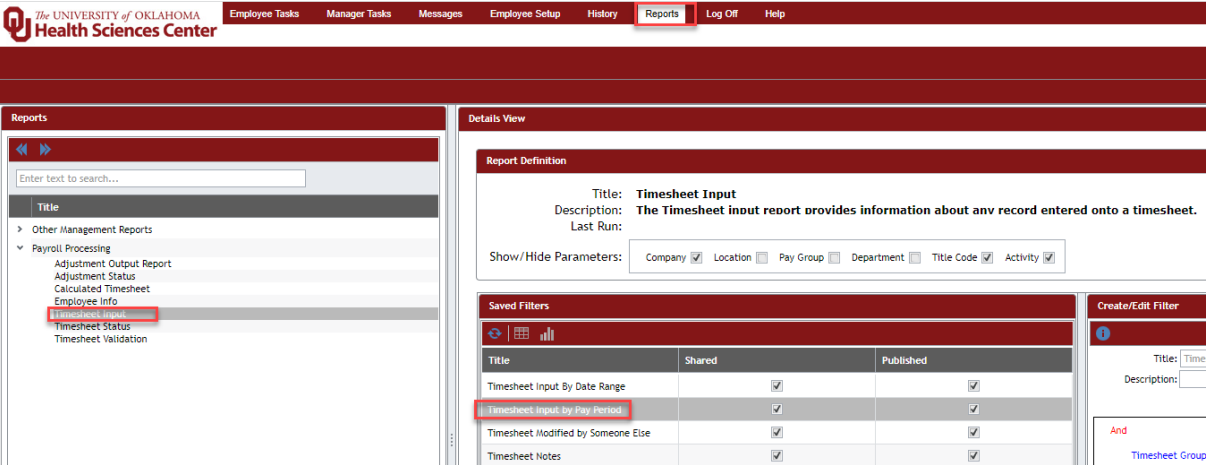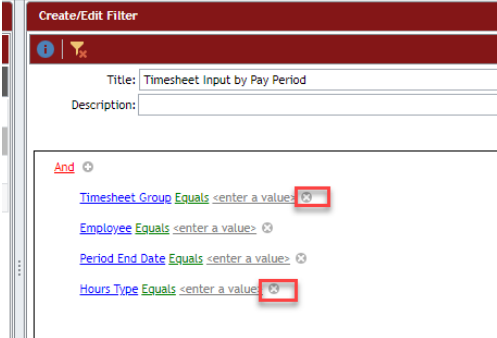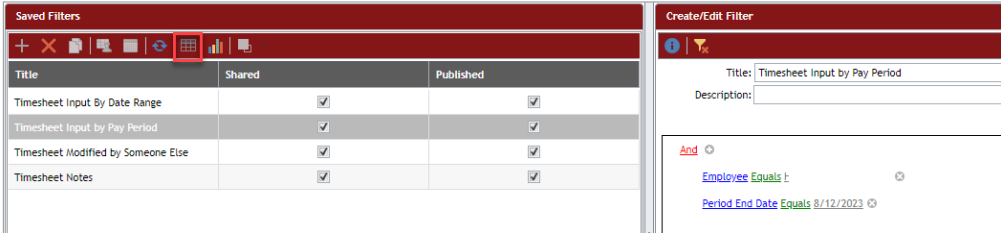The UNIVERSITY of OKLAHOMA

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.
3	Remove filters to show which criteria you are needing results for.
4	Enter search criteria, and then click "grid".
5	If there were any data inputted onto timesheets for the criteria entered above, a report will generate.