



HRIS On - Demand Report Training

ETE Missing Timecard Report
Forms: ZS210

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Introduction

The ETE (Employee Time Entry) Missing Timecard Report (ZS210) is a standard report which can be used to obtain data regarding an employee, or group of employee's timecards. Report parameters include options to run the report by:

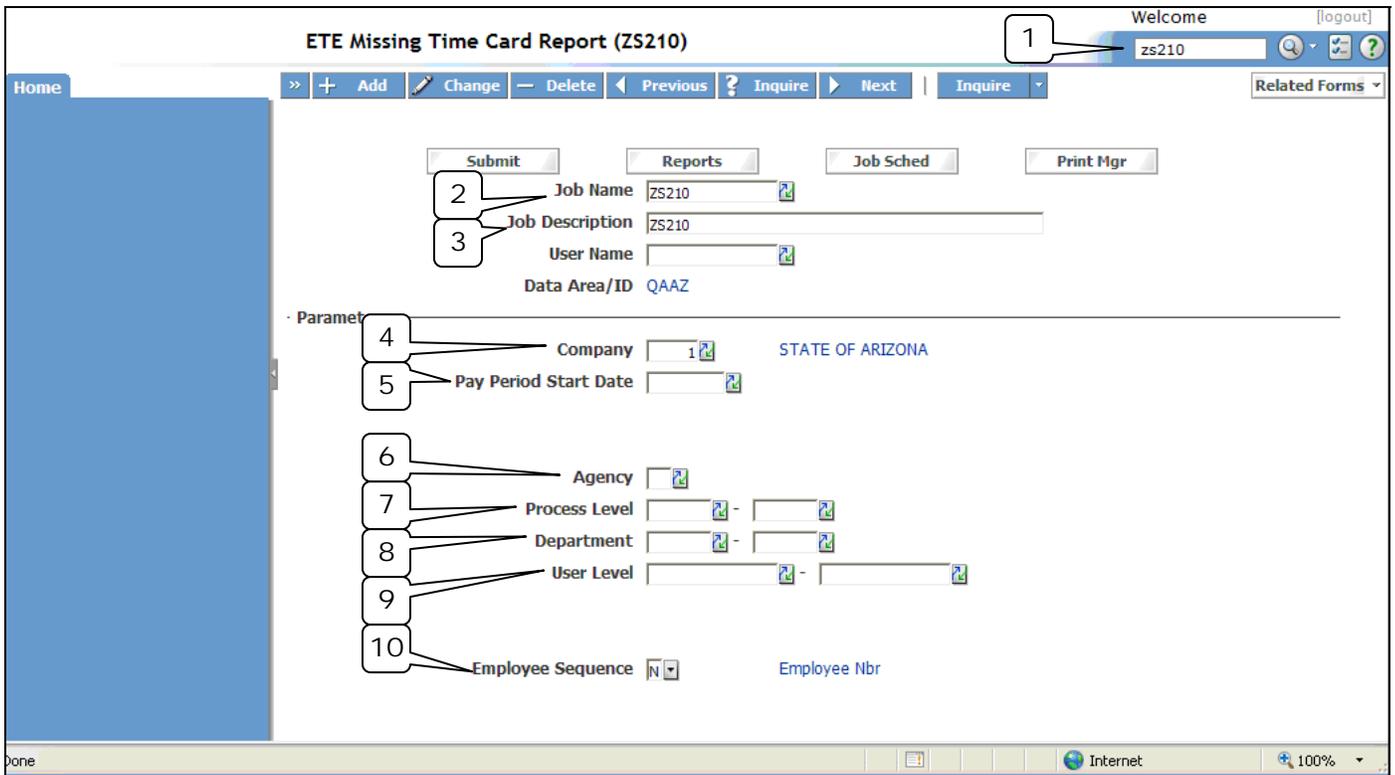
- Pay Period Start Date
- Agency
- Process Level
- Department
- User Level
- Employee Sequence

This is a report that captures time records that were submitted online through the Employee Time Entry application (ETE), prior to payroll processing. It will show those employees that have ETE timecards in the following timecard statuses; missing, entered, submitted and rejected. This report does not show approved ETE timecards. You can run the report by agency, process level, department, or user level. Only one of these options can be used at one time. This report also allows for CSV generation.

