

# **PeopleSoft Training**

# **Time Keeper Manager - HCSD View Only**

Version Date: June 2012

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## Table of Contents

Time Keeper Manager - HCSD View Only	1
Timesheet Overview	
Overview of an Employee Timesheet	1
Reports	
Time Detail	
Attendance History	
Early/Late Exceptions Report	
Employee Float Report	
Inquire	
BI TL Employee No Payable Time	
BI TL Employees < 80 Hrs	
BI TL Employees < FTE	
BI TL Employees > 80 Hrs	
BI TL Employees > FTE	
BI TL Exceptions	74
BI TL General TRC Query	75
BI TL Long Shift Punch	77
BI TL Punch with Comment	
WK TL Employees < 40 Hrs	



## **Time Keeper Manager - HCSD View Only**

#### **Timesheet Overview**

#### Overview of an Employee Timesheet

#### Procedure

In this topic, you will be provided an **Overview of an Employee Timesheet**.

Note: The Earl K. Long Business Unit will be used for all exercises in this manual for demonstration purposes only. When working in Production, use the Business Unit associated with your User ID.

Step	Action
1.	Click the Main Menu button.
	Main_Menu

Step	Action
2.	Point to the LSUHSC Processes menu.
3.	Point to the Time and Labor menu.
4.	Point to the Use menu.



Step	Action
5.	Click the <b>Timesheet</b> menu.
	Timesheet

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Step	Action
6.	Enter the desired information into the <b>Empl ID</b> field. Enter " <b>7</b> - <b>digit Employee ID Number</b> ".



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Step	Action
7.	Click the <b>Search</b> button to display the employee's current timesheet.



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Step	Action
8.	The Header of the timesheet contains the EmplID, Rcd# and Name of the employee whose timesheet is being viewed.
9.	<ul> <li>Below the Header information is the Empl Data section. The Empl Data section provides a summary of the employee's basic Job Data elements. Job Data information may be viewed in the Workforce Administration section. The individual fields are defined as follows:</li> <li>Class Indc: Classified or Unclassified;</li> <li>Meal: Defines when a meal deduction is taken;</li> <li>Job Code: Current job code and description of position</li> <li>DeptID: Current department number and name;</li> <li>F/P: Full-time or Part-time;</li> <li>Std Hrs: Number of standard hours worked in a week;</li> <li>Term Dt: Will be blank for all active employees; and</li> <li>OVT: Defines overtime compensation options.</li> </ul>



Step	Action
10.	The TL Leave Data section is to the right of the Empl Data. The TL Leave Data section provides basic summary information regarding an employee's leave options and hours earned. The individual fields are defined as follows:
	<ul> <li>Plan Type: Numerical value assigned to a leave option for which the employee is eligible;</li> <li>Description: Leave option associated with specified plan type;</li> <li>Accrual Date: Date the system last updated leave time;</li> <li>Timesheet Balance: Amount of time used by an employee since last system update; and</li> <li>Leave Balance: Current amount of leave time earned and available for use by the employee.</li> </ul>



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Step	Action
11.	Below the Empl Data section is where the timesheet Begin Date and End Date is displayed.
	The Pay Rule link displays to the right of the End Date. The information displayed in a timesheet is governed by the employee's Pay Rule. The Pay Rule is programmed into the system and provides a view of pertinent information on how the employee will be paid based on designated job circumstances or events. Pay Rule data is entered in the Workforce Administration section by the Human Resources Department.
	Click the <b>Pay Rule</b> link. Pay Rule



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Step	Action
12.	The Pay From Schedule indicates if the employee is paid based on a specified schedule or based on the punch information viewed in the timesheet.
	If the Pay From Schedule is unchecked and grayed out, the employee will be paid based on the punch information found in the timesheet. If the Pay From Schedule box is checked, the employee will be paid according to a specified schedule.
	NOTE: The Pay from Schedule option is not available at all Business Units.
13.	The Pay Rules are defined as follows:
	<ul> <li>Workgrp: Designates if employee will punch time or just exceptions;</li> <li>Meal: Determines when a meal deduction is taken;</li> <li>Shift 2: Indicates if the employee is eligible for Evening shift differential pay;</li> <li>Shift 3: Indicates if the employee is eligible for Night shift differential pay;</li> <li>OverTime: Defines overtime compensation options;</li> <li>WeekEnd: Indicates if the employee is eligible for WeekEnd shift differential pay;</li> <li>CallBack: Defines CallBack compensation options; and</li> <li>Hol Worked: Defines compensation options for holidays worked by the employee.</li> </ul>



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Shift 3:	S3_11P730A	SHIFT 3 11P-7:30A 2 HrMin	Hol Worked:	KTH-HOL	Holiday Pay Worked								
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Step	Action
14.	Click the <b>Return</b> button to return to the employee's timesheet.
	Return



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Step	Action
15.	The options discussed below are displayed directly above the Punch and Elapsed Time Detail/Timesheet grid:
	<ul> <li>Save: Allows you to "Save" changes made to the Timesheet in the system;</li> <li>Date: Display the current date that you are working in the timesheet. You can view a previous timesheet by changing the date and clicking the Refresh button;</li> <li>Refresh: Allows you to view previous timesheets by changing the date in the Date field;</li> <li>Previous Period: Allows you to view the previous calendar period timesheet; and Next Period: Allows you to view the next calendar period timesheet.</li> </ul>



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Step	Action
16.	The Next Period link allows you to view an employee's next timesheet.
	Click the Next Period link.     Next Period >>
17.	Click the <b>Previous Period</b> link to view the employee's previous timesheet.



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Step	Action
18.	The Punch and Elapsed Time Detail section may also be referred to as the Timesheet Grid. The columns that comprise the Punch and Elapsed Time Detail are defined as follows:
	<ul> <li>Date: Calendar days included in the pay period;</li> <li>Day: Day of the week that coincides with the specified date;</li> <li>Xfer: Links punch data sets when an employee punches In and Out multiple times on a scheduled workday, or indicates if employee clocked in as a Float or In Charge on the specified date;</li> <li>In: Time that the employee began his/her work day;</li> <li>Out: Time that the employee ended his/her work day;</li> <li>TRC: Time Reporting Code – Identifies earnings and/or leave associated with specified elapsed hours; and</li> </ul>
	Hours: Total number of hours associated with specified date.



