

Steps to Run the Reported Time Report

This process guide provides step by step instructions on running and printing the Reported Time Report. The Reported Time Report can be used for reconciliation, MPP approval or both. **Departments with time processed by an “Approver Designee” (excluding Dept Chairs) must print the Reported Time Report to be signed & approved by the department’s MPP appropriate administrator.**

Generating the Reported Time Report

Use your web browser to sign into PeopleSoft Human Resources to approve student time. For reference, all business process guides, including this one, may be downloaded at the following HR Time & Labor website:

http://www.csub.edu/BAS/peoplesoftcms/hr/time_labor.shtml or via the CSUB website using the following navigation: **CSUB Home Page > Administration > BAS Administration > PeopleSoft Time & Labor**

1. Once logged into PeopleSoft, follow this navigation: **CSUB Processes > TL Processes and Reports > Reported Time Report.**
2. You must now select or create a Run Control ID. A Run Control ID is required to run the process. If no run control ID exists, add one for this process by clicking on the [Add a New Value](#) link. It is fine to just set up some standard Run Control ID’s such as 1,2,3, etc.
3. The Reported Time Report run control page now appears. Populate the appropriate fields as described below:

The screenshot shows the 'Reported Time Report' form in PeopleSoft. The form includes the following fields and annotations:

- Run Control ID:** 1
- Business Unit:** BKCMP (with a Spyglass icon). A callout box states: "Business Unit will always be 'BKCMP'".
- *Group ID:** ALL (with a Spyglass icon). A callout box states: "Click the Spyglass icon to list and select the Group ID you wish to report on. A group ID defines a department or grant related grouping of employees for time processing."
- Pay Group:** Student (selected with a radio button), Other (unselected). A callout box states: "Select Pay Group of 'Student'".
- *Pay Period Begin Date:** 05/30/2007 (with a calendar icon). A callout box states: "Enter the Pay Begin and Pay End date of the period you wish to report on."
- *Pay Period End Date:** 06/30/2007 (with a calendar icon).
- Buttons:** Report Manager, Process Monitor, and Run (highlighted with a red box).

CSUB PeopleSoft Human Resources – Running the Reported Time Report

- Click the **Run** button to submit the report request..
- On the Process Scheduler Request screen, make sure the appropriate fields are populated as described below. Click the “Ok” button to submit the report for processing.

Process Scheduler Request

User ID: mmurie Run Control ID: 01

Server Name: PSUNX Run Date: 07/06/2007
Recurrence: Recurrence dropdown menu Run Time: 2:55:54PM **Reset to Current Date/Time**
Time Zone: Time Zone dropdown menu

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	Reported Time Report	BAKTL005	SQR Report	Web	PDF	Distribution

OK **Cancel**

Server Name must be "PSUNX"

Type must be "Web" Format must be "PDF"

- Once the report has been submitted, you are returned to the “Reported Time Report” screen.

Reported Time Report

Run Control ID: 01 [Report Manager](#) [Process Monitor](#) **Run**

Process Instance:24181


Business Unit: BKCMP
*Group ID: ALL

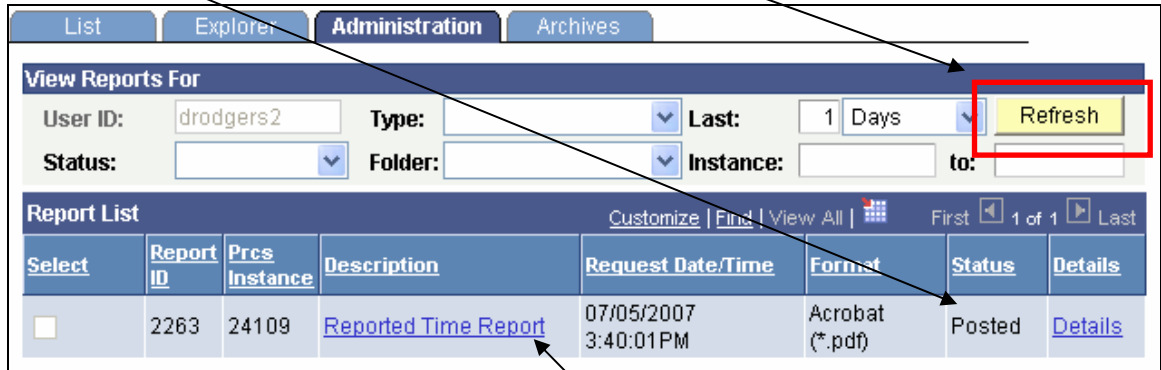
Pay Group: Student Other

*Pay Period Begin Date: 06/01/2007 *Pay Period End Date: 06/30/2007

- To retrieve the report output for printing, click the [Report Manager](#) link to go to the Report Manager and obtain your pdf output file.

CSUB PeopleSoft Human Resources – Running the Reported Time Report

- From the Report Manager page, click the “Administration” tab and click  until the Status of the report is “Posted”.




The screenshot shows the 'Administration' tab of the Report Manager. The 'View Reports For' section includes fields for User ID (drodgers2), Type, Last (1 Days), Status, Folder, and Instance. A 'Refresh' button is highlighted with a red box. Below this is a 'Report List' table with one entry: 'Reported Time Report' with a status of 'Posted'. An arrow points from the 'Refresh' button to the 'Reported Time Report' link in the table.

Select	Report ID	Prce Instance	Description	Request Date/Time	Format	Status	Details
<input type="checkbox"/>	2263	24109	Reported Time Report	07/05/2007 3:40:01 PM	Acrobat (*.pdf)	Posted	Details

- When Status is set to “Posted”, click the [Reported Time Report](#) link to open up the Adobe Acrobat pdf file screen.
- You may either Print the report or save it to your workstation to be printed later.
- Close the Adobe Acrobat window.
- Sign out of PeopleSoft.



Important: You need to click the “Sign Out” button  at the top right of the page to exit PeopleSoft before closing the browser window. If you fail to do so, others can access your records from the same computer.