **Return to Search** button. Return to Search
13.	**End of Procedure.**