Step	Action
19.	Punch and Elapsed Time Detail Section (continued)
	<b>Cumulative:</b> Running total of posted hours in the designated period. Cumulative should not be confused with Payable Time;
	Skipped Meal: Indicates if employee will receive pay for meal break
	<b>Hazard/In Chrg:</b> Indicates if change in compensation is warranted based on the employee encountering a specified hazard or working in a more senior capacity; <b>CallBack:</b> Indicates the employee is due CallBack compensation:
	<b>Override Overtime:</b> Indicates the employee is approved for cash overtime on a specified date. This option can only be elected by Payroll;
	<b>Department Transfer:</b> Indicates the employee worked as a float in another
	department; and Comment Code: Specifics reason for Manual Edits, Quartime Quartide, or
	Department Transfer.
20.	Timesheet Colors
	The colors used to highlight row or field a timesheet indicate the following:
	Grey Row - Row that is being edited.
	Green Row - A green row(s) indicates a Holiday.
	<b>Red Row</b> – A red row(s) indicates there is an <b>error</b> on the row.
	<b>reliow Kow</b> – A yellow row(s) indicates a <b>row</b> has been <b>added</b> to the timesheet; <b>Red Field</b> – A red In or Out field(s) indicates a <b>missed nunch</b> : and
	Purple Field - Time highlighted in purple indicates a Transfer was recorded,
	however, the "Out" punch was missed on the original punch.



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Step	Action
21.	Click the <b>Down</b> button of the scrollbar to view Time Admin Status, Payable Totals, Payable Detail, and Schedules sections.



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Step	Action
22.	The Time Admin process calculates Payable Time. If the Time Admin process does not run, Payable Time cannot be re-calculated. The Time Admin process begins running a new Business Unit every 5 minutes. The system automatically runs the Time Admin process. It takes approximately 15 - 20 minutes to re-calculate a Business Unit. Therefore, every Business Unit should re-calculate once an hour.
	The <b>Time Admin Status</b> section displays information on:
	Last Update Date/Time: Displays last date and time the Time Admin Process ran.
	NOTE: Any manual entries made to the timesheet will not appear in Payable Time until Time Admin has run.
23.	<b>Earliest Chg Dt.:</b> When certain actions are entered in Job Data, Timesheet and Schedule the earliest change date will need to be updated. The Earliest Change Date represents the day changed, not the date the change occurred.
	<b>Example:</b> If the current date is $02/29/12$ and the timekeepers deletes the punched time for $02/20/12$ , the earliest Chg Dt. is changed to $02/20/12$ . If the punch time for $02/25/12$ is also deleted, the earliest change date remains $02/20/12$ .
	<ul> <li>Run TA: Indicates the status of the Time Admin process.</li> <li>Y = Need to run Time Admin;</li> <li>N = No need to run Time Admin; or</li> <li>X = Time Admin is currently running.</li> </ul>



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Step	Action
24.	The Payable Totals section provides information on:
	<b>TRC:</b> Identifies all edits made to the timesheet; <b>and</b> <b>Tot Hours:</b> Total time payable based on each edit made to the timesheet.
25.	The Payable Detail Header
	The Payable Detail header allows you to view a summary of all payable information by day. In this exercise, payable items 1-14 of 28 are shown.
	Additional details may be viewed by utilizing one of the following: Click the View All link to view all timesheet details on the screen. Click the Arrows, First link, or Last link to move forward or backward through the
	pages of items.
26.	The Payable Detail section provides information on:
	<ul> <li>Date: Calendar date of the day worked;</li> <li>Day: Day of the week worked;</li> <li>TRC: Manual or system generated edit code;</li> <li>Quantity: Amount of payable time associated with each TRC code;</li> <li>Department: Code to which time will charged if other than home department; and</li> <li>Status: Identifies if timesheet has been approved to pay.</li> </ul>



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Step	Action
27.	The Schedules section displays the employee's current work schedule if has been assigned in the system.
	The system utilizes the 6-minute Rounding Rule when calculating an employee's time based on his/her Scheduled In and Out time.
	See Add Punches for additional information on the Rounding Rule.
28.	The Schedules column information is defined as follows:
	<b>Date:</b> Calendar date the employee is scheduled to work;
	<b>Day:</b> Day of the week the employee is scheduled to work;
	<b>Start Time:</b> Time of the day the employee is scheduled to begin work; <b>and End Time:</b> Time of the day the employee is scheduled to end work.



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Step	Action
29.	Once the Time Admin process has completed, if exceptions have been detected on the timesheet the Exceptions section will display to the right of the Time Admin Status section. High level exceptions are flagged by the system and display on the timesheet as a red field. <i>Note: All High level exceptions must be corrected for time to calculate for that</i> <i>day.</i>
30.	This completes <b>Overview of an Employee Timesheet</b> . <b>End of Procedure.</b>





#### Reports

Time Detail

#### Procedure

In this topic you will learn how to run the Time Details Report.

NOTE: The Time Details cannot be used if an employee is Paid from Schedule.

Step	Action
1.	The Time Details Report can be run for an individual as well a department.
	Exercises demonstrating both options are provided in this topic.



Step	Action
2.	Click the <b>PS9.1 Launcher</b> button.
3.	Click the button to the right of the <b>Database</b> field.
4.	Click the <b>PS 9.1 HCM Reports (PS9HRRPT</b> ) link. PS 9.1 HCM Reports (PS9HRRPT)
5.	Click the Start button.



Step	Action
6.	Click the Main Menu button.



