

Step	How to run Timesheet Input Report
Navigation:	TAL- Reports
1	In this document, we will discuss how to run the timesheet input report. This report will show
	all data that was inputted and leave that was populated onto a timesheet.
2	Navigate to the report menu in TAL. Under payroll processing, you will select timesheet input.
	We UNIVERSITY of OKLAHOMA Employee Tasks Manager Tasks Messages Employee Setup History Reports Log Off Help
	Reports Details View
	Enter text to search
	Title Description: The Timesheet input > Other Management Reports Last Run:
	Y Payroll Processing Adjustment Output Report Show/Hide Parameters: Company V Location Pay Group Department Title Code V Activity V
	Adjustment Status Calculated Timesheet Employee Info Saved Filters Create/Edit Filter
	Timesheet hand. Timesheet Validation
	Title Shared Published Title: Timesheet input Rv Date Range Image: Comparison of the Comparison of th
	Timesheet input by Pay Period
	Timesheet Notified by Someone Ese II I I I I I I I I I I I I I I I I I
3	Remove filters to show which criteria you are needing results for.
	Create/Edit Filter
	Title Timesheek land by Dev Design
	Description:
	And O
	Employee Equals <enter a="" value=""> ③</enter>
	Period End Date Equals <enter a="" value=""> ③</enter>
	Hours Type Equals <enter a="" th="" value<=""></enter>
4	Enter search criteria, and then click "grid".
	Saved Filter
	Title Shared Published Title: Timesheet Input by Pay Period
	Timesheet Input By Date Range Image: Comparison of the
	Intesteet input to yray relidit Image: Comparison of the provided of the provide
	Timesheet Notes Image: Comparison of the second secon
5	If there were any data inputted onto timesheets for the criteria entered above, a report will
	generate.
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