What do I do?	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 pavable time, reported time is not
	approved, a high exception exists for the day, etc. The process begins at the CSS sign on page:
	1. Log into CSS system
	2. Navigate to the Time and Labor folder
	3. Navigate to View Unprocessed Time folder
	4. Navigate to Unprocessed Reported Time page
	5. Look Up Group ID or Employee
	6. Enter Start and End Date for pay cycle
	7. Search employee(s) – Get Employees
	8. View employee by hyperlink
	9. Review each employee for "Needs Approval" status
	10. Contact Supervisor for Approval
Where do I go?	Time and Labor>View Unprocessed Time>Unprocessed Time
SECTION I	
NAVIGATION	Mu <b>BG</b> SU email directory search
	BGSU, ACADEMICS ADMISSIONS THEARTS ATHEFTICS LIBRARIES A-2 LINKS
<b>Step 1</b> : Log into the CSS system	BOWLINC OPEEN STATE UNIVEDSITY
	DCCU CCC Cirry in
	BGSU CSS Sign-in
	USERNAME
	User ID:
	Password: PASSWORD
	Real Provide State Stat
	Sei Trace Haus
	Exceptions along patient the Laboratory Viscout Patient of 410 V/11000 around Indebian adv
	For basebunds, picase contact and realiningly subject contact at 415972-0000 or citian subgroups cate
	Beauing Green state University   Beauing Green, CH 13103 (1001   Comparity   Comparity   Addessability Helidy
Step 2: Click "Time and Labor"	Menu
	Search:
From the main menu, select Time	
and Labor	D My Eavorites
	▷ BGSU Menu
	▷ PeopleTools
	▷ Self Service
	D Manager Self Service
	▷ Recruiting
	Workforce Administration     D Repetite
	b Compensation
	▷ Stock
	▷ Time and Labor

Step 3: Click the " <u>View</u> <u>Unprocessed Time</u> " folder to view all pages Navigating through Time and Labor component search for View Unprocessed Time folder.	Wain Mercu >         Wein Mercu >         Report Imme       Report frapid lime, torsate and review schedules, and produce payable lime for payroll and financial systems.         Wein Mercu Tume       Mercu Tume         Report frapid lime, torsate reported disences to reported time, and adjust forme reporter status.       Imme Reporters in Groups         Time Entry for Open Assignment       Time Reporters in Groups       Time Reporters in Groups         Staffing Report Time       Time Reporter Status       Time Reporter Status         Z loce       Mercu function addition of the payable time by time reporter or group, or request batch approval process.       Mercu functoressed Time Naudition of the Payrol.         Payable Time       Mercu functoressed Reported Time       Mercu functoressed Reported Time         Payable Time       Payable Time       Mercu functoressed Reported Time         Payable Time       Payable Time       Mercu functoressed Reported Time         Payable Time       Payable Time       Mercu functoressed Reported Time         Payable Time       Mercu functoressed Reported Time       Mercu functoressed Reported Time
Step 4: Click " <u>Unprocessed</u> <u>Reportable Time</u> " link. The <u>Unprocessed Reportable Time</u> page allows you to view time that did not get to Payable Time or Payable Time that did not get to Payroll.	Wan Menu >         Weight       Time and Labor         Report, manage and approve time, create and review schedules, and produce payable time for payroli and financial systems.         Weight       Report final         Prove Time       Report reported absences to reported time, and adjust frozen rows of payable time.         If the Coty for Open Assignment       Image Reporters in Groups         Report Time       Staffing Rapid Time         Staffing Rapid Time       Image Reporter Status         Z More       Image Reporter Time         Approve Time       Approve Time         Approve Time       Approve time reporter or group, or request batch approval process.         Image Stating       Payable Time         Request Status       Vew Unprocessed Time         Request Status       Vew Reported Time that did not get to Payable Time or Payable Time that gin not get to Payrol.