The ETE Missing Timecard Report includes the following information:

- Employee Identification Number (EIN) and name
- The employees status and status description
- The status of employee's timecard
- The employees supervisor
- The totals by Department, Process Level, and the Grand total

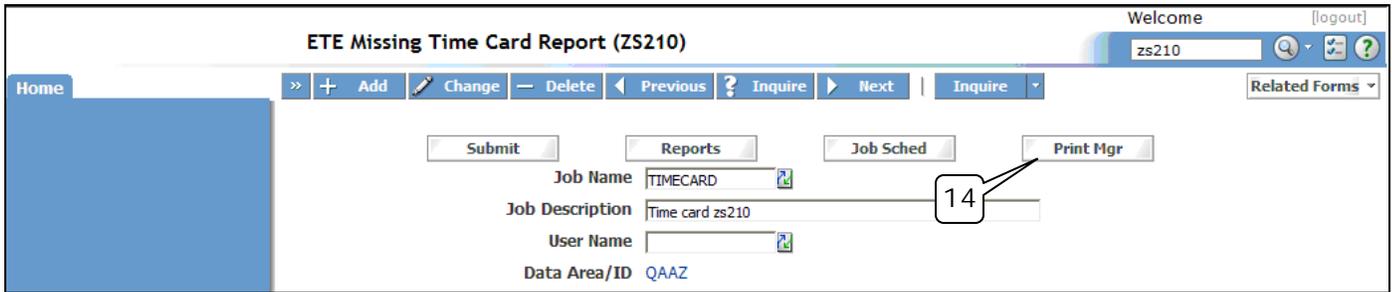
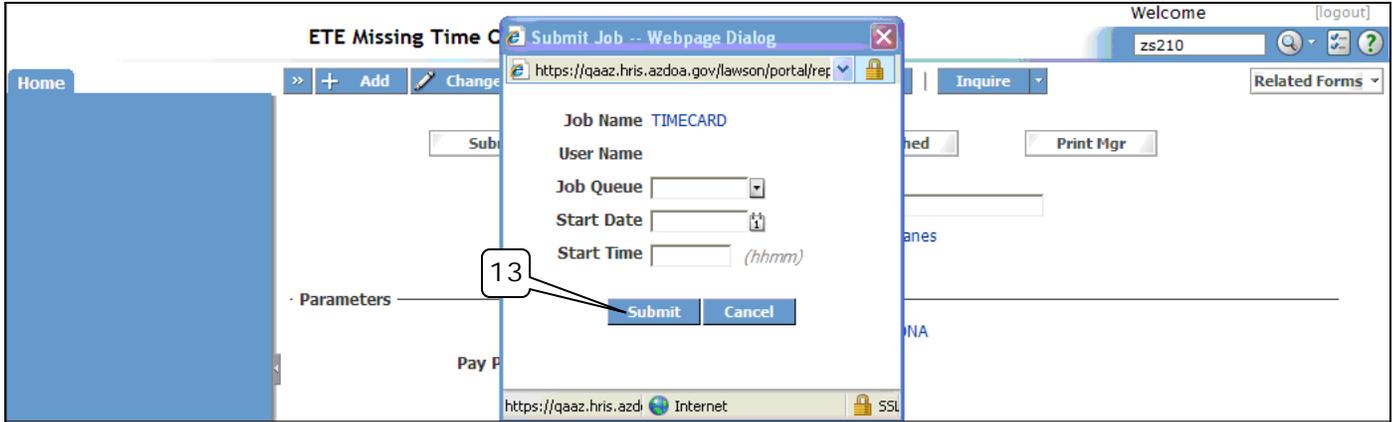
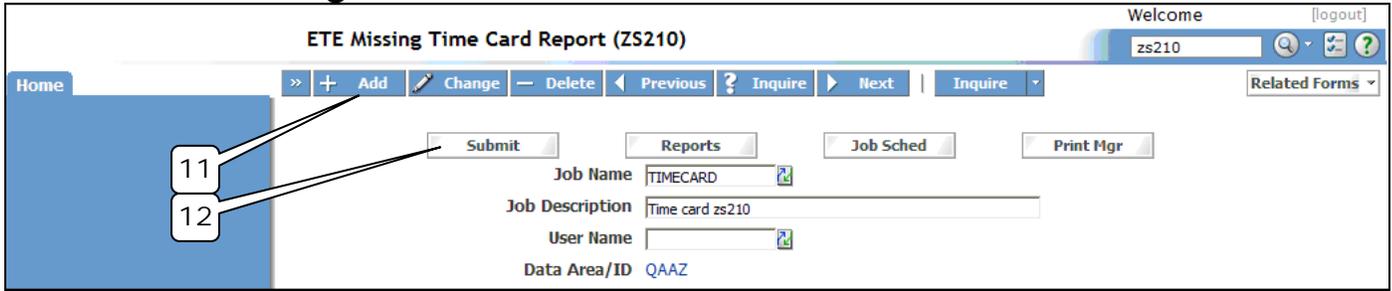
ZS210 - Creating Report Parameters



