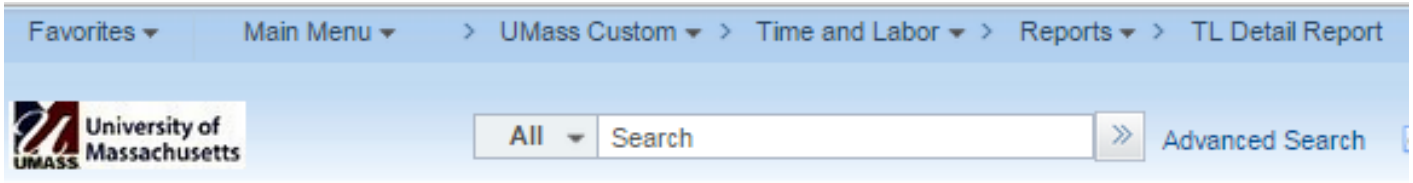


Go to UMass Custom-Time and Labor-Reports-TL Detail Report
Click “Add a New Value” tab



TL Detail Report

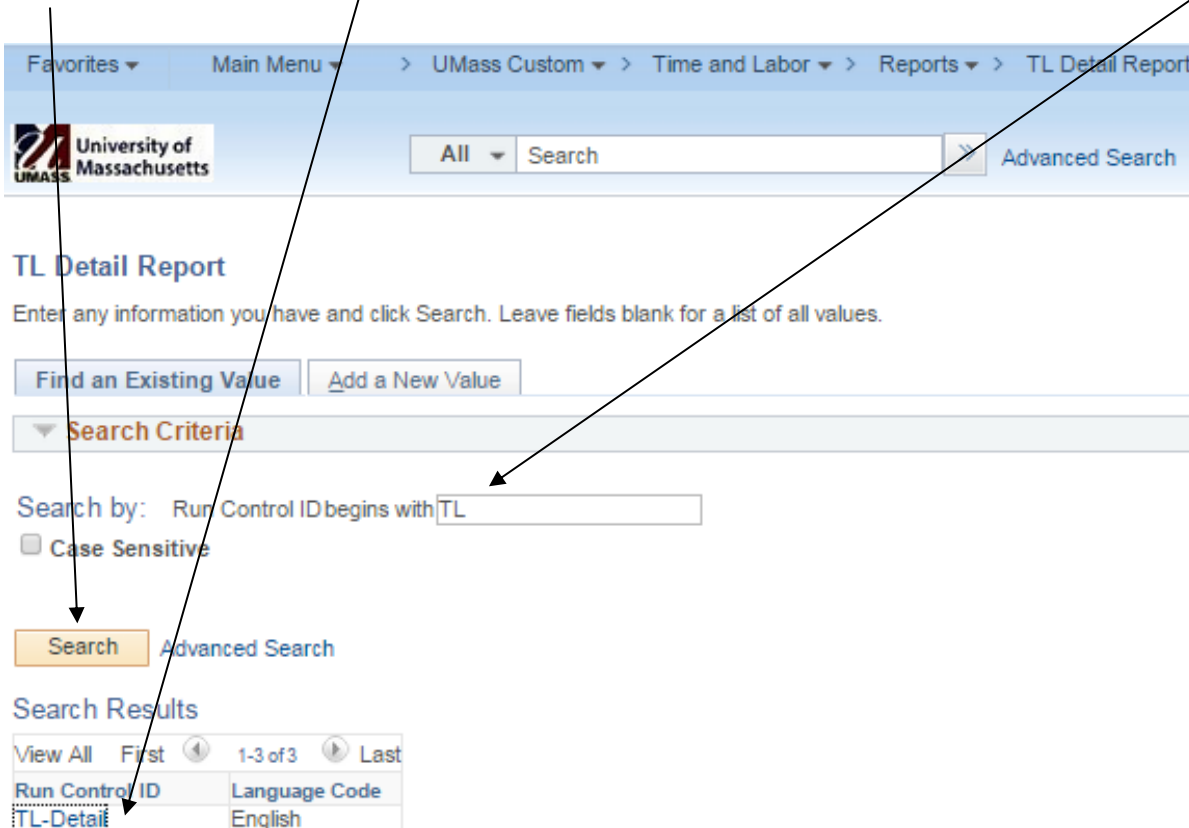
[Find an Existing Value](#) [Add a New Value](#)

Run Control ID

[Add](#)

Type a name to the Run Control ID field for this report. (no spaces) After you named it, this will last a life time.

