

Reports

1. Main Menu 2. Reporting Tools 3. Report Manager

TL Detail Report(UMTL706)

View Reports For

Folder: Time and Labor Instance: to: Refresh

Name: UMTL706 Created On: Last 15 Days

Report	Report Description	Folder Name	Completion Date/Time	Report ID	Process Instance
UMTL706 [7508] - 1 UMTL706 TL Detail Report.pdf	UMTL706 [7508] - UMTL706 TL DETAIL REPORT.PDF	Time and Labor-B	09/25/14 10:59AM	831124	1840026

Save

List | Explorer | Administration | Archives

Choose "Time and Labor"

Type **UMTL706** all in capital

Choose "Last"

Type in the number of days you need

Choose "Days"

Click on the report link

After these steps, click [Refresh](#) to access the report(s).
Click [Save](#) to save all the entered criteria permanently

TL Detail Report(UMTL706) Continue.....

Report

Report ID: 1083825 Process Instance: 1978224 Message Log

Name: XMLP Process Type: XML Publisher

Run Status: Success

UMTL706 [8185] - UMTL706 TL Detail Report.pdf

Distribution Details

Distribution Node: DEFAULT Expiration Date: 05/04/2016

File List

Name	File Size (bytes)	Datetime Created
UMTL706 TL Detail Report.pdf	2,268,072	05/05/2015 10:20:34.671812PM EDT

Distribute To

Distribution ID Type	*Distribution ID
User	10003323

Click on [UMTL706 TL Detail Report.pdf](#) to view the report

Once signed by the Department Head or Supervisor, return to HR as soon as possible but no later than pay week Friday at Noon.