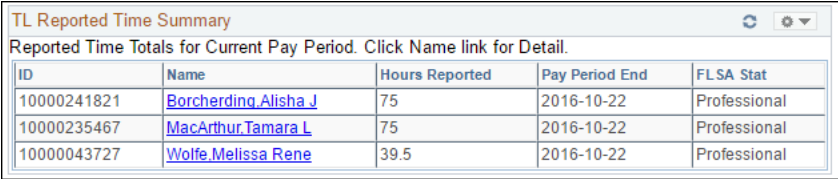


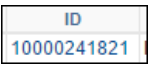
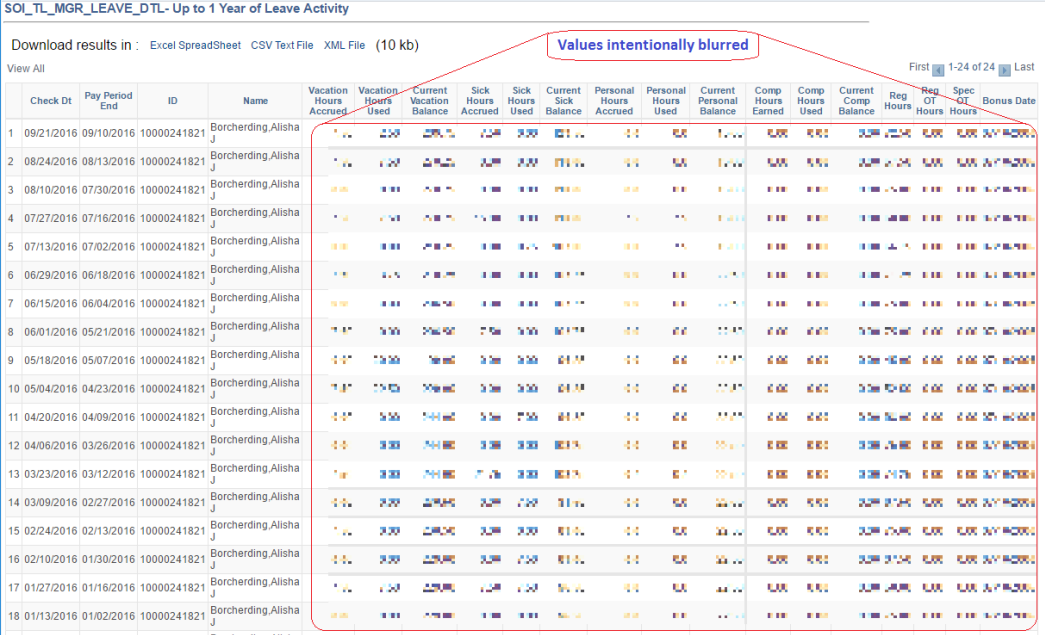


Using the Manager TL Reported Time Summary Pagelet

Step	Action																																																																																																																																																																																																
1.	<p>The TL Reported Time Summary Pagelet is available to all employees with a Time & Labor Manager related role. It shows Time & Labor Reported Time totals for the current pay period for each direct report employee that has saved and/or submitted time.</p> <p>It also shows the current Pay Period End date and the respective FLSA Status of the employee.</p>  <p>TL Reported Time Summary Reported Time Totals for Current Pay Period. Click Name link for Detail.</p> <table border="1"> <thead> <tr> <th>ID</th> <th>Name</th> <th>Hours Reported</th> <th>Pay Period End</th> <th>FLSA Stat</th> </tr> </thead> <tbody> <tr> <td>10000241821</td> <td>Borcherding, Alisha J</td> <td>75</td> <td>2016-10-22</td> <td>Professional</td> </tr> <tr> <td>10000235467</td> <td>MacArthur, Tamara L</td> <td>75</td> <td>2016-10-22</td> <td>Professional</td> </tr> <tr> <td>10000043727</td> <td>Wolfe, Melissa Rene</td> <td>39.5</td> <td>2016-10-22</td> <td>Professional</td> </tr> </tbody> </table>	ID	Name	Hours Reported	Pay Period End	FLSA Stat	10000241821	Borcherding, Alisha J	75	2016-10-22	Professional	10000235467	MacArthur, Tamara L	75	2016-10-22	Professional	10000043727	Wolfe, Melissa Rene	39.5	2016-10-22	Professional																																																																																																																																																																												
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3.	<p>The resulting new window will display the Reported Time details for the current pay period including date, TRC, reported hours, scheduled hours, status, and any related chartfield details.</p>  <p>SOL_TL_MGR_RPT_CUR_DTL- Click emplid for leave info</p> <p>Download results in: Excel Spreadsheet CSV Text File XML File (5 kb)</p> <p>View All First 1-11 of 11 Last</p> <table border="1"> <thead> <tr> <th>Unit</th> <th>ID</th> <th>Name</th> <th>Reported Date</th> <th>Weekday Name</th> <th>TRC</th> <th>TRC Description</th> <th>Reported Hours</th> <th>Scheduled Hours</th> <th>Reported Status</th> <th>Dept ID</th> <th>PC Bus Unit</th> <th>Project</th> <th>Activity</th> <th>FMLA Request</th> <th>Incident</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>00067</td> <td>10000241821</td> <td>Borcherding, Alisha J</td> <td>10/10/2016</td> <td>Monday</td> <td>HOL Holiday</td> <td>7.50</td> <td>8.75</td> <td>Saved</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>2</td> <td>00067</td> <td>10000241821</td> <td>Borcherding, Alisha J</td> <td>10/11/2016</td> <td>Tuesday</td> <td>REG Hours Worked</td> <td>7.50</td> <td>8.75</td> <td>Saved</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>3</td> <td>00067</td> <td>10000241821</td> <td>Borcherding, Alisha J</td> <td>10/12/2016</td> <td>Wednesday</td> <td>REG Hours Worked</td> <td>7.50</td> <td>8.75</td> <td>Saved</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>4</td> <td>00067</td> <td>10000241821</td> <td>Borcherding, Alisha J</td> <td>10/13/2016</td> <td>Thursday</td> <td>REG Hours Worked</td> <td>7.50</td> <td>8.75</td> <td>Saved</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>5</td> <td>00067</td> <td>10000241821</td> <td>Borcherding, Alisha J</td> <td>10/14/2016</td> <td>Friday</td> <td>REG