PeopleSoft Training

Time Keeper Manager - HCSD View Only

Version Date: June 2012

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Timesheet Overview

Overview of an Employee Timesheet

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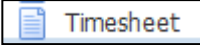
In this topic, you will be provided an **Overview of an Employee Timesheet**.

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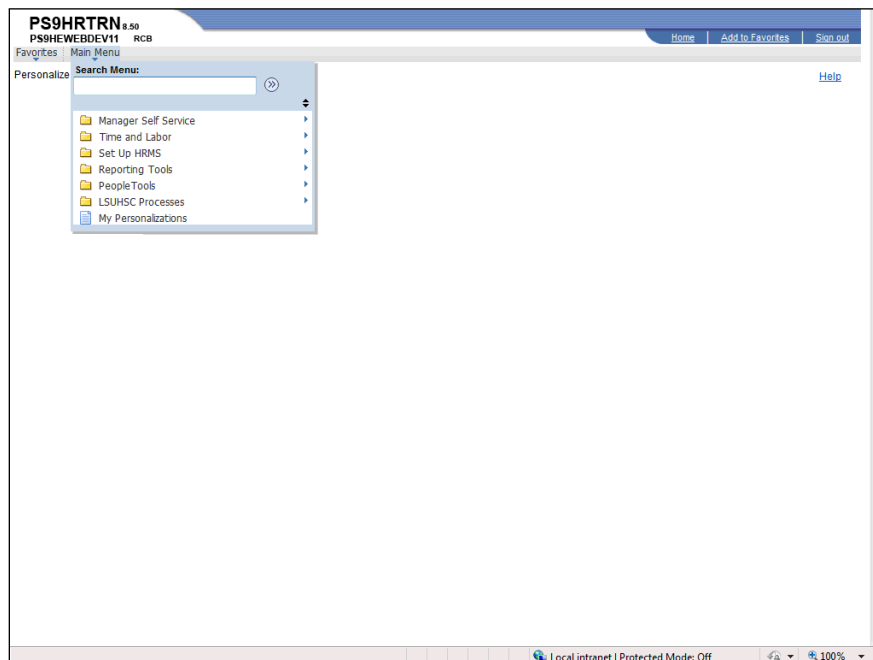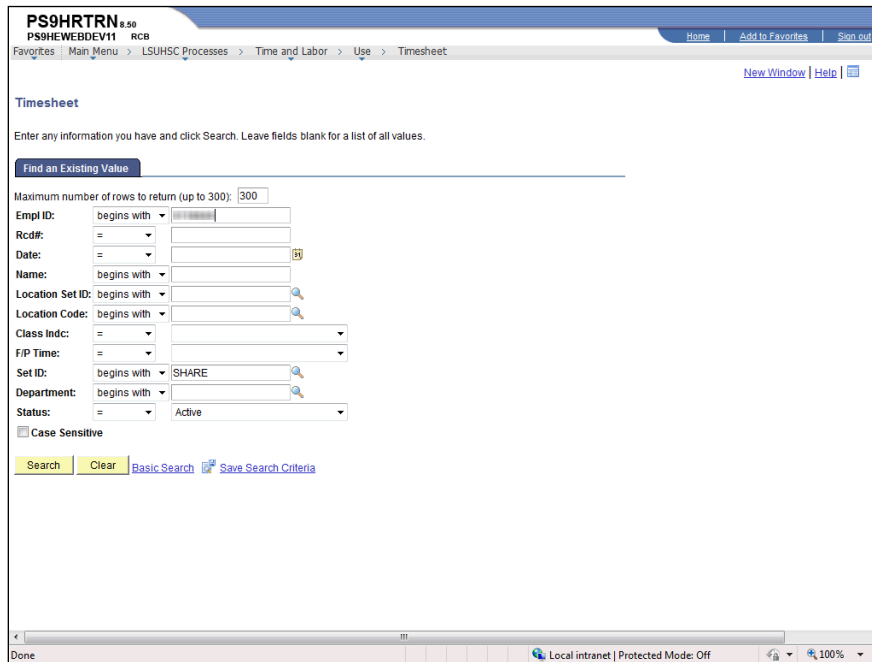
Step	Action
2.	Point to the **LSUHSC Processes** menu.
3.	Point to the **Time and Labor** menu.
4.	Point to the **Use** menu.

Step	Action
5.	Click the **Timesheet** menu. Timesheet
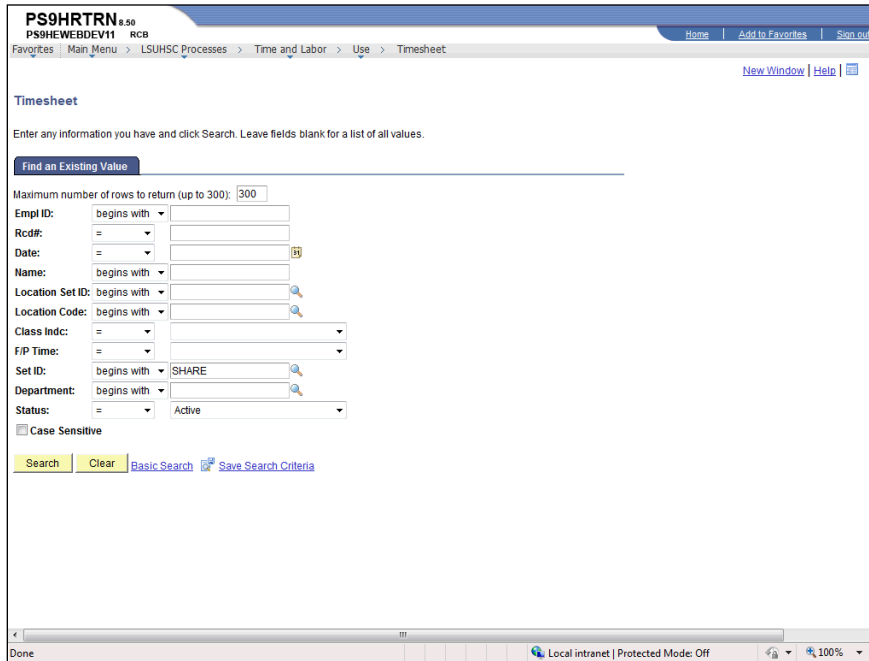
Step	Action
6.	Enter the desired information into the **Empl ID** field. Enter "**7 - digit Employee ID Number**".
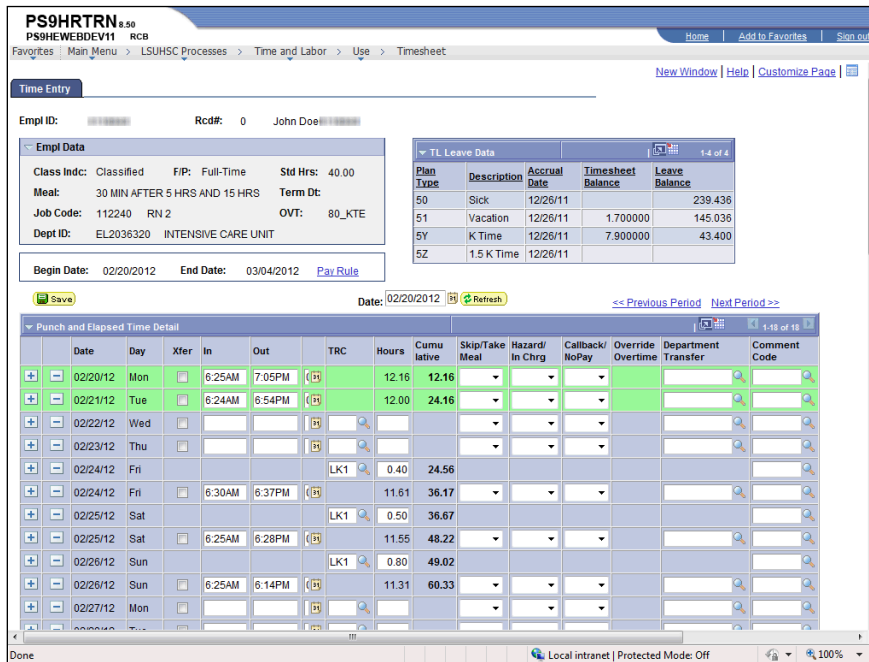
Step	Action
7.	Click the **Search** button to display the employee's current timesheet.

Step	Action
8.	The Header of the timesheet contains the EmplID, Rcd# and Name of the employee whose timesheet is being viewed.
9.	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: **Class Indc:** Classified or Unclassified; **Meal:** Defines when a meal deduction is taken; **Job Code:** Current job code and description of position **DeptID:** Current department number and name; **F/P:** Full-time or Part-time; **Std Hrs:** Number of standard hours worked in a week; **Term Dt:** Will be blank for all active employees; **and** **OVT:** Defines overtime compensation options.

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: **Plan Type:** Numerical value assigned to a leave option for which the employee is eligible; **Description:** Leave option associated with specified plan type; **Accrual Date:** Date the system last updated leave time; **Timesheet Balance:** Amount of time used by an employee since last system update; **and** **Leave Balance:** Current amount of leave time earned and available for use by the employee.

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 **Pay Rule** link.

Pay Rule |
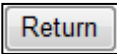
Step	Action
12.	The Pay From Schedule indicates if the employee is paid based on a specified schedule or based on the punch information viewed in the timesheet. If the Pay From Schedule is unchecked and grayed out, the employee will be paid based on the punch information found in the timesheet. If the 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:** **Workgrp:** Designates if employee will punch time or just exceptions; **Meal:** Determines when a meal deduction is taken; **Shift 2:** Indicates if the employee is eligible for Evening shift differential pay; **Shift 3:** Indicates if the employee is eligible for Night shift differential pay; **OverTime:** Defines overtime compensation options; **WeekEnd:** Indicates if the employee is eligible for WeekEnd shift differential pay; **CallBack:** Defines CallBack compensation options; **and** **Hol Worked:** Defines compensation options for holidays worked by the employee.

Step	Action
14.	Click the **Return** button to return to the employee's timesheet.

Step	Action
15.	The options discussed below are displayed directly above the Punch and Elapsed Time Detail/Timesheet grid: **Save:** Allows you to "Save" changes made to the Timesheet in the system; **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; **Refresh:** Allows you to view previous timesheets by changing the date in the Date field; **Previous Period:** Allows you to view the previous calendar period timesheet; **and** **Next Period:** Allows you to view the next calendar period timesheet.

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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 **Previous Period** link to view the employee's previous timesheet. << Previous Period

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: **Date:** Calendar days included in the pay period; **Day:** Day of the week that coincides with the specified date; **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; **In:** Time that the employee began his/her work day; **Out:** Time that the employee ended his/her work day; **TRC:** Time Reporting Code – Identifies earnings and/or leave associated with specified elapsed hours; **and** **Hours:** Total number of hours associated with specified date.

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Step	Action
19.	**Punch and Elapsed Time Detail Section** (continued) **Cumulative:** 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 **Hazard/In Chrg:** Indicates if change in compensation is warranted based on the employee encountering a specified hazard or working in a more senior capacity; **CallBack:** Indicates the employee is due CallBack compensation; **Override Overtime:** Indicates the employee is approved for cash overtime on a specified date. This option can only be elected by Payroll; **Department Transfer:** Indicates the employee worked as a float in another department; **and** **Comment Code:** Specifies reason for Manual Edits, Overtime Override, 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**. **Red Row** – A red row(s) indicates there is an **error** on the row. **Yellow Row** – A yellow row(s) indicates a **row** has been **added** to the timesheet; **Red Field** – A red In or Out field(s) indicates a **missed punch**; **and** **Purple Field** - Time highlighted in purple indicates a **Transfer** was recorded, however, the **"Out"** punch was missed on the **original punch**.

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

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 **Time Admin Status** 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.	**Earliest Chg Dt.:** 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. **Example:** 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. **Run TA:** Indicates the status of the Time Admin process. **Y** = Need to run Time Admin; **N** = No need to run Time Admin; or **X** = Time Admin is currently running.

Step	Action
24.	The Payable Totals section provides information on: **TRC:** Identifies all edits made to the timesheet; **and** **Tot Hours:** 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: **Date:** Calendar date of the day worked; **Day:** Day of the week worked; **TRC:** Manual or system generated edit code; **Quantity:** Amount of payable time associated with each TRC code; **Department:** Code to which time will charged if other than home department; **and** **Status:** Identifies if timesheet has been approved to pay.

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: **Date:** Calendar date the employee is scheduled to work; **Day:** Day of the week the employee is scheduled to work; **Start Time:** Time of the day the employee is scheduled to begin work; **and** **End Time:** Time of the day the employee is scheduled to end work.

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.

