
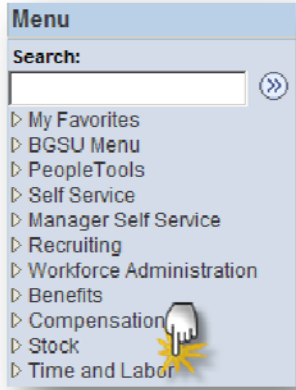


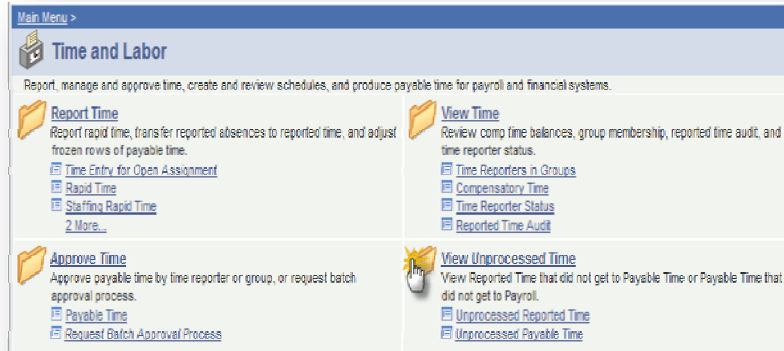
# MONITORING UNPROCESSED REPORTED TIME

<p><b>What do I do?</b></p>	<p>The unprocessed reported time view will allow you to review any time that has been reported that has not been processed to payable time. This can be due to a number of factors including: the request time administrative process has not been run to process reported time to payable time, reported time is not approved, a high exception exists for the day, etc. The process begins at the CSS sign on page:</p> <ol style="list-style-type: none"> <li>1. <b>Log into CSS system</b></li> <li>2. <b>Navigate to the Time and Labor folder</b></li> <li>3. <b>Navigate to View Unprocessed Time folder</b></li> <li>4. <b>Navigate to Unprocessed Reported Time page</b></li> <li>5. <b>Look Up Group ID or Employee</b></li> <li>6. <b>Enter Start and End Date for pay cycle</b></li> <li>7. <b>Search employee(s) – Get Employees</b></li> <li>8. <b>View employee by hyperlink</b></li> <li>9. <b>Review each employee for “Needs Approval” status</b></li> <li>10. <b>Contact Supervisor for Approval</b></li> </ol>
<p><b>Where do I go?</b></p>	<p><b>Time and Labor&gt;View Unprocessed Time&gt;Unprocessed Time</b></p>
<p style="text-align: center;"><b>SECTION I NAVIGATION</b></p> <p><b>Step 1:</b> Log into the CSS system</p>	
<p><b>Step 2:</b> Click “<u>Time and Labor</u>”</p> <p>From the main menu, select <u>Time and Labor</u></p>	

# MONITORING UNPROCESSED REPORTED TIME

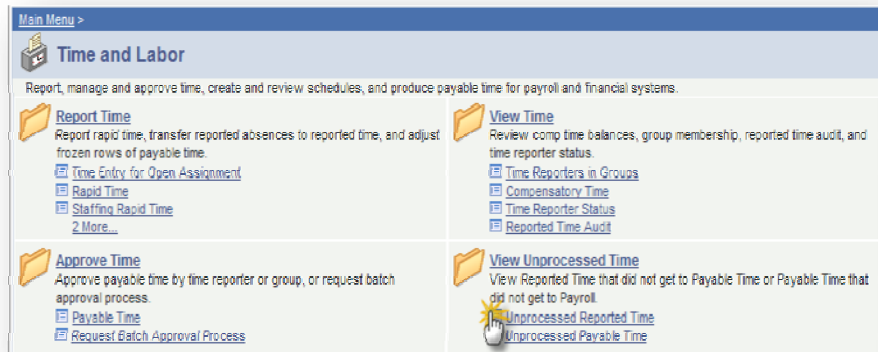
**Step 3:** Click the “[View Unprocessed Time](#)” folder to view all pages

Navigating through Time and Labor component search for View Unprocessed Time folder.



