

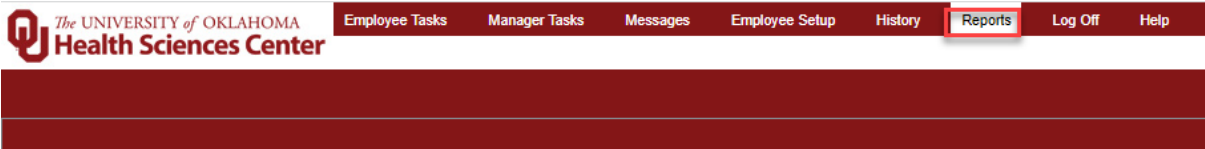


Step **How to run TAL reports**

Navigation: TAL- Reports

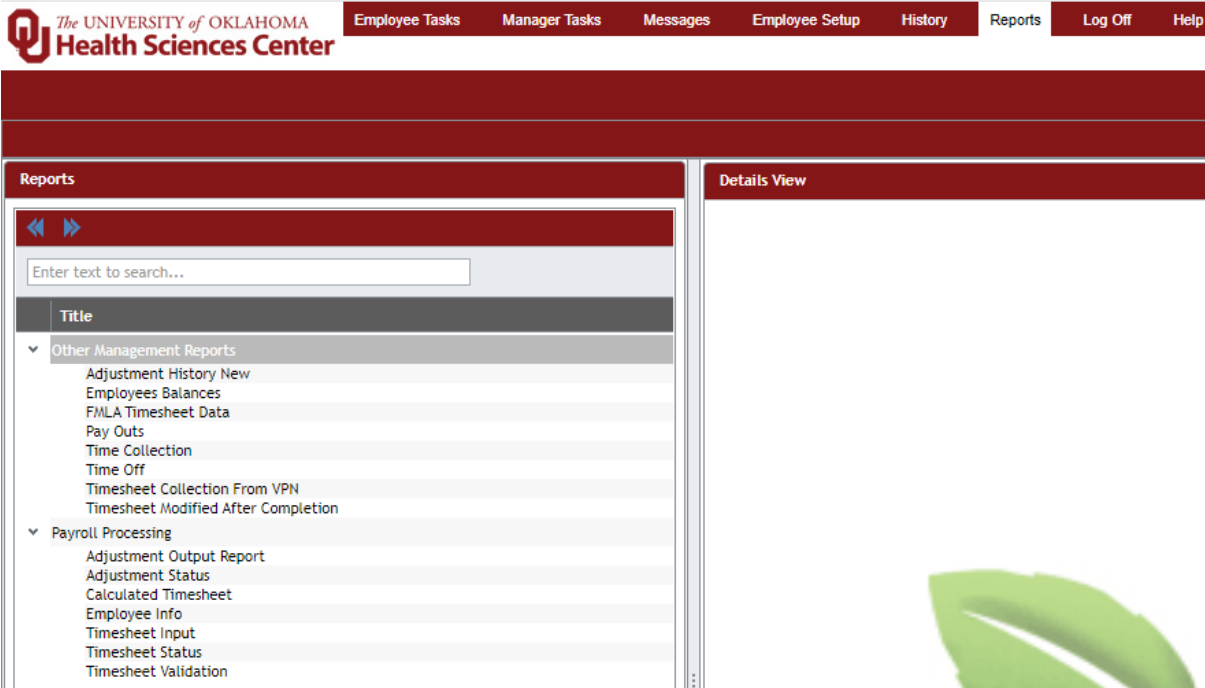
1 In this document, we will discuss how to run a report in TAL.

