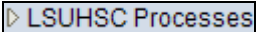
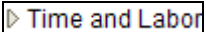

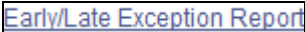
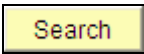
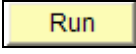
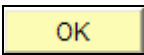

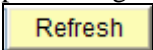

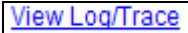



## Early/Late Exception Report

Step	Action
1.	Click the <b>LSUHSC Processes</b> link. 
2.	Click the <b>Time and Labor</b> link. 
3.	Click the <b>Report</b> link. 
4.	Click the <b>Early/Late Exception Report</b> link. 
5.	<b>Run Control ID: Refer to "Create Run Control ID" Section if have not created an ID.</b>  Click the <b>Search</b> button. 
6.	Enter the desired information into the <b>Start Date</b> field. Enter a valid value e.g. " <b>11022009</b> ".
7.	Enter the desired information into the <b>End Date</b> field. Enter a valid value e.g. " <b>11152009</b> ".
8.	<b>Employees to Process:</b> You may run this report for a Single Employee or for an entire department (Group ID). You can run the report by using Empl ID or Group ID.  <b>EmplID Field</b> - Enter the Employee ID's <b>Empl Rcd Nbr</b> - Should match the empl Rcd # Shown on employees timecard. <b>Group ID</b> - Click the magnifying glass and choose the appropriate department. Enter the desired information into the <b>EmplID</b> field.  Enter a valid value e.g. " <b>0081966</b> ".
9.	Click the <b>Run</b> button. 
10.	Confirm <b>Server Name</b> is " <b>PSNT</b> "  Click the <b>OK</b> button. 
11.	Click the <b>Process Monitor</b> link. 

Step	Action
12.	<p>You will <b>click</b> the <b>Refresh</b> button <b>periodically</b> to update Run and Distribution Status.</p> <p>In the <b>Process List</b>, you want the <b>Run Status = Success</b> and the <b>Distribution Status = Posted</b>.</p> <p><b>Note:</b> Continue to click the Refresh button until the Run Status = Success and the Distribution Status = Posted. Please wait 10 - 15 seconds between clicks to allow for system processing.</p> 
13.	<p>Click the <b>Details</b> link on the most recent processed report.</p> 
14.	<p>Click the <b>ZZTL012_.PDF</b> link.</p> 
15.	<p>Click the <b>ZZTL009_.PDF</b> link.</p> <p><b>Note:</b> You will <b>always select</b> the link that ends with <b>".PDF"</b></p> 
16.	<p>The report opes in a new PDF window.</p> <p><b><u>To Print Report:</u></b> <i>From the the toolbar:</i> Select File, Print. or Click the Printer Icon on the Toolbar</p> <p><b><u>If the report prints in an unkown lanuage:</u></b> <i>From the toolbar:</i> Select File, Print, Advance - "Print As Image"</p>
17.	<p><b>End of Procedure.</b></p>