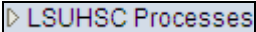
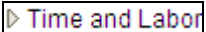
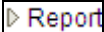

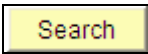






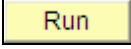


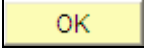

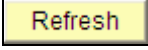




Attendance History

Step	Action
1.	Click the LSUHSC Processes link. 
2.	Click the Time and Labor link. 
3.	Click the Report link. 
4.	Click the Attendance History link. 
5.	Run Control ID: Refer to "Create Run Control ID" Section if have not created an ID. Click the Search button to choose your ID. The parameter page is then displayed. 
6.	Enter the desired information into the Start Date field. Enter a valid value e.g. " 110209 ". Note: You may Run this report for a specified date range. You are not limited to the current Pay Period.
7.	Enter the desired information into the End Date field. Enter a valid value e.g. " 111509 ".
8.	Employees to Process: You may run this report for a single employee, or by Group ID, or by department. Running by Group ID or Department will yield the same information. In this example we will run for a single employee. Enter the desired information into the EmplID field. Enter a valid value e.g. " 0101596 ".
9.	You must add the TRC codes you wish to view on the report here. Click the Look up Time Reporting Code (Alt+5) button. Note: Refer to the appendix for a complete listing of TRC codes. 
10.	Click the RGB link. 

Step	Action
11.	To add another Code to the report: Click the Add a new row button. 
12.	Now notice there is a second row: Click the Look up Time Reporting Code button to add the next code to the report. 
13.	Click the Delete row button to remove extra rows. 
14.	Click the OK button to confirm. 
15.	Click the Run button. 
16.	Click the Server Name list. 
17.	Click the PSNT list item. 
18.	Click the OK button. 
19.	Click the Process Monitor link. 
20.	You will click the Refresh button periodically to update Run and Distribution Status . In the Process List , you want the Run Status = Success and the Distribution Status = Posted . 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. 
21.	Click the Details link. 
22.	Click the View Log/Trace link. 

Step	Action
23.	Locate the file ending with ".PDF" Click the ZZTL007_.PDF link. ZZTL007_766564.PDF
24.	The report opens in a new PDF window. <u>To Print Report:</u> <i>From the toolbar:</i> Select File, Print. or Click the Printer Icon on the Toolbar <u>If the report prints in an unknown language:</u> <i>From the toolbar:</i> Select File, Print, Advance - "Print As Image"
25.	End of Procedure.