**Step 4:** Click “[Unprocessed Reportable Time](#)” link.

The [Unprocessed Reportable Time](#) page allows you to view time that did not get to Payable Time or Payable Time that did not get to Payroll.

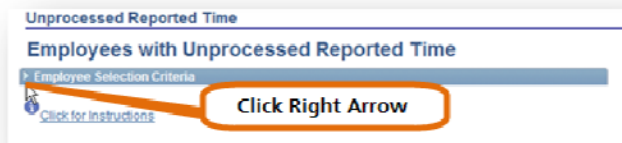


## SECTION II EMPLOYEE SEARCH CRITERIA

**Step 5a:** Click

- Right arrow

To open the Employee Selection Criteria window, click the right arrow.



# MONITORING UNPROCESSED REPORTED TIME

**Step 5b: Look Up**

- Group ID

The criteria you enter will be used to search groups or employees that you need to review for any exceptions.

Choose your Department Group

You can monitor employee time by selecting employees who are paid monthly.

Description	Value
Group ID	<input type="text" value=""/>
EmplID	<input type="text" value=""/>
Empl Rcd Nbr	<input type="text" value=""/>
Last Name	<input type="text" value=""/>
First Name	<input type="text" value=""/>
Department	<input type="text" value=""/>
Supervisor ID	<input type="text" value=""/>
Reports To Position Number	<input type="text" value=""/>

Buttons: Clear Selection Criteria, Save Selection Criteria, Get Employees

**Step 5c: Enter**

- Position Number

You can further define the Employee Selection Criteria by adding a Position Number to the Report To Position Number field.

When you search by Group ID and Position Number the results will provide only the employees that meet the specified search criterion.

**Unprocessed Reported Time**  
**Employees with Unprocessed Reported Time**

Description	Value
Group ID	CONM
EmplID	<input type="text" value=""/>
Empl Rcd Nbr	<input type="text" value=""/>
Last Name	<input type="text" value=""/>
First Name	<input type="text" value=""/>
Department	<input type="text" value=""/>
Supervisor ID	<input type="text" value=""/>
Reports To Position Number	<input type="text" value=""/>

Buttons: Clear Selection Criteria, Save Selection Criteria, Get Employees

**Step 5d: Enter**

- Start Date
- End Date

Monthly reporting time pay cycle begins the **FIRST** day of the paycycle. The End Date is the **LAST** day of the paycycle.

Start Date: 01012012 End Date: 01312012 Deviation:

Include Exception Reporters

**Step 5e: Check**

- Include Exception Reporters

By checking the Include Exception Reporters the results will include any exceptions pending for the employee.

Start Date: 01012012 End Date: 01312012 Deviation:

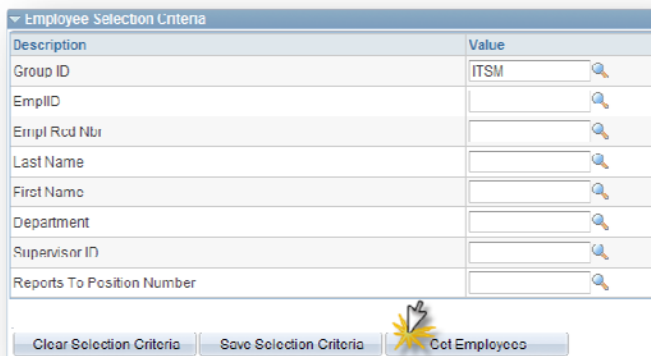
Include Exception Reporters

# MONITORING UNPROCESSED REPORTED TIME

**Step 6:** Click

- Get Employees

The employees that meet the search criteria will appear in the search results.



**SECTION III  
EMPLOYEES WITH UNPROCESSED  
TIME**

**Step 7a:** View

- Needs Approval column

The Needs Approval column provides you with the number of hours that need to be approved for each employee.

