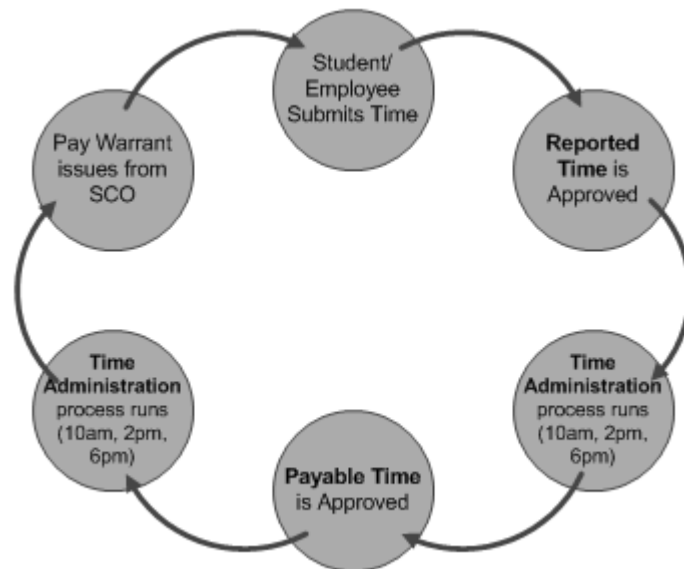


## **TL005: Time & Labor – Payable Time Listing**

### **INTRODUCTION**

This guide provides step-by-step instructions for departments to run a Payable Time Listing for their employees. The listing provides a real-time overview of the employees within specified departments on campus. It should be handled with sensitivity since it contains pay information. This is an optional process, available to TLSS Approvers and TLSS Department Coordinators.

## Time & Labor Cycle



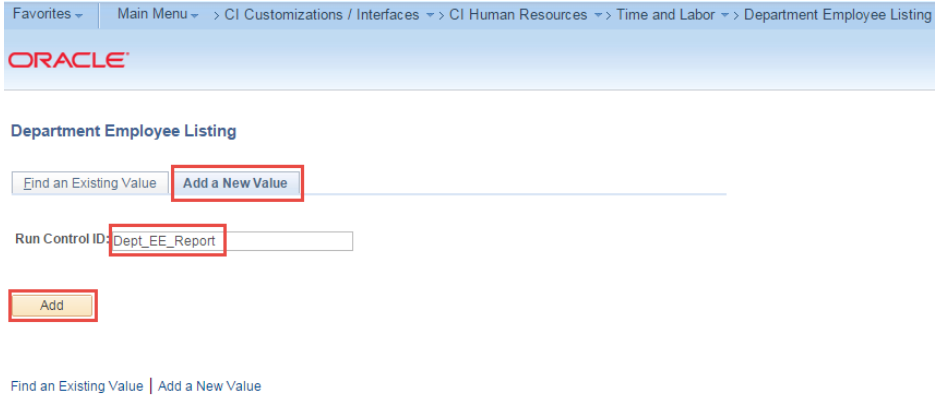
## Related Documents

[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](#)  
TL006: Time & Labor – TLSS Department Employee Report  
[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

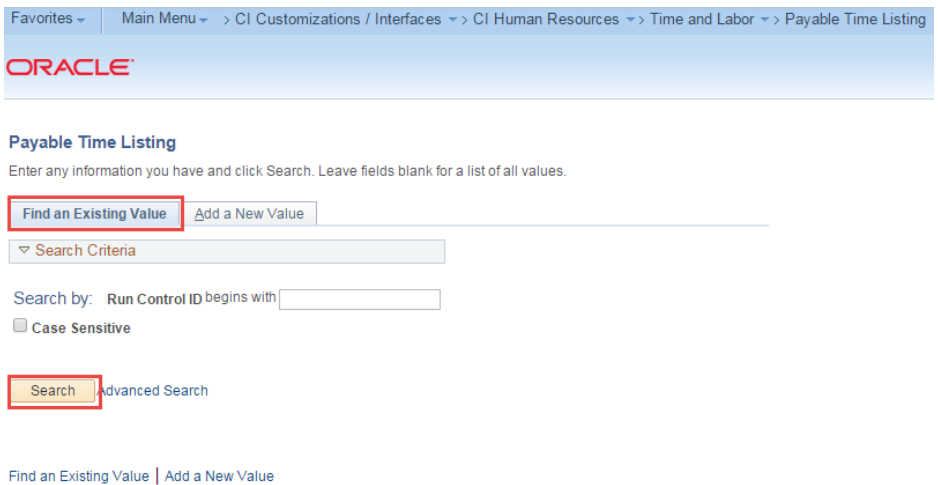
### A) Define a Run Control (*One-Time Step*)

