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| Step | How to run Employee Time Summary Report (ETR) |
|------|-----------------------------------------------|
| 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.<br>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 https://financialservices.ouhsc.edu/Departments/Payroll-Services/Payroll-Coordinators |
| 2 | To run the Employee Time Summary Report, begin by clicking on the NavBar [icon] to access the Navigator.<br><br> |
| 3 | Navigate to Department Chartfield Register: Main Menu > OU Main Menu > Payroll > Departmental Payroll > Departmental Payroll Reports > Employee Time Summary<br><br> |
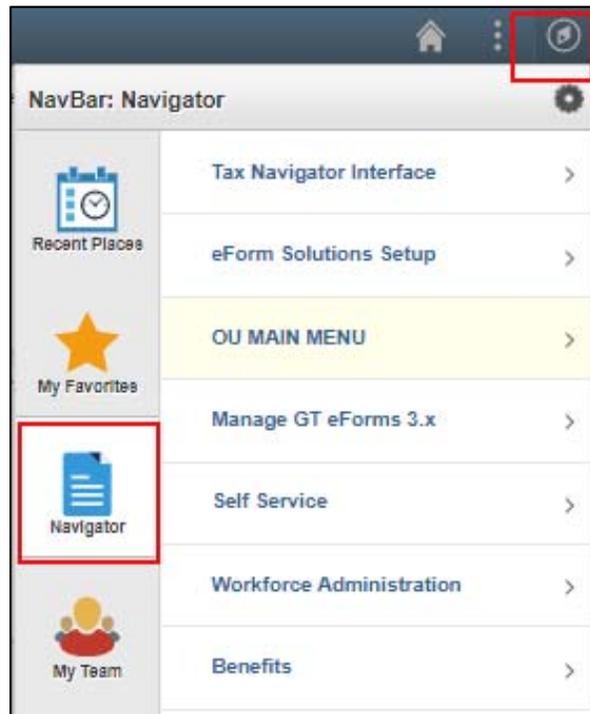
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| 4 | On the Chart Field Register page click on the 'Add a New Value tab' if you don't already have a run control, enter a new Run Control ID 'REPORT" in the field and Add. If you have an existing Run Control, click search on Find an Existing Value tab. |
|---|---|
| 5 | On Acct Cd Spread enter the necessary fields in steps 1-3, click Run.<br>　　1.　Enter the Pay Run ID for payroll being processed.<br>　　　　• Example: Pay Period End Date 1/2/21, BW210102.<br>　　2.　Enter HR Dept ID in the Department field.<br>　　　　• Example: Department ADM301<br>　　3.　Rows can be added for multiple department IDs by adding a row |
| 6 | Ensure the box is checked for the OUETRSUM. You can choose Format PDF or CSV (for excel), then OK. |

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| 7 | Click on the Process Monitor link. |
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| |  |

| 8 | Click on Refresh till the process shows Run Status 'Success' and Distribution Status 'Posted.' Then click on Details link. |
|---|---|
| |  |

| 9 | Under Process detail, click on the View Log/Trace link. |
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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**

| | | | | |
|--|--|--|--|--|
| Report ID | 52878 | Process Instance | 343363 | Message Log |
| Name | OUETRSUM | Process Type | SQR Report | |
| Run Status | Success | | | |

OUETRSUM

**Distribution Details**

Distribution Node  HCPRD          Expiration Date  01/20/2021

**File List**

| Name | File Size (bytes) | Datetime 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 |