Note: All High level exceptions must be corrected for time to calculate for that day. |
| 30. | This completes **Overview of an Employee Timesheet**.
End of Procedure. |

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.
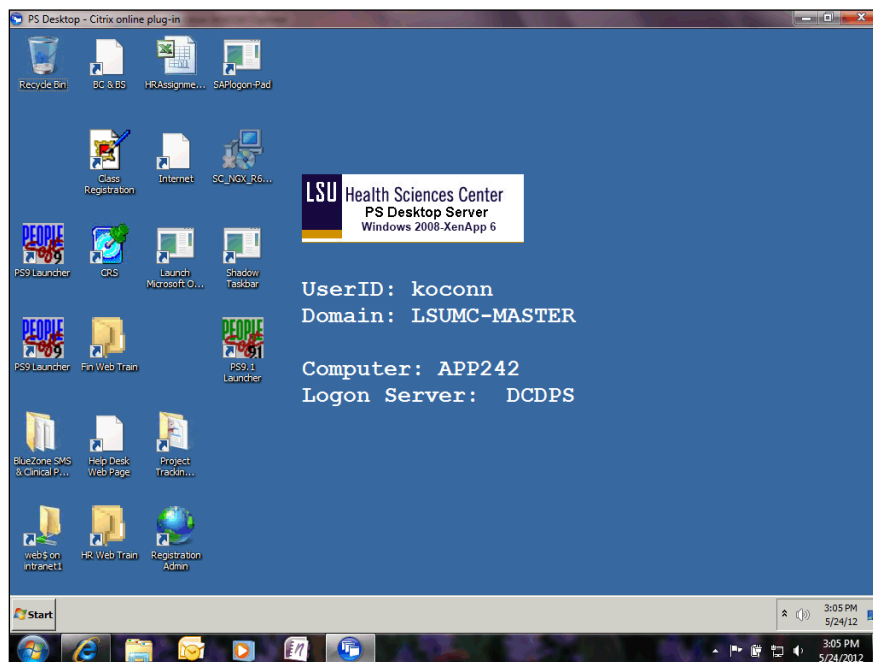
Step	Action
2.	Click the **PS9.1 Launcher** button.
3.	Click the button to the right of the **Database** field.
4.	Click the **PS 9.1 HCM Reports (PS9HRRPT)** link. PS 9.1 HCM Reports (PS9HRRPT)
5.	Click the **Start** button. Start
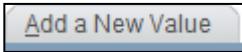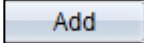
Step	Action
6.	Click the **Main Menu** button.

Step	Action
7.	Point to the **LSUHSC Processes** menu.
8.	Point to the **Time and Labor** menu.
9.	Point to the **Report** menu.
10.	Click the **Time Details Report** menu. *NOTE: You will run the Time Details Report after Payroll has been confirmed.* Time Details Report
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. A Run Control ID is: 1. Specific to the end-user's Operator ID; 2. Can be entered in upper case, lower case, or mixed case; 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.
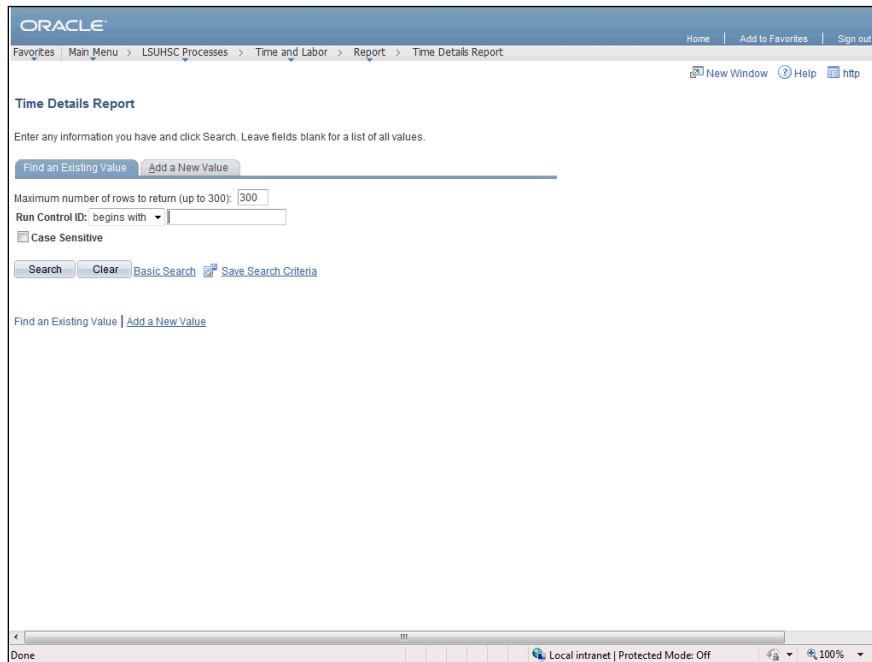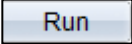
Step	Action
14.	Click the **Add a New Value** tab.
15.	Enter the desired information into the **Run Control ID** field. Enter "**time_detail**".
16.	Click the **Add** button.
17.	In this exercise, you have been asked to run the Time Details Report for an employee at for the pay period 02/20/12 - 03/04/12.
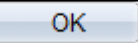
Step	Action
18.	Enter the beginning date for the pay period in the Start Date field. Enter the desired information into the **Start Date** field. Enter "**02202012**".
19.	Enter the ending date of the pay period in the End Date field. Enter the desired information into the **End Date** field. Enter "**03042012**".
20.	Enter the desired information into the **Empl ID** field. Enter "**7-digit Employee ID Number**".
21.	Click the **Run** button.
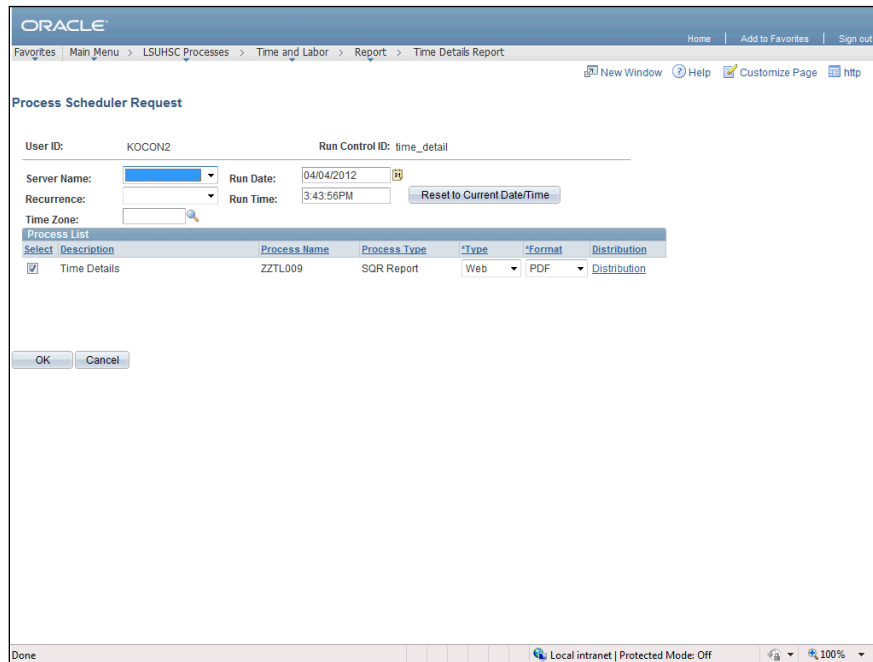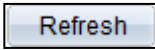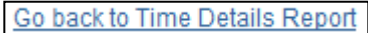
Step	Action
22.	Click the button to the right of the **Server Name** field.
23.	Click the **PSNT** option from the drop-down list.
24.	Click the **OK** button.
25.	**Process Monitor** Since Time Details Reports <u>must be requested and printed one at a time</u> by each end-user to prevent blocking of 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.