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Step	Action
7.	Point to the LSUHSC Processes menu.
8.	Point to the Time and Labor menu.
9.	Point to the <b>Report</b> menu.
10.	Click the Time Details Report menu.
	<i>NOTE: You will run the Time Details Report after Payroll has been confirmed.</i>
11.	NOTE: This report cannot be run for any employee paid from "Schedule".
12.	Run Control ID
	The system defaults into the Find an Existing Value tab. The first time the Time Details report is run, select the Add A New Value tab to add a Run Control ID.
	Thereafter, when the Time Details report is run, remain on the Find an Existing Value tab to select an existing Run Control ID by simply clicking the Search button



Step	Action
13.	A Run Control ID must be created to run the Time Details Report. The same Run Control ID can be used when running the Time Details Report in the future.
	A Run Control ID is used to access the Process Scheduler. You may save parameters related to a particular process or report with a run control to minimize data entry when running recurring processes and reports. If you select Find an Existing Value to use an existing Run Control ID, the Time Detail Report page displays the information from the most recent Print Request.
	<ul> <li>A Run Control ID is:</li> <li>1. Specific to the end-user's Operator ID;</li> <li>2. Can be entered in upper case, lower case, or mixed case;</li> <li>3. Must be one continuous string of words (maximum of 30 characters). If it consists of more than one word the Run Control ID cannot contain a blank space between the words or must be connected by an underscore.</li> </ul>



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Step	Action
14.	Click the Add a New Value tab.
15.	Enter the desired information into the <b>Run Control ID</b> field. Enter "time_detail".
16.	Click the Add button.
17.	In this exercise, you have been asked to run the Time Details Report for an employee at for the pay period $02/20/12 - 03/04/12$ .



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Step	Action
18.	Enter the beginning date for the pay period in the Start Date field.
	Enter the desired information into the <b>Start Date</b> field. Enter "02202012".
19.	Enter the ending date of the pay period in the End Date field. Enter the desired information into the <b>End Date</b> field Enter "03042012"
20.	Enter the desired information into the <b>Empl ID</b> field. Enter "7-digit Employee ID Number".
21.	Click the <b>Run</b> button.



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Step	Action
22.	Click the button to the right of the <b>Server Name</b> field.
23.	Click the <b>PSNT</b> option from the drop-down list.
24.	Click the <b>OK</b> button.
25.	<b>Process Monitor</b> Since Time Details Reports <u>must be requested and printed one at a time</u> by each end-user to prevent blocking of the database, the end-user may confirm whether he/she has a Print Process running and monitor the status of his/her Print Request, by accessing the Process Monitor.



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Step	Action
26.	Click the <b>Process Monitor</b> link. <i>NOTE: You do not have to access the Process Monitor to confirm your print</i> <i>request is running. You can navigate directly to the Report Manager.</i> <u>Process Monitor</u>
27.	Run Status indicates the status of the process:Queued: The process is in line to run.Initiated: The process has begun.Processing: The process is running.Success: The process ran successfully.Not Successful: The process did not run successfully.Cancel: The process has been canceled.
28.	In the Process List, you want the Run Status = Success and the Distribution Status =Posted. Click the Refresh button to update the page until the appropriate results display.NOTE: Please wait 10 - 15 seconds between clicks to allow for system processing.



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Step	Action
29.	Click the <b>Refresh</b> button.
30.	NOTE: The Run Status = Success and the Distribution Status = Posted.         Click the Go back to Time Details Report link.         Go back to Time Details Report



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Step	Action
31.	The Report Manager allows you to view and print your report.
	Click the <b>Report Manager</b> link. Report Manager
32.	In this exercise, the Status = Posted and the Time Details displays as a blue link. For future requests, you may need to click the Refresh button to complete the print process in the Report Manager.



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Step	Action
33.	Click the <b>Time Details</b> link. The Time Details Report will open in a new window.
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Step	Action
34.	The employee's punch information for the pay period displays.
	Click the <b>Down Arrow</b> on the scrollbar to view additional report information.



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Step	Action
35.	Click the <b>Down Arrow</b> on the scrollbar to view additional report information.
36.	The last page of the report is a summary page.
	NOTE: The Time Details report will be printed after payroll has been confirmed. The summary page will be distributed to obtain appropriate signatures.
	NOIE: You may want to save a copy of the Time Details Report to a secure folder.
37.	The Total Hours displayed here is the total hours Paid only.



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Step	Action
38.	Click the Close button.


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Step	Action
39.	Click the <b>Go Back to Time Details Report</b> link. Go back to Time Details Report
40.	In this exercise, you will run the Time Details Report for the entire Intensive Care Unit for pay period $02/20/12 - 03/04/12$ .

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Step	Action
41.	Click the <b>Delete Row</b> link to delete the EmpIID and refresh the Time Detail page.
42.	Click the <b>OK</b> button.
43.	NOTE: By deleting the EmplID the page refreshed and the Group ID field displayed.
	Click the <b>Look up Group ID</b> button.

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Step	Action
44.	Click the <b>EB010</b> link.
45.	Click the Look up Department button. <i>NOTE: The Time Details report can be run for an entire Business Unit if you have the appropriate security access.</i>



Step	Action
46.	Click the <b>EL2036320</b> link.
	EL2036320 INTENSIVE CARE UNIT
47.	Click the <b>Run</b> button.
	Run

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Step	Action
48.	Check to see that the PSNT option is selected for the Server Name. Click the <b>OK</b> button.
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Step	Action
49.	Click the <b>Report Manager</b> link. Report Manager



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Step	Action
50.	Click the <b>Refresh</b> button until Status = Posted and the Time Details in the Description column displays as a blue link.
	<i>NOTE: Please wait 10 - 15 seconds between clicks to allow for system processing.</i> <b>Refresh</b>



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Step	Action
51.	Click the <b>Time Details</b> link. <u>Time Details</u>
52.	When running the Time Details Report for a specific department, information will be sorted by employee in alphabetical order.
	When running the Time Details Report for an entire Business Unit, information will first be sorted by Department and then by employee in alphabetical order.



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Step	Action
53.	Click the <b>Down Arrow</b> on the scrollbar to view additional report information.
54.	Click the <b>Down Arrow</b> on the scrollbar to view additional report information.
55.	The Total Hours displayed here is the total hours Paid only.
56.	The timekeeper will print the Time Details Report and distribute it for appropriate employee and departmental signatures.
57.	This completes <b>Time Details Report</b> . <b>End of Procedure.</b>



#### Attendance History

#### Procedure

In this topic you will learn how to run the **Attendance History** report.

NOTE: Run the Attendance History report to view information on a single employee, a single department or multiple departments.

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Step	Action
1.	Click the <b>Report</b> link.
2.	Click the Attendance History link.
3.	Run Control IDThe system defaults into the Find an Existing Value tab. The first time you run the Attendance History report, you must select Add A New Value tab to add a Run Control ID.Thereafter, when the Attendance History report is run, remain on the Find an Existing Value tab to select an existing Run Control ID by simply clicking the Search button.