To run this report again, go to the same navigation, under **Find an Existing Value** tab, type the name then click Search. The Run Control ID will show.



TL Detail Report

Run Control ID TL-Detail

Report Manager Process Monitor

Run

Report Select Criteria

Time Type: **Payable Time** Paid Time Batch Approved

Report Type: **All Active Employees** Employees Only

Optional Sort By: ▾

Employee Select Criteria

Pay Period End Date: OR From Date: 12/28/2014

Thru Date: 07/11/2015

Group / Employee Information

Find | 1 of 1 Last

Group ID	Empl ID	Rcd Nbr		
	10015541	0	+	-

Save Return to Search Previous in List Next in List Notify Add

Section-Report Select Criteria

TIME TYPE: Chose **Payable Time** REPORT TYPE: chose **All Active Employees**

Section-Employee Select Criteria

“From” is always SUNDAY and “Thru” is always SATURDAY. Cannot go back farther than the date 6/29/2008. Fill in EmplID, make sure the Rcd Nbr is correct. You can run more than 1 employee at a time if run for the same period of time, click the PLUS(+) icon to add a row . Click **SAVE** and then **RUN**.

Process Scheduler Request

User ID 10015999 Run Control ID TL-Detail

Server Name PSUNX3 Run Date 07/23/2015
 Recurrence Recurrence Run Time 2:35:18PM
 Time Zone Time Zone

Reset to Current Date/Time

Process List

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	TL Detail Report	UMTL706	BI Publisher	Web	PDF	Distribution

OK Cancel

Click OK, then it will return to original panel. Click PROCESS MONITOR that next to the RUN icon to check the running process.

Favorites Main Menu > UMass Custom > Time and Labor > Reports > TL Detail Report > Process Monitor

University of Massachusetts

All Search Advanced Search Last Search Results

Process List Server List

View Process Request For

User ID 10015999 Type Last 3 Hours Refresh
 Server Name Instance to
 Run Status Distribution Status Save On Refresh

Process List Personalize Find View All First 1 of 1 Last

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	2013737		BI Publisher	UMTL706	10015999	07/23/2015 2:35:13PM EDT	Success	Posted	Details

Go back to TL Detail Report Save Notify

It usually takes 2 to 5 minutes depends the range of the period runs. Keep clicking the **Refresh** icon until the “Run Status” is **Success** and “Distribution Status” is **Posted**. Click “Go back to TL Detail Report” to back to the original panel.

Click **Report Manager**

TL Detail Report

Run Control ID TL-Detail

Report Manager Process Monitor

Run


Report Select Criteria


Time Type: Payable Time ▾ Paid Time Batch Approved

Report Type: All Active Employees ▾ Employees Only


Optional Sort By: ▾





Employee Select Criteria




Pay Period End Date: OR From Date: 12/28/2014 



Thru Date: 07/11/2015 

Group / Employee Information

Find |  1 of 1  Last

Group ID	Empl ID	Rcd Nbr		
	10015541 	0 		

 Save  Return to Search  Notify

 Add 

Choose the **Administration** tab. Click the report link.

The screenshot shows the UMass Report Manager interface. At the top, there is a breadcrumb trail: Favorites > Main Menu > UMass Custom > Time and Labor > Reports > TL Detail Report > Report Manager. Below this is the University of Massachusetts logo and a search bar with 'All' selected and a search button. A navigation bar contains 'List', 'Explorer', 'Administration' (highlighted), and 'Archives' tabs. Below the tabs is a 'View Reports For' section with fields for 'User ID' (10015999), 'Type' (Last), 'Days' (1), and a 'Refresh' button. Below this is a 'Report List' table with columns: Select, Report ID, Prcs Instance, Description, Request Date/Time, Format, Status, and Details. The first row in the table is selected and contains: [checkbox], 1155147, 2013737, UMTL706 - UMTL706 TL Detail Report.pdf, 07/23/2015 2:35:33PM, Acrobat (*.pdf), Posted, and Details. A second row is partially visible below it with the same date and format.

Select	Report ID	Prcs Instance	Description	Request Date/Time	Format	Status	Details
<input checked="" type="checkbox"/>	1155147	2013737	UMTL706 - UMTL706 TL Detail Report.pdf	07/23/2015 2:35:33PM	Acrobat (*.pdf)	Posted	Details
<input type="checkbox"/>				07/23/2015	Acrobat		

The report will open.