



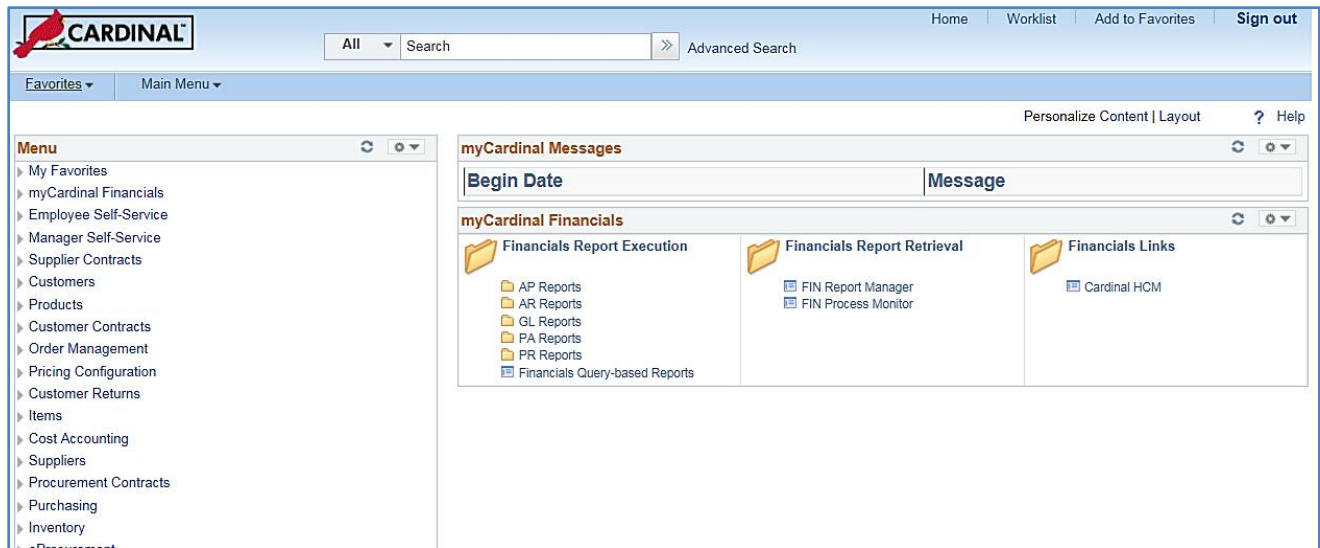
Time & Attendance Job Aid

501 TA362 Running the Timesheet Report – Self Service

About the Timesheet Report

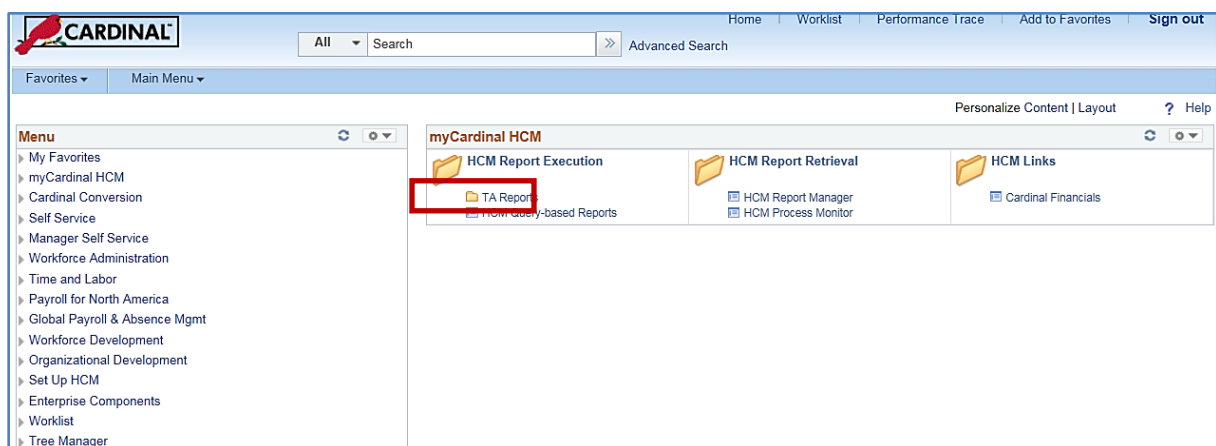
The Timesheet Report in Cardinal provides a record of time and absences, including the submitted and approved status, last user, and charge code distributions. This report can be run for a single employee type (salaried or hourly) and can be run for a single pay period or a range of pay periods. Various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

The Timesheet Report is accessed through the Cardinal HCM application.