Navigation: *CI Customization/Interfaces > CI Human Resources > Time and Labor > Payable Time 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"> <li>1) Select the "Add a New Value" tab upon your <u>first</u> visit to this page.</li> <li>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.</li> <li>3) Click on the <b>Add</b> button.</li> </ol>	



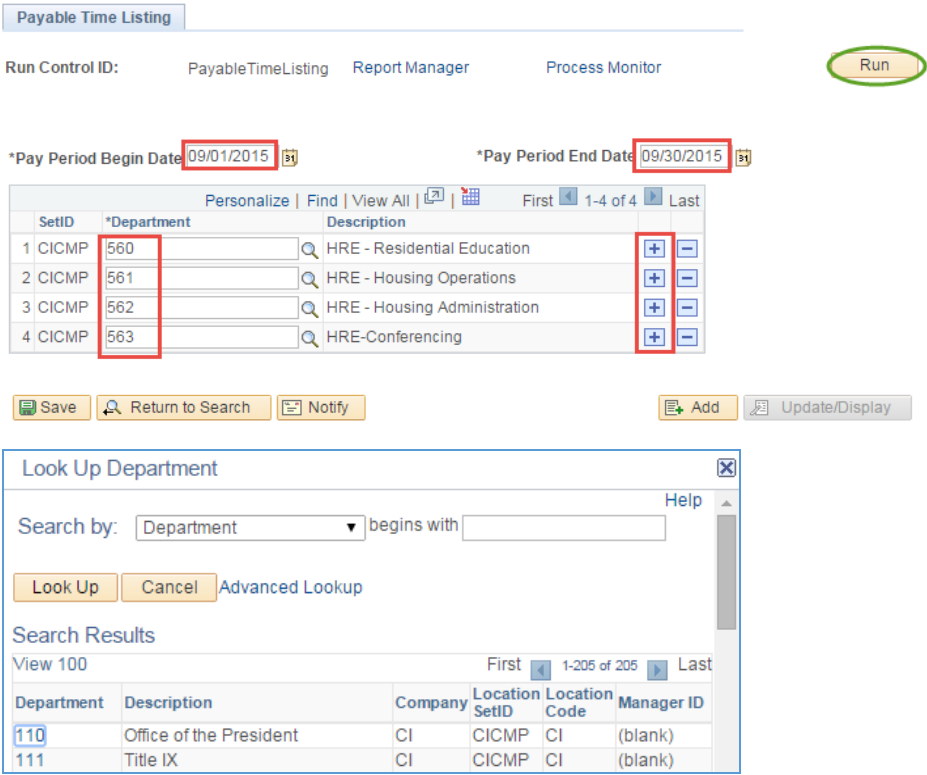
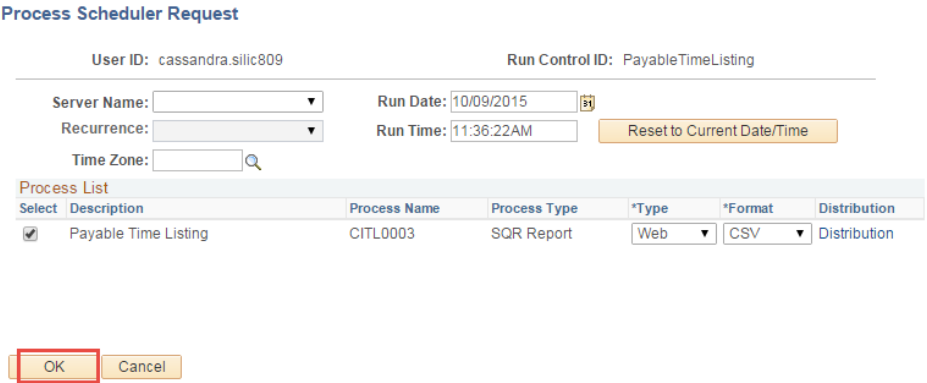
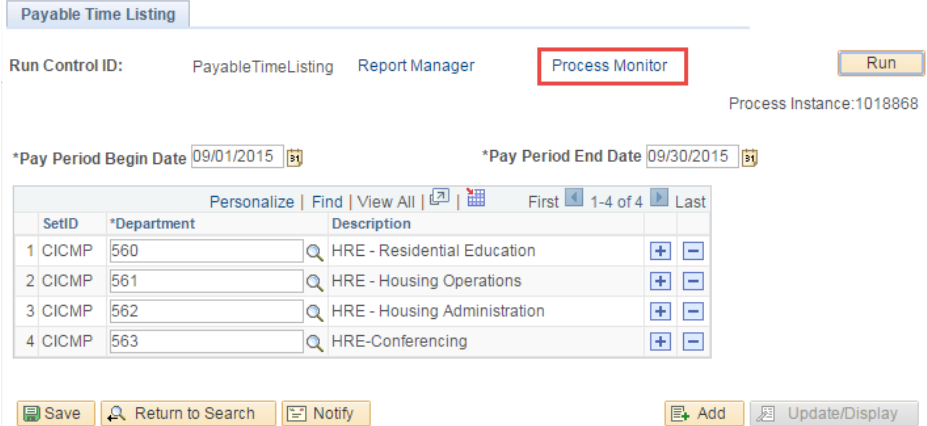
### B) Open an Existing Run Control (*After Run Control is defined, as in Step A*)