2 Navigate to the reports menu in TAL.



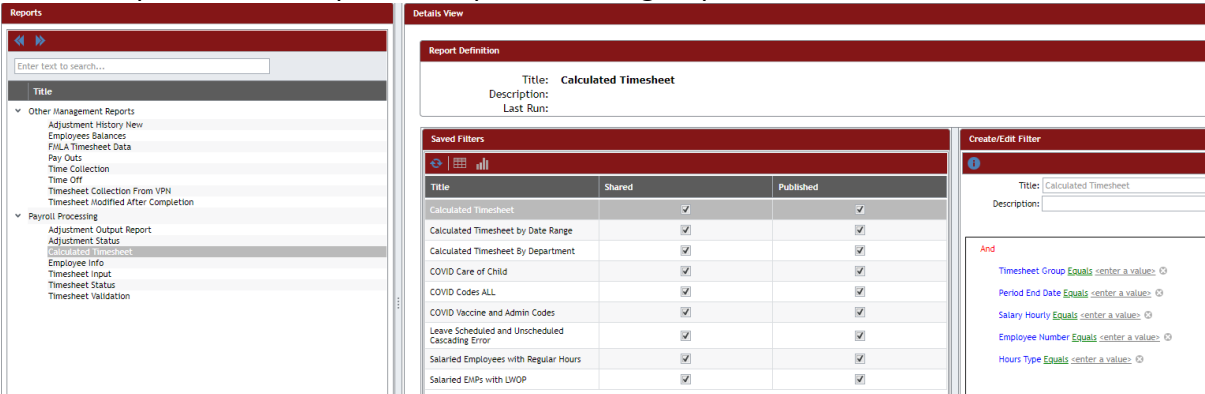
The screenshot shows the top navigation bar of the TAL system. The 'Reports' menu item is highlighted with a red rectangular box. Other menu items include Employee Tasks, Manager Tasks, Messages, Employee Setup, History, Log Off, and Help.

3 The drop downs will contain all reports you have access to run.



The screenshot shows the 'Reports' dropdown menu. It is divided into two sections: 'Other Management Reports' and 'Payroll Processing'. The 'Other Management Reports' section includes: Adjustment History New, Employees Balances, FMLA Timesheet Data, Pay Outs, Time Collection, Time Off, Timesheet Collection From VPN, and Timesheet Modified After Completion. The 'Payroll Processing' section includes: Adjustment Output Report, Adjustment Status, Calculated Timesheet, Employee Info, Timesheet Input, Timesheet Status, and Timesheet Validation.

4 Select a report to see all specified reports in that group that can be ran.



The screenshot shows the 'Report Definition' screen for the 'Calculated Timesheet' report. It includes a 'Report Definition' section with fields for Title, Description, and Last Run. Below this is a 'Saved Filters' table and a 'Create/Edit Filter' section.

Title	Shared	Published
Calculated Timesheet	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Calculated Timesheet by Date Range	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Calculated Timesheet by Department	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
COVID Care of Child	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
COVID Codes ALL	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
COVID Vaccine and Admin Codes	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Leave Scheduled and Unscheduled Cascading Error	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Salaried Employees with Regular Hours	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Salaried EHPs with LWOP	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

The 'Create/Edit Filter' section shows the filter configuration for 'Calculated Timesheet', including a 'Description' field and a list of filter criteria with 'And' logic.



5 Report filters must be either completed or deleted. It is better to only use the filters you need and delete the rest. Click the "X" to delete them prior to running report.

Report Definition

Title: **Calculated Timesheet**
Description:
Last Run:

Saved Filters		
Title	Shared	Published
Calculated Timesheet	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Calculated Timesheet by Date Range	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Calculated Timesheet By Department	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
COVID Care of Child	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
COVID Codes ALL	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
COVID Vaccine and Admin Codes	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Leave Scheduled and Unscheduled Cascading Error	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Salaried Employees with Regular Hours	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Salaried EMPs with LWOP	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Create/Edit Filter

Title: Calculated Timesheet
Description:

And

Timesheet Group Equals center a value:

Period End Date Equals center a value:

Salary Hourly Equals center a value:

Employee Number Equals center a value:

Hours Type Equals center a value:

6 Click "grid" to review any results for criteria entered.

Saved Filters		
Title	Shared	Published
Calculated Timesheet	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Calculated Timesheet by Date Range	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Calculated Timesheet By Department	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
COVID Care of Child	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Create/Edit Filter

Title: Calculated Timesheet
Description:

Shared Published

And

Period End Date Equals 8/12/2023

7 A report will only generate if there are results to display for criteria entered. If a report generates, you can download report to excel for your records.

Grid Preview

Enter text to search...

Drag a column header here to group by that column

Period End Date	Timesheet Group	Department	Employee Number	Employee Name	Employee Categor	Salary Hourly	Timesheet Date	Type of Pay	Pay
8/12/2023									
8/12/2023									
8/12/2023									
8/12/2023									
8/12/2023									Cc
8/12/2023									Cc
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