Step	Action
4.	A Run Control ID must be created to run the Attendance History report. The same Run Control ID can be used when running the Attendance History Report in the future.
	A Run Control ID is used to access the Process Scheduler. You may save parameters related to a particular process or report with a run control to minimize data entry when running recurring processes and reports. If you select Find an Existing Value to use an existing Run Control ID, the Attendance History report page displays the information from the most recent Print Request.
	<ul> <li>A Run Control ID is:</li> <li>1. Specific to the end-user's Operator ID;</li> <li>2. Can be entered in upper case, lower case, or mixed case;</li> <li>3. Must be one continuous string of words (maximum of 30 characters). If it consists of more than one word the Run Control ID cannot contain a blank space between the words or must be connected by an underscore.</li> </ul>



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Step	Action
5.	Click the Add a New Value tab.
6.	Enter the desired information into the <b>Run Control ID</b> field. Enter " <b>attend_history</b> ".
7.	Click the Add button.
8.	In this exercise, you are asked to run the Attendance History report for a single employee for pay period 02/20/12 - 03/04/12. You will use the LAN (Leave - Annual BW Wage) and LBS (Leave - Sick Biweekly Wage) Time Reporting Codes to generate report data.



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Step	Action
9.	Enter the beginning date for the pay period in the Start Date field.
	Enter the desired information into the <b>Start Date</b> field. Enter "022012".
10.	Enter the ending date of the pay period in the End Date field.
	Enter the desired information into the <b>End Date</b> field. Enter "030412".
11.	Enter the desired information into the <b>Empl ID</b> field. Enter " <b>7-digit Employee ID Number</b> ".
12.	Select the desired Time Reporting Codes (TRC) for the report.
	Click the <b>Look up Time Reporting Code</b> button.



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	CBP	CALL BACK PAY				
	CBR	CALL BACK REGULAR				
	CBS	CALLBACK SPECIAL ILPH				
	CBV	CALL BACK @ 1.5				
	CER	CERTIFICATION PAY				
	CHE	Cancel Holiday Entitlement				
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Step	Action
13.	View TRC options. Click the <b>Down Arrow</b> button of the scrollbar.
14.	View TRC options. Click the <b>Down Arrow</b> button of the scrollbar.
15.	View TRC options. Click the <b>Down</b> button of the scrollbar.
16.	View TRC options. Click the <b>Down</b> button of the scrollbar.
17.	Click the <b>Up</b> button of the scrollbar.
18.	You can search for the TRC option you wish to utilize. In this exercise you will search for the LAN (Leave - Annual BW Wage). Enter the desired information into the <b>Search by</b> field. Enter "L".



Step	Action
19.	Click the Look Up button.
20.	Click the LAN link.

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Step	Action
21.	Additional TRC parameters may be included by clicking the "+" sign. Conversely, TRC parameters may be removed by clicking the "-" sign.
	Click the <b>Plus</b> (+) button.
22.	You will now enter or select the LBS Time Reporting Code.
	NOTE: If you know the TRC code you wish to use, you may enter it directly into the TRC field.
	Click the Look Up Time Reporting Code button.
23.	Enter the desired information into the Search by field. Enter "L".
24.	Click the Look Up button.



Step	Action
25.	Click the LBS - Leave - Sick BiWeekly Wage link.
26.	Click the Save button.
27.	Click the <b>Run</b> button.

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Step	Action
28.	Click the button to the right of the <b>Server Name</b> field.
29.	Click the <b>PSNT</b> option from the drop-down list.       PSNT
30.	Click the <b>OK</b> button.



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Step	Action
31.	The Report Manager allows you to view and print your report.
	Click the <b>Report Manager</b> link.
32.	The Status indicates the status of the process:
	<ul> <li>Queued: The process is in line to run.</li> <li>Initiated: The process has begun.</li> <li>Processing: The process is running.</li> <li>Posted: The process ran successfully.</li> <li>Not Successful: The process did not run successfully.</li> <li>Cancel: The process has been canceled.</li> </ul>



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Step	Action
33.	Click the <b>Refresh</b> button until Status = Posted and the Time Details in the Description column displays as a blue link.
	<i>NOTE: Please wait 10 - 15 seconds between clicks to allow for system processing.</i> <b>Refresh</b>



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Step	Action
34.	Click the Attendance History link to view your report.
	This will open a new window.           Attendance History
35.	The Weekly Time section provides leave information for each day in the pay period.
	The Monthly Time section provides leave information by calendar month.
36.	Click the <b>Close</b> button for the new window only.
37.	Click the Go back to Attendance History link. Go back to Attendance History
38.	In this exercise, you will run the Attendance History for the entire Intensive Care Unit using the LAN and LBS Time Reporting Codes. Click the <b>Minus</b> (-) button.
39.	Click the <b>OK</b> button.



Step	Action
40.	<i>NOTE: By clicking the Minus (-) button, the system automatically displays the Group ID field.</i>
	Click the Look up Group ID button.
41.	Click the <b>EB010</b> link.
42.	You may use the current parameters or make changes by utilizing the Plus (+) and Minus (-) signs displayed at the end of each row. Click the <b>Save</b> button.
43.	Click the <b>Run</b> button.
44.	Click the <b>OK</b> button.
45.	Click the <b>Report Manager</b> link. Report Manager
46.	In this example the Status = Posted and Attendance History is a blue link. <i>NOTE: If the Status was not Posted, you would have clicked the Refresh button</i> <i>until Status = Posted and the Attendance History in the Description column</i> <i>displays as a blue link. Please wait 10 - 15 seconds between clicks to allow for</i> <i>system processing.</i>
47.	Click the Attendance History link.          Attendance History
48.	View the report results.
	Click the <b>Down</b> button of the scrollbar.
49.	View results. Click the Close button.
50.	This completes <b>Attendance History</b> . <b>End of Procedure.</b>





## Early/Late Exceptions Report

#### Procedure

In this topic you will learn how to run the Early/Late Exceptions Report.

Step	Action
1.	Click the Main Menu button.

