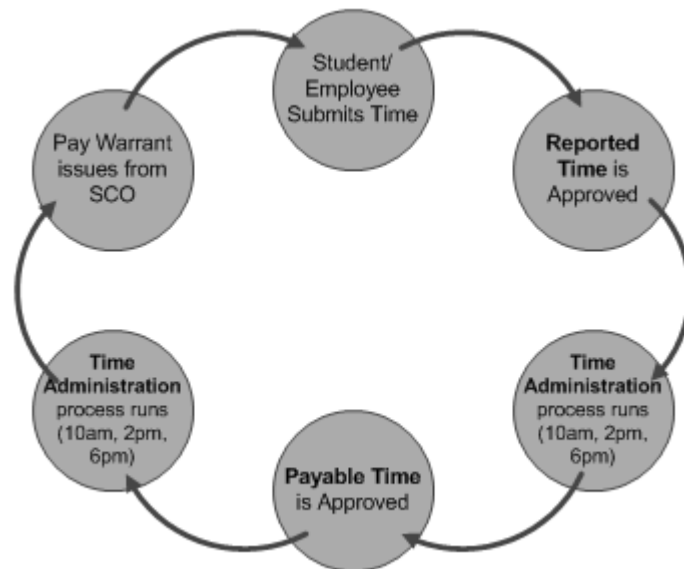


TL006: Time & Labor – Department Employee Report

INTRODUCTION

This guide provides step-by-step instructions for departments to run a report of all TLSS employees in its department. The report lists the Employee ID, Employee Record #, Name, Dept ID, Department Name, Job Code, Job Title and Compensation Rate. It should be treated with sensitivity since it contains pay information. This is an optional process, available to TLSS Approvers and TLSS Department Coordinators.

Time & Labor Cycle



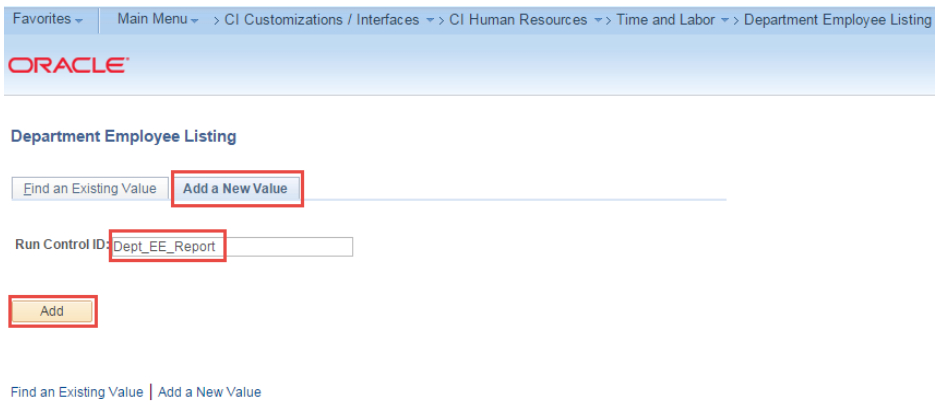
Related Documents

[TL001: Time & Labor – Student Employee Self-Service](#)
[TL002: Time & Labor – Self-Service Approver](#)
[TL003: Time & Labor – TLSS Coordinator](#)
[TL004: Time & Labor – TLSS Time Card Report](#)
[TL005: Time & Labor – TLSS Payable Time Listing](#)
[Time and Labor Self Service Q&A](#)
[TLSS Process Flow](#)
[Time & Labor Fact Sheet for Student Employees](#)
[Student Assistant Attendance Voucher](#) (Paper Timesheet)

Step-by-Step Guide

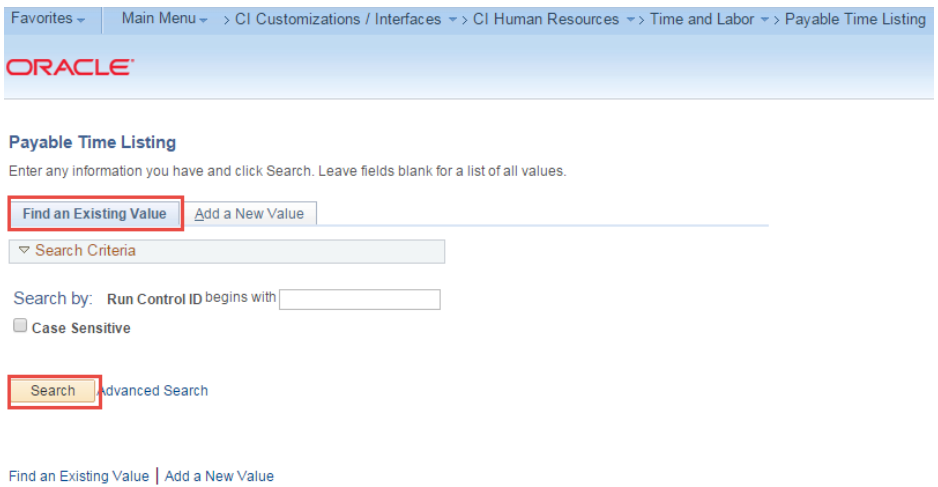
A) Define a Run Control (*One-Time Step*)

Navigation: *CI Customization/Interfaces > CI Human Resources > Time and Labor > Department Employee Listing*

Processing Steps	Screen Shot
<p>Note: This step will only need to be done the first time the operator runs this process.</p> <ol style="list-style-type: none"> 1) Select the "Add a New Value" tab upon your <u>first</u> visit to this page. 2) Enter a Run Control name that you will select each time you want to run this report. Note that the ID can be all CAPS or Upper/Lower case, but cannot contain spaces. 3) Click on the Add button. 	


