


## 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.

<b>Find an Existing Value</b>	<b>Add a New Value</b>
▼ <b>Search Criteria</b>	
<b>Run Control ID:</b>	begins with ▼   <input type="text"/>
<input type="checkbox"/> <b>Case Sensitive</b>	
<b>Search</b>	<b>Clear</b> <b>Basic Search</b>  <b>Save Search Criteria</b>

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

- 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.
- 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.

[Favorites](#) > [Main Menu](#) > [Time and Labor](#) > [Reports](#) > [TimeCard](#)

**ORACLE**

### TimeCard

Run Control ID **JPD**    [Report Manager](#)    [Process Monitor](#)    [Run](#)

Language **English** ▼

**Run Control Parameters**

Start Date

End Date

**Employees To Process**    [Personalize](#) | [Find](#) | [View All](#) | |    First ◀ 1 of 1 ▶ Last

Empl ID	Name	Empl Record	Group ID	*Include or Exclude		
<input type="text"/>		<input type="text"/> 0	<input type="text"/>	Include ▼	<a href="#">+</a>	<a href="#">-</a>

[Save](#)    [Notify](#)    [Add](#)    [Update/Display](#)

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".

Favorites ▾ Main Menu ▾ > Time and Labor ▾ > Reports ▾ > TimeCard

ORACLE

### TimeCard

Run Control ID JPD Report Manager Process Monitor **Run**

Language English ▾

#### Run Control Parameters

Start Date

End Date

#### Employees To Process

Personalize | Find | View All |  | First 1 of 1 Last

Empl ID	Name	Empl Record	Group ID	*Include or Exclude
<input type="text"/>		0	<input type="text"/>	Include ▾

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

Process Scheduler Request

User ID:  Run Control ID: JP

Server Name: PSUNX

Run Date: 10/03/2014

Recurrence:  Run Time: 2:50:03PM

Time Zone:

#### Process List

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	AE for the Time Card Report	TL_TMCRD_RPT	Application Engine	Web ▾	TXT ▾	Distribution

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

TimeCard

Run Control ID JP    **Report Manager**    Process Monitor    Run

Language English    Process Instance: 3394497

**Run Control Parameters**

Start Date 09/14/2014    End Date 09/27/2014

**Employees To Process**    Personalize | Find | View All | First 1 of 1 Last

Empl ID	Name	Empl Record	*Include or Exclude
		0	Include

Save    Return to Search    Notify    Add    Update/Display

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

Administration | Archives

**View Reports For**

User ID: [Redacted]    Type: [Dropdown] Last    1 Days    Refresh

Status: [Dropdown]    Folder: [Dropdown]    Instance: [Input] to: [Input]

**Report List**    Personalize | Find | View All | First 1-6 of 6 Last

Select	Report ID	Prce Instance	Description	Request Date/Time	Format	Status	Details
<input type="checkbox"/>	1702013	3394498	TimeCard Report	10/03/2014 2:53:57PM	Acrobat (*.pdf)	Posted	<b>Details</b>
<input type="checkbox"/>	1702012	3394497	AE for the Time Card Report	10/03/2014 2:53:39PM	Text Files (*.txt)	Posted	Details
<input type="checkbox"/>	1702011	3394496	TimeCard Report	10/03/2014 2:52:57PM	Acrobat (*.pdf)	Posted	Details
<input type="checkbox"/>	1702010	3394495	AE for the Time Card Report	10/03/2014 2:52:40PM	Text Files (*.txt)	Posted	Details
<input type="checkbox"/>	1701959	3394439	TimeCard Report	10/03/2014 9:26:43AM	Acrobat (*.pdf)	Posted	Details
<input type="checkbox"/>	1701957	3394437	AE for the Time Card Report	10/03/2014 9:26:21AM	Text Files (*.txt)	Posted	Details

Select All     Deselect All

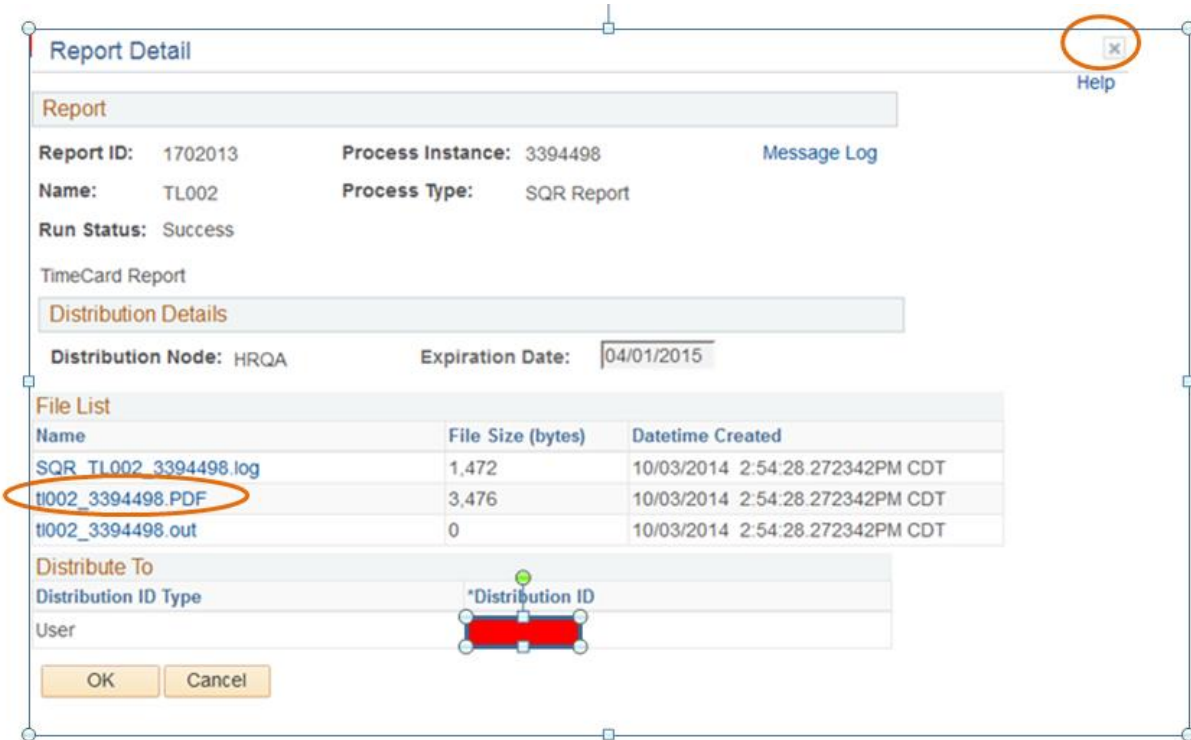
Delete    Click the delete button to delete the selected report(s)

Go back to TimeCard

Save

Administration | Archives

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.