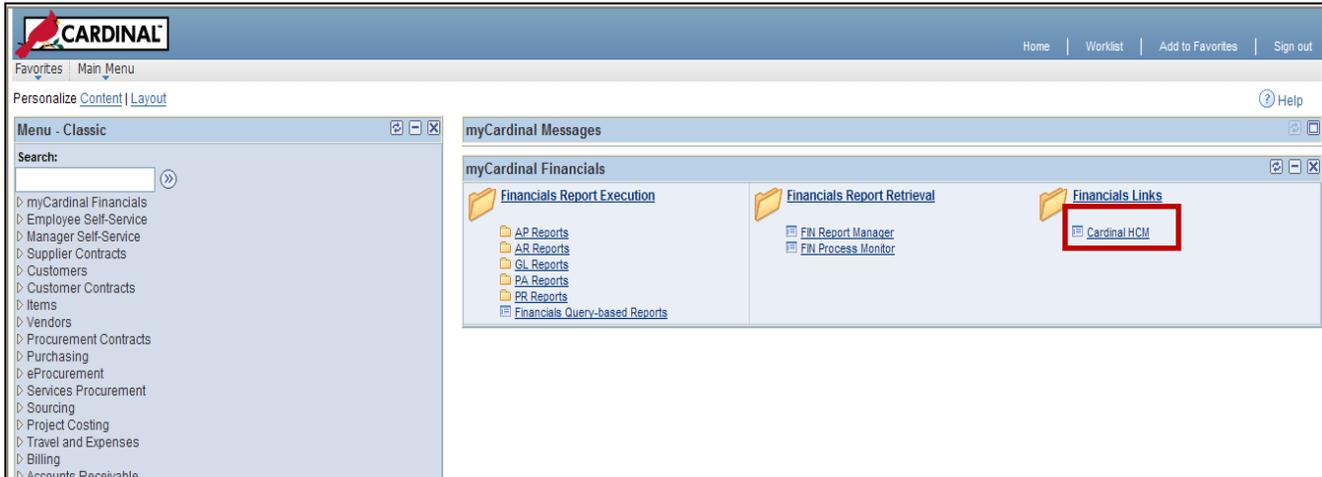


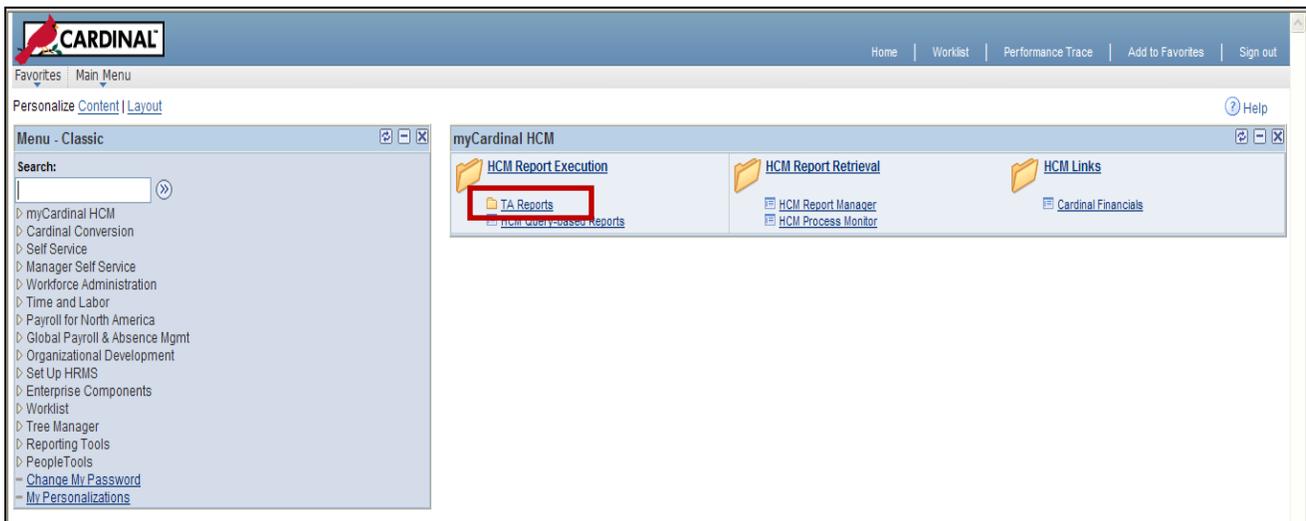
About the Timesheet Report

The Timesheet Report in Cardinal provides a record of time and absences, including the submitted and approved status, last user, and charge code distributions. The report can be run for a single employee type (salaried or hourly) and can be run for a single pay period or a range of pay periods. Various criteria can be selected for retrieval, including Reports To, Empl ID, Department, Project, Cost Center, and specific Time Reporting Codes.