Hours Worked</td> <td>5.50</td> <td>0.00</td> <td>Saved</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>6</td> <td>00067</td> <td>10000241821</td> <td>Borcherding, Alisha J</td> <td>10/14/2016</td> <td>Friday</td> <td>SICK Sick Time</td> <td>2.00</td> <td>0.00</td> <td>Saved</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>7</td> <td>00067</td> <td>10000241821</td> <td>Borcherding, Alisha J</td> <td>10/17/2016</td> <td>Monday</td> <td>REG Hours Worked</td> <td>7.50</td> <td>8.00</td> <td>Saved</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>8</td> <td>00067</td> <td>10000241821</td> <td>Borcherding, Alisha J</td> <td>10/18/2016</td> <td>Tuesday</td> <td>REG Hours Worked</td> <td>7.50</td> <td>8.00</td> <td>Saved</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>9</td> <td>00067</td> <td>10000241821</td> <td>Borcherding, Alisha J</td> <td>10/19/2016</td> <td>Wednesday</td> <td>REG Hours Worked</td> <td>7.50</td> <td>8.00</td> <td>Saved</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>10</td> <td>00067</td> <td>10000241821</td> <td>Borcherding, Alisha J</td> <td>10/20/2016</td> <td>Thursday</td> <td>REG Hours Worked</td> <td>7.50</td> <td>8.00</td> <td>Saved</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>11</td> <td>00067</td> <td>10000241821</td> <td>Borcherding, Alisha J</td> <td>10/21/2016</td> <td>Friday</td> <td>REG Hours Worked</td> <td>7.50</td> <td>8.00</td> <td>Saved</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Unit	ID	Name	Reported Date	Weekday Name	TRC	TRC Description	Reported Hours	Scheduled Hours	Reported Status	Dept ID	PC Bus Unit	Project	Activity	FMLA Request	Incident	1	00067	10000241821	Borcherding, Alisha J	10/10/2016	Monday	HOL Holiday	7.50	8.75	Saved							2	00067	10000241821	Borcherding, Alisha J	10/11/2016	Tuesday	REG Hours Worked	7.50	8.75	Saved							3	00067	10000241821	Borcherding, Alisha J	10/12/2016	Wednesday	REG Hours Worked	7.50	8.75	Saved							4	00067	10000241821	Borcherding, Alisha J	10/13/2016	Thursday	REG Hours Worked	7.50	8.75	Saved							5	00067	10000241821	Borcherding, Alisha J	10/14/2016	Friday	REG Hours Worked	5.50	0.00	Saved							6	00067	10000241821	Borcherding, Alisha J	10/14/2016	Friday	SICK Sick Time	2.00	0.00	Saved							7	00067	10000241821	Borcherding, Alisha J	10/17/2016	Monday	REG Hours Worked	7.50	8.00	Saved							8	00067	10000241821	Borcherding, Alisha J	10/18/2016	Tuesday	REG Hours Worked	7.50	8.00	Saved							9	00067	10000241821	Borcherding, Alisha J	10/19/2016	Wednesday	REG Hours Worked	7.50	8.00	Saved							10	00067	10000241821	Borcherding, Alisha J	10/20/2016	Thursday	REG Hours Worked	7.50	8.00	Saved							11	00067	10000241821	Borcherding, Alisha J	10/21/2016	Friday	REG Hours Worked	7.50	8.00	Saved						
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It displays up to a year of activity for each employee.</p>  <p>SOI_TL_MGR_LEAVE_DTL- Up to 1 Year of Leave Activity</p> <p>Download results in : Excel Spreadsheet CSV Text File XML File (10 kb)</p> <p>View All</p> <table border="1"> <thead> <tr> <th>Check Dt</th> <th>Pay Period End</th> <th>ID</th> <th>Name</th> <th>Vacation Hours Accrued</th> <th>Vacation Hours Used</th> <th>Current Vacation Balance</th> <th>Sick Hours Accrued</th> <th>Sick Hours Used</th> <th>Current Sick Balance</th> <th>Personal Hours Accrued</th> <th>Personal Hours Used</th> <th>Current Personal Balance</th> <th>Comp Hours Earned</th> <th>Comp Hours Used</th> <th>Current Comp Balance</th> <th>Reg Hours</th> <th>Reg OT Hours</th> <th>Spec OT Hours</th> <th>Bonus Date</th> </tr> </thead> <tbody> <tr><td>09/21/2016</td><td>09/10/2016</td><td>10000241821</td><td>Borcherding, Alisha 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Hours Accrued	Sick Hours Used	Current Sick Balance	Personal Hours Accrued	Personal Hours Used	Current Personal Balance	Comp Hours Earned	Comp Hours Used	Current Comp Balance	Reg Hours	Reg OT Hours	Spec OT Hours	Bonus Date	09/21/2016	09/10/2016	10000241821	Borcherding, Alisha J.	