- 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

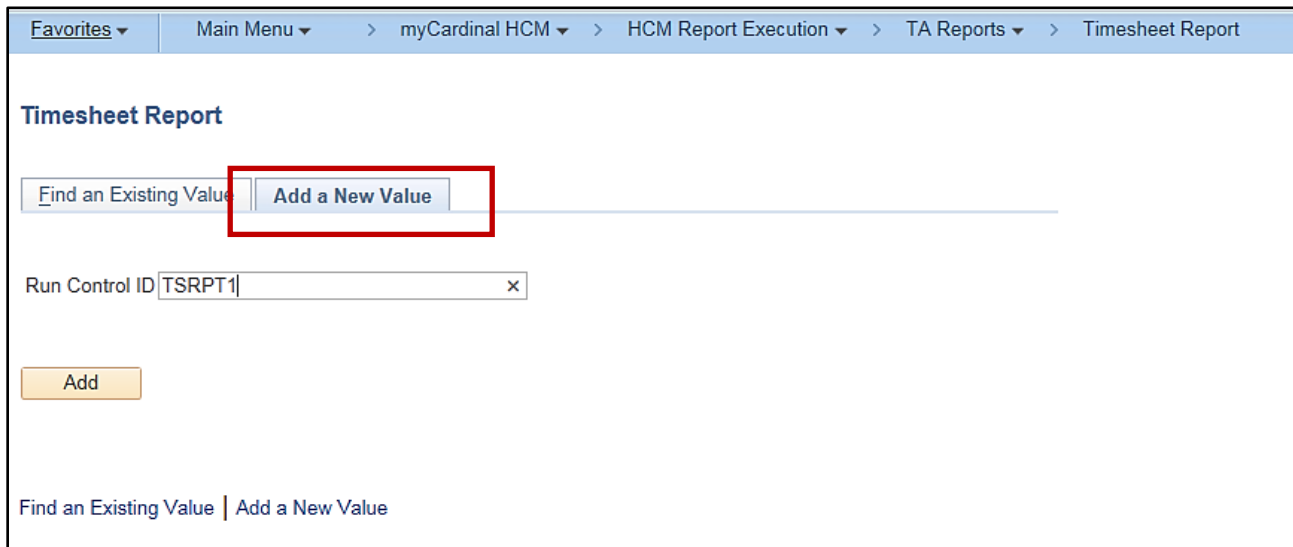
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The screenshot shows the navigation path: Favorites > Main Menu > myCardinal HCM > HCM Report Execution > TA Reports. Under the TA Reports section, a grid of report links is displayed. The 'Timesheet Report' link is highlighted with a red box.

