



Time Status Report

This guide outlines the process to support the Online Timesheet Approval process. The report provides information on the status of time worked for students, including total time, rate of pay, total gross pay calculated and what the current status (at the time of the report) is for the time entered.

Stanislaus HR Custom > Reports > Time Status Report

Time Status Report

Enter any information you have and click Search. Leave fields blank for a list of all values.

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

Search by: Run Control ID begins with

Case Sensitive

[Search](#) [Advanced Search](#)

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

Search Results

Run Control ID	Language Code
MH	English
MHRPTS	English
MHirschhorn	English

NOTE: A Run Control ID is an identifier in the system that assigns your operator ID and any specific run parameters to the report when it is run.

1. On the Find an Existing Value tab, click the Search button to see if a run control has been previously set up
2. Select the appropriate Run Control ID from the Search Results

Time Status Report

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

Run Control ID:

[Add](#)

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

NOTE: If a Run Control ID is not yet created, complete the following steps to create one.

3. On the Add a New Value tab, enter a Run Control ID
-Run Control ID's should be short and easy to remember
-The User ID is a typical ID
4. Click the Add button



Time Status Report

Run Control ID: UserID [Report Manager](#) [Process Monitor](#)

*Pay Period Start Date

5. Enter the Pay Period Start Date; Example-MM/DD/YYYY

6. Use the magnifying glass to search for Pay Periods

Look Up Pay Period Start Date

Search by: Start Date=

[Advanced Lookup](#)

Search Results

View All First 1-66 of 66 Last

Start Date
12/01/2011
11/01/2011
10/01/2011
09/01/2011
08/02/2011
07/01/2011
06/01/2011
05/01/2011
04/01/2011
03/02/2011
02/01/2011
01/01/2011

7. Select the Start Date from the Search Results

8. Click the Run button

Process Scheduler Request

User ID: AFILSON Run Control ID: AFilson

Server Name: Run Date: 05/24/2011

Recurrence: Run Time: 4:15:23PM

Time Zone:

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	Time Status Report	STATL005	SQR Report	Web	PDF	Distribution

NOTE: The Server Name should remain blank.

9. Click the OK button



Time Status Report

Run Control ID: UserID

[Report Manager](#)
[Process Monitor](#)
Run

Process Instance:306964

*Pay Period Start Date

NOTE: The screen will return to the Main page.

10. Take note of the Process Instance Number; the process instance number on the run control page indicates that the report is in process

11. Select the Report Manager link

Save
Return to Search
Previous in List
Next in List
Notify

Add
Update/Display

Administration **Archives**

View Reports For

User ID: UserID Type: Last: 1 Days Refresh

Status: Folder: Instance: to:

Report List [Customize](#) | [Find](#) | [View All](#) First 1-6 of 6 Last

Select	Report ID	Prcs Instance	Description	Request Date/Time	Format	Status	Details
<input type="checkbox"/>	201758	304645	Time Status Report	05/13/2011 1:43:58PM	Acrobat (*.pdf)	Posted	Details

12. Click the Refresh button until the Status of the report is Posted

13. Click the report title link in the Description column to open the report



14. The report will open in a PDF file

CSU Stanislaus
Time Status Report for Pay Period 12/01/2011 - 12/31/2011

EMPLID	Emp Name	Comprate	SV	SB	NA	AP	TR	OT	Total	Gross Pay	
Grand Total:										0.0	\$0.00

*Status Legend: SV-Saved, SB-Submitted, NA-Needs Approval, AP-Approved, TR-Transmitted, OT-Other Status
Run Date: 05/24/2011 User: APL/DOR