1 Navigate using the following path:

Cardinal Financials > Cardinal HCM

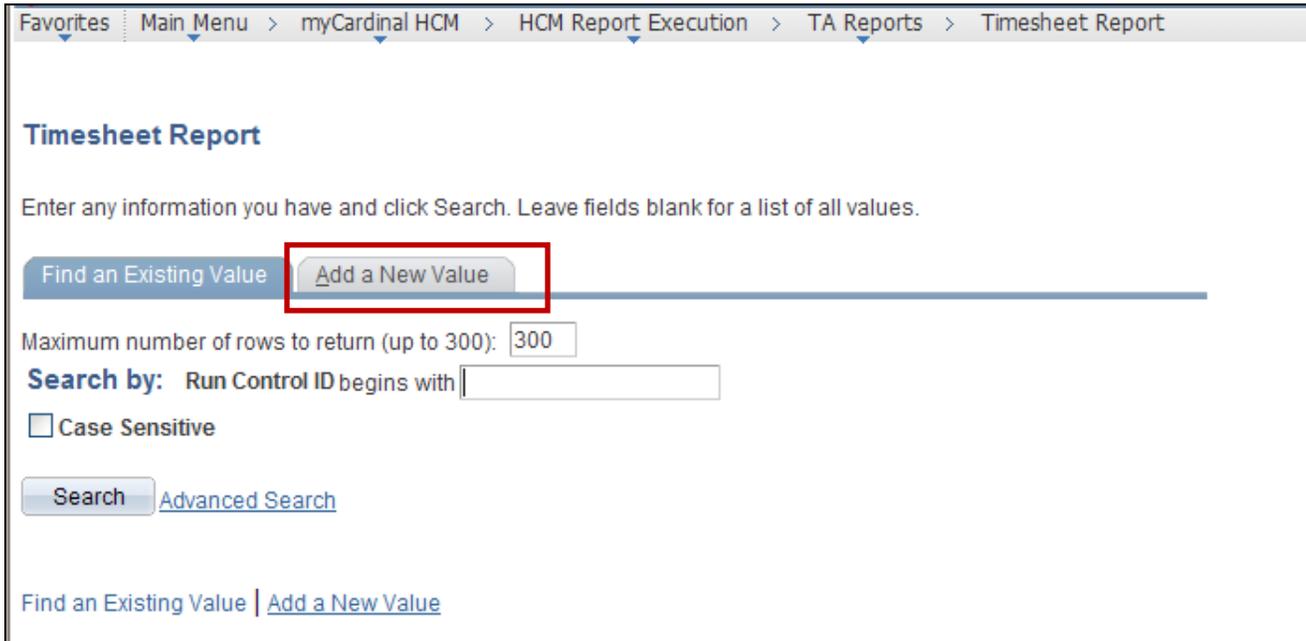


2 Click the **TA Reports** link from the Main Menu page or navigate use the following path:

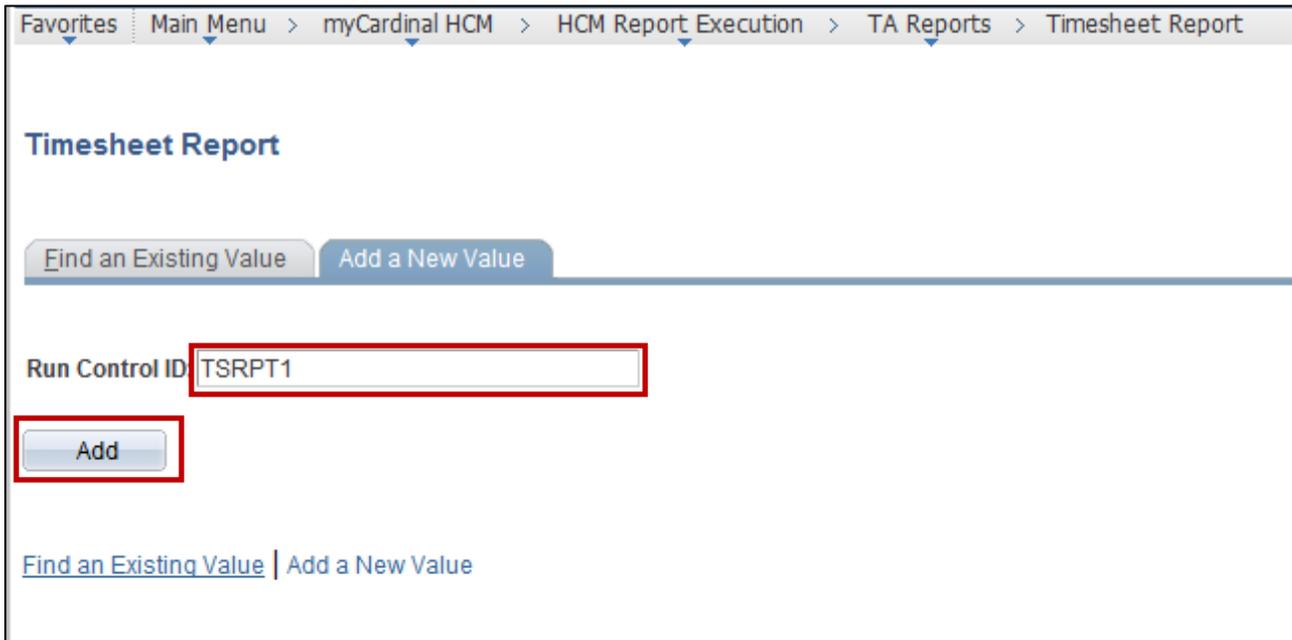
Main Menu > myCardinal HCM > HCM Report Execution > TA Reports



- 3 Click the **Timesheet Report** link.



- 4 Click the **Add a New Value** tab.



The screenshot shows a web application interface for the Timesheet Report. At the top, there is a breadcrumb trail: Favorites > Main Menu > myCardinal HCM > HCM Report Execution > TA Reports > Timesheet Report. Below this, the title 'Timesheet Report' is displayed. There are two tabs: 'Find an Existing Value' and 'Add a New Value'. The 'Add a New Value' tab is active. Underneath, there is a label 'Run Control ID' followed by a text input field containing the value 'TSRPT1'. Below the input field is an 'Add' button. At the bottom of the form area, there are two links: 'Find an Existing Value' and 'Add a New Value'.

- 5 Create a **Run Control ID** and click the **Add** button.

NOTE: The system will not allow you to delete a **Run Control ID** once it is created. You can use the same **Run Control ID** whenever you want to run the Timesheet Report. Simply change any parameters you need to change before running the report again.

- 6 Once you enter and save a **Run Control ID**. For future use, select the **Find an Existing Value** tab, click the **Search** button and select the **Run Control ID**.

Favorites Main Menu > myCardinal HCM > HCM Report Execution > TA Reports > Timesheet Report

Timesheet Report

Run Control ID: TSRPT1 [Report Manager](#) [Process Monitor](#)

*Set ID

*Business Unit

Employee Type

Salaried
 Hourly

Select Pay Period End Date or From/To Date

Pay Period End Date
OR
From Pay Period End Date
To Pay Period End Date

Show All Statuses

Action Required Only

Employees to Process

Reports To Position Number
OR
Empl ID
OR
Department
 Node Only
OR
Project
OR
Cost Center
Department CF

Time Reporting Code (Optional) [Customize](#) | [Find](#) | [View All](#) | First 1 of 1 Last

| Time Reporting Code |
|---------------------|
| 1 |

- 7 In the **SetID** field, enter or select **50100**.
- 8 In the **Business Unit** field, enter or select **50100**.
- 9 In the **Employee Type** section, select either **Salaried** or **Hourly**
- 10 In the **Select Pay Period End Date or From/To Date** section, enter only one or the other. In this example, it is **Pay Period End Date**.

