

Time and Labor: Reports

Purpose: This document reviews the process for running frequently used Time and Labor reports.

Authorized Security Form Roles:

- Time Keeper, PS^TL^TUB^Time Keeper
- Time Approver, PS^TL^TUB^Time Approver
- Time Admin, PS^TL^TUB^Time Adjuster

If you do not have the role that you need, contact your Authorized Requestor. A completed list of Authorized Requestors is available on HARVie <http://able.harvard.edu/hr-security>.

Topics Covered:

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PeopleSoft 8.9

Key Changes

-  Time and Labor Reports are now located at: [Time and Labor>Reports>\(Report\)](#)
-  The Cost Center by EE Report is now located at:
[Harvard Reports>Payroll Related>Cost Center Register by EE](#)



For more information about the changes and new features in PeopleSoft 8.9, check out the Time & Labor pages on HARVie <http://harvie.harvard.edu/ess>. There you will find online courses, work instructions, and more.


Key Terms and Definitions

Run Control ID This is an ID that you create for running reports (e.g., Mary Jane Smith might create an ID of MJS).

The Run Control ID is used every time you run a report. You may choose to create different run control IDs for different reports if you run the report with the same criteria every time. This will save you from having to enter the same parameters every time.

PSUNX This is the server name always used for running reports.

Running a Report: Access the Report Page

 **Navigation:** Access the Report page by selecting the following path: [Time and Labor > Reports](#)>**(Report)**

Page Summary: On this page, enter your Run Control ID to run a report, or create a new Run Control ID.

If . . .	Then . . .
You already have a Run Control ID.	<ol style="list-style-type: none"> 1. Enter the Run Control ID 2. Click Search or hit the Enter key.
You do not have a Run Control ID.	<ol style="list-style-type: none"> 1. Click the Add a New Value tab or link. 2. Enter your Run Control ID (you create the ID). 3. Click Add or hit the Enter key.

Running a Report: Entering the Parameters

Page Summary: On this page, enter the parameters needed to run your report. Some Time and Labor reports have less parameters than what is shown here.

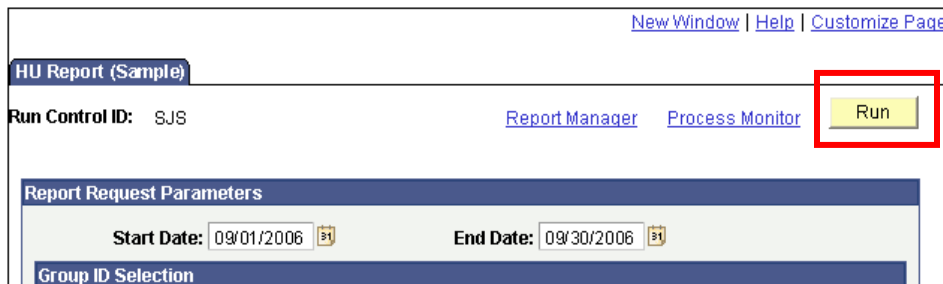
Tip: Only enter parameters that will helpfully restrict your report. For example, if you want the report to return all Time Reporting Codes, leave the Time Reporting Code parameter blank.

Parameter	Description
As of Date	Enter the Date in MM/DD/YYYY form, or click to select a date.
Group ID Selection (select one)	<p><u>All Group IDs:</u> Click to select all Group IDs within your security setup.</p> <p><u>Group Range:</u> Click the radio button to enter the numeric range of Group IDs.</p> <p><u>Group Description:</u> Click the radio button to enter the description of the Group ID.</p> <p><u>Groups:</u> Click the radio button to manually enter a list of Group IDs:</p> <ol style="list-style-type: none"> 1. Enter the first Group ID. 2. Click to add a new row, and enter the next Group ID. 3. Click to delete any rows.
Time Reporting Code	Enter the Time Reporting Code or click to select a code. If needed: <ol style="list-style-type: none"> 1. Click to add a new row, and enter the next Time Reporting Code. 2. Click to delete any rows.
Employee Class	Enter the Employee Class or click to select a code. If needed: <ol style="list-style-type: none"> 1. Click to add a new row, and enter the next Employee Class. 2. Click to delete any rows.
Employee ID	Enter the Employee ID or click to select a code. If needed: <ol style="list-style-type: none"> 1. Click to add a new row, and enter the next Employee ID. 2. Click to delete any rows.

