# 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.
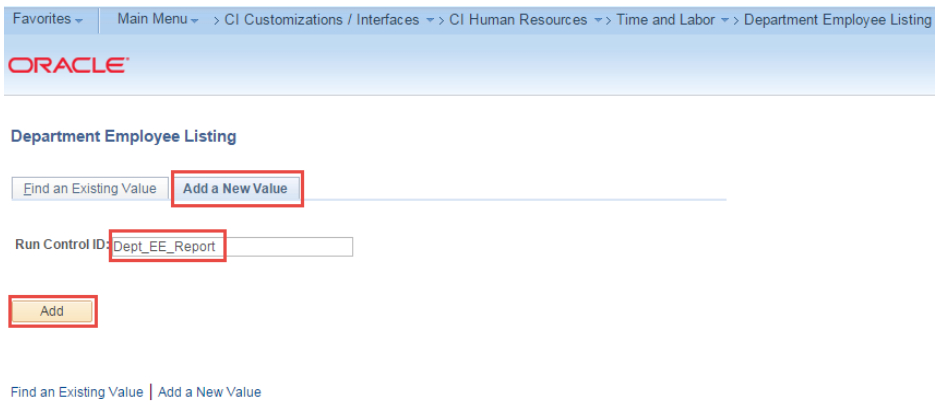
Time & Labor Cycle
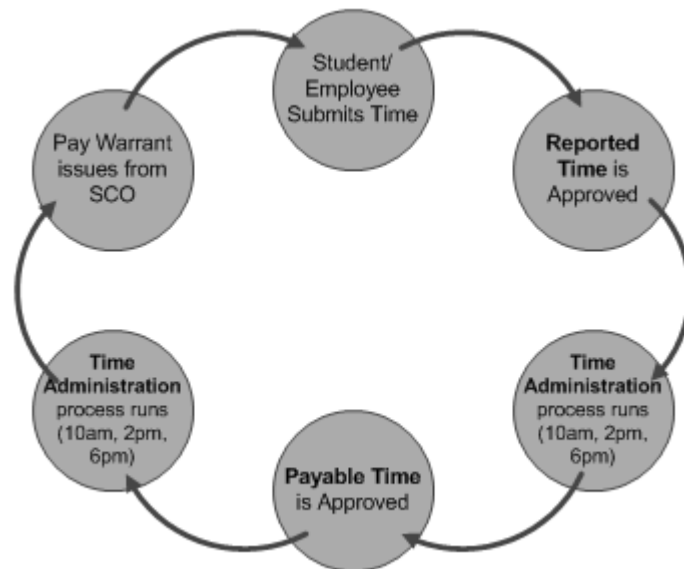
Related Documents

[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](#)
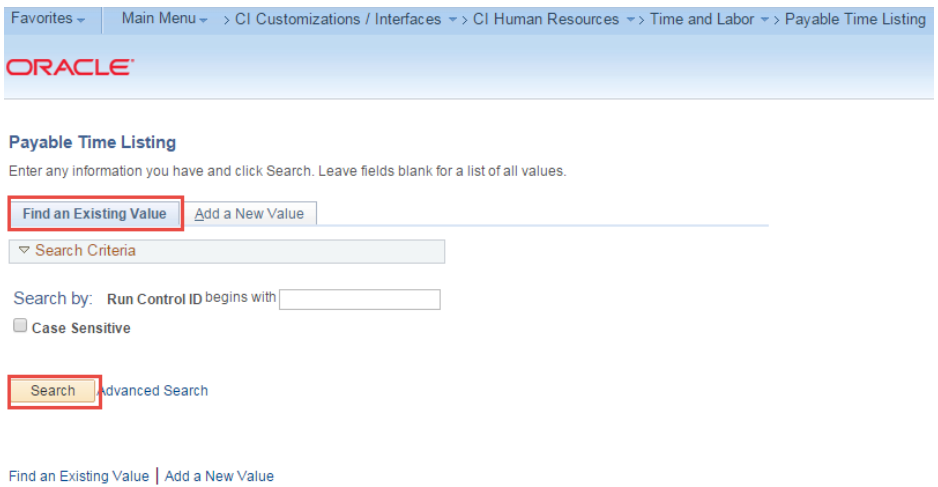[Student Assistant Attendance Voucher](#) (Paper Timesheet)

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
Note: This step will only need to be done the first time the operator runs this process. 1) Select the "Add a New Value" tab upon your first 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
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*

Processing Steps	Screen Shot
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**.	
5) This screen will display. Click on **OK**.	
You will be returned to this screen. 6) Click on **Process Monitor** link.	
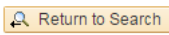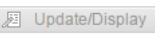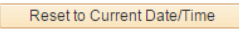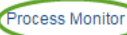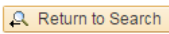
Processing Steps	Screen Shot
7) Click on the **Refresh** button until: • **Run Status** = Success • **Distribution Status** = Posted 8) Once process is complete, click on the **Details** link.	
9) Click on **View Log/Trace** link.	
10) You will be asked to save the file, or a CSV listing will display. The list will provide all employees within specified departments. Note that the "Rcd" number distinguishes between multiple appointments, such as Student Assistant and FWS Student Assistant. (See Employee, Name1)	