Running the Timesheet Report – Self Service

11 In the **Show All Statuses** section, click the **Action Required Only** box if you only want to return transactions that require action. For example:

- Time in a Saved status need to be Submitted
- Payable Time in Needs Approval status.
- Absence requests in Saved status need to be re-forecasted and submitted
- Absence that are in Needs Approval status.

If the box is not checked, you will see all time for the selected pay period range.

Timesheet Submission Status Values:

- **AJ** – Adjusted
- **SB** – Submitted
- **SV** – Saved
- **DL** – Deleted

Timesheet Approved Status Values:

- **AP** – Approved
- **DN** - Denied
- **NA** – Needs Approval
- **PD** - Paid
- **RP** - Rejected by payroll
- **TP** – Taken by payroll

12 In the **Employees to Process** section, enter one of the following criteria:

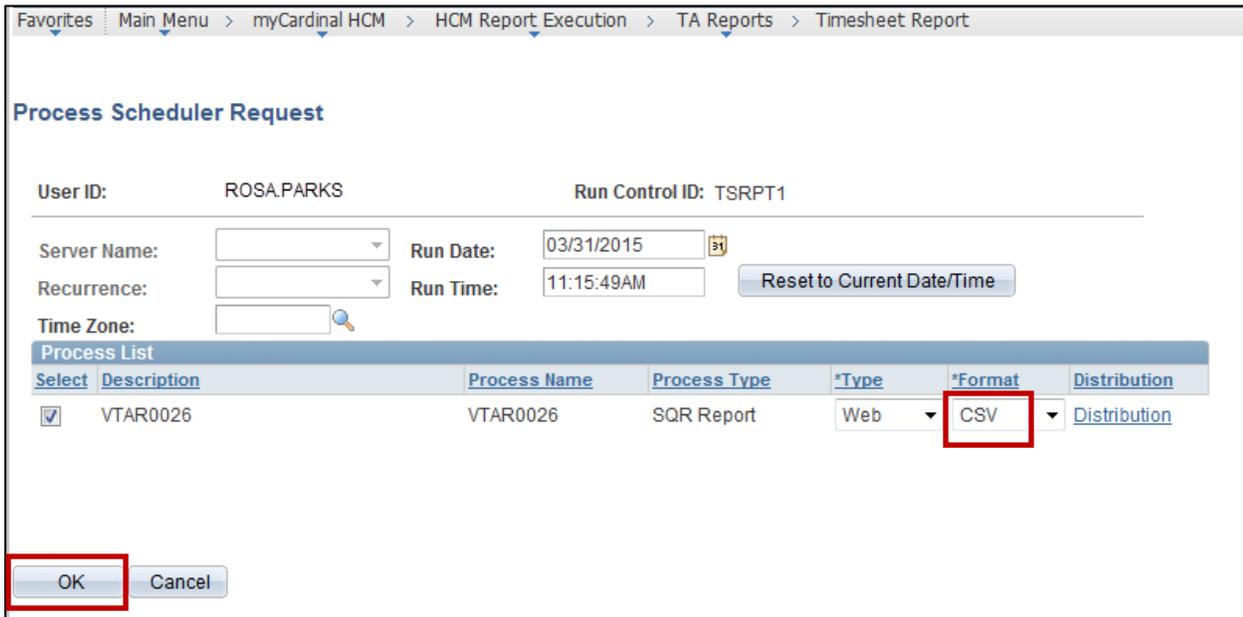
- **Reports To Position Number**
- **Empl ID**
- **Department** (select **Node Only** checkbox to return only employees in the selected department; otherwise, report also returns employees in departments that rollup to selected department.)
- **Project**
- **Cost Center** and **Department CF**

13 In the **Time Reporting Code (Optional)** section, select a specific TRC to further filter results. Click on the plus (+) sign to add additional rows until all TRCs you want are selected. If no specific TRC is selected, the report returns all TRCs.

14 Click the **Save** button.

Remember: The system will not allow you to delete a **Run Control ID** once it is created. You can use the same **Run Control ID** whenever you want to run the Timesheet Report. Simply change any parameters you need to change before running the report again.