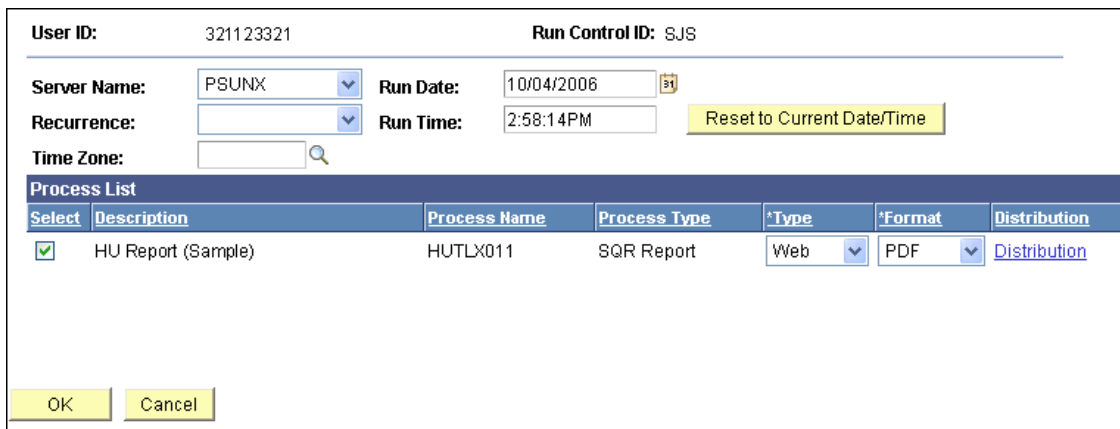
Running a Report: Running and Viewing the Report

After you have completed your parameters, follow these steps to run and view your report:

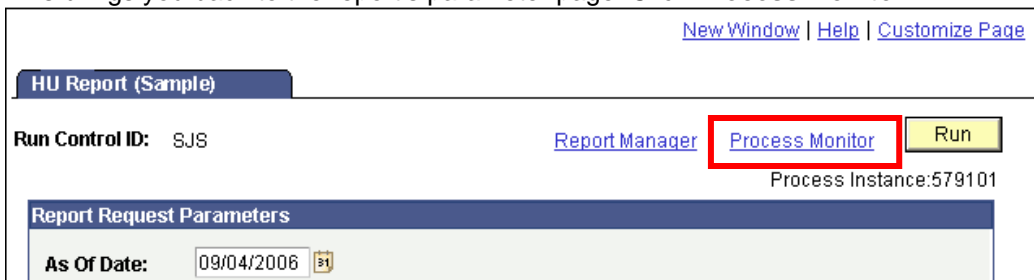
1. Click **Run**



2. This will automatically bring you to the Process Scheduler Request page:
 - A. Set the **Server Name** to "PSUNX."
 - B. Set the **Type** to "Web" and the **Format** to "PDF" (you may also set the Format to "CSV" if you wish to view the output in MS Excel.)
 - C. Click the **OK** button.



3. This brings you back to the report's parameter page. Click **Process Monitor**.



Note that a Process Instance number now appears under the "Run" button. Every time a report is run, it creates a unique process instance.

On the Process Monitor page:

- A. Click the **Refresh** button until the **Run Status** field reads, "Success," and the **Distribution Status** field reads, "Posted."
- B. Click the **Details** link.

The screenshot shows the 'Process Monitor' interface. At the top right are links for 'New Window', 'Help', and 'Customize Page'. Below these are tabs for 'Process List' and 'Server List'. A 'View Process Request For' section contains search filters for User ID (321123321), Type, Last (1 Days), Name, Instance, Run Status, and Distribution Status. A 'Refresh' button and a checked 'Save On Refresh' option are also present. Below the filters is a table with the following data:

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	579101		SQR Report	HUTLX011	30566858	10/04/2006 2:58:14PM EDT	Success	Posted	Details

4. This brings you to the Process Detail page. Click **View Log/Trace**.

The screenshot shows the 'Process Detail' page for instance 579101. It is divided into several sections:

- Process:** Instance: 579101, Type: SQR Report, Name: HUTLX011, Description: Group Employee Listing, Run Status: Success, Distribution Status: Posted.
- Run:** Run Control ID: SJS, Location: Server, Server: PSUNX, Recurrence: (empty).
- Update Process:**
 - Hold Request
 - Queue Request
 - Cancel Request
 - Delete Request
 - Restart Request
- Date/Time:**
 - Request Created On: 10/04/2006 3:12:15PM EDT
 - Run Anytime After: 10/04/2006 2:58:14PM EDT
 - Began Process At: 10/04/2006 3:12:35PM EDT
 - Ended Process At: 10/04/2006 3:12:49PM EDT
- Actions:**
 - [Parameters](#) Transfer
 - [Message Log](#)
 - Batch Timings
 - [View Log/Trace](#) (highlighted with a red box)

