Approving Time

To approve time, Site Administrators/Department Managers must review, approve and sign three reports: the Audit Paid to Reported Time Report, the Site Account Code Charge Monitor Report, and the Cross-Site Account Code Charges Report. These reports need to be reviewed/approved/signed at the end of every pay period. If any discrepancies are found in the reports, the Site Timekeeper needs to make any necessary corrections/adjustments.

Site Account Code Charge Monitor Report

The Account Code search prompt in the time reporting pages of T&L does not have any security to limit access, meaning that a timekeeper can select any other Department/Site's Account Codes, and thus charge time to other budgets. Since there is no notification to that department/site when their budget is being hit, it is the responsibility of both the Site Administrator where the charge is originating and the Site whose budget is being hit to monitor these Account Code overrides. This report will show you if your Site is hitting other departments' budgets. It includes all employees whose position has a department (in Job Data) different than the department Chartfield value from the Account Code reported in Time and Labor. **Run one report for salary, one report for hourly.**

Cross-Site Account Code Charges Report

This report works in combination with the Site Account Code Charge Monitor Report to assure that Sites do not charge accounts other than their own when they are not supposed to. While the Site Account Code Charge Monitor Report shows you if you're hitting other Departments' budgets, the Cross-Site Account Code Charges Report shows you if other Departments are hitting yours. This report would include all employees who are charging time in Time and Labor to an Account Code containing the Department Chartfield value of the department who is running the report, but whose position has a department (in Job Data) different than that department Chartfield value from the Account Code reported in Time and Labor. **Run one report for your department.**

Time Summary Report - For informational purposes only

The Time Summary Report shows reported time at the Site Administrators/Department Managers location. This report can be run twice a month; once for salaried employees and once for hourly employees. Time-keepers can use this report to check their accurancy in what has been reported in Time and Labor. This report does not need to be signed. **Run one for salary, one for hourly, and one for your substitutes (5998H if necessary).**

T&L Blank Account Codes Report – SmartFind*Express* (SAMS) Interface

The T&L Blank Account Codes report shows substitutes whose time is interfaced from SmartFind*Express* (SAMS) to Time & Labor with a default Account Code (Combo Code) due to a district-related absence. You can access the Account Codes (Combo Codes) on the Professional Development Budget Information website.

http://www.sandi.net/personnel/subs/prof_dev.asp

This report is run only by Timekeepers that use SmartFind*Express* (SAMS). This report does not need to be signed.

Navigations:

Site Account Code Charge Monitor Report
Navigate to **Time and Labor→Reports→Site Account Charges**

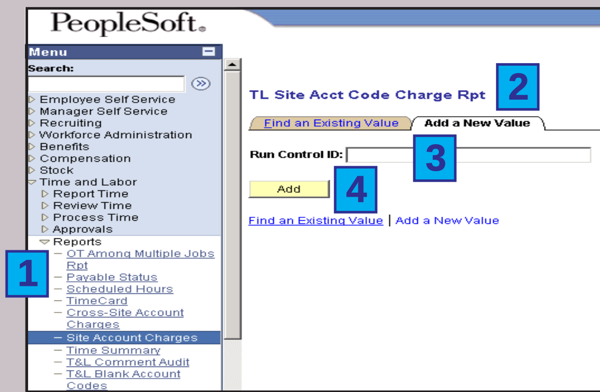
Cross-Site Account Code Charges Report
Navigate to **Time and Labor→Reports→Cross Site Account Charges**

Time Summary Report
Navigate to **Time and Labor→Reports→Time Summary**

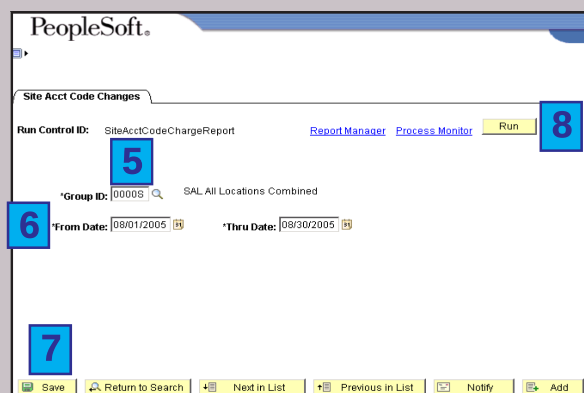
T&L Blank Account Codes Report
Navigate to **Time and Labor→Reports→T&L Blank Account Codes**