B) Open an Existing Run Control (*After Run Control is defined, as in Step A*)


Navigation: *CI Customization/Interfaces > CI Human Resources > Time and Labor > Department Employee Listing*

Processing Steps	Screen Shot
<ol style="list-style-type: none"> 1) Select the "Find an Existing Value" tab. 2) Click on the Search button. 3) If you're not immediately directed to the Payable Time Listing page, then select the correct run control. 	

C) Run the Payable Time Listing Process


Navigation: *CI Customization/Interfaces > CI Human Resources > Time and Labor > Department Employee Listing*



1) Enter the department code(s). Use the  to add a new row for another department code.










2) If you don't know the department code, click on the magnifying glass icon  next to the Department column to look up the department.


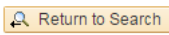


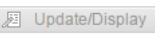
3) Click on **Run**.


Dept Employee List

Run Control ID: Dept_EE_Report Report Manager Process Monitor 




Personalize | Find | View All |   First 1-2 of 2 Last

SetID	*Department	Description			
1 CICMP	545	Records and Registration			
2 CICMP	546	Student Systems			

Look Up Department 

Search by: Department begins with

Search Results

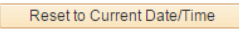
View 100 First 1-205 of 205 Last


Department	Description	Company	Location SetID	Location Code	Manager ID
110	Office of the President	CI	CICMP	CI	(blank)
111	Title IX	CI	CICMP	CI	(blank)

5) This screen will display. Click on **OK**.

Process Scheduler Request



User ID: frine.sullivan Run Control ID: Dept_EE_Report

Server Name: Run Date: 10/09/2015 Recurrence: Run Time: 3:32:50PM 

Time Zone: 

Process List

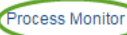

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	Department Employee Listing	CITL0004	SQR Report	Web	CSV	Distribution



You will be returned to this screen.










6) Click on **Process Monitor** link.


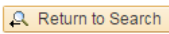



Dept Employee List

Run Control ID: Dept_EE_Report Report Manager  

Process Instance:1018869

Personalize | Find | View All |   First 1-2 of 2 Last

SetID	*Department	Description			
1 CICMP	545	Records and Registration			
2 CICMP	546	Student Systems			