SECTION II EMPLOYEE SEARCH CRITERIA Step 5a: Click • Right arrow To open the Employee Selection Criteria window, click the right arrow.	Unprocessed Reported Time Employees with Unprocessed Reported Time Fingloyee Selection Criteria Click for Instructions Click Right Arrow

Stop Ebul ook Up	
Step 50: LOOK Op	Employee Selection Criteria
Group ID	Description Look Up Value
The criteria you enter will be used	Group ID Group ID
to search groups or employees that	EmpIID
you need to review for any	Empl Rcd Nbr
excentions	Last Name
	First Name
	Department
Choose your Department Group	Supervisor ID
	Dependente Number
You can monitor employee time by	
selecting employees who are paid	
monthly.	Clear Selection Criteria Save Selection Criteria Get Employees
Sten 5c: Enter	
Position Number	Unprocessed Reported Time
	Employees with Unprocessed Penorted Time
You can further define the	
Employee Selection Criteria by	Description Value
adding a Position Number to the	Group ID CONM
Report To Position Number field.	EmpliD
	Empl Rcd Nbr
When you search by Group ID and	Last Name
Position Number the results will	First Name
provide only the employees that	Department Enter Position Number
meet the specified search criterion.	Supervisor ID
	Reports To Position Number
	Clear Selection Criteria Save Selection Criteria Get Employees
Chan Edi Suban	
Step 5d: Enter	
Start Date	
End Date	
	Last day of pay cycle
Monthly reporting time pay cycle	Start Date: 01012012 B End Date: 01312012 B Deviauon:
begins the FIRST day of the	Include Exception Report to First day of
day of the payerele	pay cycle
day of the paytycle.	
Step 5e: Check	
Include Exception	
Reporters	Start Date: 01012012 B End Date: 01312012 B Deviation: 0 (PRefresh)
	Include Exception Reporters Check
By checking the Include Exception	Include Exception Reporters
Reporters the results will include	
any exceptions pending for the	
employee.	

Chara Ca Oliala															
Step 6: Click		- Lmn	ovoo Solocti	on Cator	9		-								
<ul> <li>Get Employees</li> </ul>		Pereri	oyee select	on criteri	a				-	Value					
		Oroup	ption							Value		_	- 8		
The employees that meet the		Group	IU							IISM		~	- 1		
search criteria will appear in the		Emplic	)										- 8		
search results		Empt P	Red Nbr									٩			
search results.		Last N	ame									0	- 18		
		First N	ame									Q,			
		Depart	ment									_			
		Super	isorID							-			- 8		
		Compension											- 11		
		Report	s to Position	Number					0			<u> </u>	- 1		
									3				- 1		
		Clo	ar Selection (	Criteria	Save S	election	Criteri	ia 🛛 🏹	CotE	mployo	000		- 8		
SECTION III															
EMPLOYEES WITH UNPROCESSED	F	10	Time							_					
TIME	Employees with Unpr	ocessed керопеd	lime						_	1		Customize   1	ind View A	u]≝ <sup>an</sup> ]≕ Frst	1-16 of 16 Last
	Name	Job Description	Earliest	TA Statu	IS TRC TVD	e Saved		Needs	Der	ied	Approved and	Payable	Except	ion EmpliD	Empl Reporting
Sten 7a: View	<u></u>		Change Date	177 0 000			1	Approval	0.01		Submitted	Time	Exists	Citipato	Red Nbr Type
Node Approval column		Data Warehouse	11/01/2010	IN	Hours		0.00		24.001	0.001	0.00		001	000041388	7 0 Pasitive
Needs Approval column		Analyst	1110112010		Induito		0.00	· ·		0.001	0.01			000041300	
		Applications	11/01/2	Jiaw Naa	de Anne	leua	0.00	0	8.00)	0.00)	0.00	0 0	.00)	000578738	6) 0)Positive ))
The <u>Needs Approval</u> column		Developer			us Appir	Jvai			_					_	
provides you with the number of	Freddie	Technician	11/01/2010	procession in the second se	ritouro		0.00	0 8	52.00	0.00	0.00	0	.00	000458868	1 0 Pasitive
