**How to Print a TimeCard Report for your employee:**

1. Go to Time and Labor- Reports – TimeCard

2. Click on TimeCard.

The following screen will appear:

## TimeCard

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 Criteria

Run Control ID: begins with ▾ |                    |

☐ Case Sensitive

| Search | Clear | Basic Search | ⊞ Save Search Criteria |
|---|---|---|---|

Find an Existing Value | Add a New Value

3. If you have a Run Control ID, enter it and click on Search. If you do not currently have a "Run Control ID" you will need to make one by clicking on "Add a New Value". Populate the "Run Control ID" field with a unique identifier of the process such as your budget unit number and your initials or your first initial and last name, and then click "add". You will only need to create a "Run Control ID" once, the next time you can click on Search.

4. If you have made a new "Run Control ID" and pressed add, it will bring you to the following panel to run your TimeCard as shown below.

5. You will need to fill in the Start Date and the End Date and also enter the Group ID or Empl ID as shown below. Then click "Save" and then "Run".



6. The following screen will appear, put PSUNX in the server name field and then click OK

7. The following panel appears and you can see the Process Instance Number. Also you will see the Report Manager. Click on "Report Manager".



8. The following screen will then appear. Click on details associated with the Description "TimeCard Report." It may take a few minutes to appear.

9. Once you click on details the following screen will appear. Click on the line that has the tl002_3394498.PDF as shown below.
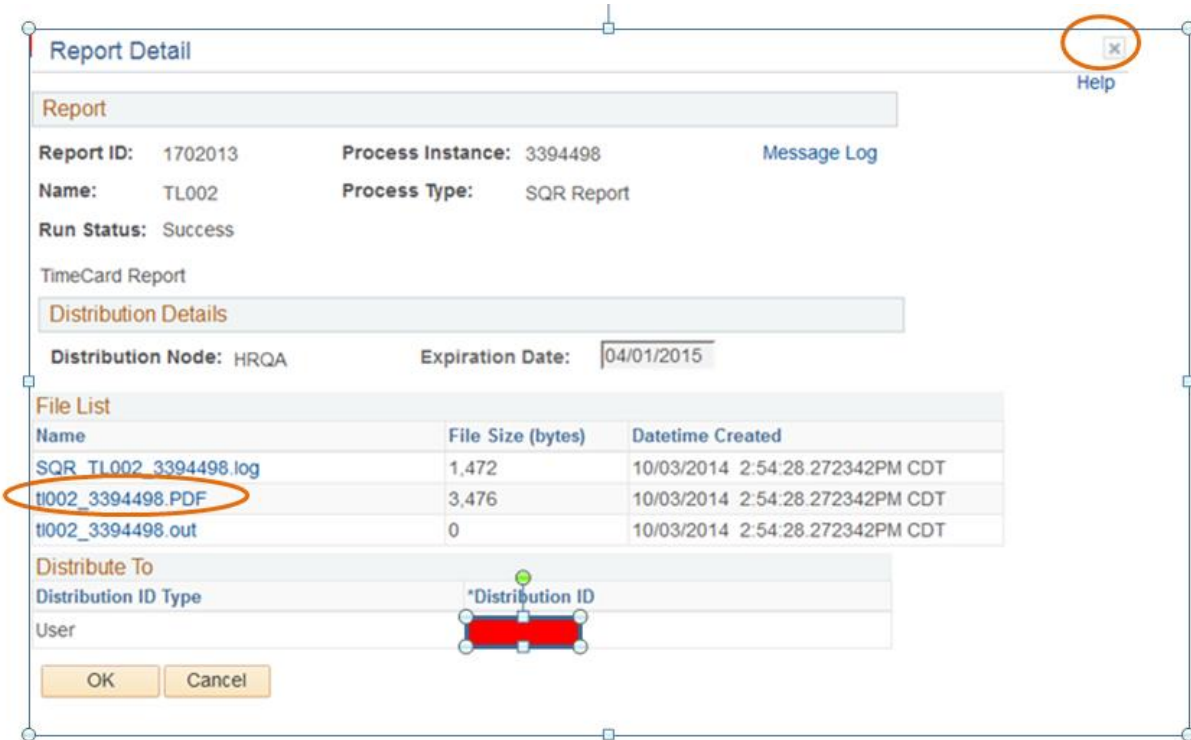


The TimeCard will open.

Press on the "x" at the top and then you can move through PeopleSoft using the top menu again.