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Step	Action					
2.	Point to the LSUHSC Processes menu.					
3.	Point to the Time and Labor menu.					
4.	Point to the <b>Report</b> menu.					
5.	Click the Early/Late Exception Report menu option.					
	Early/Late Exception Report					



Step	Action
6.	<b>Run Control ID</b> The system defaults to the Find an Existing Value tab. The first time the Early/Late Exceptions Report is run, select the Add A New Value tab to add a Run Control ID.
	Thereafter, when the Early/Late Exceptions Report is run, remain on the Find an Existing Value tab to select an existing Run Control ID by simply clicking the Search button.
7.	A Run Control ID must be created to run the Early/Late Exceptions Report. The same Run Control ID can be used when running the Time Details Report in the future.
	A Run Control ID is used to access the Process Scheduler. You may save parameters related to a particular process or report with a run control to minimize data entry when running recurring processes and reports. If you select Find an Existing Value to use an existing Run Control ID, the Early/Late Exceptions Report page displays the information from the most recent Print Request.
	<ul> <li>A Run Control ID is:</li> <li>1. Specific to the end-user's Operator ID;</li> <li>2. Can be entered in upper case, lower case, or mixed case;</li> <li>3. Must be one continuous string of words (maximum of 30 characters). If it consists of more than one word the Run Control ID cannot contain a blank space between the words or must be connected by an underscore.</li> </ul>



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Step	Action
8.	Click the Add a New Value tab.
9.	Enter the desired information into the <b>Run Control ID</b> field. Enter "early_late_report".
10.	Click the Add button.
11.	In this exercise, you will run the Early/Late Exceptions Report for an employee for pay period 02/20/12 - 03/04/12.



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Step	Action
12.	Enter the desired information into the <b>Start Date</b> field. Enter "022012".
13.	Enter the desired information into the <b>End Date</b> field. Enter "030412".
14.	Enter the desired information into the <b>Empl ID</b> field. Enter " <b>7- digit Employee ID Number</b> ".
15.	Click the Save button.
16.	Click the <b>Run</b> button.



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Step	Action
17.	Click the button to the right of the <b>Server Name</b> field.
18.	Click the <b>PSNT</b> list item. PSNT
19.	Click the <b>OK</b> button.



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Step	Action
20.	Click the <b>Report Manager</b> link.           Report Manager



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Step	Action
21.	Click the <b>Refresh</b> button until Status = Posted and the Time Details in the Description column displays as a blue link.
	<i>NOTE: Please wait 10 - 15 seconds between clicks to allow for system processing.</i> <b>Refresh</b>
22.	Click the Early/Late Exception Report link. Early/Late Exception Report



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Step	Action
23.	Click the Close button.



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	375586	1215471	Early/Late	Exception Report	04/10/2012 2:06:04PM	Acrobat (*.pdf)	Posted	<u>Details</u>				
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Step	Action
24.	Click the Go back to Early/Late Exception Report link. Go back to Early/Late Exception Report
25.	This completes <b>Exceptions</b> . <b>End of Procedure.</b>





## **Employee Float Report**

#### Procedure

In this topic you will learn how to run Employee Float.

NOTE: Run the Employee Float report to view information on a single employee, a single department or for multiple departments.

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Step	Action
1.	Click the <b>Report</b> link.
2.	Click the Employee Float Report link.
	Employee Float Report
3.	Run Control ID
	The system defaults to the Find an Existing Value tab. The first time the Employee Float report is run, select the Add A New Value tab to add a Run Control ID.
	Thereafter, when the Employee Float report is run, remain on the Find an Existing Value tab to select an existing Run Control ID by simply clicking the Search button.



Step	Action
4.	A Run Control ID must be created to run the Employee Float report. The same Run Control ID can be used when running the Employee Float report in the future.
	A Run Control ID is used to access the Process Scheduler. You may save parameters related to a particular process or report with a run control to minimize data entry when running recurring processes and reports. If you select Find an Existing Value to use an existing Run Control ID, the Employee Float report page displays the information from the most recent Print Request.
	<ul> <li>A Run Control ID is:</li> <li>1. Specific to the end-user's Operator ID;</li> <li>2. Can be entered in upper case, lower case, or mixed case;</li> <li>3. Must be one continuous string of words (maximum of 30 characters). If it consists of more than one word the Run Control ID cannot contain a blank space between the words or must be connected by an underscore.</li> </ul>

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Step	Action
5.	Click the Add a New Value tab.
6.	Enter the desired information into the <b>Run Control ID</b> field. Enter "empl_float".
7.	Click the Add button.



Step	Action
8.	In this exercise, you will run the Float Out Report for a single department for pay period 02/20/12 - 03/04/12.
9.	Before entering the Start Date and End Date the Select Report Type must be determined.
	In the Select Report Type section, the system defaults to the Float In Report options. The system will not allow you to run a Float In report and a Float Out Report on the same request. You must select one or the other.
	NOTE: The Start and End dates will have to be re-entered if the Select Report Type is not indicated first.
10.	Click the <b>Float Out Report</b> option.
11.	Enter the beginning date for the pay period in the Start Date field.
	Enter the desired information into the <b>Start Date</b> field. Enter "022012".
12.	Enter the ending date of the pay period in the End Date field.
	Enter the desired information into the <b>End Date</b> field. Enter "030412".
13.	The Employee Float report can be run for a single employee, a single department, or a group of departments. In this example the report will be run for a single department.
14.	The Group ID number must be entered in the Group ID field.
	<i>NOTE: If you know the Group ID number you can enter it directly into the Department field.</i>
	Click the Look up Group ID button.
15.	A list of available Group IDs will display. Select the appropriate Group ID.
	Click the <b>EB010</b> link.
16.	The 7-digit Department number must be entered in the Department field.
	<i>NOTE: If you know the Department number you can enter it directly into the Department field.</i>
	Click the <b>Department</b> button.



