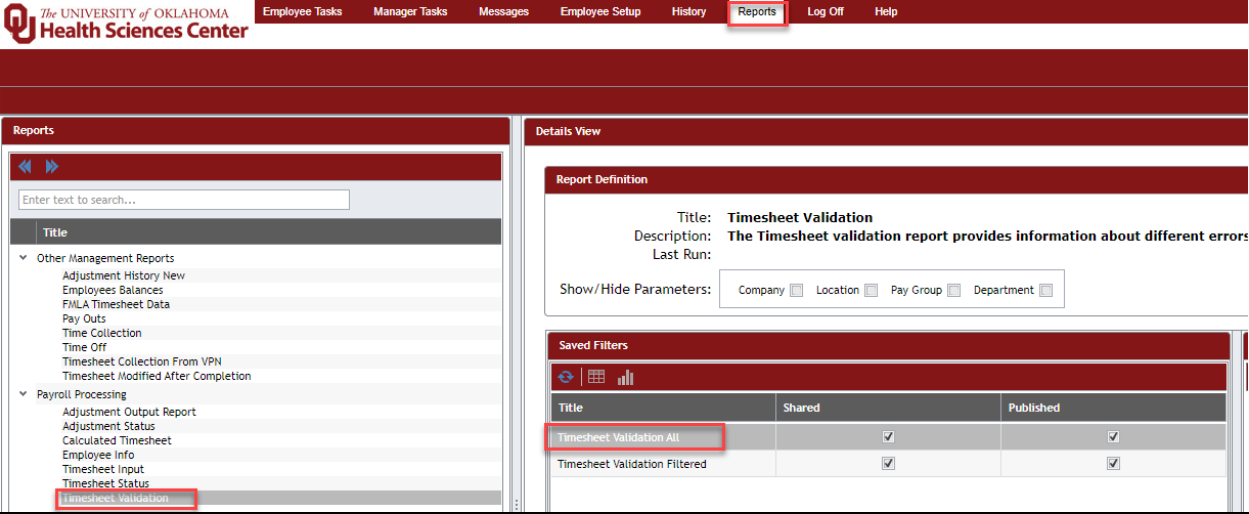
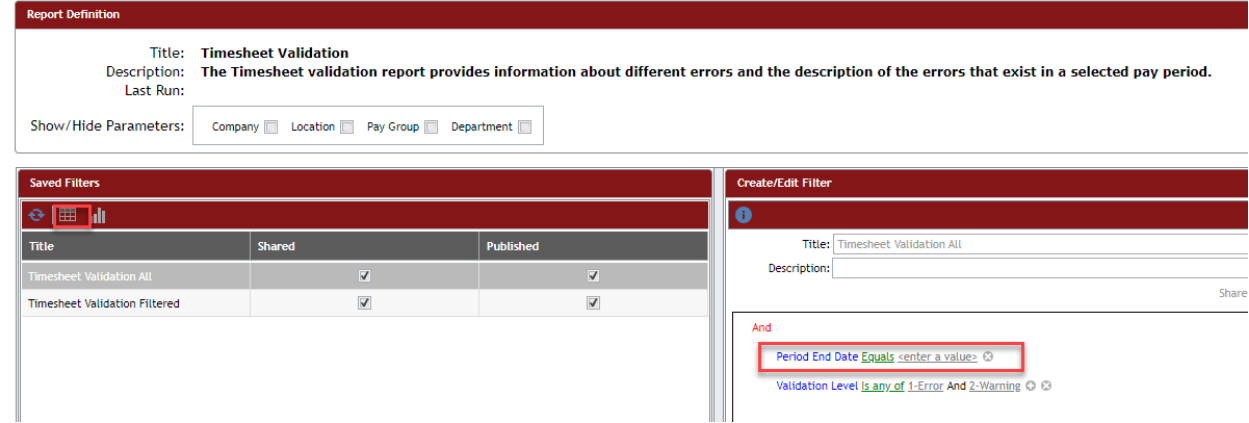




Step	How to run Timesheet Validation Report
Navigation: TAL- Reports> Payroll Processing> Timesheet Validation	
1	In this document, we will discuss how to run the timesheet validation report. This report will show any employee that has an error on their timesheet for the period.
2	Navigate to the reports menu in TAL. Under payroll processing, you will select timesheet validation. 
3	Enter the period end date to view all errors and warnings on employees timesheets and then click "grid". 
4	If there are errors/warnings, there will be a report generated. All errors must be resolved so that payroll can process. This can delay payroll processes and the time on the timesheet will not process. All warnings can be ignored as long as they are validated.



The screenshot shows a 'Grid Preview' window with a search bar at the top and a table below. The table has the following columns: Employee Number, Employee Name, Pay Group, Department, Timesheet Group, Salary Hourly, Employee Categor, Pay Period End Da, Timesheet Date, and Pay C. The window also features a 'Close Window' button at the bottom and a footer indicating 'Page 1 of 10 (224 Items)'. To the right of the window, there is a sidebar with a search bar, a 'Shared' checkbox, and a 'Warning' icon.