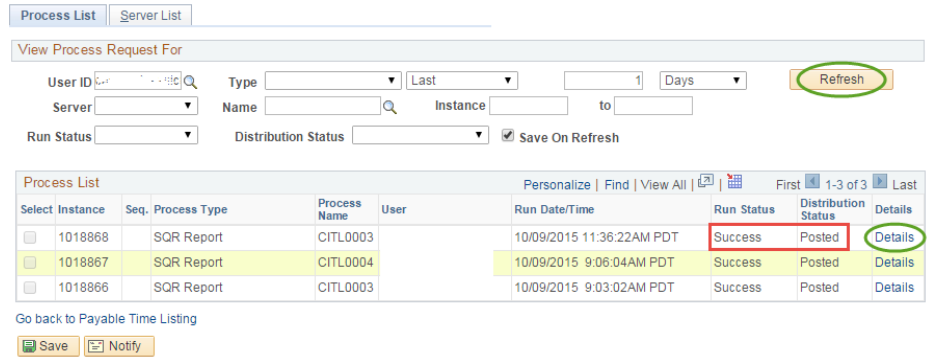
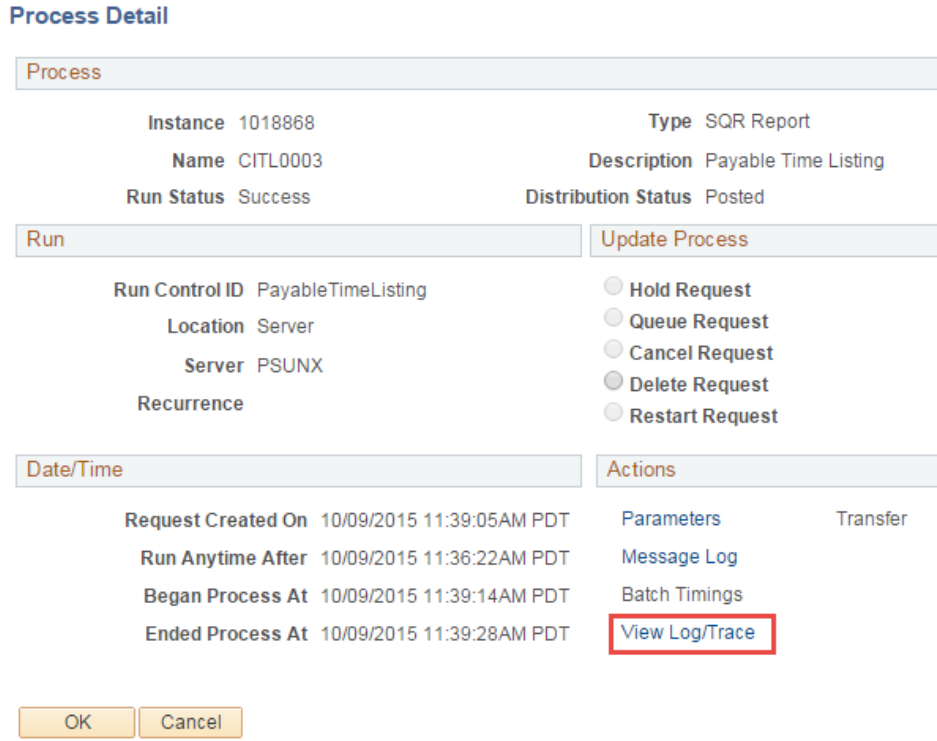
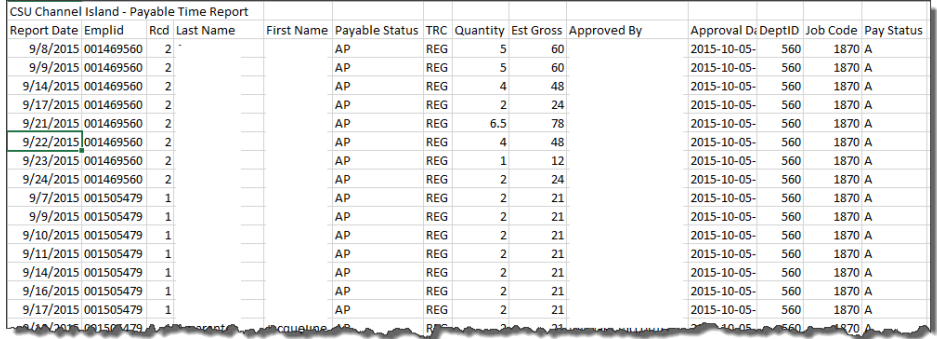
Navigation: *CI Customization/Interfaces > CI Human Resources > Time and Labor > Payable Time Listing*