Step	Action
17.	A list of available Departments displays. Select the appropriate Department from the list provided.
	Click the EL2036320 link. EL2036320 INTENSIVE CARE UNIT
18.	Additional departments can be included by clicking the plus sign (+). Departments can be removed from the report by clicking the minus sign (-).
19.	Click the Save button.
20.	Click the <b>Run</b> button.
21.	Click the button to the right of the <b>Server Name</b> field.
22.	Click the <b>PSNT</b> option from the drop-down list.
23.	Click the <b>OK</b> button.
24.	Click the <b>Report Manager</b> link. Report Manager
25.	Click the <b>Refresh</b> button until Status = Posted and the Time Details in the Description column displays as a blue link.
	NOTE: Please wait 10 - 15 seconds between clicks to allow for system processing. Refresh
26.	Click the Employee Float Report link. Employee Float Report



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	PEOGRAM ID; EZTL003 RUNDATE: 04/10/2012	LOU MEALTE SCIENCES From 02-20-2012	CENTER - EMPLOYEE FLOAT OUT REPORT To 03-04-2012	Page: 1	
	DEPARTMENT: EL2036320	INTENSIVE CARE U	Johnoda: 110240 BN 2		
	Day Date	TRC Hou	rs Float Department		
	MON 02/20/201 MON 02/20/201 MON 02/20/203 MON 02/20/203 MON 02/20/203 MON 02/20/203	12         CBN         6.           12         DP1         6.           12         HD1         6.           12         NTH         6.           12         XTH         6.           12         SEB         6.           12         SEB         6.	10         HL2036370         NBD-NATAL         ICU           10         EL2036370         NBD-NATAL         ICU		
	Total; Total Employee - Total Employee -	TRC         Hor           DP1         6.           HD1         6.           RCH         6.           RCH         6.           1         1	27 60 60 60 60 60 60 60		
					-
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Step	Action
27.	Click the Close button.
28.	This completes Employee Float Report. End of Procedure.





## Inquire

BI TL Employee No Payable Time

#### Procedure

In this topic you will learn how to run the **BI TL Employee No Payable Time**.

Step	Action
1.	Click the Main Menu button.
	Main_Menu

Search Menu:     Image: Self Service   Image: Self Service   Set Up HMMS   Reporting Tools   Image: Self Service   Ima	PS9HRTRN 8.50 PS9HEWEBDEV11 RCB Favogrites Main Menu	Home   Add.10.Favorites   Skin.out
	avgrtes Man Venu Versonalize Search Menu: Manager Self Service Tme and Labor Set Up HNS Reporting Tools People Tools SUHSC Processes My Personalizations	Heip

Step	Action
2.	Point to the LSUHSC Processes menu.
3.	Point to the Time and Labor menu.
4.	Point to the <b>Inquire</b> menu.
5.	Click the <b>TL Queries</b> menu.


PS9HRTRN 8:50 PS9HEWEBDEV11 RCB Favorites Main Menu > LSUHSC Processes > Time and Labor > Inquir	re > TL Oueries			<u>Home</u>	Add to Favorites	Sign out
		ر <u>الح</u>	New Window	Help	📝 Customize Page	📰 http
Query:						
Date: 02/20/2012 Pay Period Begin Date: 02/20/2012	Pay Period End Date	03/04/2012				
Group ID:	Get Data	Select For Instruction	IS			
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Step	Action
6.	Click the button to the right of the <b>Query</b> field.
7.	Click the <b>BI TL EMPLOYEE NO PAYABLE TIME</b> list item. BI TL EMPLOYEE NO PAYABLE TIME
8.	Click the Look Up Group ID button.
9.	Click the <b>EB010</b> link.
10.	Click the Get Data button. Get Data
11.	View query results.
12.	This completes <b>BI TL Employee No Payable Time</b> . <b>End of Procedure.</b>



# BI TL Employees < 80 Hrs

### Procedure

In this exercise you will learn how to run **BI TL Employees < 80 Hrs**.

								Home	Add to Fa	vorites	Sign
ites Main Menu > LSUHS	C Processes > T	ime ar	nd Labor > I	nquire > TL Queries							
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Queries						_					
Query: BITL EMPLOYEE	NO PAYABLE TIME	•									
Date: 02/20/2012 🛐	Pay Period Be	gin Da	te: 02/20/201	2 Pay Period End D	ate: 03/04/2012						
Crown ID: ED010					<b>O</b> O 1 - 4 5		_				
EBOTO STOLED	EL2036320 INTENS	SIVE C	ARE UNIT	Get Data	Select For	instructions	5				
TL EMPLOYEE NO PAYABLE 1	TIME					Customize	Find   \	/iew All	🛛 📔 👬 First 🖾	1-5 of 5	Last
Name	Emplid	Rcd#	# DeptID	Descr	PayGr	Class	FTE	Full/Part	Hrs	Punch	Date
John Doe	100000-1-0000	0	EL2036320	INTENSIVE CARE UNIT	EBU	Transient	0.25	P	0		
John Doe	00007-000	0	EL2036320	INTENSIVE CARE UNIT	EBU	Transient	0.25	P	0		
John Doe	10110000	0	EL2036320	INTENSIVE CARE UNIT	EBU	Transient	0.25	P	0		
John Doe	101000	0	EL2036320	INTENSIVE CARE UNIT	EBU	Transient	0.25	P	0		
John Doe	10.2000/071	0	EL2036320	INTENSIVE CARE UNIT	EBN	Job	1	F	0		

Step	Action
1.	Click the button to the right of the <b>Query</b> field.
2.	Click the <b>BI TL Employees &lt; 80 Hrs</b> list item. BI TL EMPLOYEES < 80 HRS
3.	Click the Get Data button.          Get Data
4.	View results.
5.	This completes <b>BI TL Employees &lt; 80 Hrs</b> . <b>End of Procedure.</b>



# BI TL Employees < FTE

### Procedure

In this topic you will learn how to run **BI TL Employees** < **FTE**.