	HRIS Field	R / O	Step/Action	Expected Results	Notes/ Additional Information
1	White Search Box	R	Type ZS210 in the White Search Box. Press ENTER on the keyboard.	The ETE Missing Time card report opens.	
2	Job Name Field	R	For a new report, type a unique name for the job. To use an existing report, you can select a previously defined job from the Drill Around. The jobs displayed are for the active user, displayed in the User Name field.	Job Name is established for the resulting report.	You can define different sets of parameters for the same report by using alternate job names. For example, you can inquire on an existing job name, change the parameters values, type in a new job name and use the CHANGE button. Each job defined for a particular user must have a unique name.
3	Job Description Field	O	Type a description of the job.	A Job Description will display.	The job description helps you identify a batch job by providing additional information about the job name.

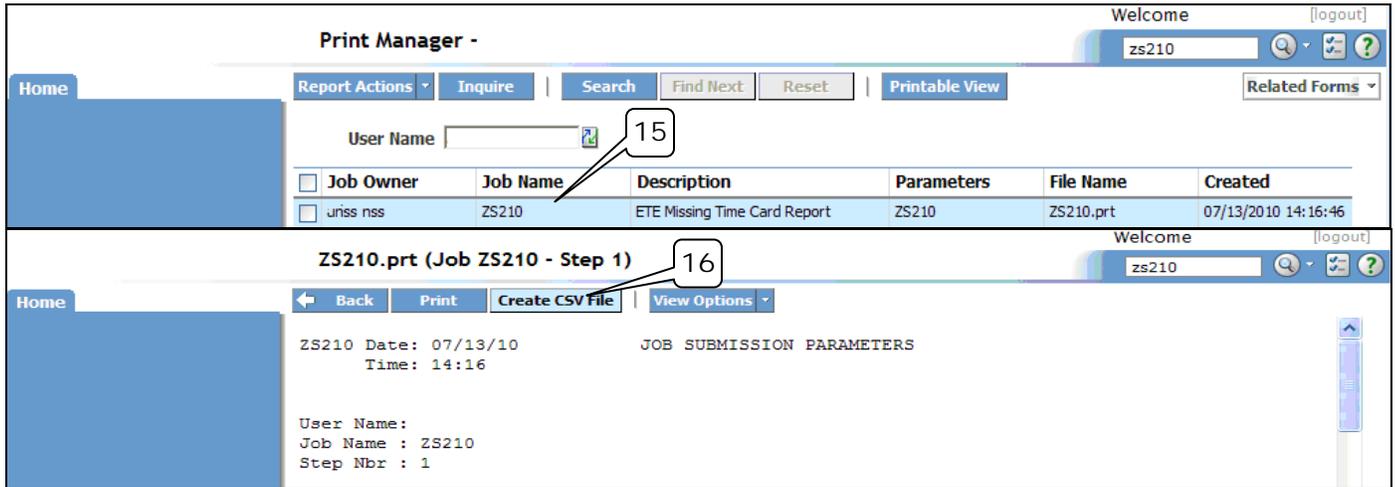
	HRIS Field	R / O	Step/Action	Expected Results	Notes/ Additional Information
4	Company Field	R	Type 1 in Company field.	System will access information for Company 1.	All forms/actions must contain a 1 in the Company Field.
5	Pay Period Start Date Field	R	Type/Click the Pay Period Start Date you are reporting on if applicable	System will display a drop down menu which will display a calendar.	Form must contain a Pay Period Start Date.
6	Agency Field	R	Type/Click the Agency you are reporting on if applicable	System will display a drop down menu of the Agency you have security access to.	You can run by agency, process level, department, or user level. Only one of these options can be used.
7	Process Level Field	O	Type/Click the Process Level you are reporting on if applicable	System will display a drop down menu of the Process Levels you have security access to.	You can run by agency, process level, department, or user level. Only one of these options can be used.
8	Department Field	O	Type/Click the Department you are reporting on if applicable	System will display a drop down menu of the Departments you have security access to.	You can run by agency, process level, department, or user level. Only one of these options can be used. You must enter a PL in the first field to get the drop down for departments.
9	User Level Field	O	Type/Click the User Level you are reporting on if applicable	System will display a drop down menu of the User Level you have security access to.	You can run by agency, process level, department, or user level. Only one of these options can be used.
10	Employee Sequence Field	O	Select an employee sequence to override the default print order defined for the company		Valid values are: A = Employee Name N = Employee Nbr The default value is N.

