

# How to Run a Time and Labor Report

Last Updated: March 2024

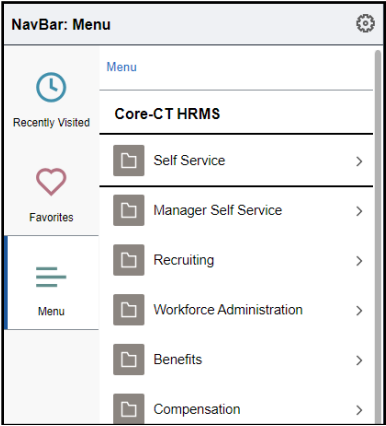


This job aid describes how to run the Payable Status Report. However, the steps listed below apply to all reports. For a complete list of Time and Labor report names and navigation paths, please reference the Time and Labor Reports Job Aid.

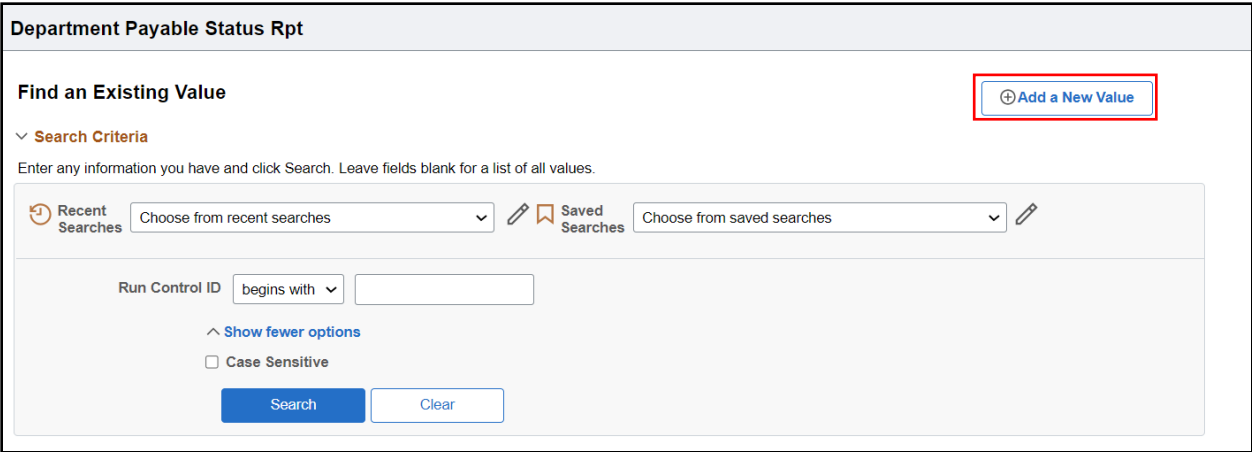
**IMPORTANT:** It is not necessary to add a new Run Control ID each time a report is run. You may run reports under the same Run Control ID.



- 1. Navigate to: **Nav Bar > Menu > Core-CT HRMS > Time and Labor > Reports > Payable Status Report CTTLR252**



- 2. The Department Payable Status Rpt search page displays, select **Add a New Value**



- 3. Enter the **Run Control ID** and click the **Add** button

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Add a New Value

\*Run Control ID

4. Complete the necessary fields from the Payable Status Report page and click the **Run** button

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**Payable Status Report CTTLR252**

Payable Status Rpt - CTTLR252

Run Control ID: Tester      Report Manager    Process Monitor    **Run**

Language: English

**Report Parameters**

Description:

**Dates to Report**

From Date:  End Date:

**Employees to Report**

Set ID:

Department      Description

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Group ID:

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Empl ID      Name      Job Code Description

**Payable Time Status**

Approved       Estimated       Rejected by Payroll  
 Closed       Needs Approval       Sent to Payroll  
 Diluted       Distributed       Taken by Payroll  
 Ignore       Check Reversed

**Save**    **Notify**      **Add**    **Update/Display**

5. Review the details and click **OK** from Process Scheduler Request page displays

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**Process Scheduler Request**

User ID \_\_\_\_\_ Run Control ID \_\_\_\_\_ Tester \_\_\_\_\_

Server Name  Run Date

Recurrence  Run Time

Time Zone

**Process List**

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	Payable Status Report	CTTLR252	SQR Report	Web	PDF	<a href="#">Distribution</a>

6. Click the **Report Manager** link on Payable Status Report page

**Payable Status Rpt - CTTLR252**

Run Control ID \_\_\_\_\_ Tester \_\_\_\_\_  [Process Monitor](#)

Language

7. Click **Refresh** from the Report List page to populate the report.

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**Report Manager**

List Explorer Administration Archives

**View Reports For**

Folder  Instance  to  Refresh

Name  Created On  Last  1 Days

**Reports**

1-1 of 1 View All

Report	Report Description	Folder Name	Completion Date/Time	Report ID	Process Instance
1 CTTLR252	PAYABLE STATUS REPORT	General	03/26/24 4:00PM	3073	3280

[Go back to Department Payable Status Rpt](#)

Save

List | Explorer | Administration | Archives

## 8. Select the Report Name

**Reports**

1-1 of 1 View All

Report	Report Description	Folder Name	Completion Date/Time	Report ID	Process Instance
1 CTTLR252	PAYABLE STATUS REPORT	General	03/26/24 4:00PM	3073	3280

## 9. From the Report/Log Viewer page, click the name of the file to view

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### Report Index

**Report**

Report ID 3073      Process Instance 3280      [Message Log](#)  
Name CTTLR252      Process Type SQR Report  
Run Status Success

Payable Status Report

**Distribution Details**

Distribution Node PRODRPTFTP      Expiration Date

**File List**

Name	File Size (bytes)	Datetime Created
<a href="#">SQR_CTTLR252_3280.log</a>	1,925	03/26/2024 4:00:54.441350PM EDT
<a href="#">cttlr252_3280.PDF</a>	2,727	03/26/2024 4:00:54.441350PM EDT
<a href="#">cttlr252_3280.out</a>	64	03/26/2024 4:00:54.441350PM EDT

**Distribute To**

Distribution ID Type	Distribution ID
User	

Special Note:  
The Report List row will be blank until your report's Status is Posted.

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### Optional:

To print, click  or select File > Print in your web browser.

### Special Note:

You can view the Status (Queued, Generated, or Posted) on the Report List's Administration Tab:

#### Report Manager

List | Explorer | **Administration** | Archives

**View Reports For**

User ID  Type  Last  1 Days

Status  Folder  Instance  to

**Report List**

<< < 1-1 of 1 > >> | View All

Select	Report ID	Prcs Instance	Description	Request Date/Time	Format	Status	Details
<input type="checkbox"/>	3073	3280	<a href="#">Payable Status Report</a>	03/26/2024 4:00:25PM	Acrobat (*.pdf)	Posted	<a href="#">Details</a>

Select All  Deselect All

Click the delete button to delete the selected report(s)

[Go back to Department Payable Status Rpt](#)

List | Explorer | Administration | Archives