Step	Action
26.	Click the **Process Monitor** link. *NOTE: You do not have to access the Process Monitor to confirm your print request is running. You can navigate directly to the Report Manager.* Process Monitor
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.*
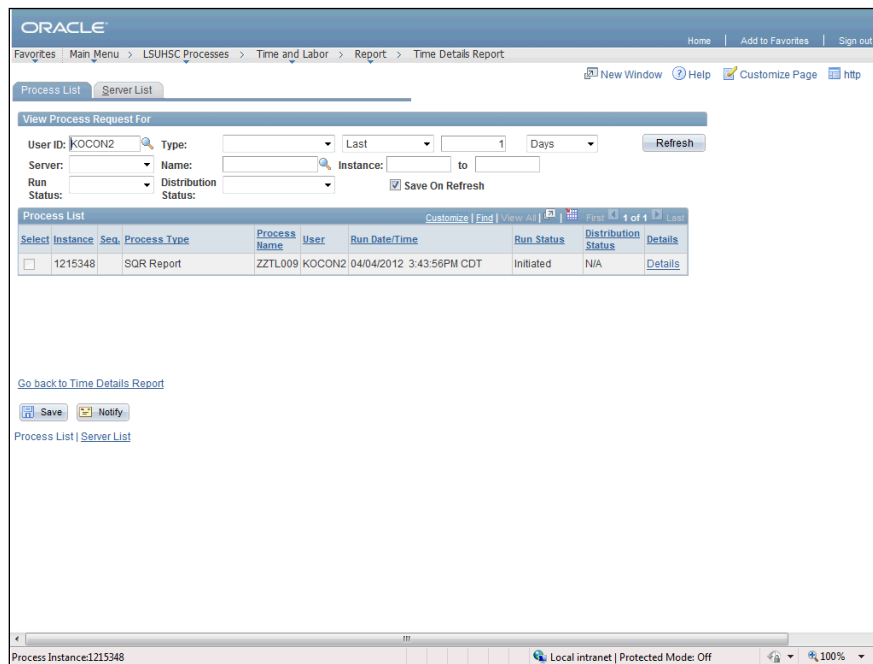
Step	Action
29.	Click the **Refresh** button. Refresh
30.	*NOTE: The Run Status = Success and the Distribution Status = Posted.* Click the **Go back to Time Details Report** link. Go back to Time Details Report
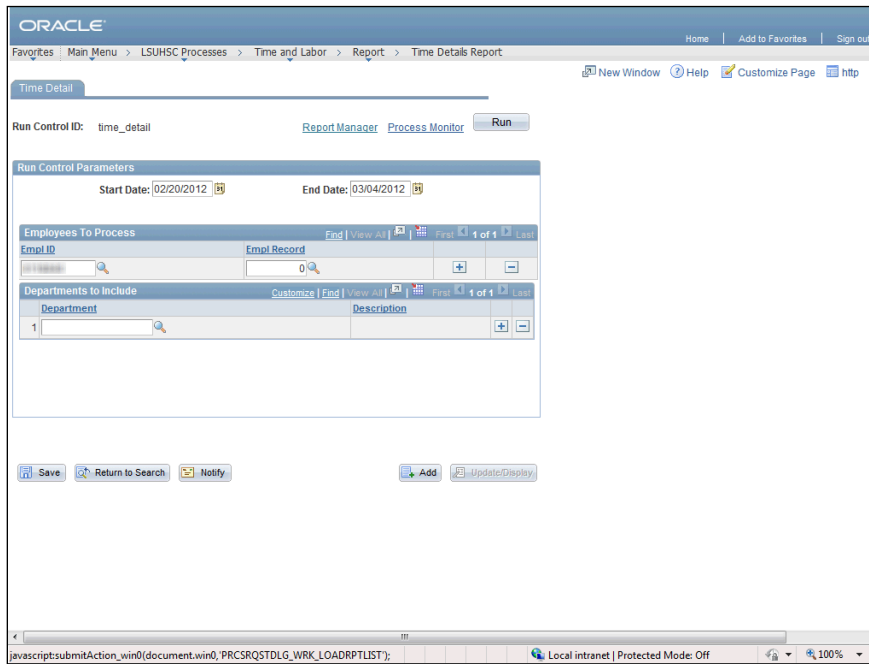
Step	Action
31.	The Report Manager allows you to view and print your report. Click the **Report Manager** link. Report Manager
32.	In this exercise, the Status = Posted and the Time Details displays as a blue link. For future requests, you may need to click the Refresh button to complete the print process in the Report Manager.
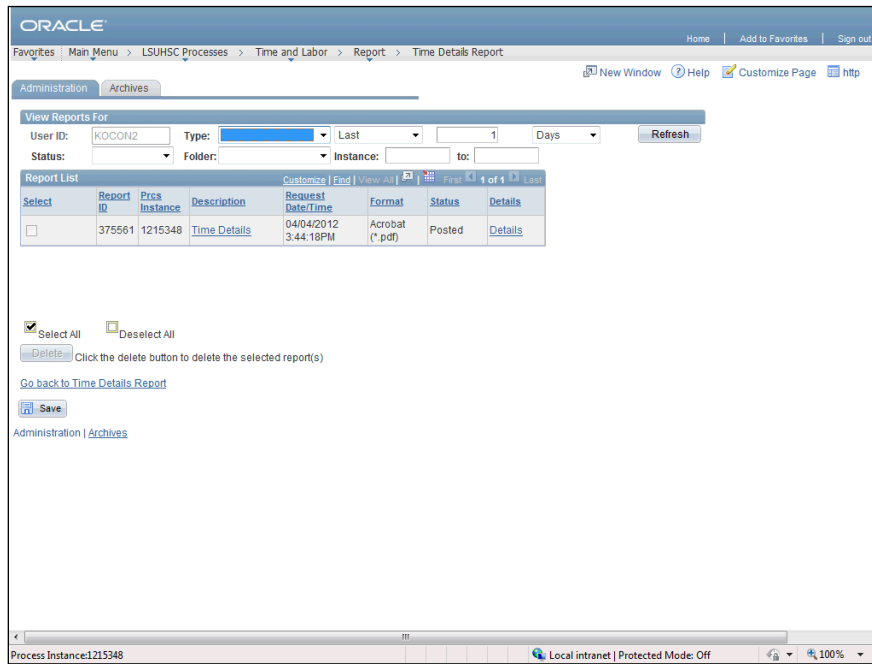
Step	Action
33.	Click the **Time Details** link. The Time Details Report will open in a new window. ![Time Details]
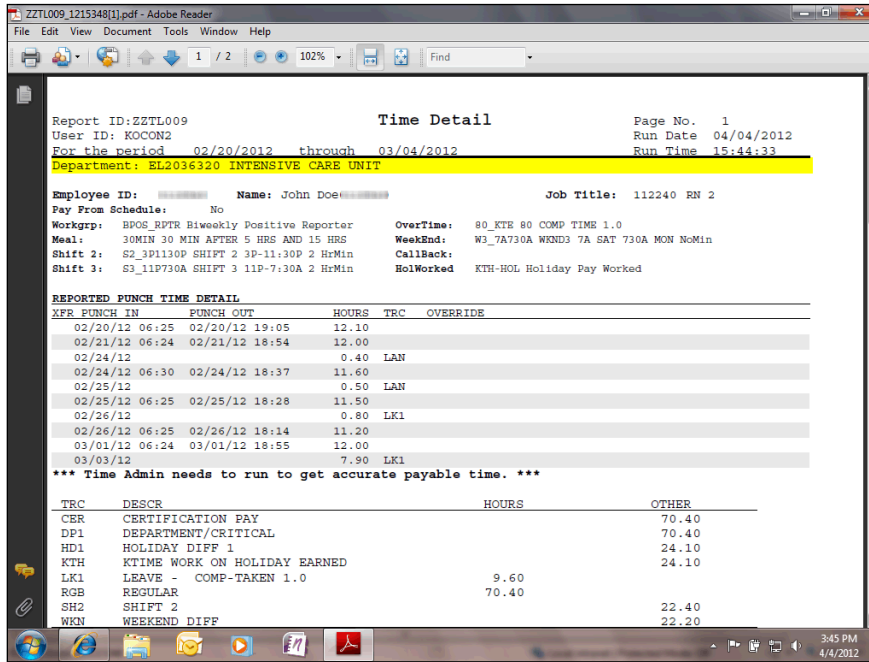
Step	Action
34.	The employee's punch information for the pay period displays. Click the **Down Arrow** on the scrollbar to view additional report information.

```
REPORTED PUNCH TIME DETAIL
XFR PUNCH IN        PUNCH OUT        HOURS  TRC   OVERRIDE
   02/20/12 06:25  02/20/12 19:05    12.10
   02/21/12 06:24  02/21/12 18:54    12.00
   02/24/12                           0.40  LAN
   02/24/12 06:30  02/24/12 18:37    11.60
   02/25/12                           0.50  LAN
   02/25/12 06:25  02/25/12 18:28    11.50
   02/26/12                           0.80  LK1
   02/26/12 06:25  02/26/12 18:14    11.20
   03/01/12 06:24  03/01/12 18:55    12.00
   03/03/12                           7.90  LK1
*** Time Admin needs to run to get accurate payable time. ***

TRC      DESCR                              HOURS        OTHER
CER      CERTIFICATION PAY                               70.40
DP1      DEPARTMENT/CRITICAL                             70.40
HD1      HOLIDAY DIFF 1                                  24.10
KTH      KTIME WORK ON HOLIDAY EARNED                    24.10
LK1      LEAVE -  COMP-TAKEN 1.0             9.60
RGB      REGULAR                           70.40
SH2      SHIFT 2                                         22.40
WKN      WEEKEND DIFF                                    22.20
Total                                      80.00


Employee Signature/Date:  _____
```
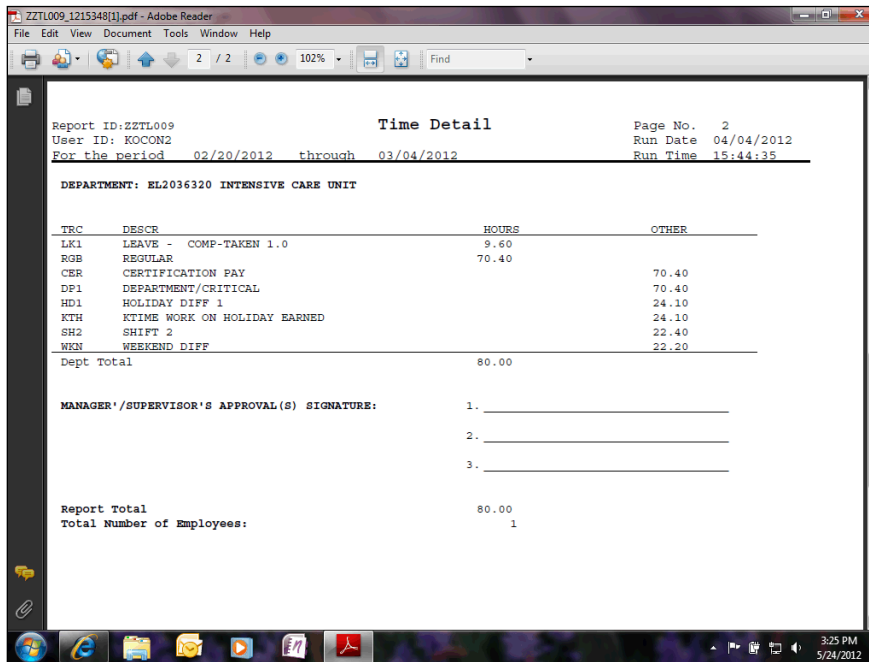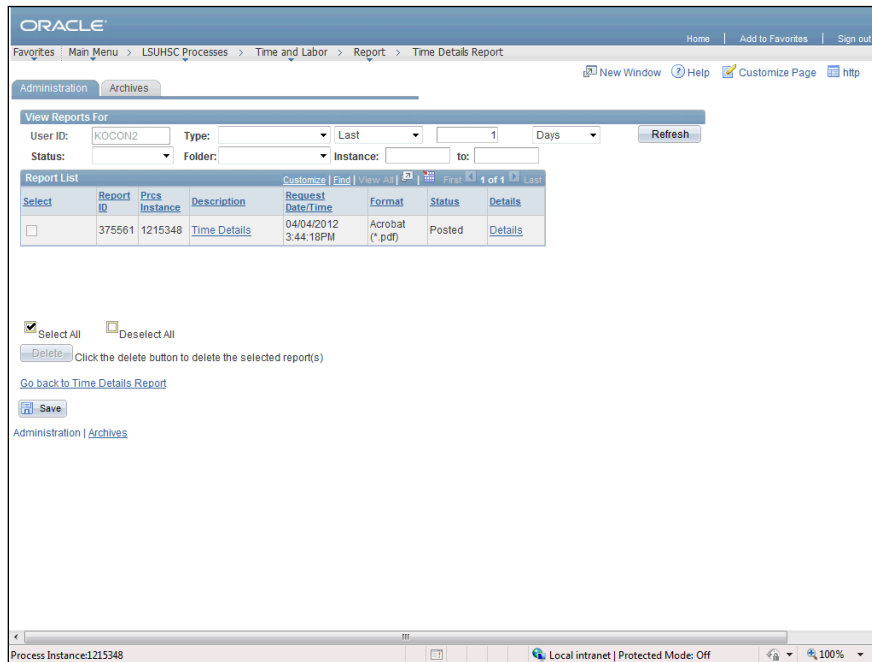
Step	Action
35.	Click the **Down Arrow** on the scrollbar to view additional report information.
36.	The last page of the report is a summary page. *NOTE: The Time Details report will be printed after payroll has been confirmed. The summary page will be distributed to obtain appropriate signatures.* *NOTE: 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*.

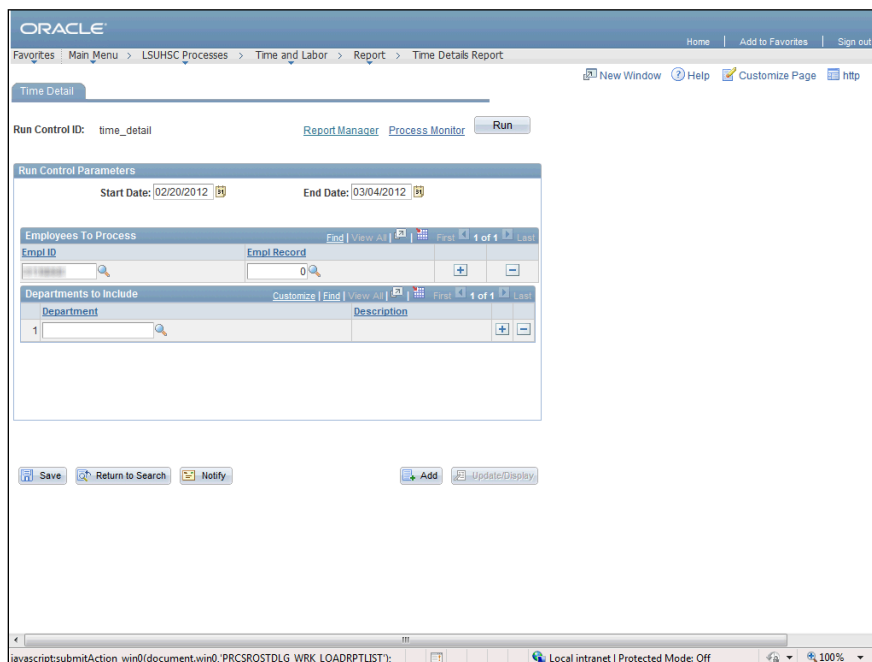| Step	Action
38.	Click the **Close** button.
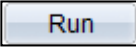
Step	Action
39.	Click the **Go Back to Time Details Report** link.
40.	In this exercise, you will run the Time Details Report for the entire Intensive Care Unit for pay period 02/20/12 - 03/04/12.