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

## C) Run the Payable Time Listing Process

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

Processing Steps	Screen Shot
<ol style="list-style-type: none"> <li>1) Enter the <b>Pay Period Begin Date</b>.</li> <li>2) Enter the <b>Pay Period End Date</b>.</li> <li>3) Enter the department code(s). Use the  to add a new row for another department code.</li> <li>4) If you don't know the department code, click on the magnifying glass icon  next to the Department column to look up the department.</li> <li>5) Click on <b>Run</b>.</li> </ol>	
<ol style="list-style-type: none"> <li>5) This screen will display. Click on <b>OK</b>.</li> </ol>	
<p>You will be returned to this screen.</p> <ol style="list-style-type: none"> <li>6) Click on <b>Process Monitor</b> link.</li> </ol>	

Processing Steps	Screen Shot
<p>7) Click on the <b>Refresh</b> button until:</p> <ul style="list-style-type: none"> <li><b>Run Status</b> = Success</li> <li><b>Distribution Status</b> = Posted</li> </ul> <p>8) Once process is complete, click on the <b>Details</b> link.</p>	 <p>The screenshot shows the 'Process List' interface. At the top, there are tabs for 'Process List' and 'Server List'. Below them is a search bar 'View Process Request For' with fields for 'User ID', 'Type', 'Last', 'Days', 'Server', 'Name', 'Instance', 'to', 'Run Status', and 'Distribution Status'. A 'Refresh' button is circled in green. Below the search bar is a table with columns: 'Select', 'Instance', 'Seq.', 'Process Type', 'Process Name', 'User', 'Run Date/Time', 'Run Status', 'Distribution Status', and 'Details'. The table contains three rows. The first row (Instance 1018868) has 'Success' for Run Status and 'Posted' for Distribution Status. The 'Details' link for this row is circled in green. Below the table are buttons for 'Save' and 'Notify'.</p>
<p>9) Click on <b>View Log/Trace</b> link.</p>	 <p>The screenshot shows the 'Process Detail' interface. It displays information for Instance 1018868, Name CITL0003, Type SQR Report, Description Payable Time Listing, Run Status Success, and Distribution Status Posted. Below this is a 'Run' button and an 'Update Process' button. There are radio buttons for 'Hold Request', 'Queue Request', 'Cancel Request', 'Delete Request', and 'Restart Request'. Below these are sections for 'Date/Time' and 'Actions'. The 'Date/Time' section shows 'Request Created On', 'Run Anytime After', 'Began Process At', and 'Ended Process At'. The 'Actions' section shows 'Parameters', 'Transfer', 'Message Log', 'Batch Timings', and 'View Log/Trace' (highlighted with a red box). At the bottom are 'OK' and 'Cancel' buttons.</p>
<p>10) You will be asked to save the file, or a CSV listing will display.</p> <p>The list will provide each time entry for all employees in the departments specified.</p> <p>See Appendix A for details on reading/translating the report.</p>	 <p>The screenshot shows a CSV listing titled 'CSU Channel Island - Payable Time Report'. The columns are: Report Date, Emplid, Rcd, Last Name, First Name, Payable Status, TRC, Quantity, Est Gross, Approved By, Approval Dt, DeptID, Job Code, and Pay Status. The listing contains multiple rows of data for various employees and dates.</p>