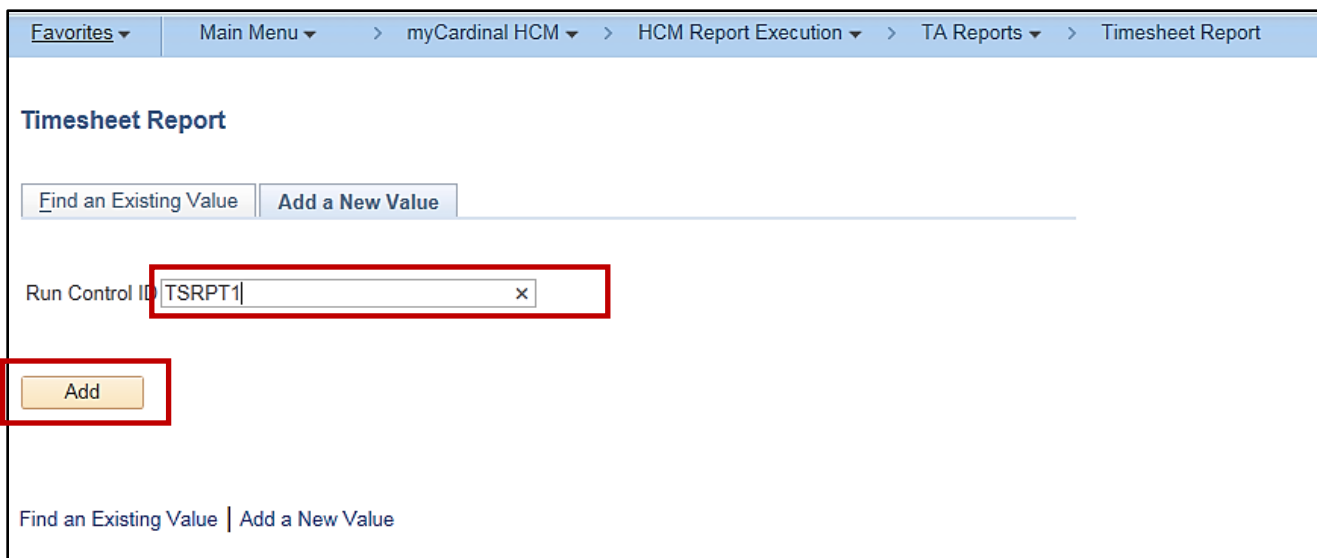
 Timesheet Report Timesheet Report	 Timesheet Exception Report Timesheet Schedule Exception and Overtime Review	 Employee Leave Employee Leave Report
 Payable Status Report Payable Status Report	 Hourly Employee Tracking Hourly Employee Tracking Report	 Summary of Prod. Hours Report Summary of Productive Hours Report
 Leave Donation Report Leave Donation Report	 Potential Leave Forfeiture Potential Vacation Leave Forfeiture Report	

3 Click the **Timesheet Report** link.



The screenshot shows the 'Timesheet Report' page. The navigation path is: Favorites > Main Menu > myCardinal HCM > HCM Report Execution > TA Reports > Timesheet Report. Below the title, there are two tabs: 'Find an Existing Value' and 'Add a New Value'. The 'Add a New Value' tab is highlighted with a red box. Below the tabs is a text input field for 'Run Control ID' containing the value 'TSRPT1'. Below the input field is an 'Add' button. At the bottom, there are links for 'Find an Existing Value' and 'Add a New Value'.