Name	Job Description	Earliest Change Date	TA Status	TRC Type	Saved	Needs Approval	Denied	Approved and Submitted	Payable Time	Exception Exists	EmplID	Empl Rcd Nbr	Time Reporting Type
	Data Warehouse Analyst	11/01/2010	N	Hours	0.00	24.00	0.00	0.00	0.00		0000413887	0	Positive
	Applications Developer	11/01/2010	N	Hours	0.00	8.00	0.00	0.00	0.00		0005787386	0	Positive
<a href="#">Freddie</a>	Technician	11/01/2010	N	Hours	0.00	52.00	0.00	0.00	0.00		0004588681	0	Positive
	Manager	11/01/2010	N	Hours	0.00	4.00	0.00	0.00	0.00		0000945234	0	Positive
	Director	11/01/2010	N	Hours	0.00	8.00	0.00	0.00	0.00		0000855200	0	Positive

View Needs Approval

**Step 7b:** View

- Exception Exists column

The Exception Exists column informs you of any exceptions exist for the employee.

This view is important. If there are exceptions that exist for an employee you must Resolve Exceptions. To resolve exceptions see the "Resolve Exceptions" process document.

Name	Job Description	Earliest Change Date	TA Status	TRC Type	Saved	Needs Approval	Denied	Approved and Submitted	Payable Time	Exception Exists	EmplID	Empl Rcd Nbr	Time Reporting Type
	Data Warehouse Analyst	11/01/2010	N	Hours	0.00	24.00	0.00	0.00	0.00		0000413887	0	Positive
<a href="#">Frieda</a>	Applications Developer	11/01/2010	N	Hours	0.00	8.00	0.00	0.00	0.00		0005787386	0	Positive
<a href="#">Freddie</a>	Technician	11/01/2010	N	Hours	0.00	52.00	0.00	0.00	0.00		0004588681	0	Positive
	Manager	11/01/2010	N	Hours	0.00	4.00	0.00	0.00	0.00		0000945234	0	Positive
	Director	11/01/2010	N	Hours	0.00	8.00	0.00	0.00	0.00		0000855200	0	Positive

View Exception Exists

# MONITORING UNPROCESSED REPORTED TIME

**Step 8:** Click

- Employee Name

The "Employee Name" hyperlink takes you to the Employees with Unprocessed Time

Name	Job Description	Earliest	TA Status	TRC Type	Saved	Needs Approval	Denied	Approved and Submitted	Payable Time	Exception Exists	EmplID	Empl Rpt Nbr	Time Reporting Type
<a href="#">Freddie</a>	Technician	11/01/2010	N	Hours	0.00	52.00	0.00	0.00	0.00	0.00	0004588681	0	Positive

**SECTION IV  
REPORTED TIME DETAILS**

**Step 9:** View

- Reported Status

The Reported Status column to verify what date(s) and number of hours that need approval.

Start Date: 10/01/2010    End Date: 10/30/2010

Date	Time Reporting Code	Type	Quantity	Reported Status	Exception Exists
10/01/2010	SCK	Hours	8.00	Needs Approval	
10/07/2010	SCK	Hours	4.00	Needs Approval	
10/15/2010	SCK	Hours	4.00	Needs Approval	
10/22/2010	SCK	Hours	4.00	Needs Approval	
10/29/2010	SCK	Hours	4.00	Needs Approval	

[Return to Select Employee](#)

**Step 9a:** Click

- Return to Select Employees

After you finish reviewing the Reported Time Details for the employee, Return to Select Employee page to continue viewing the Unprocessed Reported Time results.

Start Date: 10/01/2010    End Date: 10/30/2010

Date	Time Reporting Code	Type	Quantity	Reported Status	Exception Exists
10/01/2010	SCK	Hours	8.00	Needs Approval	
10/07/2010	SCK	Hours	4.00	Needs Approval	
10/15/2010	SCK	Hours	4.00	Needs Approval	
10/22/2010	SCK	Hours	4.00	Needs Approval	
10/29/2010	SCK	Hours	4.00	Needs Approval	

[Return to Select Employee](#)