How To Run a Report

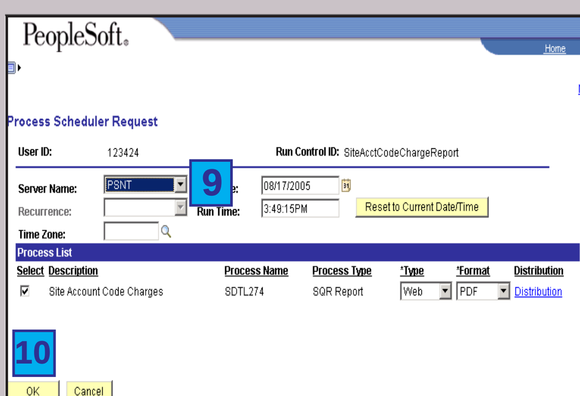
Although the navigations are different, you can use the same procedure to run any of the reports.



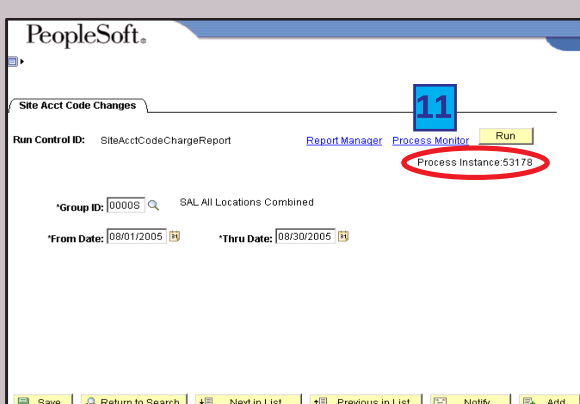
1. Navigate to the report you wish to run (see *Approving Time* job aid for navigation).
2. Click on the **Add a New Value** tab.
3. Enter a **Run Control ID**. Name the report something unique that you will remember. You only need one Run Control ID for each different report. **Do not** keep clicking on Add a New Value tab each time you run a report.
4. Click the **Add** button.



5. In the **Group ID** field, enter your Group ID, or click on the icon and select your Group ID.
6. Enter the specific parameters for the report you are running.
7. Click **Save**. (Only the first time you are setting up your report.)
8. Click **Run**.

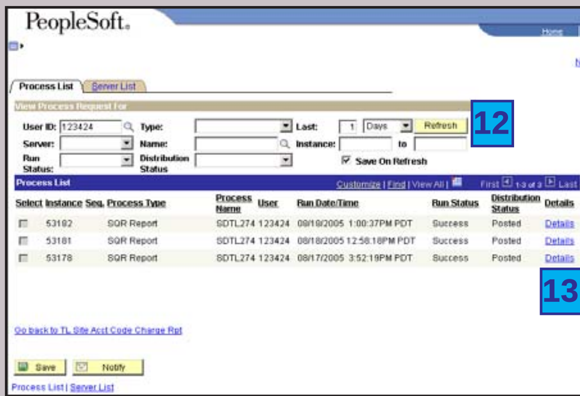


9. Select PSNT as the Server Name from the drop-down menu. You only need to do this the first time you are setting up your report.
10. Click **OK**.



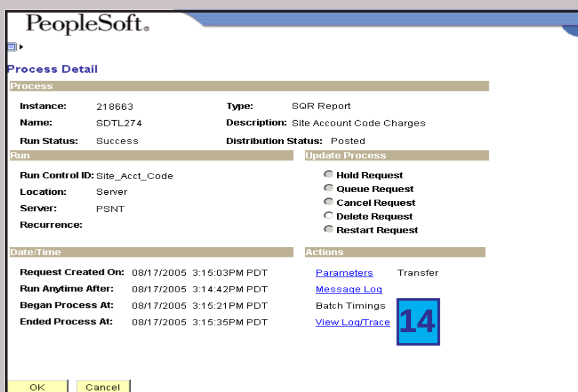
11. After you have clicked OK, you will be given a Process Instance Number and returned to the Report Tab. When there, click on the **Process Monitor** hyperlink to view the status of the report.

How To Run a Report

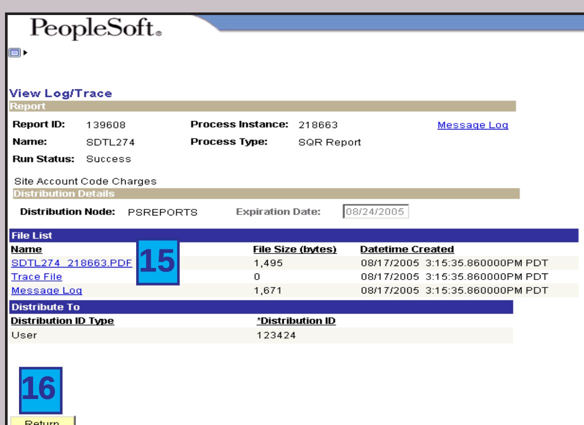


12. Your report is done processing when the **Run Status** reads *"Success"* and **Distribution Status** reads *"Posted"* (If not, hit the **Refresh** button, wait a few moments, 8-10 seconds, click the **Refresh** button until they change to the correct statuses).

