Running / Viewing / Printing Reports

eTime Detail Audit Report

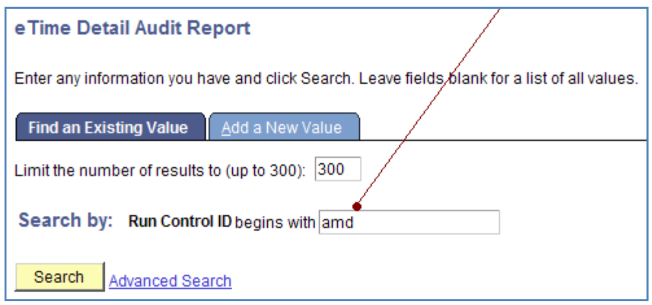
This report captures the progression of time recorded and supervisor's approval for those using eTime in HRIS.

1. Access HRIS Report

Time and Leave > Reports > Time Reports > eTime Detail Audit Report

2. Select Run Control ID

Enter an existing Run Control ID <u>or</u> click on the "Search" button to produce a list of Run Control ID's … search results will appear. Select a Run Control ID from the List. <Enter>

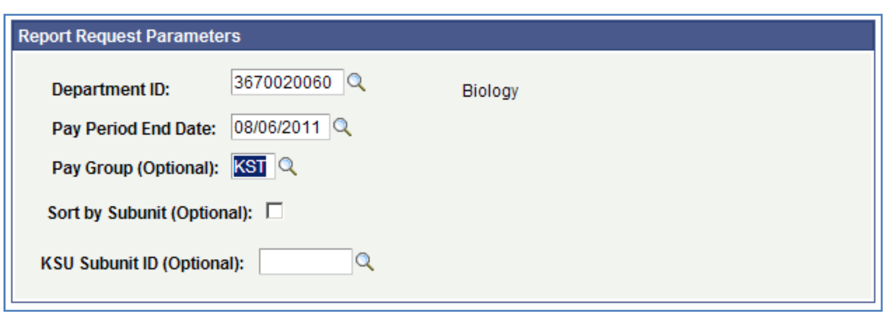


<u>If a RUN CONTROL ID DOES NOT EXIST</u>, please repeat Step 1. Select "Add a New Value" tab. A "Run Control ID" edit box will appear … Enter a three-digit Run Control ID and select the "Add" button. Note: This procedure will only need to be done ONE TIME. The RUN CONTROL ID is used to define the parameters for running the report. Once the Run Control ID is created, it may be reused for any HRIS report.

<u>HRIS Training Tip</u>: When creating a RUN CONTROL ID, please keep the Run Control ID short and use only alphabetical letters or numbers. Some characters (Examples: &, %, *, etc.) take on a special meaning that is not intended and may cause problems. If you have a Run Control ID that includes a special character, please discontinue using it.

The Report Request Parameters page will appear.

3. Complete the Report Request Parameters

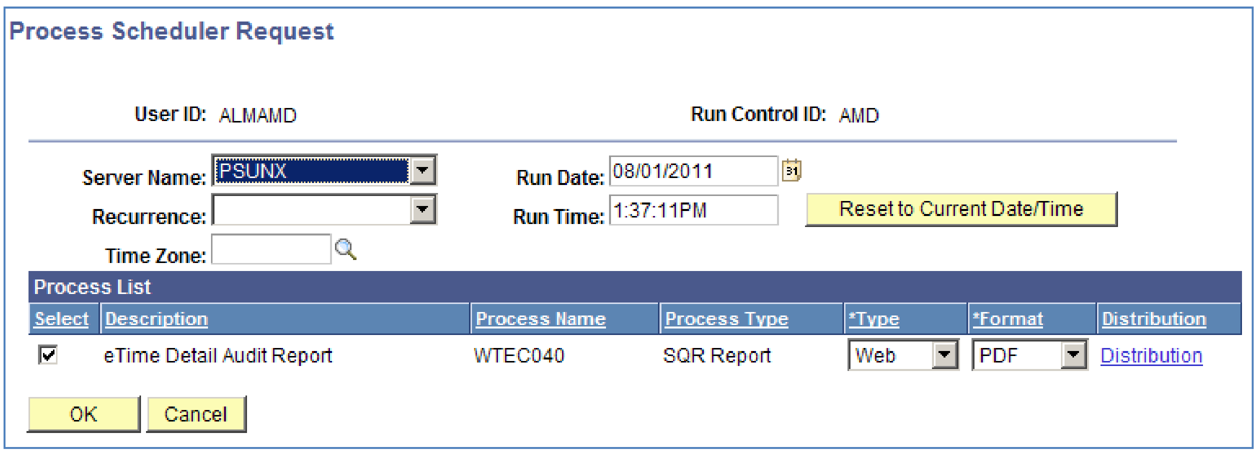


4. *Save* and *Run* the Report

- **Select “Save” to retain selected report parameters**
- **Select “Run” to run the report and to access the Process Scheduler Request page.**