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

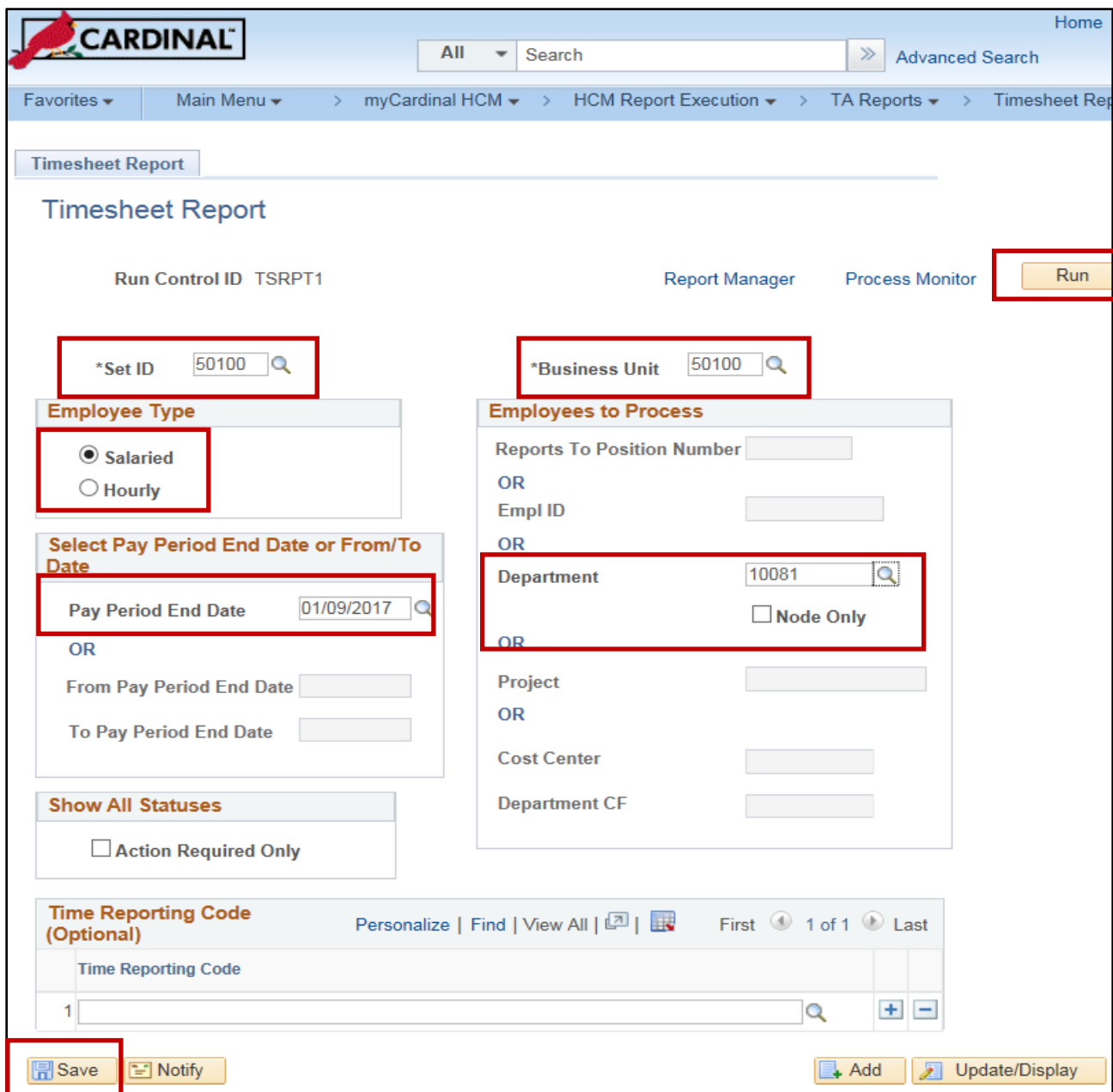


This screenshot is identical to the previous one, but with the 'Add' button highlighted by a red box. The 'Add a New Value' tab is also highlighted with a red box.

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NOTE: If you have never run this report, you will need to create a Run Control ID and click the Add button. Be careful when creating Run Control IDs. You can never 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. You can also create multiple run control IDs to save the different parameters you frequently use to run the report.

- 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**.



The screenshot shows the CARDINAL Timesheet Report interface. The breadcrumb trail is: Home > myCardinal HCM > HCM Report Execution > TA Reports > Timesheet Report. The page title is "Timesheet Report".

Key elements highlighted with red boxes:

- Run Control ID:** TSRPT1
- Buttons:** Report Manager, Process Monitor, and a highlighted **Run** button.
- *Set ID:** 50100
- *Business Unit:** 50100
- Employee Type:** Salaried (selected), Hourly
- Select Pay Period End Date or From/To Date:** Pay Period End Date: 01/09/2017
- Employees to Process:** Department: 10081, Node Only (unchecked)
- Show All Statuses:** Action Required Only (unchecked)
- Time Reporting Code (Optional):** 1
- Bottom Buttons:** Save, Notify, Add, Update/Display

- In the **SetID** field, enter or select **50100**.



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- 7 In the **Business Unit** field, enter or select your agency's Business Unit.
- 8 In the **Employee Type** section, select either **Salaried** or **Hourly**.
- 9 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**.
- 10 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:

