

The UNIVERSITY of OKLAHOMA

Step	How to run Employee Time Summary Report (ETR)						
Naviga	Navigation: Main Menu > OU Main Menu > Payroll > Departmental Payroll > Departmental Payroll Reports >						
Employee Time Summary							
1	In this document, we will discuss how to run the Employee Time Summary Report. This report shows what was transferred to PeopleSoft from TAL to be paid. Please note, use this guide in conjunction with the Biweekly Coordinator Checklist to assist with the timing of when to run the Employee Time Summary Report to ensure payroll processing accuracy. Biweekly Coordinator Checklist Link <u>https://financialservices.ouhsc.edu/Departments/Payroll-Services/Payroll-Coordinators</u>						
2	To run the Employee Time Summery Deport begin by disking on the NeyDer 🥑 to access the						
	Navigator	king on the Na					
				2			
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		NavBar: Naviga	tor	2			
			Tax Navigator Interface	>			
		Recent Places	eForm Solutions Setup	>			
		My Eavorites	OU MAIN MENU	>			
			Manage GT eForms 3.x	>			
		Navigator	Self Service	>			
			Workforce Administration	>			
		My Team	Benefits	>			
3	Navigate to Department Chartfield Register: Main Menu > Payroll > Departmental Payroll Reports > Employee Time >	OU Main Me Summary Employee Time Summ Enter any information you ha Find an Existing Value Search Criteria Search by: Run Control Case Sensitive Search Advanced Se Find an Existing Value Advanced Se	nu > Payroll > Departmental nary ave and click Search. Leave fields blank for a list of all valu Add a New Value ID begins with arch d a New Value	125.			



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4	On the Chart Field Register page click on the 'Add a New Value tab' if you don't already have a run control, enter a new Run Control ID 'REPORT" in the field and Add. If you have an existing Run Control click search on Find an Existing Value tab.						
		Employee Time Summary					
		Find an Existing Value Add a New Value					
		Run Control ID REPORT					
		Add					
	On Acct Cd Sproad onto	r the necessary fields in stors 1.2, click Pun					
5	1 Enter the Pay Ri	In the necessary neids in steps 1-5, click Run.					
	Enter the ray te Example	I. Enter the Pay Kun ID for payroll being processed. Example: Pay Period End Date 1/2/21 PM/210102					
	2. Enter HR Dept II) in the Department field.					
	Example	Department ADM301					
	3. Rows can be add	ded for multiple department IDs by adding a row 💽					
	Γ	Employee Time Summary					
		Run Control ID REPORT Report Manager Process Monitor					
		Report Request Parameter(s)					
		On-Cycle Run					
		Pay Run ID:					
		Departments					
		Personalize Find 🖉 🔜 First 🛞 1 of 1 🕢 Last					
		1 SOONR 2 Q					
6	Ensure the box is check	ed for the OUETRSUM. You can choose Format PDF or CSV (for excel), then OK.					
		Process Scheduler Request					
		Saved					
		VSPTD 530208 Run Control ID REPORT					
		Recurrence Run Date 01/13/2021					
		Time Zone					
		Process List Beleot Decorption Process Name Process Type Type Format Distribution					
		OUETRSUM OUETRSUM SQR Report Web V PDF V Distribution					
		OK Cancel					



7	Click on the Process	Monito	or link.							
	Acct Cd Spreads									
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			Report Request	Parameters						
			Report Request	BW210102						
			Pay Run ID.	BW210102	BW210102	!				
			Department From	ADM301	Financial	Services				
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			Payroll Cycle							
			On-Cycle	e O off-Cycle	C) Both				
			🔚 Save 🔯 Re	eturn to Search	tify			📑 Add	I Dpd	ate/Display
8	Click on Refresh till	the pro	cess shows R	Run Status 'Suc	cess' a	and Distrib	ution Sta	tus 'Po	sted.' 1	hen click
	on Details link.	-								
	Pro	cess List S	erver List							
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	〒 Q 4 4 1-8 of 6 ✓ → ▶					▶ View All				
	Select	Instance	Seq. Process Type	e Process Name	User	Run Date/Time		Run Status	Distribution Status	Details
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10	Click on the You can use the PDF/CSV file to download the Employee Time Summary.
	Employee Time Summary Verifications:

- 1. Compare hours to TAL Calculated Timesheet Report.
- 2. FMLA/LWOP hours are on the summary (if employee should have NO pay, verify the chartfield register report doesn't have gross pay).
- 3. Paid Leave Payouts are within the allowed policy amounts and are included for all that are due.
- 4. Prior Period Adjustments that were approved during the pay period should be verified.
- 5. Terminated employees should not be on the report except for PTO payouts.
- 6. Hourly employees should reflect all worked hours.
- 7. Submit a Turn Off OK to Pay form to turn off any payments that shouldn't be paid.

View Log/Trace				
Report ID 52878 Provide Name OUETRSUM Run Status Success OUETRSUM Distribution Details Distribution Node HCPRD	Expiration Date 01/2	Message Log ort		
File List	File Size (bytec)	Datatime Created		
OUETRSUM_343363.PDF	16,274	01/13/2021 5:32:09.160805PM CST		
OUETRSUM_343363.out	97	01/13/2021 5:32:09.160805PM CST		
SQR_OUETRSUM_343363.log	1,966	01/13/2021 5:32:09.160805PM CST		