5. Set Up Process Scheduler Request Page

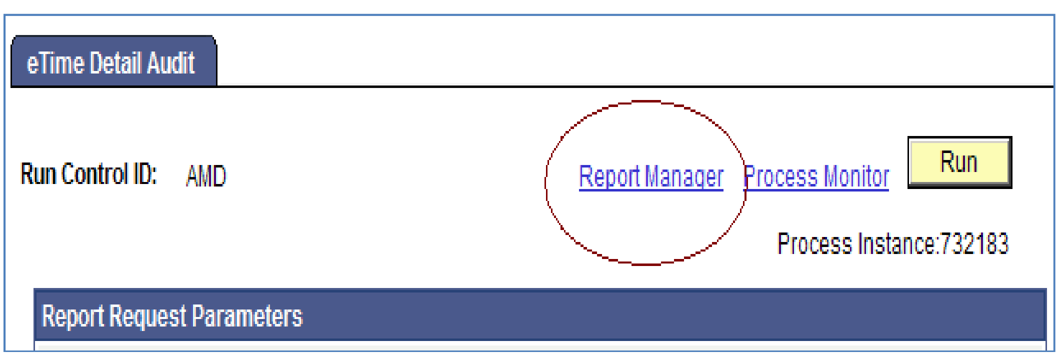
Server Name: PSUNX - Type: Web - Format: PDF



After completing the options, select **“OK” to run the report**.

6. View or Print the Report

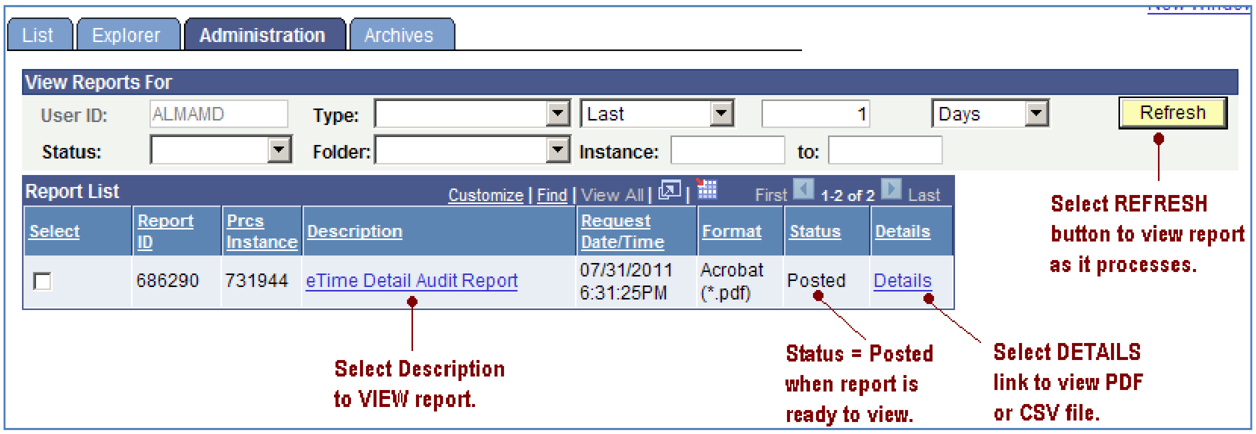
Select . . . Report Manager to produce a list of reports that have been sent to the process scheduler/report list



Report Manager

Select the **"Refresh"** button to view report as it processes. May need to select "Refresh" more than once.

Status will indicate **"Posted"** when report has finished processing.



- **To view the report, select the PDF file.**

- **To view the report via Microsoft Excel, select the CSV file.**

After selecting the PDF or CSV file, the report will appear.

If a technical error occurs, please contact the **IT HELP DESK at 785.532.7722.** Be prepared to provide them with any details (i.e., error message(s), steps followed, etc.).

If you have questions regarding the information displayed in the report -- please contact the **Division of Human Resources at HR@ksu.edu or 785.532.6277.**