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	09/24/2016	08/13/2016	10000241821	Borcherding, Alisha J.	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	08/10/2016	07/30/2016	10000241821	Borcherding, Alisha J.	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	07/27/2016	07/16/2016	10000241821	Borcherding, Alisha J.	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	07/13/2016	07/02/2016	10000241821	Borcherding, Alisha J.	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	06/29/2016	06/18/2016	10000241821	Borcherding, Alisha J.	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	06/15/2016	06/04/2016	10000241821	Borcherding, Alisha J.	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	06/01/2016	05/21/2016	10000241821	Borcherding, Alisha J.	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	05/18/2016	05/07/2016	10000241821	Borcherding, Alisha J.	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	05/04/2016	04/23/2016	10000241821	Borcherding, Alisha J.	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	04/20/2016	04/09/2016	10000241821	Borcherding, Alisha J.	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	04/06/2016	03/26/2016	10000241821	Borcherding, Alisha J.	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	03/23/2016	03/12/2016	10000241821	Borcherding, Alisha J.	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	03/09/2016	02/27/2016	10000241821	Borcherding, Alisha J.	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	02/24/2016	02/13/2016	10000241821	Borcherding, Alisha J.	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	02/10/2016	01/30/2016	10000241821	Borcherding, Alisha J.	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	01/27/2016	01/16/2016	10000241821	Borcherding, Alisha J.	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	01/13/2016	01/02/2016	10000241821	Borcherding, Alisha J.	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Check Dt	Pay Period End	ID	Name	Vacation Hours Accrued	Vacation Hours Used	Current Vacation Balance	Sick Hours Accrued	Sick Hours Used	Current Sick Balance	Personal Hours Accrued	Personal Hours Used	Current Personal Balance	Comp Hours Earned	Comp Hours Used	Current Comp Balance	Reg Hours	Reg OT Hours	Spec OT Hours	Bonus Date																																																																																																																																																																																																																																																																																																																																																																																												
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<p>6.</p>	<p>You have successfully viewed the daily time calendar for an employee.</p> <p>End of Procedure.</p>																																																																																																																																																																																																																																																																																																																																																																																																														