

# Running / Viewing / Printing Reports

## eTime Detail Audit Report

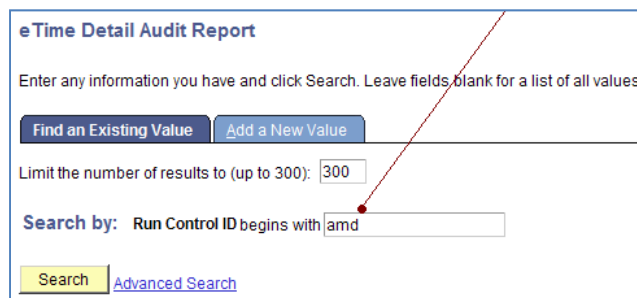
This report captures the progression of time recorded and supervisor's approval for those using eTime in HRIS.

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 or 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>



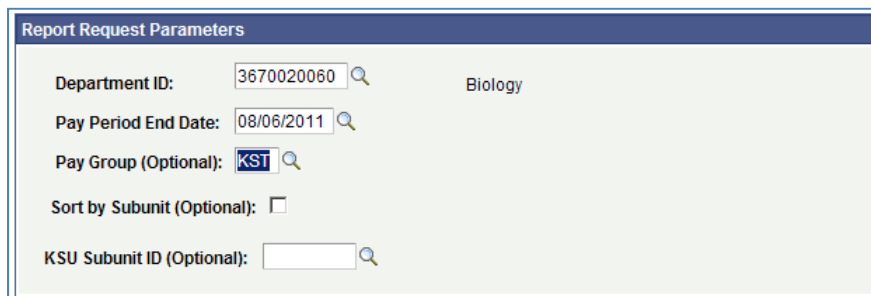
The screenshot shows the 'eTime Detail Audit Report' search page. It includes a search instruction: 'Enter any information you have and click Search. Leave fields blank for a list of all values.' There are two tabs: 'Find an Existing Value' (selected) and 'Add a New Value'. Below the tabs is a text input field with 'amd' entered. A 'Search' button is visible at the bottom left of the form area.

**If a RUN CONTROL ID DOES NOT EXIST**, 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.

**HRIS Training Tip:** 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



The screenshot shows the 'Report Request Parameters' form. It contains several fields with search icons: Department ID (3670020060), Pay Period End Date (08/06/2011), Pay Group (Optional) (KST), Sort by Subunit (Optional) (checkbox), and KSU Subunit ID (Optional) (empty field).

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

**Process Scheduler Request**

User ID: ALMAMD      Run Control ID: AMD

Server Name:       Run Date:

Recurrence:       Run Time:      

Time Zone:

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	eTime Detail Audit Report	WTEC040	SQR Report	Web	PDF	<a href="#">Distribution</a>

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

eTime Detail Audit

Run Control ID: AMD      [Report Manager](#)    [Process Monitor](#)   

Process Instance: 732183

Report Request Parameters

## 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.

The screenshot shows the 'Report Manager' interface. At the top, there are tabs for 'List', 'Explorer', 'Administration', and 'Archives'. Below the tabs is a search and filter section with fields for 'User ID' (ALMAMD), 'Type', 'Last', 'Days', 'Status', 'Folder', and 'Instance'. A 'Refresh' button is located on the right side of this section. Below the search section is a 'Report List' table with columns: Select, Report ID, Prcs Instance, Description, Request Date/Time, Format, Status, and Details. The table contains one row with the following data: Report ID: 686290, Prcs Instance: 731944, Description: eTime Detail Audit Report, Request Date/Time: 07/31/2011 6:31:25PM, Format: Acrobat (\*.pdf), Status: Posted, and a Details link. Red arrows point from text annotations to the 'Refresh' button, the 'Description' cell, the 'Status' cell, and the 'Details' link.

Select	Report ID	Prcs Instance	Description	Request Date/Time	Format	Status	Details
<input type="checkbox"/>	686290	731944	eTime Detail Audit Report	07/31/2011 6:31:25PM	Acrobat (*.pdf)	Posted	<a href="#">Details</a>

Select REFRESH button to view report as it processes.

Select Description to VIEW report.

Status = Posted when report is ready to view.

Select DETAILS link to view PDF or CSV file.

➤ 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](mailto:HR@ksu.edu) or 785.532.6277**.