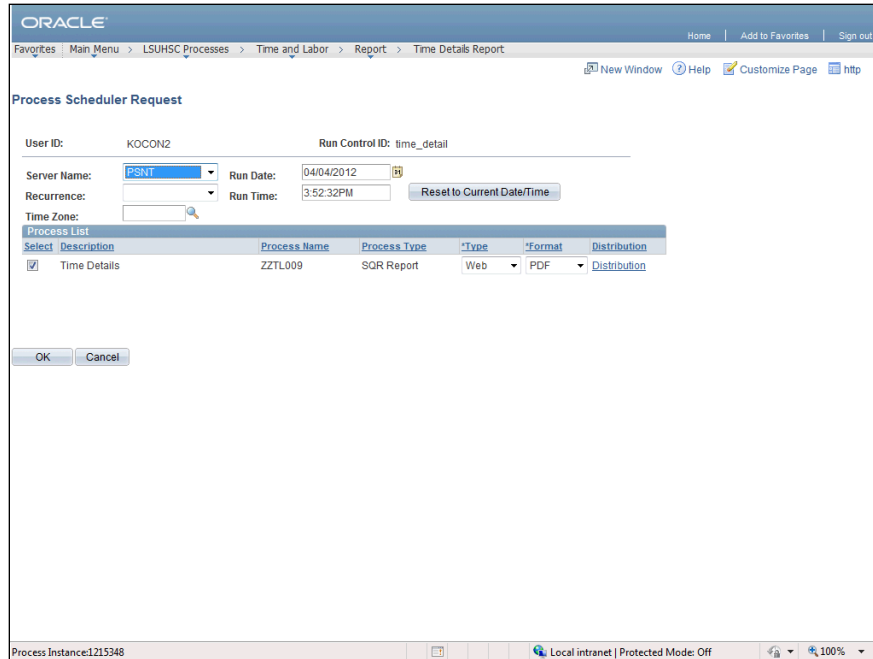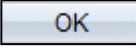| Step	Action
41.	Click the **Delete Row** link to delete the EmplID and refresh the Time Detail page.
42.	Click the **OK** button.
43.	*NOTE: By deleting the EmplID the page refreshed and the Group ID field displayed.* Click the **Look up Group ID** button.
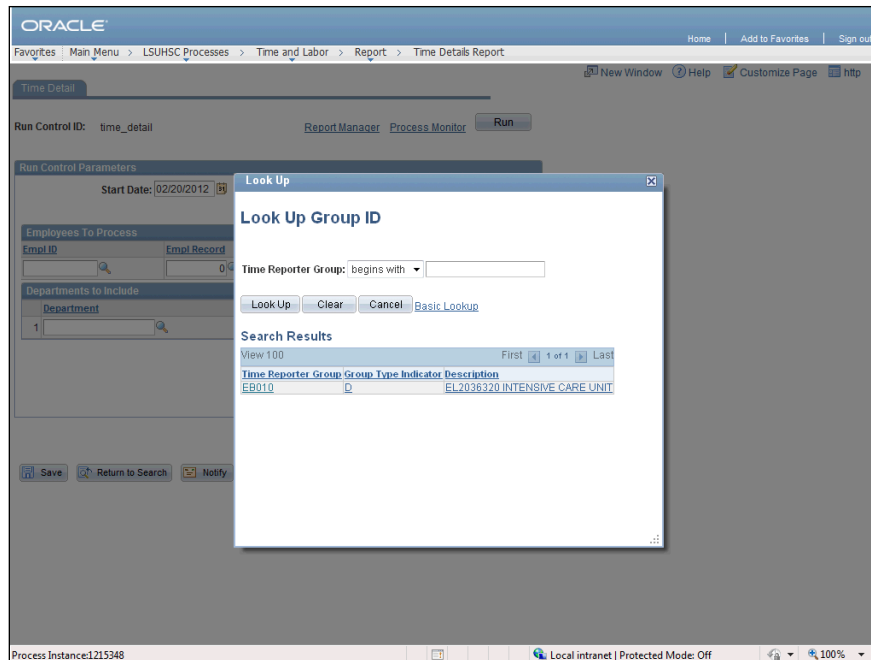
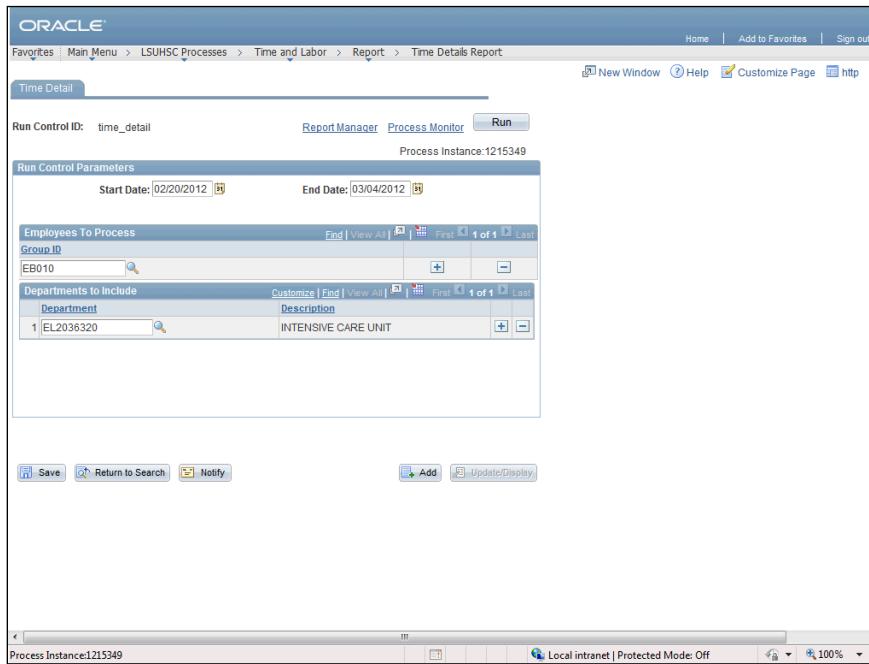| Step	Action
44.	Click the **EB010** link.
45.	Click the **Look up Department** button. *NOTE: The Time Details report can be run for an entire Business Unit if you have the appropriate security access.*

Step	Action
46.	Click the **EL2036320** link. EL2036320 INTENSIVE CARE UNIT
47.	Click the **Run** button. Run

Step	Action
48.	Check to see that the PSNT option is selected for the Server Name. Click the **OK** button. OK

Step	Action
49.	Click the **Report Manager** link. Report Manager

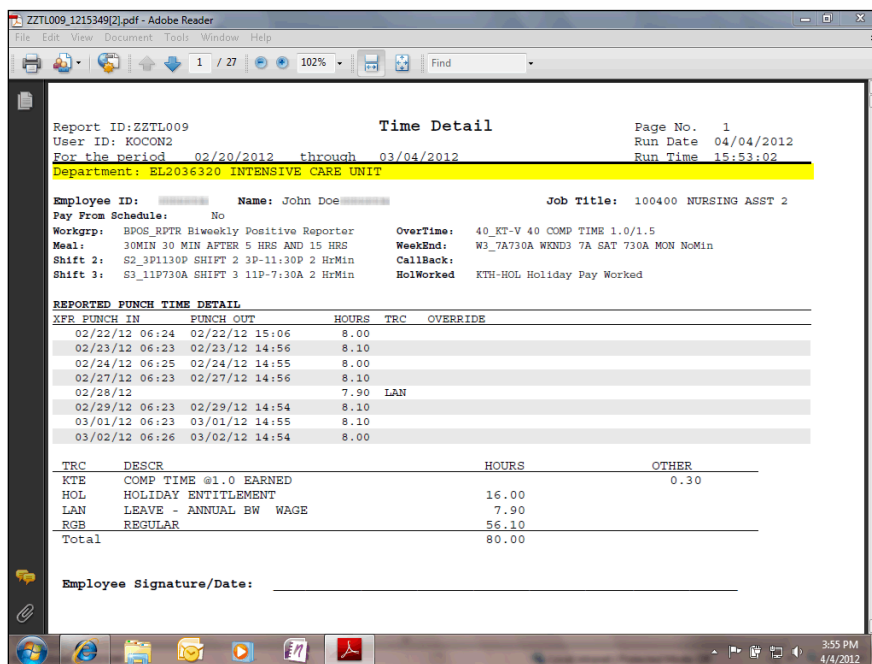| Step	Action
50.	Click the **Refresh** button until Status = Posted and the Time Details in the Description column displays as a blue link. ***NOTE: Please wait 10 - 15 seconds between clicks to allow for system processing.*** Refresh

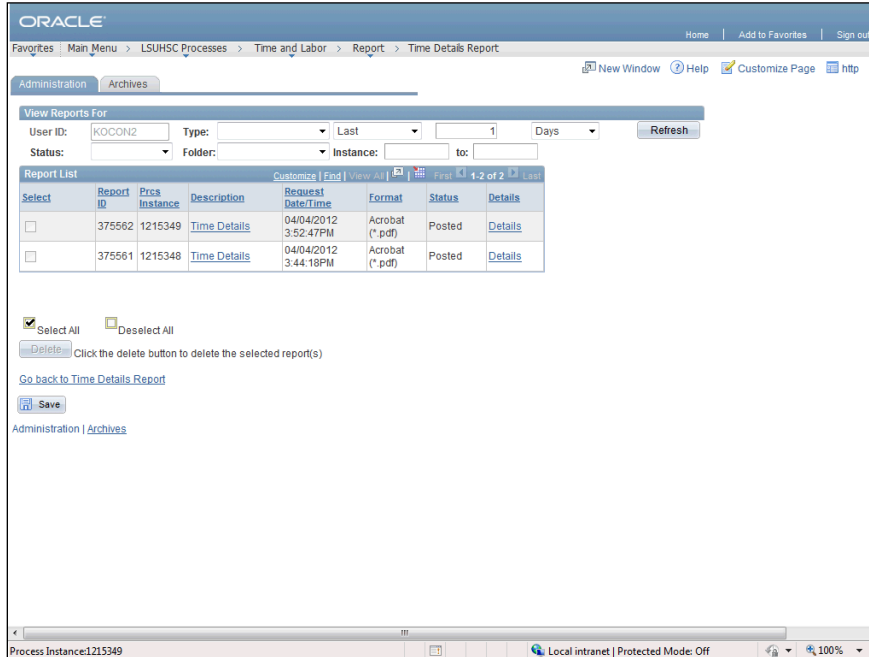| Step	Action
51.	Click the **Time Details** link. Time Details
52.	When running the Time Details Report for a specific department, information will be sorted by employee in alphabetical order. When running the Time Details Report for an entire Business Unit, information will first be sorted by Department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

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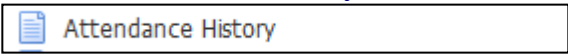| Step	Action
53.	Click the **Down Arrow** on the scrollbar to view additional report information.
54.	Click the **Down Arrow** on the scrollbar to view additional report information.
55.	The Total Hours displayed here is the *total hours Paid only*.
56.	The timekeeper will print the Time Details Report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

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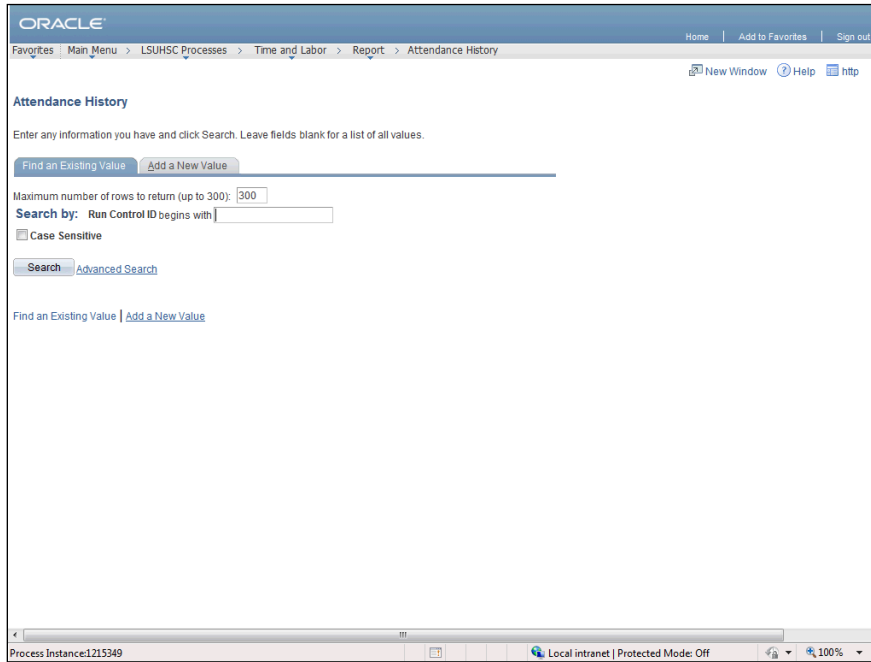## Attendance History

Procedure

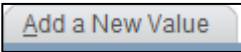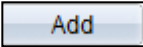In this topic you will learn how to run the **Attendance History** report.

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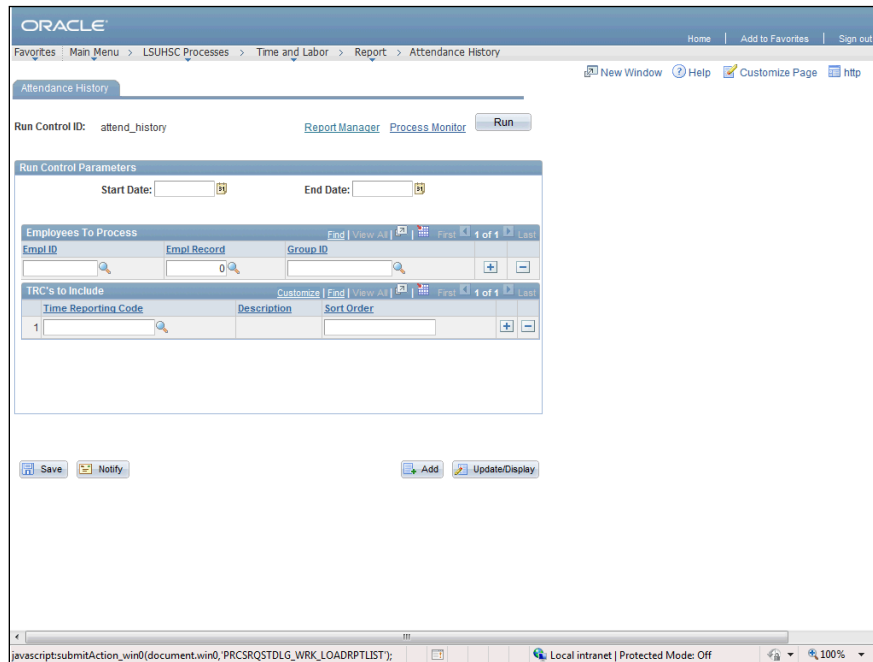

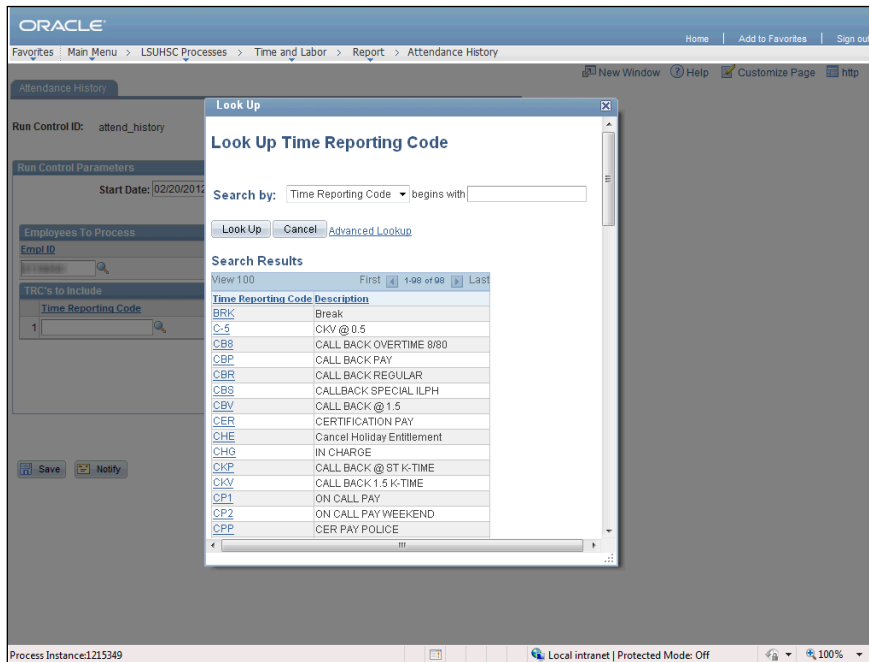| Step	Action
1.	Click the **Report** link.
	Report
2.	Click the **Attendance History** link.
	Attendance History
3.	**Run Control ID** The system defaults into the Find an Existing Value tab. The first time you run the Attendance History report, you must select Add A New Value tab to add a Run Control 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.
	A Run Control ID is:
	1. Specific to the end-user's Operator ID;
	2. Can be entered in upper case, lower case, or mixed case;
	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.