15 Click the **Run** button.



Process Scheduler Request

User ID: ROSA.PARKS Run Control ID: TSRPT1

Server Name: Run Date: 03/31/2015

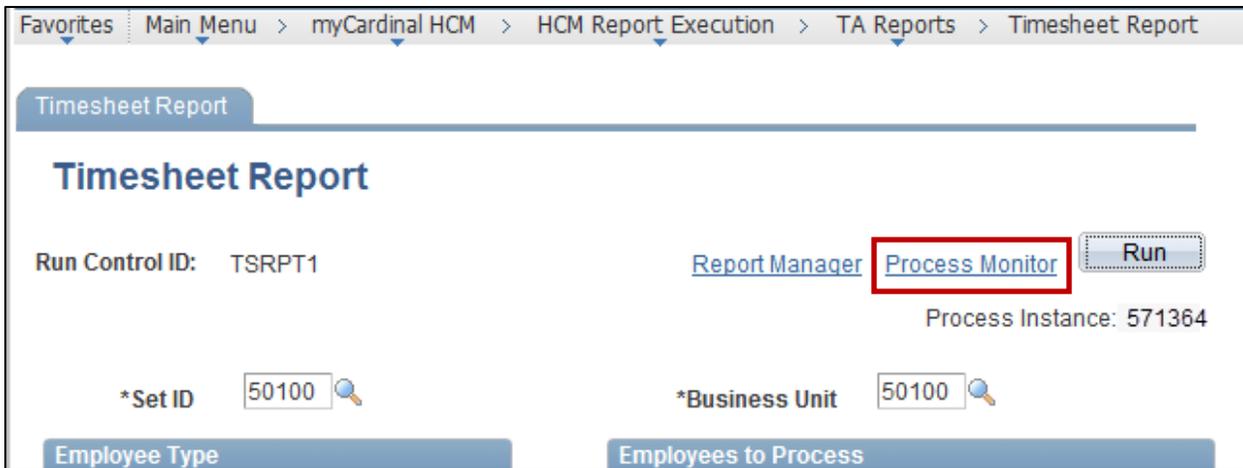
Recurrence: Run Time: 11:15:49AM

Time Zone:

| Select | Description | Process Name | Process Type | *Type | *Format | Distribution |
|-------------------------------------|-------------|--------------|--------------|-------|---------|--------------|
| <input checked="" type="checkbox"/> | VTAR0026 | VTAR0026 | SQR Report | Web | CSV | Distribution |

16 Change the **Format** to **CSV** to output the file in a format that can be opened with Excel.

17 Click the **OK** button. This will return you to the Main Run Control page.



Timesheet Report

Run Control ID: TSRPT1 [Report Manager](#) [Process Monitor](#)

Process Instance: 571364

*Set ID: 50100 *Business Unit: 50100

| Employee Type | Employees to Process |
|---------------|----------------------|
|---------------|----------------------|

18 Click the **Process Monitor** link. This allows you to view the run progress of the report.

Favorites | Main Menu > myCardinal HCM > HCM Report Execution > TA Reports > Timesheet Report

Process List

View Process Request For

User ID: ROSA.PARKS Type: [] Last [] 5 Hours [] Refresh

Server: [] Name: [] Instance: [] to []

Run Status: [] Distribution Status: [] Save On Refresh

Process List

| Select | Instance | Seq. | Process Type | Process Name | User | Run Date/Time | Run Status | Distribution Status | Details |
|--------------------------|----------|------|--------------|--------------|------------|---------------------------|------------|---------------------|---------|
| <input type="checkbox"/> | 571364 | | SQR Report | VTAR0026 | ROSA.PARKS | 03/31/2015 11:18:37AM EDT | Success | Posted | Details |

Go back to Timesheet Report

Save Notify

- 19 Click the **Refresh** button (you can do this several times) to refresh the status of the report.
- 20 When the **Run Status = Success** and the **Distribution Status = Posted**, click the **Details** link.