ZS210– Submitting Job to Run

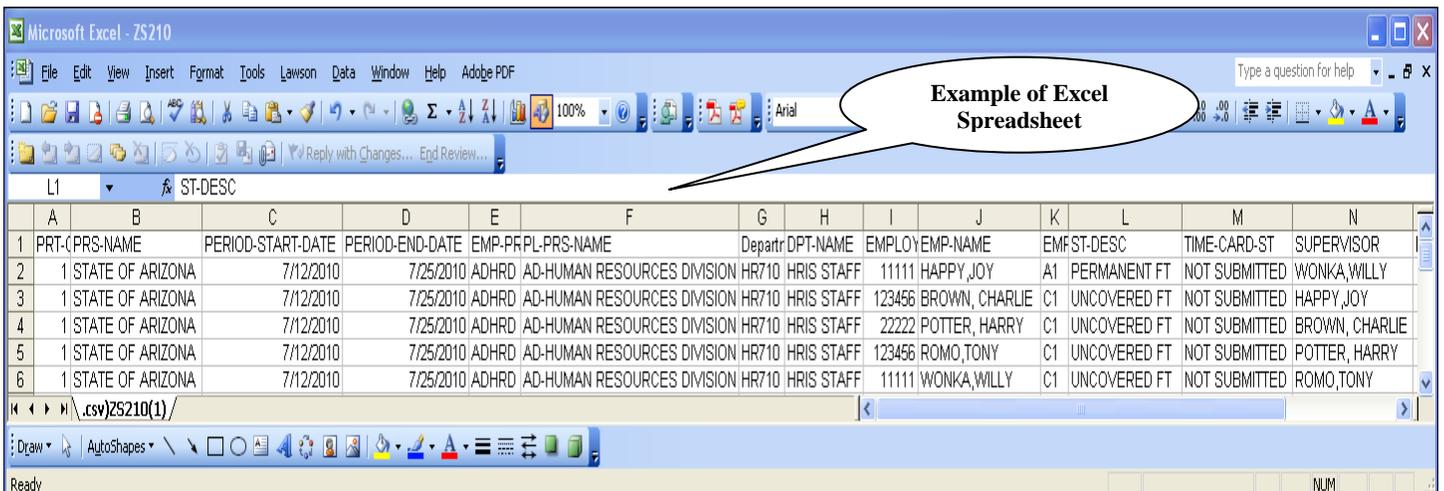


11	Add/Change Button	R	Click ADD button for a new report. Click CHANGE button for an existing report that has been revised.	Message will say, "Job Added."
12	Submit First Button	R	Click on Submit button.	Submit Job--Webpage dialog box appears.
13	Submit Second Button	R	Click on Submit button.	Message will say, "Job Has Been Submitted."
14	Print Manager Button	R	Click on Print Manager button.	Will open Print Manager screen.

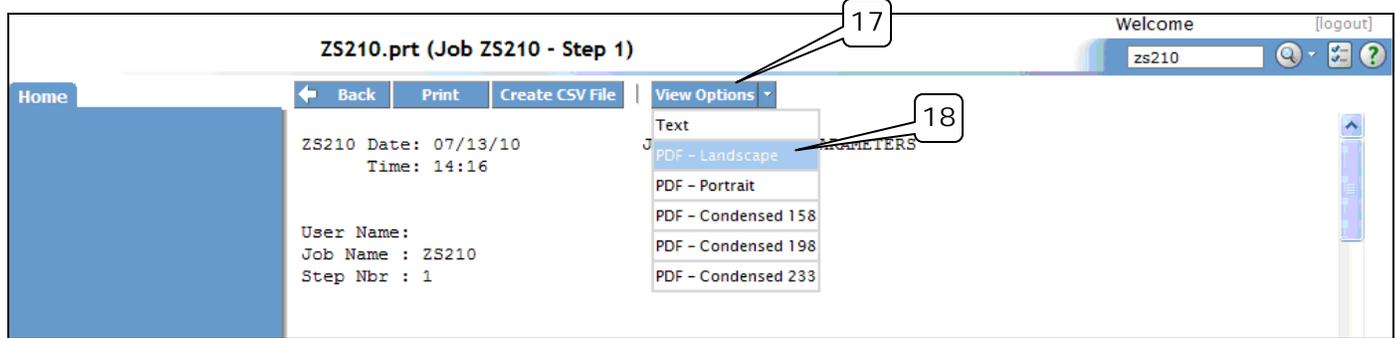
PRINT MANAGER – Opening Report in a CSV File