LSUHealth

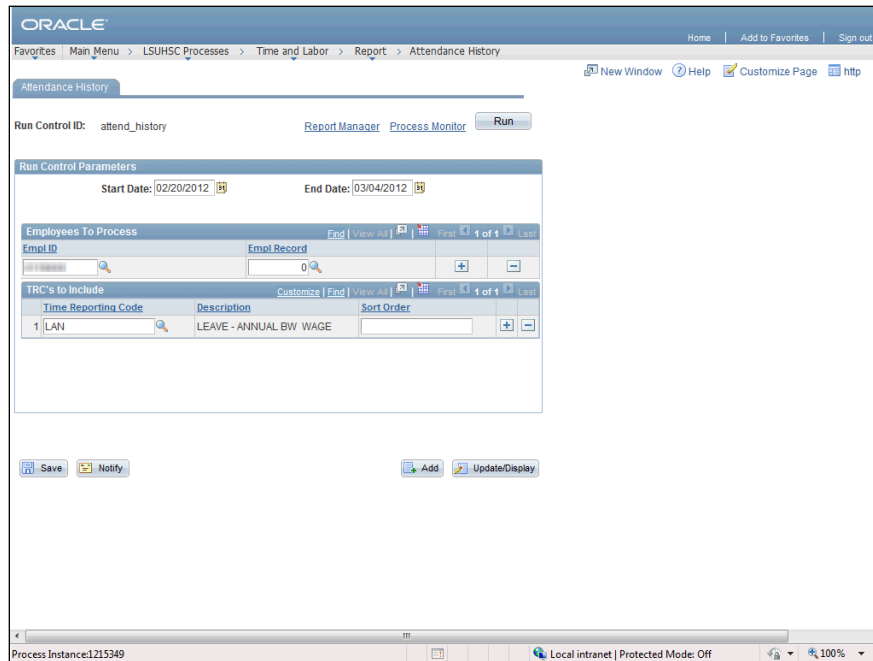| Step	Action
5.	Click the **Add a New Value** tab. Add a New Value
6.	Enter the desired information into the **Run Control ID** field. Enter "**attend_history**".
7.	Click the **Add** button. Add
8.	In this exercise, you are asked to run the Attendance History report for a single employee for pay period 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.

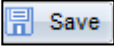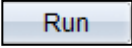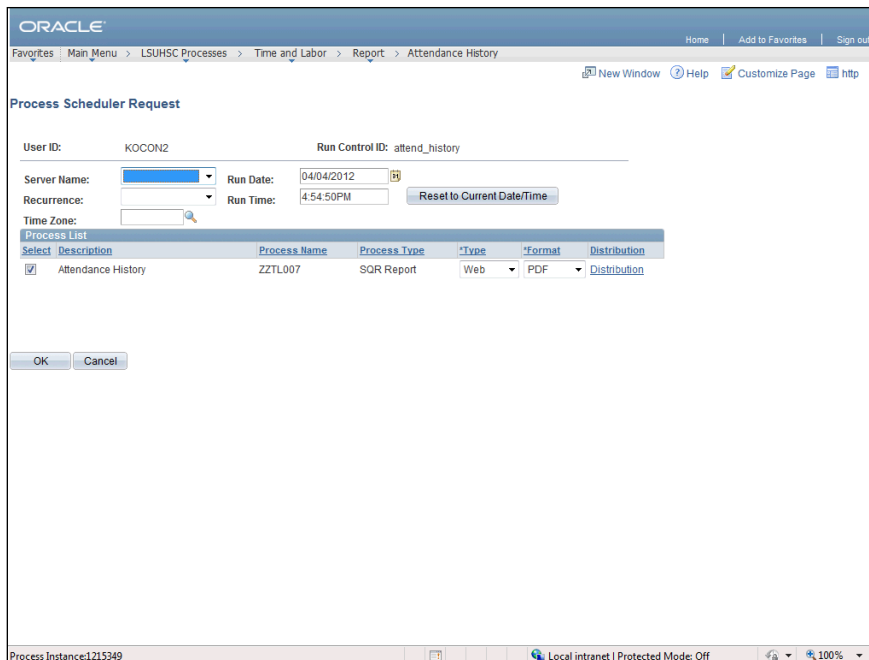| Step	Action
9.	Enter the beginning date for the pay period in the Start Date field. Enter the desired information into the **Start Date** field. Enter "**022012**".
10.	Enter the ending date of the pay period in the End Date field. Enter the desired information into the **End Date** field. Enter "**030412**".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

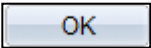| Step	Action
13.	View TRC options. Click the **Down Arrow** button of the scrollbar.
14.	View TRC options. Click the **Down Arrow** button of the scrollbar.
15.	View TRC options. Click the **Down** button of the scrollbar.
16.	View TRC options. Click the **Down** button of the scrollbar.
17.	Click the **Up** 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 **Search by** field. Enter "**L**".

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

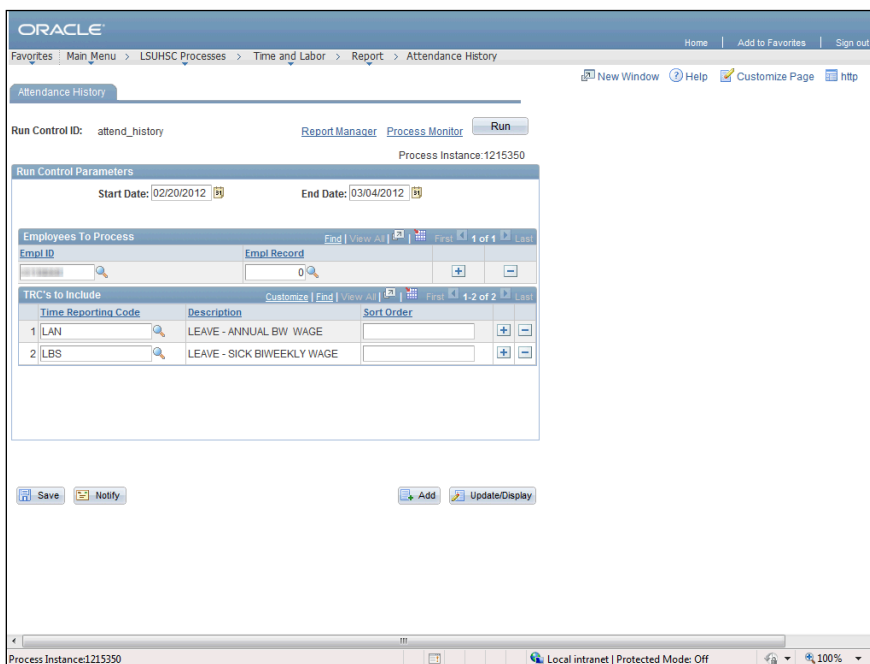| Step	Action
21.	Additional TRC parameters may be included by clicking the "+" sign. Conversely, TRC parameters may be removed by clicking the "-" sign. Click the **Plus (+)** button.
22.	You will now enter or select the LBS Time Reporting Code. *NOTE: If you know the TRC code you wish to use, you may 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. LBS
26.	Click the **Save** button. Save
27.	Click the **Run** button. Run

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

Step	Action
31.	The Report Manager allows you to view and print your report. Click the **Report Manager** link. Report Manager
32.	The 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. **Posted:** The process ran successfully. **Not Successful:** The process did not run successfully. **Cancel:** The process has been canceled.
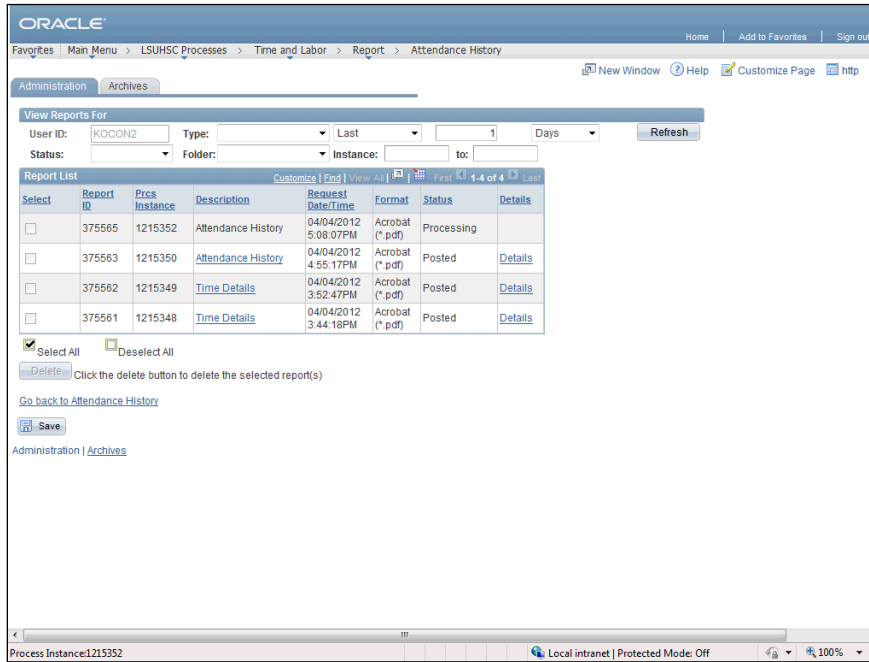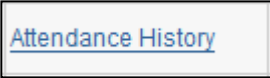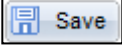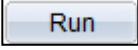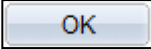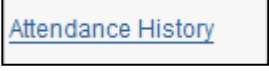
Step	Action
33.	Click the **Refresh** button until Status = Posted and the Time Details in the Description column displays as a blue link. *NOTE: Please wait 10 - 15 seconds between clicks to allow for system processing.*

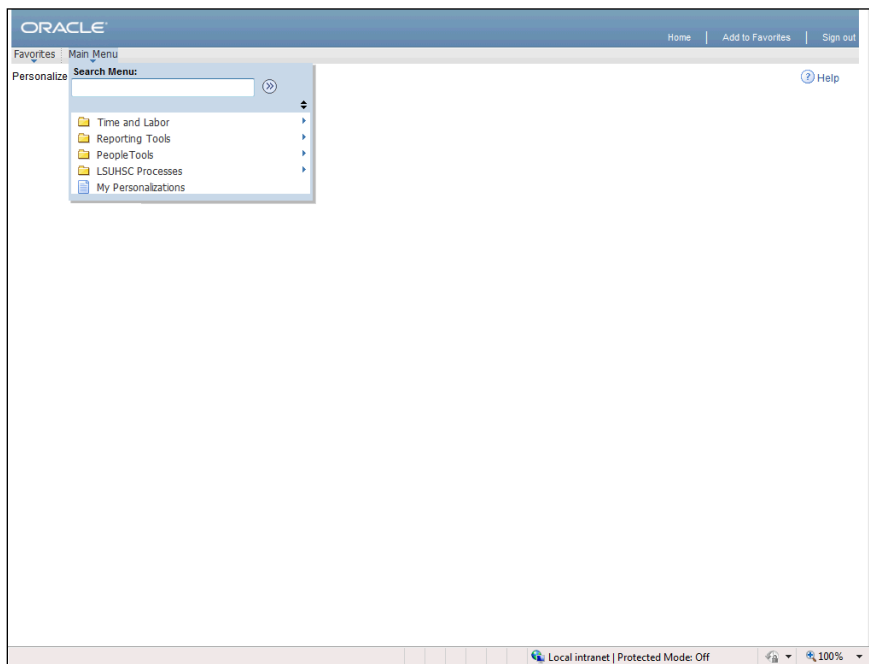| Step	Action
34.	Click the **Attendance History** link to view your report. This will open a new window. Attendance History
35.	The Weekly Time section provides leave information for each day in the pay period. The Monthly Time section provides leave information by calendar month.
36.	Click the **Close** button for the new window only. X
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 **Minus (-)** button.
39.	Click the **OK** button. OK

Step	Action
40.	*NOTE: By clicking the Minus (-) button, the system automatically displays the Group ID field.* Click the **Look up Group ID** button. 🔍
41.	Click the **EB010** link. EB010
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 **Save** button. 💾 Save
43.	Click the **Run** button. Run
44.	Click the **OK** button. OK
45.	Click the **Report Manager** link. Report Manager
46.	In this example the Status = Posted and Attendance History is a blue link. *NOTE: If the Status was not Posted, you would have clicked the Refresh button until Status = Posted and the Attendance History in the Description column displays as a blue link. Please wait 10 - 15 seconds between clicks to allow for system processing.*
47.	Click the **Attendance History** link. Attendance History
48.	View the report results. Click the **Down** button of the scrollbar.
49.	View results. Click the **Close** button. ✖
50.	This completes **Attendance History**. **End of Procedure.**

LSUHealth

Early/Late Exceptions Report

Procedure

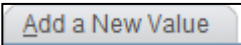In this topic you will learn how to run the **Early/Late Exceptions Report**.