13. Click on the **Details** hyperlink.

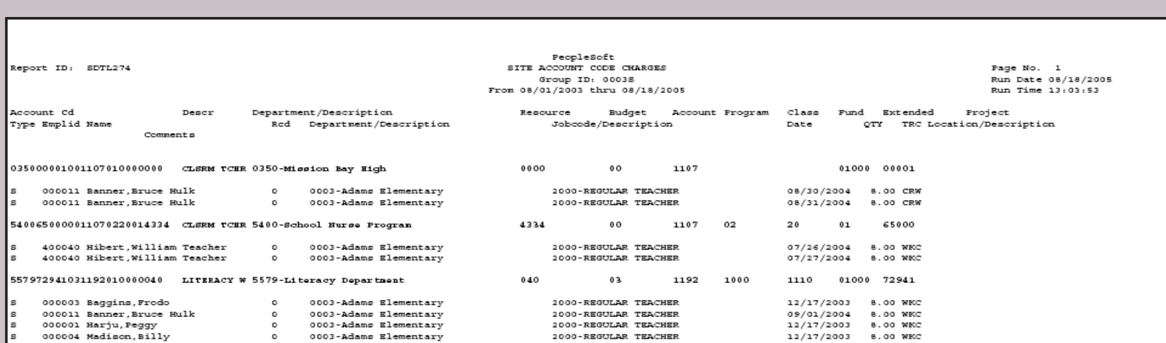


14. Click on the **View Log/Trace** hyperlink. This will bring you to a page that shows you three files.



15. Of the three files, choose the one with the **.PDF** extension. The name of the report will also contain the number that was assigned to it in step 11. The report opens in Adobe Acrobat Reader. If you are running the Blank Acct Code report, the file you will be looking for has an **.HTM** extension.

16. When you are done viewing the report, click the **Return** button on the View/Log Trace page. This will take you to the Process Detail page. Once there, click **OK**. Then, click **Save**. After you have done this, your report will be saved and available for you in case you need to view it again.



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                                                      PeopleSoft
Report ID:  SDTL274                           SITE ACCOUNT CODE CHARGES                                   Page No.  1
                                                   Group ID: 00038                                        Run Date 08/18/2005
                                          From 08/01/2003 thru 08/18/2005                                 Run Time 13:03:53

Account Cd                Descr      Department/Description                Resource     Budget    Account Program   Class    Fund   Extended     Project
Type Emplid Name                        Rcd    Department/Description          Jobcode/Description                Date          QTY   TRC Location/Description
                    Comments


035000001001107010000000   CLSRM TCHR 0350-Mission Bay High                 0000         00        1107                      01000  00001

S    000011 Banner,Bruce Hulk           0      0003-Adams Elementary            2000-REGULAR TEACHER                08/30/2004    8.00 CRW
S    000011 Banner,Bruce Hulk           0      0003-Adams Elementary            2000-REGULAR TEACHER                08/31/2004    8.00 CRW

54006500000110702200l4334  CLSRM TCHR 5400-School Nurse Program             4334         00        1107    02       20       01     65000

S    400040 Hibert,William Teacher      0      0003-Adams Elementary            2000-REGULAR TEACHER                07/26/2004    8.00 WKC
S    400040 Hibert,William Teacher      0      0003-Adams Elementary            2000-REGULAR TEACHER                07/27/2004    8.00 WKC

557972941031192010000040   LITERACY W 5579-Literacy Department              040          03        1192    1000     1110     01000  72941

S    000003 Baggins,Frodo               0      0003-Adams Elementary            2000-REGULAR TEACHER                12/17/2003    8.00 WKC
S    000011 Banner,Bruce Hulk           0      0003-Adams Elementary            2000-REGULAR TEACHER                09/01/2004    8.00 WKC
S    000001 Harju,Peggy                 0      0003-Adams Elementary            2000-REGULAR TEACHER                12/17/2003    8.00 WKC
S    000004 Madison,Billy               0      0003-Adams Elementary            2000-REGULAR TEACHER                12/17/2003    8.00 WKC
S    000002 Wallace,William             0      0003-Adams Elementary            2000-REGULAR TEACHER                12/17/2003    8.00 WKC
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