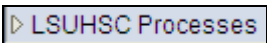
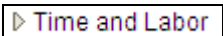
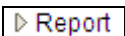
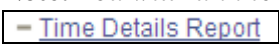
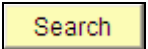
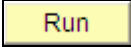
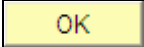

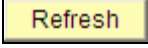

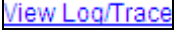



Time Details Report (Pay Report)

Step	Action
1.	Click the LSUHSC Processes link. 
2.	Click the Time and Labor link. 
3.	Click the Report link. 
4.	Click the Time Details Report link. Note: <i>You will run the Time Details Report after Payroll has been confirmed.</i> 
5.	Run Control ID: Refer to "Create Run Control ID" section if you have not created an ID. Click the Search button. 
6.	If you have more than one Run Control ID, select the appropriate Run Control from your search results.
7.	Enter the desired information into the Start Date field. Enter a valid value e.g. " 110209 ". Note: This report can be run using any payperiod dates.
8.	Enter the desired information into the End Date field. Enter a valid value e.g. " 111509 ".
9.	Employees to Process: You may run this report for a Single Employee or by multiple employees by using the "plus" sign at the end of the row, <i>OR</i> by Group ID, which will display all employees you have access to. To Enter: EmplID Field - Enter the Employee ID's Empl Rcd Nbr - Should match the Empl Rcd # shown on employees timecard. Accept default. Note: If report runs and yield no data, check the "Timesheet" screen to ensure "Empl Rcd Nbr" is correct. Group ID - Click the magnifying glass and choose the appropriate Group ID . Enter the desired information into the EmplID field. Enter a valid value e.g. " 0101596 ".

Step	Action
10.	<p>OR</p> <p>Departments to include: 1) Click “Look up” button to choose appropriate department 2) Type by prefacing with “SH”.</p> <p>Note: You can run this report using only one parameter; ie, Employee ID, Group ID or Department number.</p>
11.	<p>Click the Run button.</p> 
12.	<p>Confirm Server Name is "PSNT"</p> <p>Click the OK button.</p> 
13.	<p>Click the Process Monitor link.</p> 
14.	<p>You will click the Refresh button periodically to update Run and Distribution Status.</p> <p>In the Process List, you want the Run Status = Success and the Distribution Status = Posted.</p> <p>Note: 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> 
15.	<p>Click the Details link on the most recent processed report.</p> 
16.	<p>Click the View Log/Trace link.</p> 
17.	<p>Click the ZZTL009_.PDF link.</p> <p>Note: You will always select the link that ends with ".PDF"</p> 

Step	Action
18.	<p>The report opens in a new PDF window.</p> <p><u>To Print Report:</u> <i>From the toolbar:</i> Select File, Print. or Click the Printer Icon on the Toolbar</p> <p><u>If the report prints in an unknown language:</u> <i>From the toolbar:</i> Select File, Print, Advance - "Print As Image"</p>
19.	<p>End of Procedure.</p>