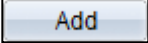| Step	Action
1.	Click the **Main Menu** button. Main Menu
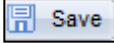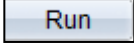
Step	Action
2.	Point to the **LSUHSC Processes** menu.
3.	Point to the **Time and Labor** menu.
4.	Point to the **Report** menu.
5.	Click the **Early/Late Exception Report** menu option. Early/Late Exception Report

Step	Action
6.	**Run Control ID**
	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.
	A Run Control ID is: 1. Specific to the end-user's Operator ID; 2. Can be entered in upper case, lower case, or mixed case; 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.
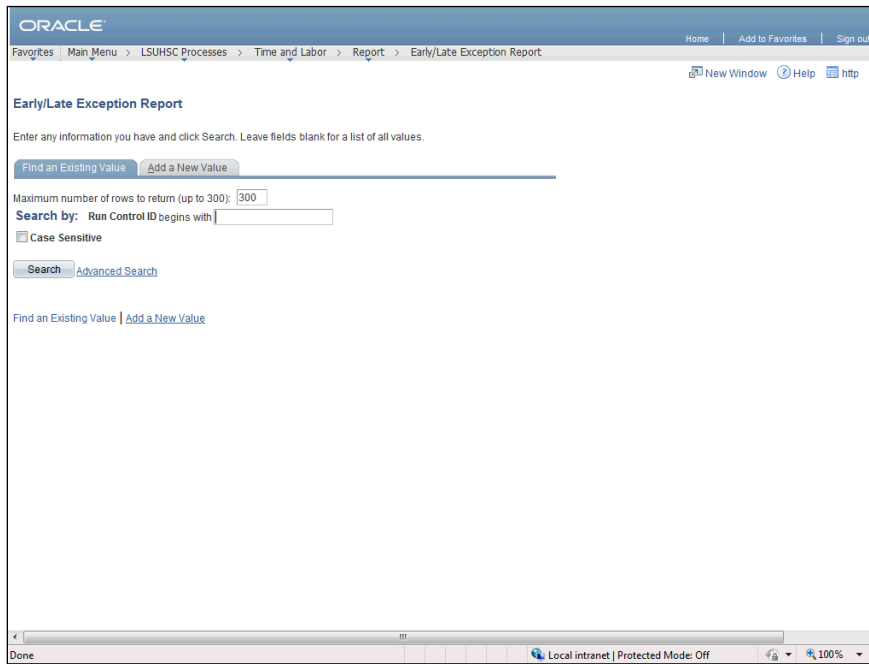
Step	Action
8.	Click the **Add a New Value** tab.
9.	Enter the desired information into the **Run Control ID** field. Enter "**early_late_report**".
10.	Click the **Add** button.
11.	In this exercise, you will run the Early/Late Exceptions Report for an employee for pay period 02/20/12 - 03/04/12.
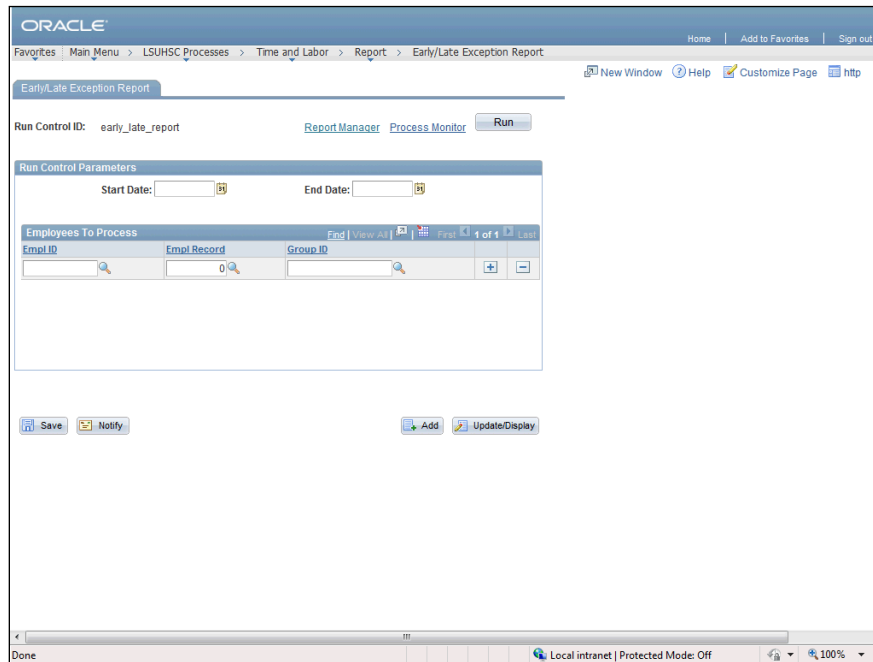
Step	Action
12.	Enter the desired information into the **Start Date** field. Enter "**022012**".
13.	Enter the desired information into the **End Date** field. Enter "**030412**".
14.	Enter the desired information into the **Empl ID** field. Enter "**7- digit Employee ID Number**".
15.	Click the **Save** button.
16.	Click the **Run** button.

Step	Action
17.	Click the button to the right of the **Server Name** field.
18.	Click the **PSNT** list item.
19.	Click the **OK** button.
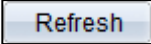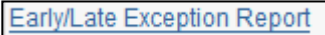
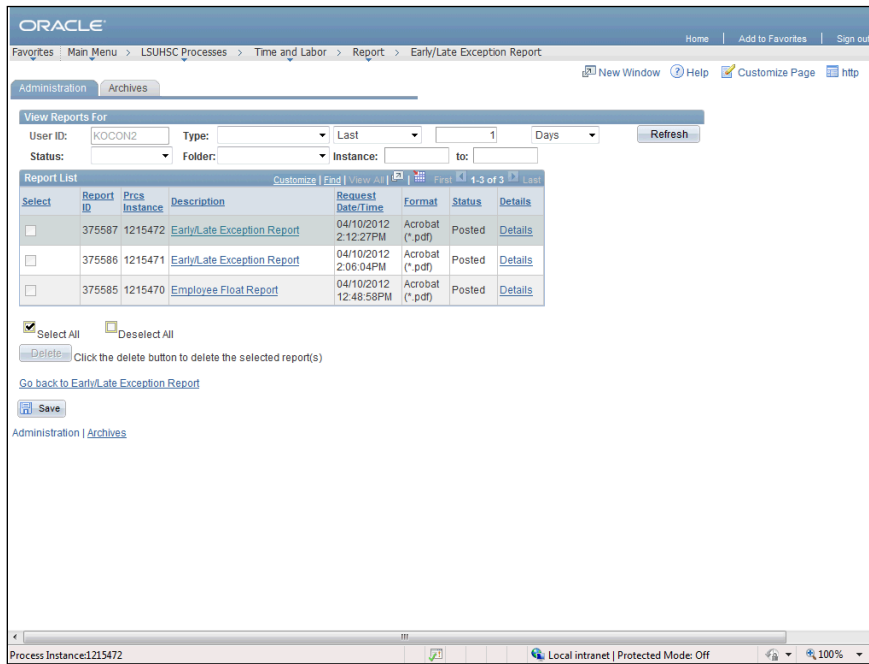| Step	Action
20.	Click the **Report Manager** link. Report Manager
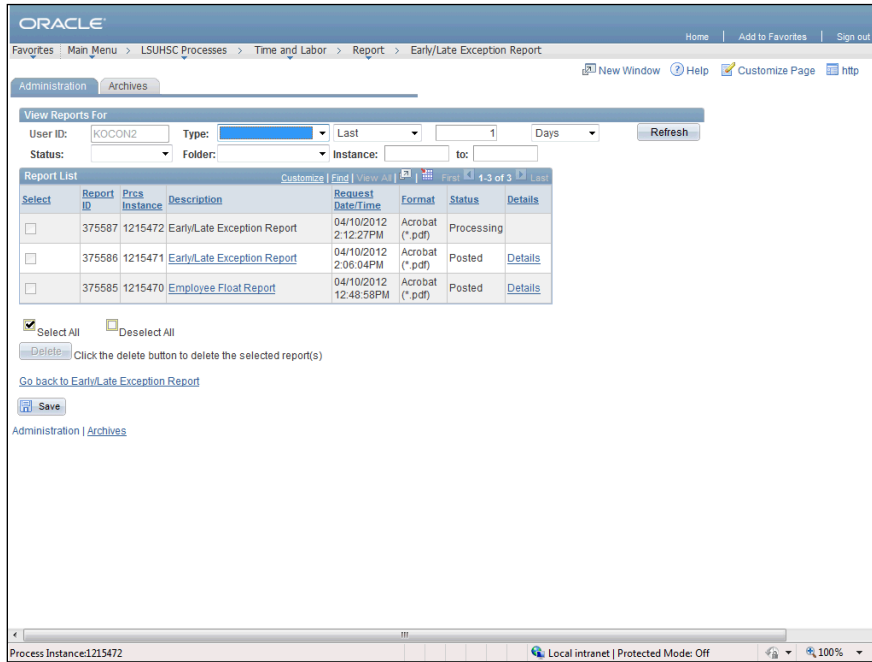
Step	Action
21.	Click the **Refresh** button until Status = Posted and the Time Details in the Description column displays as a blue link. ***NOTE: Please wait 10 - 15 seconds between clicks to allow for system processing.*** Refresh
22.	Click the **Early/Late Exception Report** link. Early/Late Exception Report

Step	Action
23.	Click the **Close** button.

LSUHealth

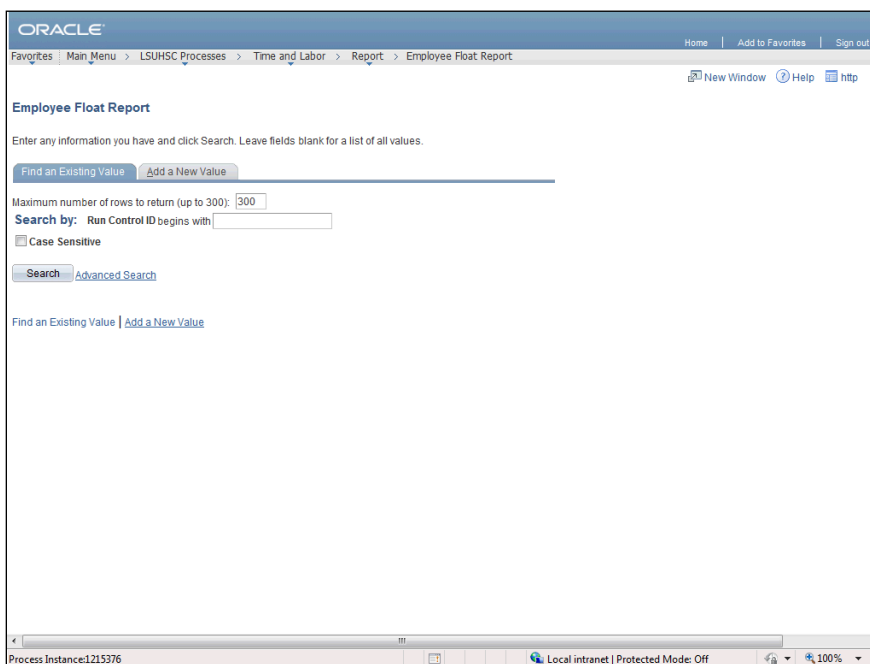| Step	Action
24.	Click the **Go back to Early/Late Exception Report** link. Go back to Early/Late Exception Report
25.	This completes **Exceptions**. **End of Procedure.**

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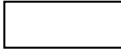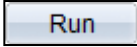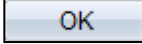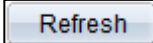
Step	Action
1.	Click the **Report** link.
2.	Click the **Employee Float Report** link.
3.	**Run Control ID** The system defaults to the Find an Existing Value tab. The first time the Employee Float report is run, select the Add A New Value tab to add a Run Control ID. Thereafter, when the Employee Float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