## Appendix A: Translating the Report

CSU Channel Island - Payable Time Report													
Report Date	Emplid	Rcd	Last Name	First Name	Payable Status	TRC	Quantity	Est Gross	Approved By	Approval Date	DeptID	Job Code	Pay Status
9/8/2015	001469560	2	Bunyan	Paul	AP	REG	5	60	mickey.mouse	2015-10-05-08.32.33.000000	560	1870	A
9/9/2015	001469560	2	Bunyan	Paul	AP	REG	5	60	mickey.mouse	2015-10-05-08.32.33.000000	560	1870	A
9/14/2015	001469560	2	Bunyan	Paul	AP	REG	4	48	mickey.mouse	2015-10-05-08.32.33.000000	560	1870	A
9/17/2015	001469560	2	Bunyan	Paul	AP	REG	2	24	mickey.mouse	2015-10-05-08.32.33.000000	560	1870	A
9/21/2015	001469560	2	Bunyan	Paul	AP	REG	6.5	78	mickey.mouse	2015-10-05-08.32.33.000000	560	1870	A
9/22/2015	001469560	2	Bunyan	Paul	AP	REG	4	48	mickey.mouse	2015-10-05-08.32.33.000000	560	1870	A
9/23/2015	001469560	2	Bunyan	Paul	AP	REG	1	12	mickey.mouse	2015-10-05-08.32.33.000000	560	1870	A
9/24/2015	001469560	2	Bunyan	Paul	AP	REG	2	24	mickey.mouse	2015-10-05-08.32.33.000000	560	1870	A
9/7/2015	001505479	1	Bill	Pecos	AP	REG	2	21	doc.mcstuffins	2015-10-05-08.33.10.000000	560	1870	A
9/9/2015	001505479	1	Bill	Pecos	AP	REG	2	21	doc.mcstuffins	2015-10-05-08.33.10.000000	560	1870	A
9/10/2015	001505479	1	Bill	Pecos	AP	REG	2	21	doc.mcstuffins	2015-10-05-08.33.10.000000	560	1870	A
9/11/2015	001505479	1	Bill	Pecos	AP	REG	2	21	doc.mcstuffins	2015-10-05-08.33.10.000000	560	1870	A
9/14/2015	001505479	1	Bill	Pecos	AP	REG	2	21	doc.mcstuffins	2015-10-05-08.33.10.000000	560	1870	A
9/16/2015	001505479	1	Bill	Pecos	AP	REG	2	21	doc.mcstuffins	2015-10-05-08.33.10.000000	560	1870	A
9/17/2015	001505479	1	Bill	Pecos	AP	REG	2	21	doc.mcstuffins	2015-10-05-08.33.10.000000	560	1870	A
9/18/2015	001505479	1	Bill	Pecos	AP	REG	2	21	doc.mcstuffins	2015-10-05-08.33.10.000000	560	1870	A
9/21/2015	001505479	1	Bill	Pecos	AP	REG	2	21	doc.mcstuffins	2015-10-05-08.33.10.000000	560	1870	A
9/23/2015	001505479	1	Bill	Pecos	AP	REG	2	21	doc.mcstuffins	2015-10-05-08.33.10.000000	560	1870	A