[Favorites](#) | [Main Menu](#) > [myCardinal HCM](#) > [HCM Report Execution](#) > [TA Reports](#) > [Timesheet Report](#)

Process Detail

| Process | |
|----------------------------|------------------------------------|
| Instance: 571364 | Type: SQR Report |
| Name: VTAR0026 | Description: VTAR0026 |
| Run Status: Success | Distribution Status: Posted |

| Run | Update Process |
|-------------------------------|---------------------------------------|
| Run Control ID: TSRPT1 | <input type="radio"/> Hold Request |
| Location: Server | <input type="radio"/> Queue Request |
| Server: PSUNX1 | <input type="radio"/> Cancel Request |
| Recurrence: | <input type="radio"/> Delete Request |
| | <input type="radio"/> Restart Request |

| Date/Time | Actions |
|--|-------------------------------------|
| Request Created On: 03/31/2015 11:18:43AM EDT | Parameters Transfer |
| Run Anytime After: 03/31/2015 11:18:37AM EDT | Message Log |
| Began Process At: 03/31/2015 11:19:02AM EDT | Batch Timings |
| Ended Process At: 03/31/2015 11:19:30AM EDT | View Log/Trace |

21 Click the **View Log/Trace** link.



Time & Attendance Job Aid

Running the Timesheet Report – Self Service

Favorites Main Menu > myCardinal HCM > HCM Report Execution > TA Reports > Timesheet Report

View Log/Trace

Report

Report ID: 283475 Process Instance: 571364 [Message Log](#)

Name: VTAR0026 Process Type: SQR Report

Run Status: Success

VTAR0026

Distribution Details

Distribution Node: hrsit Expiration Date: 04/30/2015

File List

| Name | File Size (bytes) | Datetime Created |
|---|-------------------|----------------------------------|
| SQR_VTAR0026_571364.log | 1,835 | 03/31/2015 11:19:30.950924AM EDT |
| vtar0026_571364.csv | 1,608 | 03/31/2015 11:19:30.950924AM EDT |
| vtar0026_571364.out | 0 | 03/31/2015 11:19:30.950924AM EDT |

Distribute To

| Distribution ID Type | *Distribution ID |
|----------------------|------------------|
| User | ROSA.PARKS |

22 Click the **vtar0026_XXXXXX.csv** link to view the report generated. The XXXXXX denotes the process instance generated at run time.