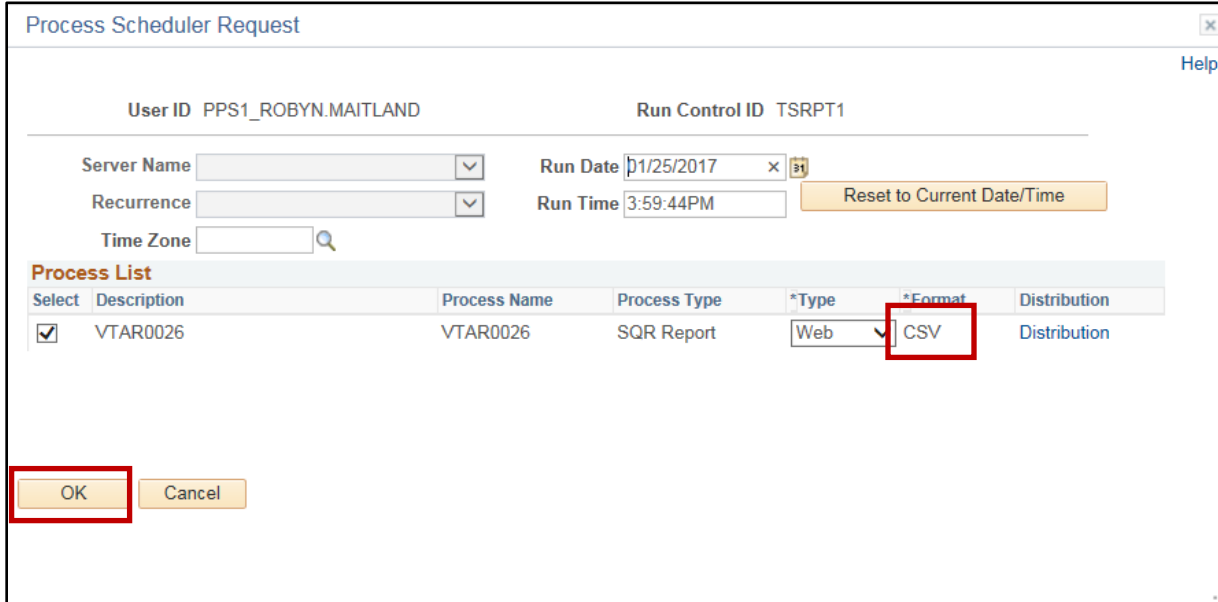
- **AP:** Approved
- **DN:** Denied
- **ES:** Estimated
- **NA:** Needs Approval
- **PD:** Paid
- **RP:** Rejected by payroll
- **TP:** Taken by payroll

- 11 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 roll up to selected department.)
 - **Project** (**Note:** When running for a project ID, do not use large data ranges or the report will not complete (known performance slowness). Keep date range to 6 months at a time or less.)
 - **Cost Center** and **Department CF**
- 12 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.

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13 Click the **Save** button.

14 Click the **Run** button.



Process Scheduler Request

User ID PPS1_ROBYN.MAITLAND Run Control ID TSRPT1

Server Name [dropdown] Run Date 1/25/2017 [calendar icon] [clear icon]

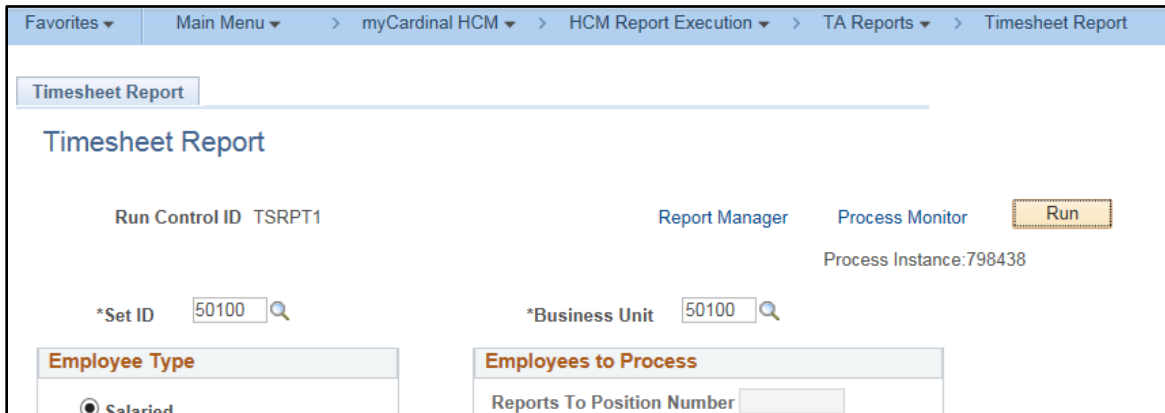
Recurrence [dropdown] Run Time 3:59:44PM [button: Reset to Current Date/Time]

Time Zone [input with search icon]

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

[button: OK] [button: Cancel]

15 If the **Format** is not CSV, change the **Type** to **WEB** to create a **CSV** output file format that can be opened with Excel.