- Almost done! To view the report, click the link that reads, "[hutlx...PDF or CSV](#)"

View Log/Trace

Report

Report ID: 5088 **Process Instance:** 579101 [Message Log](#)
Name: HUTLX011 **Process Type:** SQR Report
Run Status: Success

HU Report (Sample)

Distribution Details

Distribution Node: UNIXNODE **Expiration Date:** 11/03/2006

File List

Name	File Size (bytes)	Datetime Created
Message Log	1,740	10/04/2006 3:12:49.000000PM EDT
hutlx011_579101.PDF	1,678	10/04/2006 3:12:49.000000PM EDT
Process File	45	10/04/2006 3:12:49.000000PM EDT

Distribute To

Distribution ID Type	Distribution ID
User	30566858

- The report will open in a new window as a PDF file, or in MS Excel:

Report ID: HUTLX011	Harvard University HU Report (Sample)	Page 1 of 1 Run Date 10/04/2006 Run Time 15:12:37
As Of : 04-SEP-2006 Group(s) : 12345		
<u>Group ID</u>	<u>Group</u>	<u>Employee Name</u>
		<u>Employee ID</u>
		<u>Employee Record</u>
		<u>Job Description</u>
		<u>HR Department</u>
12345	HMS^ABCD-Smith	Boveen, Jessica
		12344321
		0
		Research Assistant II Lab
		HMS^Biological Chemistry & Molecular Pha
		Total Rows for Group: 1
		Total Rows for Report: 1

Summary

- Search page:* Enter your Run Control ID or click the "Add a New Value" link or tab.
- Parameter page:* Enter your parameters, and click "Run."
- Process Scheduler page:*
 - Set the server name to "PSUNX."
 - Set the Type to "Web" and the Format to "PDF."
 - Click OK. (*You are now brought back to the Parameter page.*)
- Parameter page:* Click "Process Monitor."
- Process Monitor page:*
 - Click "Refresh" until the Run Status is "Success."
 - Click "Details."
- Process Details page:* Click "View Log/Trace"
- View Log/Trace page:* Click "hutlx...[PDF/CSV]" to view the report.

Time and Labor Reports

Report Name	Description	When to Run	Parameters
HU Group Managers Report	Returns all employees with the role of Time Approver, Time Keeper, or Time Adjuster for the selected Group ID(s).	Any Day	<ul style="list-style-type: none"> Group ID Selection
HU Group Employee Listing	Returns all Time Reporters for the selected Group ID(s).	Any Day	<ul style="list-style-type: none"> As of Date Group ID Selection
HU Unsubmitted Time Report	Returns any employees who have not yet entered their time.	Friday, Monday	<ul style="list-style-type: none"> Week Begin Date Group ID Selection Employee Classification
HU Approved / Unapproved Time Report	Returns each payable status for the selected Group ID(s), by employee count.	Monday, Tuesday (before 12:00 p.m.)	<ul style="list-style-type: none"> Week Begin Date Group ID Selection Payable Status
HU Payable Status Report	Returns the payable status, time type, and amount per day for each employee in the Group ID(s) selected.	Monday, Tuesday (before 12:00 p.m.)	<ul style="list-style-type: none"> Week Begin Date Group ID Selection Payable Status Employee Class
HU TL Audit Report	Lists any changes made to employees' timesheet in the selected Group ID(s). Includes the Operator ID and name of the person who made the change.	Any day	<ul style="list-style-type: none"> Start and End Date Record Changes Occurring After Group ID Selection Operator ID
HU Override Rates Report	Lists any override rates for employees within the selected Group ID(s).	Any day	<ul style="list-style-type: none"> Begin and End Date Group ID Selection Payroll Status Employee Class Employee ID
HU Payable Time History Report	Use to track sick time, vacation, etc.	Any day	<ul style="list-style-type: none"> Start and End Date Group ID Selection Time Reporting Code Employee Class Employee ID
HU Prior Period Adjustment Rpt	Returns any prior period adjustments that appear on the Approve Time by Group page.	Monday, Tuesday (before 12:00 p.m.)	<ul style="list-style-type: none"> As of Date Group ID Selection Time Reporting Code Employee Class Employee ID
Cost Center Register by EE	Use to verify that the payroll is correct for each department.	Tuesday (prior to final Payroll confirmation)	<ul style="list-style-type: none"> Pay Run ID SetID – this should always default to HRVRD Department Company Pay Group