								Home	Add to Favo	rites Sid
prites Main Menu > LSUHSC F	rocesses > T	îme an	d Labor > I	nquire > TL Queries						
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. Queries						_				
Query: BI TL EMPLOYEES <	80 HRS	-								
Date: 02/20/2012 3	Pay Period Be	egin Da	te: 02/20/20	12 Pay Period End Dat	te: 03/04/2012					
Crown ID: ED010					<b>0</b> 0 1 1 1 5					
Group ID. EBOTO	2036320 INTEN	SIVE C	ARE UNIT	Get Data	U Select F	or instructions				
I TL EMPLOYEES < 80 HRS						Customize	ind   V	iew Al	a 📔 First 🕻	1-4 of 4 🖸 เ
Name	Emplid	Rcd#	DeptID	Descr	PayGr	p Class	FTE	Full/Part	Hrs	Punch Dat
1 John Doe	10022001	0	EL2036320	INTENSIVE CARE UNIT	EBW	Permanent	1	F	75.9	
2 John Doe	100000-0000-01	0	EL2036320	INTENSIVE CARE UNIT	EBW	Permanent	1	F	79.2	
3 John Doe	100000-0-0-0	0	EL2036320	INTENSIVE CARE UNIT	EBW	Permanent	1	F	72	
4 John Doe	100001-010-0	0	EL2036320	INTENSIVE CARE UNIT	EBW	Permanent	1	F	76.1	

Step	Action
1.	Click the button to the right of the <b>Query</b> field.
2.	Click the <b>BI TL Employees &lt; FTE</b> list item. BI TL EMPLOYEES < FTE
3.	Click the Get Data button. Get Data
4.	View results.
5.	This completes <b>BI TL Employees &lt; FTE</b> . <b>End of Procedure.</b>



# BI TL Employees > 80 Hrs

### Procedure

In this topic you will learn how to run **BI TL Employees > 80 Hrs**.

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rites Main Menu > LSUHSC P	rocesses > T	îme an	d Labor > I	nquire > TL Queries		_		_		
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uuenes						-				
Query: BI TL EMPLOYEES <	FTE	•								
Date: 02/20/2012 🗵	Pay Period Be	egin Da	ate: 02/20/201	12 Pay Period End Date: 03	/04/2012					
Group ID: EB010 🔍 EL:	2036320 INTEN	SIVE C	ARE UNIT	Get Data 🚯	Select Fo	r Instructions	2			
71 ENDLOYEEA . ETC										
Name	Emplid	Bod#	DontiD	Deper	DavCro	Class	Find   \	Full/Dort	Pins First 1	-4 of 4 14 La
John Doe	cmplid	0	EL 2036320	INTENSIVE CARE UNIT	EBW/	Permanent	1	F	75.9	runch bate
John Doe	No. of Concession, Name	0	EL2036320	INTENSIVE CARE UNIT	EBW	Permanent	1	F	79.2	
John Doe	10585121	0	EL2036320	INTENSIVE CARE UNIT	EBW	Permanent	1	F	72	
John Doe	100001-0.001	0	EL2036320	INTENSIVE CARE UNIT	EBW	Permanent	1	F	76.1	

Step	Action
1.	Click the button to the right of the <b>Query</b> field.
2.	Click the <b>BI TL Employees &gt; 8- Hrs</b> list item. BI TL EMPLOYEES > 80 HRS
3.	Click the Get Data button.
4.	For this example there are no results.
5.	This completes <b>BI TL Employees &gt; 80 Hrs</b> . <b>End of Procedure.</b>



# BI TL Employees > FTE

### Procedure

In this topic you will learn how to run **BI TL Employees > FTE**.

Step	Action
1.	Click the button to the right of the <b>Query</b> field.
2.	Click the <b>BI TL Employees</b> > <b>FTE</b> list item. BI TL EMPLOYEES > FTE
3.	Click the Get Data button. Get Data
4.	For this example there are no results.
5.	This completes <b>BI TL Employees &gt; FTE</b> . <b>End of Procedure.</b>



# **BI TL Exceptions**

### Procedure

In this topic you will learn how to run **BI TL Exceptions**.

Beau														
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TL Queries												_		
Query:	BUTL EMPLOYEE	S > FTF	•											
Date:	02/20/2012	Pay Period Beg	in Date	e: 02/20/2012		Pay Period End Date	: 03/04/20	12						
Crown ID:	EB010													
Group ID.	EB010	EL2036320 INTENS	IVE C/	ARE UNIT		Get Data	U Selec	a For Instru	cuons					
BITL EMPL	OYEES > FTE							Custo	nize   Find	View All	ta I	First K	1 of 1 🔯	Last
Name		Emplid	Rcd#	DeptID	Descr			PayGrp CI	<u>ass</u> FTE	Full/Part	<u>Hrs</u>		Punch Dat	e
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Step	Action
1.	Click the button to the right of the <b>Query</b> field.
2.	Click the <b>BI TL Exceptions</b> list item. BI TL EXCEPTIONS
3.	Click the Get Data button. Get Data
4.	View results.
5.	View additional query information.
6.	This completes <b>BI TL Exceptions</b> . <b>End of Procedure.</b>



## BI TL General TRC Query

#### Procedure

In this topic you will learn how to run **BI TL General TRC Query**.

orites Main Menu > LSUHSC P	rocesses > Ti	me an	d Labor > I	nquire > TL Queries							
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Queries											
Date: 02/20/2012	Pay Period Begin	• Date	: 02/20/2012	Pay Period End Date: 03/0	04/2012						
Crown ID: EB010	,		. 02/20/20/12								
EL20	036320 INTENSI	VE CA	RE UNIT	Get Data	Select Fo	ninstructi	ms				
I TL EXCEPTIONS											
Name	Emplid	Rcd#	Dept ID	Descr	Pa	wGrp Clas	<u>s FTE</u>	Full/Part	Date	Exception	Ser
1 John Doe	10.0000.00	0	EL2036320	INTENSIVE CARE UNIT	EE	BN Job	1	F	2012-02-20	payable time	н
2 John Doe	10.00000000	0	EL2036320	INTENSIVE CARE UNIT	EE	BN Job	1	F	2012-02-21	HOL with no payable time	н

Step	Action
1.	Click the button to the right of the <b>Query</b> field.
2.	Click the <b>BI TL TRC Query</b> list item. BI TL GENERAL TRC QUERY
3.	Click the Look Up TRC button.
4.	Click the <b>Down</b> button of the scrollbar.
5.	Click the LBS - Leave - Sick BiWeekly Wage link.
6.	Click the Get Data button. Get Data
7.	View results.
8.	This completes <b>BI TL General TRC Query</b> . <b>End of Procedure.</b>





# BI TL Long Shift Punch

### Procedure

In this topic you will learn how to run **BI TL Long Shift Punch**.