Processing Steps	Screen Shot																																																																																																																					
<div>7) Click on the Refresh button until:</div> <div><ul style="list-style-type: none">• Run Status = Success• Distribution Status = Posted</div> <div>8) Once process is complete, click on the Details link.</div>	<div><div><div>Process ListServer List</div><div>View Process Request For</div><div><div>User ID<input type="text"/></div><div>Type<input type="text"/></div><div>Last<input type="text"/></div><div>5</div><div>All</div><div>Refresh</div></div><div><div>Server<input type="text"/></div><div>Name<input type="text"/></div><div>Instance<input type="text"/></div><div>to<input type="text"/></div></div><div><div>Run Status<input type="text"/></div><div>Distribution Status<input type="text"/></div><div><input checked="" type="checkbox"/> Save On Refresh</div></div></div><div><div>Process List</div><div>PersonalizeFindView All</div><div>First1 of 1Last</div><table><tr><th>Select</th><th>Instance</th><th>Seq.</th><th>Process Type</th><th>Process Name</th><th>User</th><th>Run Date/Time</th><th>Run Status</th><th>Distribution Status</th><th>Details</th></tr><tr><td><input type="checkbox"/></td><td>1018869</td><td></td><td>SQR Report</td><td>CITL0004</td><td>Student</td><td>10/09/2015 3:32:50PM PDT</td><td>Success</td><td>Posted</td><td>Details</td></tr></table><div>Go back to Department Employee Listing</div><div>SaveNotify</div></div></div>	Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details	<input type="checkbox"/>	1018869		SQR Report	CITL0004	Student	10/09/2015 3:32:50PM PDT	Success	Posted	Details																																																																																																	
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<div>9) Click on View Log/Trace link.</div>	<div><div>Process Detail</div><div>Process</div><div><div>Instance1018869</div><div>TypeSQR Report</div><div>NameCITL0004</div><div>DescriptionDepartment Employee Listing</div><div>Run StatusSuccess</div><div>Distribution StatusPosted</div></div><div><div>Run</div><div>Update Process</div><div><div>Run Control IDDept_EE_Report</div><div>LocationServer</div><div>ServerPSUNX</div><div>Recurrence</div></div><div><div><input type="radio"/> Hold Request</div><div><input type="radio"/> Queue Request</div><div><input type="radio"/> Cancel Request</div><div><input type="radio"/> Delete Request</div><div><input type="radio"/> Restart Request</div></div></div><div><div>Date/Time</div><div>Actions</div><div><div>Request Created On10/09/2015 3:33:39PM PDT</div><div>Parameters</div><div>Transfer</div><div>Run Anytime After10/09/2015 3:32:50PM PDT</div><div>Message Log</div><div>Began Process At10/09/2015 3:33:55PM PDT</div><div>Batch Timings</div><div>Ended Process At10/09/2015 3:34:09PM PDT</div><div>View Log/Trace</div></div><div><div>OK</div><div>Cancel</div></div></div></div>																																																																																																																					
<div>10) You will be asked to save the file, or a CSV listing will display.</div> <div>The list will provide all employees within specified departments.</div> <div>Note that the “Rcd” number distinguishes between multiple appointments, such as Student Assistant and FWS Student Assistant. (See Employee, Name1)</div>	<div><table><tr><th>Emplid</th><th>Rcd</th><th>Last Name</th><th>First Name</th><th>DeptID</th><th>Dept Name</th><th>Job Code</th><th>Job Title</th><th>Comp Rate</th></tr><tr><td>001702533</td><td>0</td><td>Employee</td><td>Name1</td><td>545</td><td>Records and Registration</td><td>1870</td><td>Student Asst</td><td>9</td></tr><tr><td>001375635</td><td>3</td><td>Employee</td><td>Name2</td><td>545</td><td>Records and Registration</td><td>1870</td><td>Student Asst</td><td>9</td></tr><tr><td>001234455</td><td>4</td><td>Employee</td><td>Name3</td><td>546</td><td>Student Systems</td><td>1870</td><td>Student Asst</td><td>9</td></tr><tr><td>001283946</td><td>0</td><td>Employee</td><td>Name4</td><td>546</td><td>Student Systems</td><td>1870</td><td>Student Asst</td><td>9</td></tr><tr><td>001667706</td><td>0</td><td>Employee</td><td>Name5</td><td>545</td><td>Records and Registration</td><td>1870</td><td>Student Asst</td><td>9</td></tr><tr><td>001642252</td><td>0</td><td>Employee</td><td>Name6</td><td>545</td><td>Records and Registration</td><td>1870</td><td>Student Asst</td><td>9</td></tr><tr><td>001226850</td><td>0</td><td>Employee</td><td>Name7</td><td>545</td><td>Records and Registration</td><td>1870</td><td>Student Asst</td><td>9</td></tr><tr><td>001106691</td><td>0</td><td>Employee</td><td>Name8</td><td>546</td><td>Student Systems</td><td>1870</td><td>Student Asst</td><td>9</td></tr><tr><td>001395135</td><td>0</td><td>Employee</td><td>Name9</td><td>545</td><td>Records and Registration</td><td>1870</td><td>Student Asst</td><td>9</td></tr><tr><td>001375635</td><td>4</td><td>Employee</td><td>Name2</td><td>545</td><td>Records and Registration</td><td>1871</td><td>Stdnt Trainee On-Cmps WS</td><td>9</td></tr><tr><td>001642252</td><td>1</td><td>Employee</td><td>Name6</td><td>545</td><td>Records and Registration</td><td>1871</td><td>Stdnt Trainee On-Cmps WS</td><td>9</td></tr><tr><td>001226850</td><td>2</td><td>Employee</td><td>Name7</td><td>545</td><td>Records and Registration</td><td>1871</td><td>Stdnt Trainee On-Cmps WS</td><td>9</td></tr></table></div>	Emplid	Rcd	Last Name	First Name	DeptID	Dept Name	Job Code	Job Title	Comp Rate	001702533	0	Employee	Name1	545	Records and Registration	1870	Student Asst	9	001375635	3	Employee	Name2	545	Records and Registration	1870	Student Asst	9	001234455	4	Employee	Name3	546	Student Systems	1870	Student Asst	9	001283946	0	Employee	Name4	546	Student Systems	1870	Student Asst	9	001667706	0	Employee	Name5	545	Records and Registration	1870	Student Asst	9	001642252	0	Employee	Name6	545	Records and Registration	1870	Student Asst	9	001226850	0	Employee	Name7	545	Records and Registration	1870	Student Asst	9	001106691	0	Employee	Name8	546	Student Systems	1870	Student Asst	9	001395135	0	Employee	Name9	545	Records and Registration	1870	Student Asst	9	001375635	4	Employee	Name2	545	Records and Registration	1871	Stdnt Trainee On-Cmps WS	9	001642252	1	Employee	Name6	545	Records and Registration	1871	Stdnt Trainee On-Cmps WS	9	001226850	2	Employee	Name7	545	Records and Registration	1871	Stdnt Trainee On-Cmps WS	9
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