| Pay Peric | Daily Date | Retro FI | Departr | Descript | Reports | Reports | Reports | EmpId | Emploe | Workgrc | Work So | TRC | Descript | Hours | Last Use | Timeshe | Timeshe | Except | Account | Fund | Program | Departr | Cost Ce | Task | FIPS | Asset | Agency | Agency | PC Busi | Project | Activity | Telecom | Equipment | | | | | | |
|-----------|------------|----------|---------|----------|---------|---------|---------|---------|--------|---------|---------|-----|----------|-------|----------|---------|---------|---------|---------|---------|---------|---------|---------|------|------|-------|--------|--------|---------|---------|----------|---------|-----------|--|--|--|--|------|------|
| 3-Feb-15 | 26-Jan-15 | | 10015 | Fiscal | 54321 | 1234567 | SMITHJ | 9876543 | JONESJ | VDDOTN | 5-DAY | RGS | Regular | 8 | JONESJ | SE | NA | 599999 | 04100 | 699001 | 10015 | 1120010 | | | | | | | | | | | TELE | | | | | | |
| 3-Feb-15 | 27-Jan-15 | | 10015 | Fiscal | 54321 | 1234567 | SMITHJ | 9876543 | JONESJ | VDDOTN | 5-DAY | RGS | Regular | 8 | JONESJ | SE | NA | 599999 | 04100 | 699001 | 10015 | 1120010 | | | | | | | | | | | | | | | | | |
| 3-Feb-15 | 28-Jan-15 | | 10015 | Fiscal | 54321 | 1234567 | SMITHJ | 9876543 | JONESJ | VDDOTN | 5-DAY | RGS | Regular | 8 | JONESJ | SV | | 599999 | 04100 | 699001 | 10015 | 1120010 | | | | | | | | | | | | | | | | | |
| 3-Feb-15 | 29-Jan-15 | | 10015 | Fiscal | 54321 | 1234567 | SMITHJ | 9876543 | JONESJ | VDDOTN | 5-DAY | RGS | Regular | 8 | JONESJ | SE | AP | 599999 | 04100 | 699001 | 10015 | 1120010 | | | | | | | | | | | | | | | | | |
| 3-Feb-15 | 30-Jan-15 | | 10015 | Fiscal | 54321 | 1234567 | SMITHJ | 9876543 | JONESJ | VDDOTN | 5-DAY | RGS | Regular | 8 | JONESJ | SE | AP | 599999 | 04100 | 699001 | 10015 | 1120010 | | | | | | | | | | | | | | | | | |
| 3-Feb-15 | 2-Feb-15 | | 10015 | Fiscal | 54321 | 1234567 | SMITHJ | 9876543 | JONESJ | VDDOTN | 5-DAY | RGS | Regular | 6 | JONESJ | SE | AP | 599999 | 04100 | 699001 | 10015 | 1120010 | | | | | | | | | | | | | | | | TELE | |
| 3-Feb-15 | 2-Feb-15 | | 10015 | Fiscal | 54321 | 1234567 | SMITHJ | 9876543 | JONESJ | VDDOTN | 5-DAY | SDP | VSDP S | 2 | JONESJ | SE | NA | 6011230 | 04100 | 6040050 | 10015 | 1107002 | 914 | | | | | | | | | | | | | | | | |
| 3-Feb-15 | 3-Feb-15 | | 10015 | Fiscal | 54321 | 1234567 | SMITHJ | 9876543 | JONESJ | VDDOTN | 5-DAY | RGS | Regular | 8 | JONESJ | SE | NA | 599999 | 04100 | 699001 | 10015 | 1120010 | | | | | | | | | | | | | | | | | |
| 3-Feb-15 | 4-Feb-15 | | 10015 | Fiscal | 54321 | 1234567 | SMITHJ | 9876543 | JONESJ | VDDOTN | 5-DAY | RGS | Regular | 8 | JONESJ | SE | NA | 599999 | 04100 | 699001 | 10015 | 1120010 | | | | | | | | | | | | | | | | | |
| 3-Feb-15 | 5-Feb-15 | | 10015 | Fiscal | 54321 | 1234567 | SMITHJ | 9876543 | JONESJ | VDDOTN | 5-DAY | RGS | Regular | 8 | JONESJ | SE | PD | 599999 | 04100 | 699001 | 10015 | 1120010 | | | | | | | | | | | | | | | | | |
| 3-Feb-15 | 6-Feb-15 | | 10015 | Fiscal | 54321 | 1234567 | SMITHJ | 9876543 | JONESJ | VDDOTN | 5-DAY | RGS | Regular | 8 | JONESJ | SE | PD | 599999 | 04100 | 699001 | 10015 | 1120010 | | | | | | | | | | | | | | | | | |
| 3-Feb-15 | 9-Feb-15 | | 10015 | Fiscal | 54321 | 1234567 | SMITHJ | 9876543 | JONESJ | VDDOTN | 5-DAY | RGS | Regular | 6 | JONESJ | SE | RP | 599999 | 04100 | 699001 | 10015 | 1120010 | | | | | | | | | | | | | | | | | |
| 3-Feb-15 | 9-Feb-15 | | 10015 | Fiscal | 54321 | 1234567 | SMITHJ | 9876543 | JONESJ | VDDOTN | 5-DAY | SDP | VSDP S | 2 | JONESJ | SE | PD | 6011230 | 04100 | 6040050 | 10015 | 1107002 | 914 | | | | | | | | | | | | | | | | |
| 3-Feb-15 | 26-Jan-15 | | 10015 | Fiscal | 54321 | 1234567 | SMITHJ | 9876543 | JONESJ | VDDOTN | 5-DAY | RGS | Regular | 4 | JONESJ | SE | PD | 599999 | 04100 | 699001 | 10015 | 1120010 | | | | | | | | | | | | | | | | | TELE |
| 3-Feb-15 | 26-Jan-15 | | 10015 | Fiscal | 54321 | 1234567 | SMITHJ | 9876543 | JONESJ | VDDOTN | 5-DAY | VAC | Vacation | 4 | JONESJ | SE | PD | 6011230 | 04100 | 6040050 | 10015 | 1107002 | 914 | | | | | | | | | | | | | | | | |

23 The report can be opened as an Excel file and you can manipulate the data as necessary.

Note: The image above shows only a portion of the report.