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rices Main Menu > LSUHSC	Processes > 1	ime ar	id Labor > 1	inquire > i	IL Queries		Į.	New Windo	w (	3 Help	Custor	mize Page	
Queries								-					
Query: BLTL GENERAL TR	C OUERY	•			DC.	LBS							
Date: 02/20/2012	Pay Period Be	egin Da	te: 02/20/201	2	Pay Period End D	ate: 03/04	/2012						
Group ID: EB010	L2036320 INTEN	SIVE C	ARE UNIT	2	Get Data	1 <u>Se</u>	lect For	Instructions					
TI GENERAL TRC QUERY										Cueta	umize   Find	Many ATT	a , 🐮
Name	Emplid	Red#	DeptID	Descr			PayGrp	Class	FTE	Full/Part	Hrs	Date	2
1 John Doe	100001-0000	0	EL2036320	INTENSIVE	CARE UNIT		EBW	Permanent	1	F	12	02/2	27/201
2 John Doe	100000-1000	0	EL2036320	INTENSIVE	CARE UNIT		EBW	Permanent	1	F	12	02/2	28/201
3 John Doe	0.07107	0	EL2036320	INTENSIVE	CARE UNIT		EBW	Permanent	1	F	12	02/2	29/201
4 John Doe	100007-0007	0	EL2036320	INTENSIVE	CARE UNIT		EBW	Permanent	1	F	12	03/0	03/201
			EL 0000000	INITENION/E	OADE LINIT		EBW	Permanent	4	E	8	03/0	04/201
5 John Doe	10001007	0	EL2036320	INTENSIVE	CARE UNIT		2011	remanent		F	0		
5 John Doe	1962 1221	0	EL2036320	INTENSIVE				remanen	1	F	<u> </u>		

Step	Action
1.	Click the button to the right of the <b>Query</b> field.
2.	Click the <b>BI TL Long Shift Punch</b> list item. BI TL LONG SHIFT PUNCH
3.	Click the Get Data button. Get Data
4.	For this example there are no results.
5.	This completes <b>BI TL Long Shift Punch</b> . <b>End of Procedure.</b>



### BI TL Punch with Comment

### Procedure

In this topic you will learn how to run **BI TL Punch with Comment**.

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PS9HR PS9HEWEE	BDEV11 RCB										-	Home	Add	to Favorites	Sign	out
Favorites Ma	ain Menu > LSUHSC Pro	cesses > Ti	me an	d Labor > Ir	quire	> TL Queries										
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TL Queries																
0		1011	_													
Query: Date:	02/20/2012 R Pa	VCH	Date:	02/20/2012		Pay Period End Date	03/04/201	2								
Group ID:	EB010 .	,			ſ	Cat Data	Colort C	or Inetra	etions							
Group ib.	EL203	6320 INTENSI	VE CA	RE UNIT		Get Data	U Select P	ormsuu	CHOILS	2						
BITL LONG	SHIFT PUNCH													Customize   F	ind   View	AI
Name		Emplid	Rcd#	DeptID	Descr			PayGrp	<u>Hrs</u>	Date	TRC	Punch Ty	pe	Punch In	Out	<u>Over</u>
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•					III											Þ
							🔍 L	ocal intra	net	Protect	ed Mo	de: Off			100% ·	•

Step	Action
1.	Click the button to the right of the <b>Query</b> field.
2.	Click the <b>BI TL Punch With Comment</b> list item. BI TL PUNCH WITH COMMENT
3.	Click the Get Data button. Get Data
4.	View results.
5.	View additional query information.
6.	This completes <b>BI TL Punch with Comment</b> . <b>End of Procedure.</b>



### WK TL Employees < 40 Hrs

### Procedure

In this topic you will learn how to run WK TL Employees < 40 Hrs.

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prices Mai	n menu > LSOHSC	Processes > 1	ime an	d Labor > 1	nquire > 1L Queries	-	<b>.</b>				
Queries						<u>B</u> 2	Divew wind	ow 🕑 Hei	p 🔮	Customize Pa	ge 😐 n
Query:	BLTL PUNCH WITH	H COMMENT	-								
Date:	02/20/2012	Pay Period B	eain D	ate: 02/20/20	12 Pay Period End Date	: 03/04/2012					
		,		02/20/20		000042012					
Group ID:	EB010 K	EL2036320 INTEN	ISIVE C	CARE UNIT	Get Data	Select For	Instruction	<u>s</u>			
I TL PUNCH	WITH COMMENT										Customiz
Name		Emplid	Rcd#	DeptID	Descr	PayGrp	Hrs	Date	TRC	Punch Type	Punch In
1 John Doe	Statement and all and a		0	EI 2036320	INTENSIVE CARE UNIT	EBW	12 48333	02/22/2012		In	6:25PM
2 John Doe		10000000000	0	EL2036320	INTENSIVE CARE UNIT	EBW	6.23333	02/23/2012		In	9:16AM
3 John Doe	- HORNELER	International Academic	0	EL2036320	INTENSIVE CARE UNIT	EBW	8.833333	02/27/2012		In	6:40AM
4 John Doe		10000000000	0	EL2036320	INTENSIVE CARE UNIT	EBW	8.95	02/28/2012		In	6:30AM
5 John Doe	e e consectation -	4100.000 B	0	EL2036320	INTENSIVE CARE UNIT	EBW	1.333333	03/01/2012		In	6:00PM
6 John Doe	9 0.0 1 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	10102-0110	1	EL2036320	INTENSIVE CARE UNIT	EBW	12.6	02/29/2012		Transfer	6:24PM
7 John Doe		0	0	EL2036320	INTENSIVE CARE UNIT	EBW	12.4	02/24/2012		In	6:30PM
8 John Doe		101000	0	EL2036320	INTENSIVE CARE UNIT	EBN	8.4	02/26/2012		In	9:06PM
9 John Doe	9	101040011	0	EL2036320	INTENSIVE CARE UNIT	EBW	12.516667	02/29/2012		In	6:30PM

Step	Action
1.	Click the button to the right of the <b>Query</b> field.
2.	Click the WK TL Employees < 40 Hrs list item. WK TL EMPLOYEES < 40 HRS
3.	Click the Get Data button.
4.	View results.
5.	This completes <b>WK TL Employees &lt; 40 Hrs</b> . <b>End of Procedure.</b>