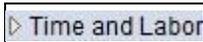
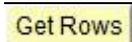
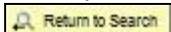


Report Time Audit

Step	Action
1.	Click the Time and Labor link. 
2.	Click the Reported Time Audit link. 
3.	Enter your employee's SMU ID into the EmplID field.
4.	Click the Search button. 
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. 
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. 
9.	<p>Audit Actions allow you to determine:</p> <p>Add - The original time reported. This was the first entry added on a particular date.</p> <p>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.</p> <p>New Values - This is the current time that is reported in the system.</p>
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.	<p>The Audit Date and Time Stamp allows you to determine precisely when an edit was made.</p> <p>Review the Date Under Report, Time Reporting Code and Quantity of hours for accuracy.</p> <p>To verify if time has been approved, look under the Reported Status in the New Values row. This will reflect the current status.</p>
12.	When you are finished reviewing the information, click the Return to Search button. 
13.	End of Procedure.