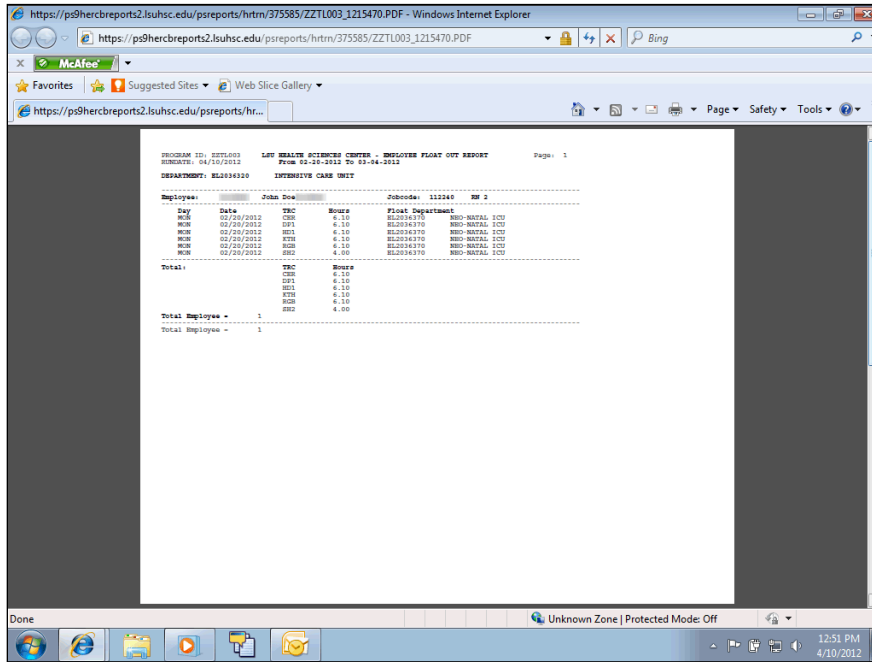| Step	Action
4.	A Run Control ID must be created to run the Employee Float report. The same Run Control ID can be used when running the Employee Float report in the future. A Run Control ID is used to access the Process Scheduler. You may save parameters related to a particular process or report with 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. A Run Control ID is: 1. Specific to the end-user's Operator ID; 2. Can be entered in upper case, lower case, or mixed case; 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.

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

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 **Float Out Report** option.
11.	Enter the beginning date for the pay period in the Start Date field. Enter the desired information into the **Start Date** field. Enter "**022012**".
12.	Enter the ending date of the pay period in the End Date field. Enter the desired information into the **End Date** 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. *NOTE: If you know the Group ID number you can enter it directly into the Department field.* Click the **Look up Group ID** button.
15.	A list of available Group IDs will display. Select the appropriate Group ID. Click the **EB010** link. EB010
16.	The 7-digit Department number must be entered in the Department field. *NOTE: If you know the Department number you can enter it directly into the Department field.* Click the **Department** 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 **Run** button. Run
21.	Click the button to the right of the **Server Name** field.
22.	Click the **PSNT** option from the drop-down list. PSNT
23.	Click the **OK** button. OK
24.	Click the **Report Manager** link. Report Manager
25.	Click the **Refresh** 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

Step	Action
27.	Click the **Close** button.
28.	This completes **Employee Float Report**. **End of Procedure.**

LSUHealth
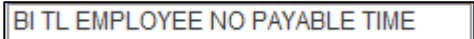
Inquire
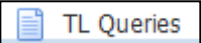
BI TL Employee No Payable Time

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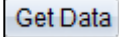
In this topic you will learn how to run the **BI TL Employee No Payable Time**.

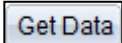| Step	Action
1.	Click the **Main Menu** button.
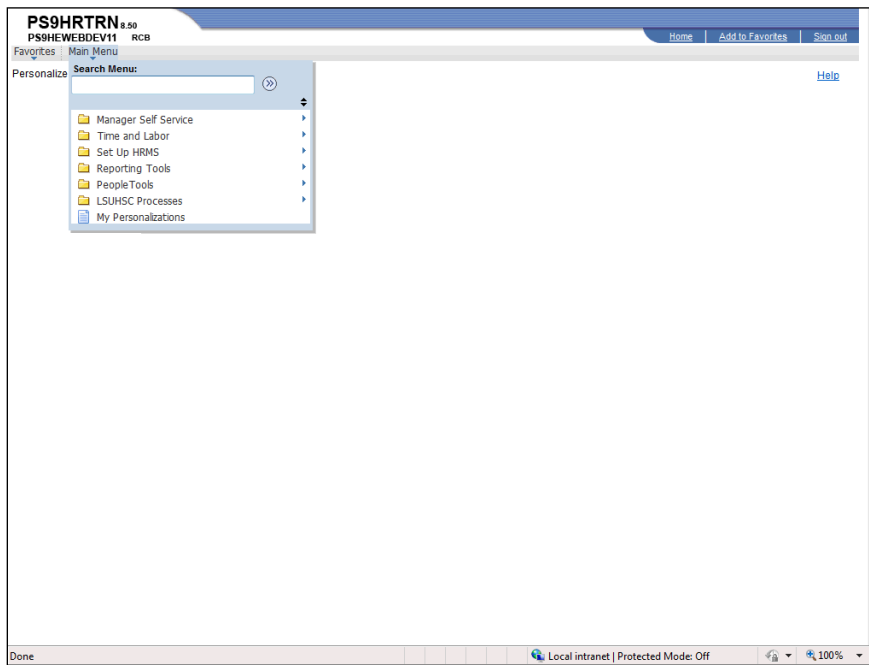
Main Menu

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

TL Queries
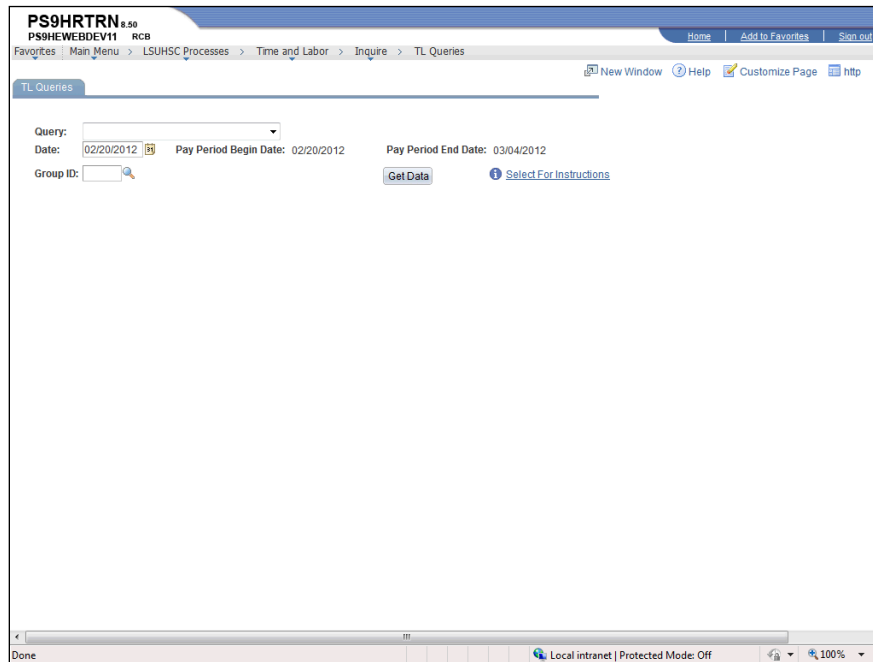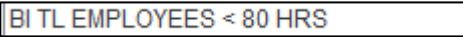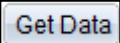
Step	Action
6.	Click the button to the right of the **Query** field.
7.	Click the **BI TL EMPLOYEE NO PAYABLE TIME** list item.
8.	Click the **Look Up Group ID** button.
9.	Click the **EB010** link.
10.	Click the **Get Data** button.
11.	View query results.
12.	This completes **BI TL Employee No Payable Time**. **End of Procedure.**

BI TL Employees < 80 Hrs

Procedure

In this exercise you will learn how to run **BI TL Employees < 80 Hrs**.
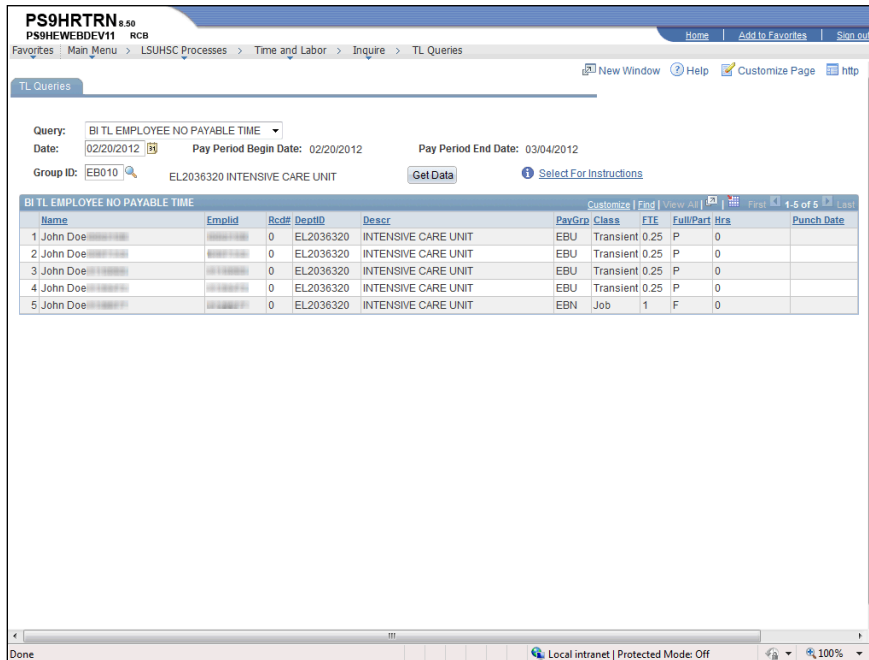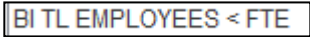
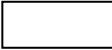| Step	Action
1.	Click the button to the right of the **Query** field.
2.	Click the **BI TL Employees < 80 Hrs** list item.
3.	Click the **Get Data** button.
4.	View results.
5.	This completes **BI TL Employees < 80 Hrs**. **End of Procedure.**

BI TL Employees < FTE

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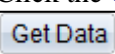
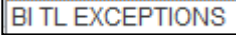In this topic you will learn how to run **BI TL Employees < FTE**.

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

BI TL Employees > 80 Hrs

Procedure

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

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

BI TL Employees > FTE

Procedure

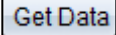In this topic you will learn how to run **BI TL Employees > FTE**.
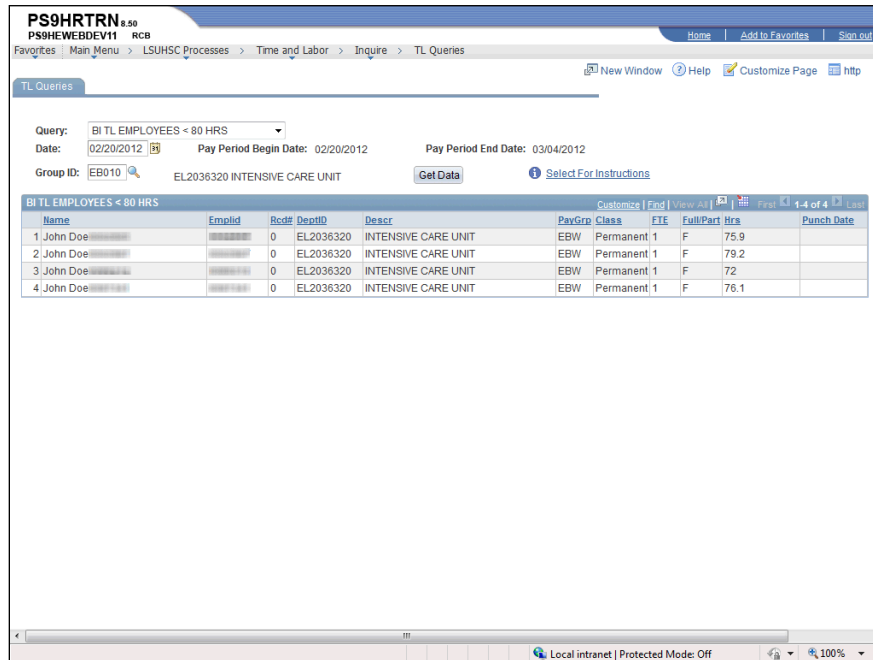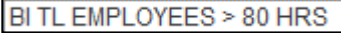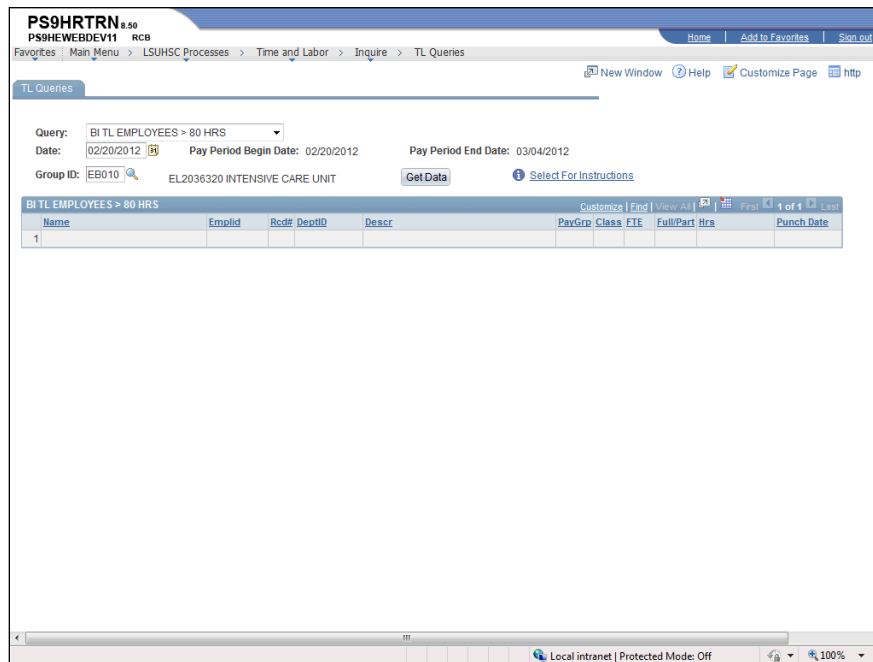
Step	Action
1.	Click the button to the right of the **Query** field.
2.	Click the **BI TL Employees > FTE** list item.
3.	Click the **Get Data** button.
4.	For this example there are no results.
5.	This completes **BI TL Employees > FTE**. **End of Procedure.**