hours that need to be approved for		Manager	11/01/2010	IN	Hours		0.00		4.00	0.00	0.0		00]	000094523	1 0 Positive
each employee.		Director	11/01/2010	N	Hours		0.00		8.00	0.00	0.00	0	.00	000085520	0 0 Pasitive
Sten 7h: View															
Step 75. View															
Exception Exists column															
													_		
The <u>Exception Exists</u> column	Employees with Unpro	ocessed Reported T	ime								<u>Custo</u>	nize   Find   \	iew All <sup>III</sup>	🎬 First 🖸 1.1	6 of 16 🎦 Last
informs you of any exceptions exist			Earliest				Ne	eeds		Appr	oved Pay	ible E	ception .	Emp	Time
for the employee.	<u>Name</u>	Job Description	Change Date	IA Status	TRU TYpe	<u>Saved</u>	A	pproval	<u>veniea</u>	<u>and</u> Subr	nitted		cists Ef	npilU Red	tbr Type
		Data Warehouse								_					
This view is important. If there are		Analyst	11/01/2010	IN	Hours		0.00	24 0				0.00	100	00413887)	0 Positive
aventions that exist for an		Applications							View E:	ception	on Exists				1
exceptions that exist for an	Frieda	Developer	11/01/2010	IN	Hours		0.00]	8			_	0.00	100	105787386)	0/Positive
employee you must Resolve	Freddie	Technician	11/01/2010	N	Hours		0.00	52.0	0 0.	00	0.00)	0.00	100	04588681)	0 Positive
Exceptions.		Manaper	11/01/2010	N	Hours		0.00	4.01		00	0.00	0.00	100	00345234	0 Positive
To resolve exceptions see the		Director	11/01/2010	N	Houre		0.00	2 N		00	0.00	0.00	00	008552001	0 Positive
"Resolve Exceptions" process		Difector	110112010		iniuura		0.00	0.0	0.		0.001	0.00		000033200	UN USIDVC
document.															

Step 8: Click																
Employee Name	Employees with Unprocessed Reported Time Customize   Find   View AU 🚇 🚺											🗛 🛅 🖓 First	First D 1-16 of 16 D Last			
The "Employee Name" hyperlink takes you to the	<u>Name</u>	Job Description	Earliest	TA Status	TRC Type	<u>Saved</u>		<u>Needs</u> Approval	<u>Denied</u>	Approved and Submitted	Payable <u>Time</u>	Exception Exists	EmpliD	<u>Empl</u> <u>Red Nbr</u>	<u>Time</u> Reporting Type	
Employees with Unprocessed Time		Data V Clin Analys	ck Employee N	lame	Hours		0.00	24.00	0.00	0.00	0.00		0000413887	0	Positive ()	
		Applicat D soper	11/01/2010	N	Hours		0.00	8.00	0.00	0.00	0.00		0005787386	0	Positive ))	
	Freddie	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	
SECTION IV																
	Sta	rt Date:	10/01/201	0	End Da	ite:	10	/30/2010								
Step 9: View	- F	Reported 1	Time Details	s			Cust	omize   Fir	nd   L <mark>ZL</mark>	J 🛗 FI	irst 🖪 1	-5 of 5	Last			
Reported Status	Dat	<u>e</u>	Time Repo Code	orting	Туре	9	Quar	<u>ntity</u>	Report	ted Stat	us f	Except Exists	ion			
The Reported Status column to	10/	01/2010	SCK		Hours			8.00	Needs	Approv	al					
verify what date(s) and number of	10/	07/2010	SCK		Hours			4.00	Needs	Approv	(a)					
hours that need approval.	10/	15/2010	SCK		Hours			4.00	Needs	Approv	(a)					
	10/	22/2010	SCK		Hours			4.00	Needs	Approv						
	10/	29/2010	SCK		Hours			4.00	Needs	Approv	81					
	Retu	irn to Sele	ct Employee	<u>e</u>		_	_									
Return to Select     Employees		Start D	ate: 10/01	1/2010 )etails	En	d Date	e: //	10/30/20	10 5 oct 11 <sup>2</sup>	a, <b>%</b> :: ,		Eoff	2 Loot			
After you finish reviewing the Reported Time Details for the		<u>Date</u> 10/01/2	2010 SCK	Report	ting Ret	turn Empl	to S	select ees	Repo	s Appro	tus I val	-s of s Excepti Exists	on			
Employee page to continue		10/07/2	2010 SCK	-	7	<u> </u>				is Appro	val					
viewing the Unprocessed Reported		10/15/2	010 SCK		Ho	urs		4.0		is Appro	val		(			
Time results.		10/22/2	2010 SCK		Ho	urs		4.0	0 Need	is Appro	vai		(			
		Return t	o Select Emp	ployee		uno				or oppro	- Hull					
															2	