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

Timesheet Report

Run Control ID TSRPT1 Report Manager Process Monitor [button: Run]

Process Instance:798438

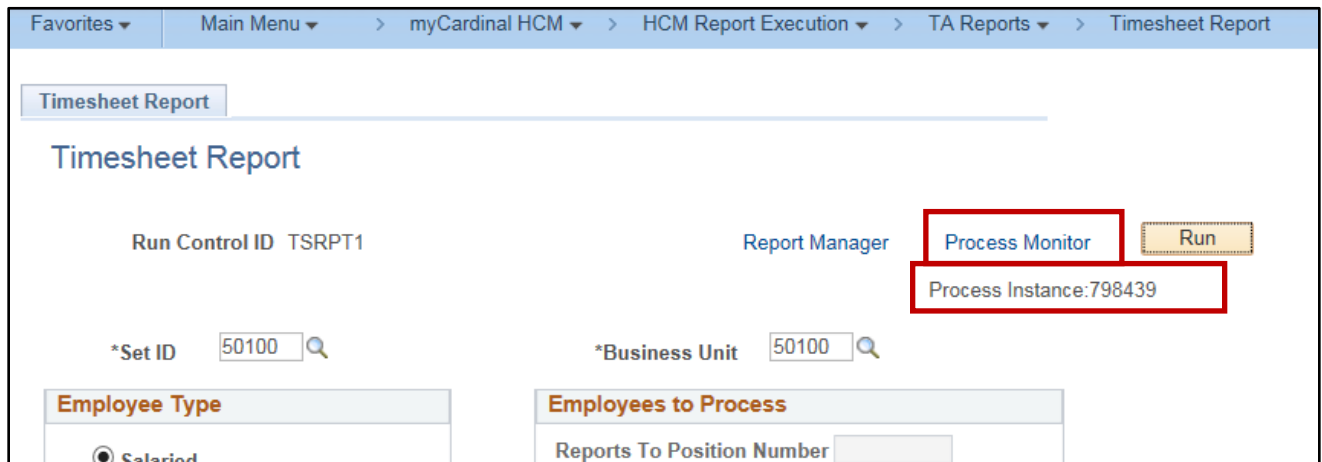
*Set ID 50100 [search icon] *Business Unit 50100 [search icon]

Employee Type [dropdown] Employees to Process [dropdown]

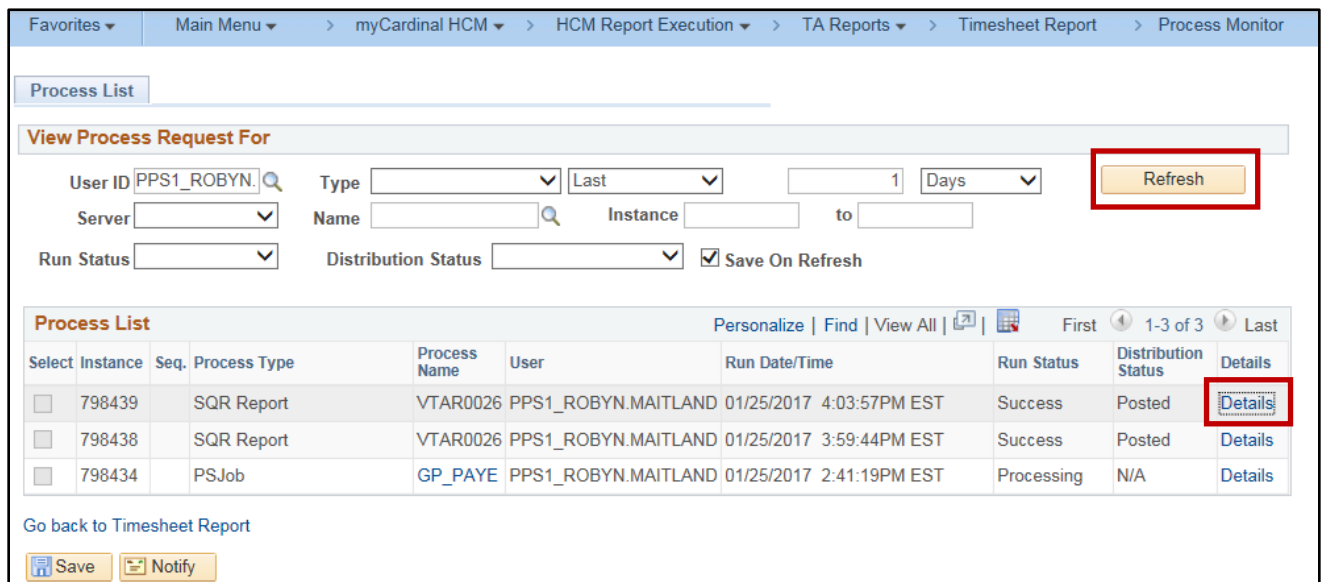
Salaried Reports To Position Number [input]

16 Click the **OK** button to return to the **Timesheet Report** page.

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- 17 The **Process Instance** number displays for the report.
- 18 Click the **Process Monitor** link. This allows you to view the run progress of the report.



Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	798439		SQR Report	VTAR0026	PPS1_ROBYN.MAITLAND	01/25/2017 4:03:57PM EST	Success	Posted	Details
<input type="checkbox"/>	798438		SQR Report	VTAR0026	PPS1_ROBYN.MAITLAND	01/25/2017 3:59:44PM EST	Success	Posted	Details
<input type="checkbox"/>	798434		PSJob	GP_PAYE	PPS1_ROBYN.MAITLAND	01/25/2017 2:41:19PM EST	Processing	N/A	Details

- 19 Click the **Refresh** button as needed to refresh the status of the report.
- 20 When the **Run Status = Success** and the **Distribution Status = Posted**, click the **Details** link.



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Process Detail Help

Process

Instance	798439	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 checked="" type="checkbox"/> Delete Request
		<input type="radio"/> Re-send Content
		<input type="radio"/> Restart Request

Date/Time **Actions**

Request Created On	01/25/2017 4:04:09PM EST	Parameters	Transfer
Run Anytime After	01/25/2017 4:03:57PM EST	Message Log	
Began Process At	01/25/2017 4:04:25PM EST	Batch Timings	
Ended Process At	01/25/2017 4:04:42PM EST	View Log/Trace	

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



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View Log/Trace Help

Report

Report ID 441270 Process Instance 798439 [Message Log](#)

Name VTAR0026 Process Type SQR Report

Run Status Success

VTAR0026

Distribution Details

Distribution Node hr92trn Expiration Date 02/01/2017

File List

Name	File Size (bytes)	Datetime Created
SQR_VTAR0026_798439.log	2,135	01/25/2017 4:04:42.210455PM EST
vtar0026_798439.csv	2,571	01/25/2017 4:04:42.210455PM EST
vtar0026_798439.out	0	01/25/2017 4:04:42.210455PM EST

Distribute To

Distribution ID Type	*Distribution ID
User	PPS1_ROBYN.MAITLAND

[Return](#)

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

Commonwealth of Virginia														
TIMESHEET Run Date: 01/25/2017														
Report ID: Run Time: 04:04 00														
Page No. 1 of 1														
Set ID: 50100 : VDOT SetID														
Business Unit: 50100 : VA Dept of Transportation														
Pay Period From Date: 09-JAN-2017														
Pay Period To Date: 09-JAN-2017														
Department: 10081 : Department of Cats and Dogs														
Salaried														
All statuses that need action														
TRC :														
Pay Period	Daily Date	Retro Flag	Department	Description	Reports To	Reports To	Reports to Emplid	Employee	Workgroup	Work Sche	TRC	Description	Hours	Las
9-Jan-17	6-Jan-17		10081	Department	TSP0001	TSP00000	SMITH,JOE	EMP00000	ARANA,HE	VDOTNON 5-DAY	RGS	Regular Ea	-8	
9-Jan-17	6-Jan-17		10081	Department	TSP0001	TSP00000	SMITH,JOE	EMP00000	ARANA,HE	VDOTNON 5-DAY	RGS	Regular Ea	8	HE
9-Jan-17	9-Jan-17		10081	Department	TSP0004	TSP00000	VANDERBI	EMP00000	HENRY,PA	VDOTNON 5-DAY	NHO	No Holiday	8	PAT
9-Jan-17	04-JAN-2017 - 04-JAN		10081	Department	TSP0007	TSP00000	FISK,JAME	EMP00000	OCONNOF	VDOTNON 5-DAY	VAC	Vacation	8	SAT
Notes:														
1)If the Daily Date is displayed as a date range, it indicates that the absence is not processed or is only partially processed (spans into future periods) or is triggered for reprocessing but has not yet been reprocessed.														
2)Absence requests that cross pay periods may result in overlapping transactions appearing as both processed and unprocessed in the report.														
3)Hours for absence requests created/modified by Admin may not reflect the appropriate duration for unprocessed absences.														
Calculated hours will be reflected once the request is processed.														

- 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.

For more information about this report, please view the **Cardinal Time & Attendance Reports Catalog**.