LSUHealth

BI TL Exceptions

Procedure

In this topic you will learn how to run **BI TL Exceptions**.
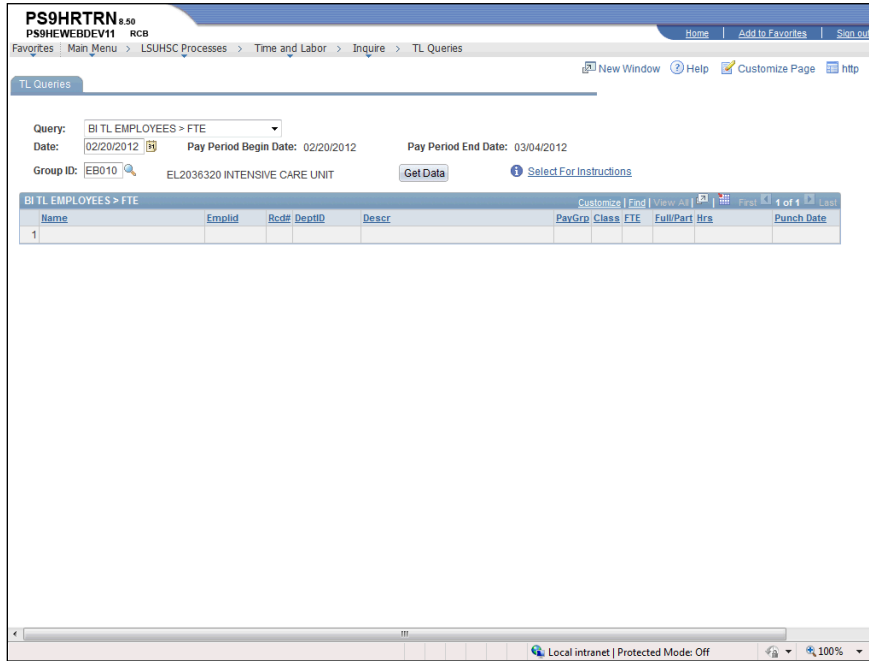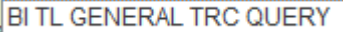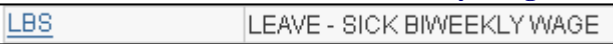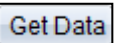
Step	Action
1.	Click the button to the right of the **Query** field.
2.	Click the **BI TL Exceptions** list item. BI TL EXCEPTIONS
3.	Click the **Get Data** button. Get Data
4.	View results.
5.	View additional query information.
6.	This completes **BI TL Exceptions**. **End of Procedure.**

BI TL General TRC Query

Procedure

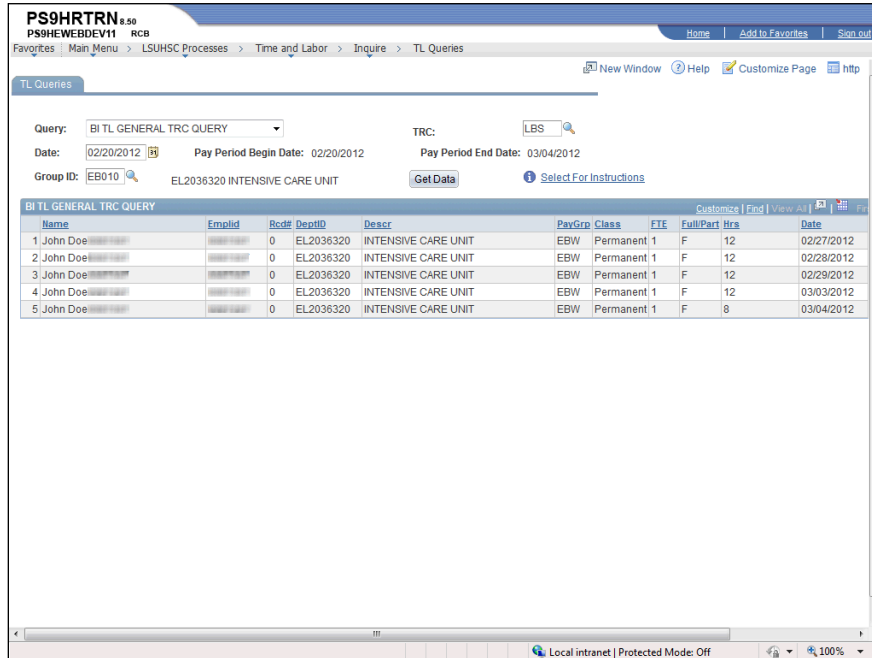In this topic you will learn how to run **BI TL General TRC Query**.
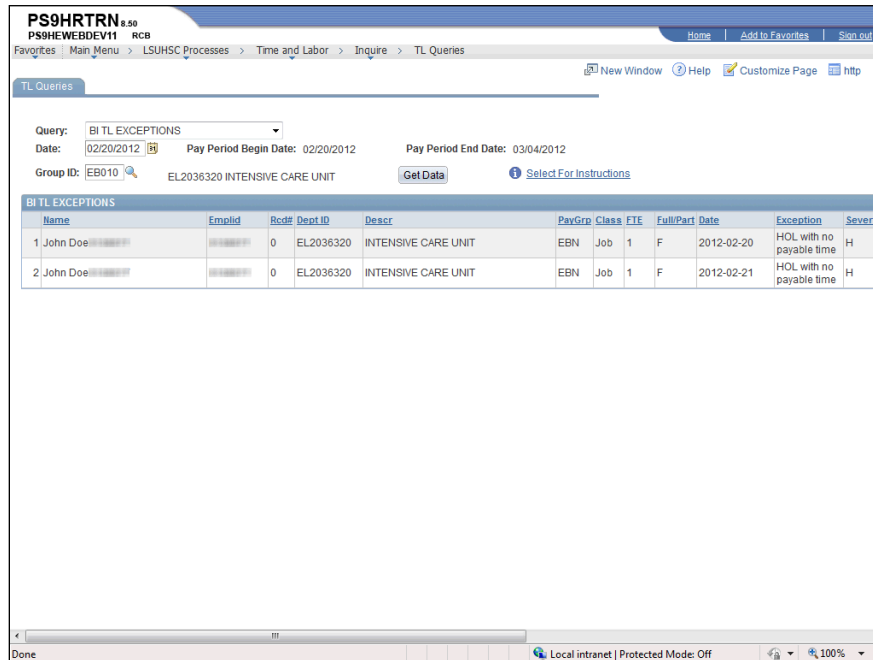
Step	Action
1.	Click the button to the right of the **Query** field.
2.	Click the **BI TL TRC Query** list item. BI TL GENERAL TRC QUERY
3.	Click the **Look Up TRC** button.
4.	Click the **Down** button of the scrollbar.
5.	Click the **LBS - Leave - Sick BiWeekly Wage** link. LBS LEAVE - SICK BIWEEKLY WAGE
6.	Click the **Get Data** button. Get Data
7.	View results.
8.	This completes **BI TL General TRC Query**. **End of Procedure.**

BI TL Long Shift Punch

Procedure

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

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

LSUHealth

BI TL Punch with Comment

Procedure

In this topic you will learn how to run **BI TL Punch with Comment**.
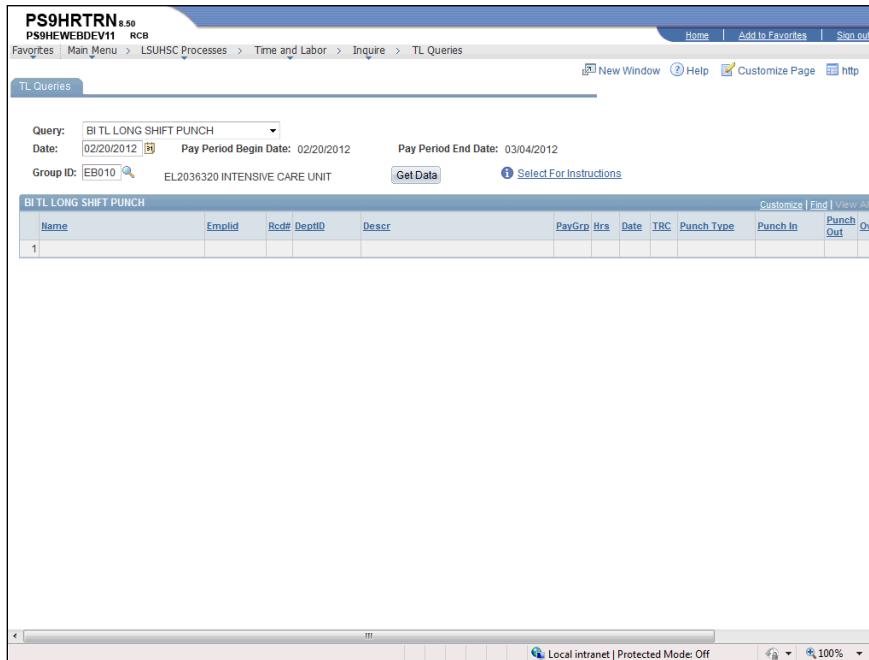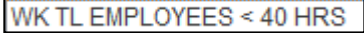
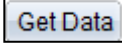| Step	Action
1.	Click the button to the right of the **Query** field.
2.	Click the **BI TL Punch With Comment** list item.
3.	Click the **Get Data** button.
4.	View results.
5.	View additional query information.
6.	This completes **BI TL Punch with Comment**. **End of Procedure.**

WK TL Employees < 40 Hrs

Procedure

In this topic you will learn how to run **WK TL Employees < 40 Hrs**.
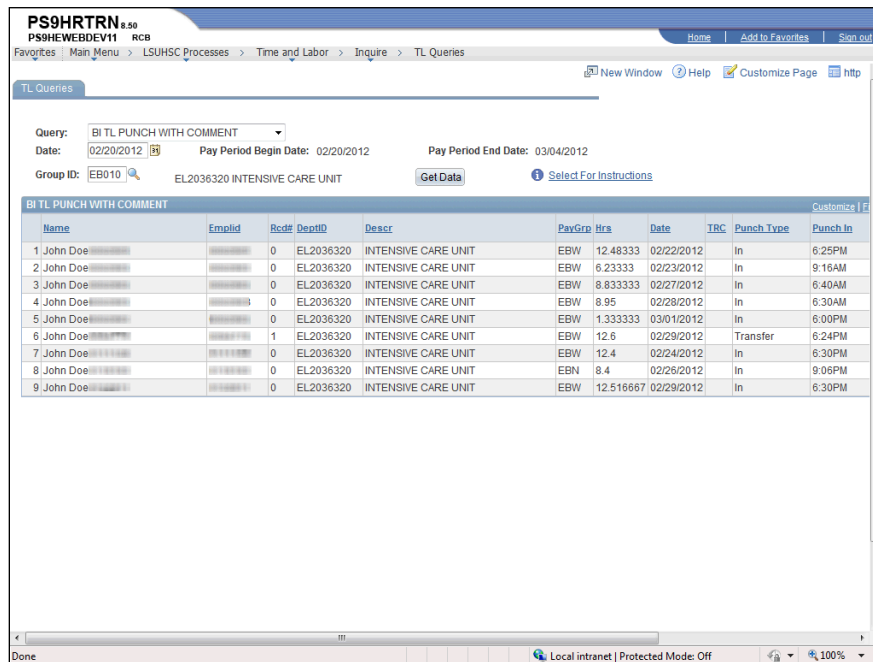
Step	Action
1.	Click the button to the right of the **Query** field.
2.	Click the **WK TL Employees < 40 Hrs** list item.
3.	Click the **Get Data** button.
4.	View results.
5.	This completes **WK TL Employees < 40 Hrs**. **End of Procedure.**