15	Job Name	R	Double Click on Job Name to display your report.	Will display the first page of the report.	The first page contains the parameter settings, along with the date/time/user ID.
16	Create CSV File	R	Click on Create CSV File	File Download box will display	
17	File Download	R	Click on Open	Report will display in a Excel spreadsheet	



PRINT MANAGER – Opening Report in a PDF format



17	View Options	O	Click View Options Select the print format from the drop down	Will open up a drop down box with several format options for viewing or printing. Will display report in format chosen.	View Options are: Text PDF – Portrait PDF – Landscape PDF – Condensed 158 PDF – Condensed 198 PDF – Condensed 233
18	Click on PDF Landscape		Results will display in PDF format		
18	Print button	O	Click the Print button Select the print options from the drop down. Click Print.	Will open up a drop down box with several format options for printing.	Make sure to choose a designated printer if not already done.

Sample PDF Reports

Employee Time Entry Missing Time Record Report

Employee Time Entry Missing Time Card Report						
ZS210 Date 03/24/11 Time 11:32		Company 1 STATE OF ARIZONA ETE Missing Time Card Report Period Date 03/05/11 - 03/18/11			Page 68	
Process Level ADHRD AD-HUMAN RESOURCES DIVISION			Department HR710 HRIS STAFF			
Employee Name	EmpSt	Desc	Time Card Status	Supervisor		
24615 BRAY, RITA	C1	UNCOVERED FT	NOT SUBMITTED	BOWLING, JENNIFER		
26836 TAYLOR, DEBORAH	C1	UNCOVERED FT	NOT SUBMITTED	BOWLING, JENNIFER		
31065 ROBINSON, MARY	C1	UNCOVERED FT	NOT SUBMITTED	LAUER, JODY		
35265 NEWBURY, ELIZABETH	C1	UNCOVERED FT	NOT SUBMITTED	LAUER, JODY		
36841 BRADFORD, TERRI	A1	PERMANENT FT	NOT SUBMITTED	LAUER, JODY		
37731 ALLEN, PATRICIA	C1	UNCOVERED FT	NOT SUBMITTED	BOWLING, JENNIFER		
50625 BIAVA, LESLIE	A1	PERMANENT FT	NOT SUBMITTED	BOWLING, JENNIFER		
81661 TIMBERLAKE, MATTHEW	C1	UNCOVERED FT	NOT SUBMITTED	LAUER, JODY		
83527 CABALLERO, RAUL	C1	UNCOVERED FT	NOT SUBMITTED	LAUER, JODY		
86618 SPIELMAN, JAMES	C1	UNCOVERED FT	NOT SUBMITTED	LAUER, JODY		
90346 HEGDE, VISHMANATH	C1	UNCOVERED FT	NOT SUBMITTED	LAUER, JODY		
92158 ADAMS, KIMBERLY	C1	UNCOVERED FT	NOT SUBMITTED	BOWLING, JENNIFER		
107800 LAUER, JODY	C1	UNCOVERED FT	SUBMITTED, NOT APPROVED	NO SUPERVISOR		
122160 YOUNG, RONALD	C1	UNCOVERED FT	NOT SUBMITTED	LAUER, JODY		
126074 BOWLING, JENNIFER	C1	UNCOVERED FT	SUBMITTED, NOT APPROVED	LAUER, JODY		
126881 STEELE, REBECCA	C1	UNCOVERED FT	NOT SUBMITTED	LAUER, JODY		
131007 KHARBANDA, KARTIK	C1	UNCOVERED FT	NOT SUBMITTED	LAUER, JODY		
Totals For Department		17				