9/24/2015	001505479	1	Bill	Pecos	AP	REG	2	21	doc.mcstuffins	2015-10-05-08.33.10.000000	560	1870	A
9/25/2015	001505479	1	Bill	Pecos	AP	REG	2	21	doc.mcstuffins	2015-10-05-08.33.10.000000	560	1870	A
9/28/2015	001505479	1	Bill	Pecos	AP	REG	2	21	doc.mcstuffins	2015-10-05-08.33.10.000000	560	1870	A
9/29/2015	001505479	1	Bill	Pecos	AP	REG	2	21	doc.mcstuffins	2015-10-05-08.33.10.000000	560	1870	A
9/30/2015	001505479	1	Bill	Pecos	AP	REG	2	21	doc.mcstuffins	2015-10-05-08.33.10.000000	560	1870	A
9/3/2015	001611221	1	Henry	John	NA	REG	3	31.5		1900-01-01-00.00.00.000000	560	1870	A
9/4/2015	001611221	1	Henry	John	NA	REG	3	31.5		1900-01-01-00.00.00.000000	560	1870	A
9/7/2015	001611221	1	Henry	John	NA	REG	3	31.5		1900-01-01-00.00.00.000000	560	1870	A
9/9/2015	001611221	1	Henry	John	NA	REG	2.5	26.25		1900-01-01-00.00.00.000000	560	1870	A
9/10/2015	001611221	1	Henry	John	NA	REG	3	31.5		1900-01-01-00.00.00.000000	560	1870	A
9/11/2015	001611221	1	Henry	John	NA	REG	5	52.5		1900-01-01-00.00.00.000000	560	1870	A
9/13/2015	001611221	1	Henry	John	NA	REG	3	31.5		1900-01-01-00.00.00.000000	560	1870	A
9/14/2015	001611221	1	Henry	John	NA	REG	3	31.5		1900-01-01-00.00.00.000000	560	1870	A
9/16/2015	001611221	1	Henry	John	NA	REG	2.5	26.25		1900-01-01-00.00.00.000000	560	1870	A
9/17/2015	001611221	1	Henry	John	NA	REG	3	31.5		1900-01-01-00.00.00.000000	560	1870	A
9/18/2015	001611221	1	Henry	John	NA	REG	3	31.5		1900-01-01-00.00.00.000000	560	1870	A
9/20/2015	001611221	1	Henry	John	NA	REG	3	31.5		1900-01-01-00.00.00.000000	560	1870	A
9/21/2015	001611221	1	Henry	John	NA	REG	3	31.5		1900-01-01-00.00.00.000000	560	1870	A
9/24/2015	001611221	1	Henry	John	NA	REG	3	31.5		1900-01-01-00.00.00.000000	560	1870	A

### Payable Status:

- AP = Approved
- NA = Needs Approval

**Quantity** = Hours reported

**Est Gross** = Computed pay (Hours reported x Comp Rate)

**Approved By:** Displays the user name of the person who approved the time.

**Approval Date:** Displays date (YY-MM-DD) and time that approval was saved. If time is not approved, it will display as 1900-01-01-00.00.00.000000.