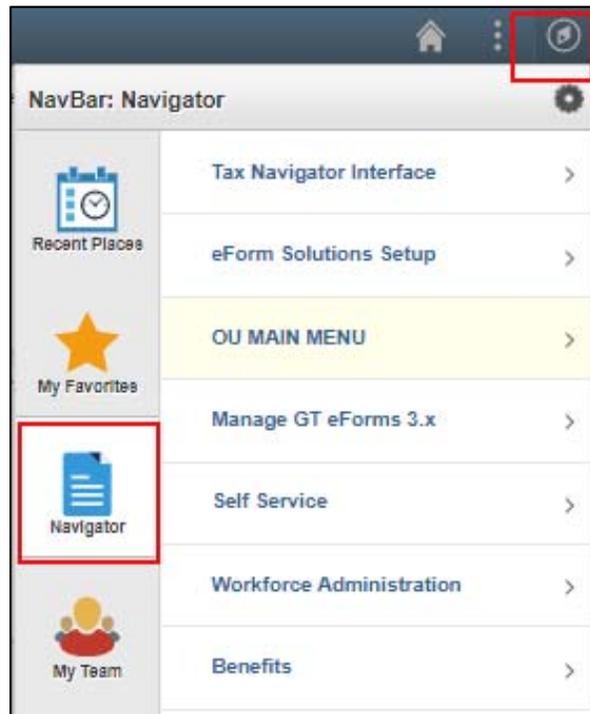




Step **How to run Employee Time Summary Report (ETR)**
Navigation: Main Menu > OU Main Menu > Payroll > Departmental Payroll > Departmental Payroll Reports > Employee Time Summary

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.
 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-Coordiators>

2 To run the Employee Time Summary Report, begin by clicking on the NavBar  to access the Navigator.



3 Navigate to Department Chartfield Register: Main Menu > OU Main Menu > Payroll > Departmental Payroll > Departmental Payroll Reports > Employee Time Summary

Employee Time Summary
 Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value Add a New Value

Search Criteria

Search by: Run Control ID begins with

Case Sensitive

Search Advanced Search

Find an Existing Value | Add a New Value



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.
 1. Enter the Pay Run ID for payroll being processed.
 • Example: Pay Period End Date 1/2/21, BW210102.
 2. Enter HR Dept ID in the Department field.
 • Example: Department ADM301
 3. Rows can be added for multiple department IDs by adding a row

Set ID	Department	Description
1	SOONR	

6 Ensure the box is checked for the OUETRSUM. You can choose Format PDF or CSV (for excel), then OK.

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



7 Click on the Process Monitor link.

Acct Cd Spreads

Run Control ID REPORT Report Manager **Process Monitor** Run

Report Request Parameters

Pay Run ID: BW210102 BW210102

Department From: ADM301 Financial Services

Department To: ADM301 Financial Services

Payroll Cycle

On-Cycle Off-Cycle Both

Save Return to Search Notify Add Update/Display

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

Process List Server List

View Process Request For

User ID 530208 Type Last 1 Days **Refresh**

Server Name Instance From Instance To Report Manager

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"/>	343363		SQR Report	OUETRSUM	530208	01/13/2021 5:30:57PM CST	Success	Posted	Details

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

Process Detail

Process

Instance 343363 Type SQR Report

Name OUETRSUM Description OUETRSUM

Run Status Success Distribution Status Posted

Run

Run Control ID REPORT

Location Server

Server PSNTOKC

Recurrence

Update Process

Hold Request

Queue Request

Cancel Request

Delete Request

Re-send Content Restart Request

Date/Time

Request Created On 01/13/2021 5:31:35PM CST

Run Anytime After 01/13/2021 5:30:57PM CST

Began Process At 01/13/2021 5:31:55PM CST

Ended Process At 01/13/2021 5:32:09PM CST

Actions

Parameters Transfer

Message Log

Batch Timings

View Log/Trace

OK Cancel



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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
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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