

Reported Time Status Query for TimeKeepers

- You need to be in PS HR Production (Same URL as ASIA)
<https://hrprd.umssystem.edu/ps/prd/?cmd=login>
- NAVIGATION= Reporting Tools>Query>Query Manager>
- This panel should appear:

Query Manager

Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Query](#) | [Create New Query](#)

*Search By: begins with

[Advanced Search](#)

[Find an Existing Query](#) | [Create New Query](#)

Enter the following Query Name: **TL_DIV_DEPT_PAYABLE_TIME_BIW**
(Underscores are important. No Spaces exist in Query Names.)
{If you only enter “TL”, a list of queries will return. These are not reliable at this time.}

Query Manager

Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Query](#) | [Create New Query](#)

*Search By: begins with

[Advanced Search](#)

Search Results

*Folder View:

*Action:


Select	Query Name	Descr	Owner	Folder	Edit	Run to HTML	Run to Excel	Run to XML	Schedule
<input type="checkbox"/>	TL_DIV_DEPT_PAYABLE_TIME_BIW	Payable Time by Div,Dept ,GRP	Public		Edit	HTML	Excel	XML	Schedule

[Find an Existing Query](#) | [Create New Query](#)

Clicking on the **Edit** hyperlink and running from the **Excel** hyperlink are the two most common options for returning data. In either method the prompts behave the same. (Sometimes using Edit returns data more quickly.)



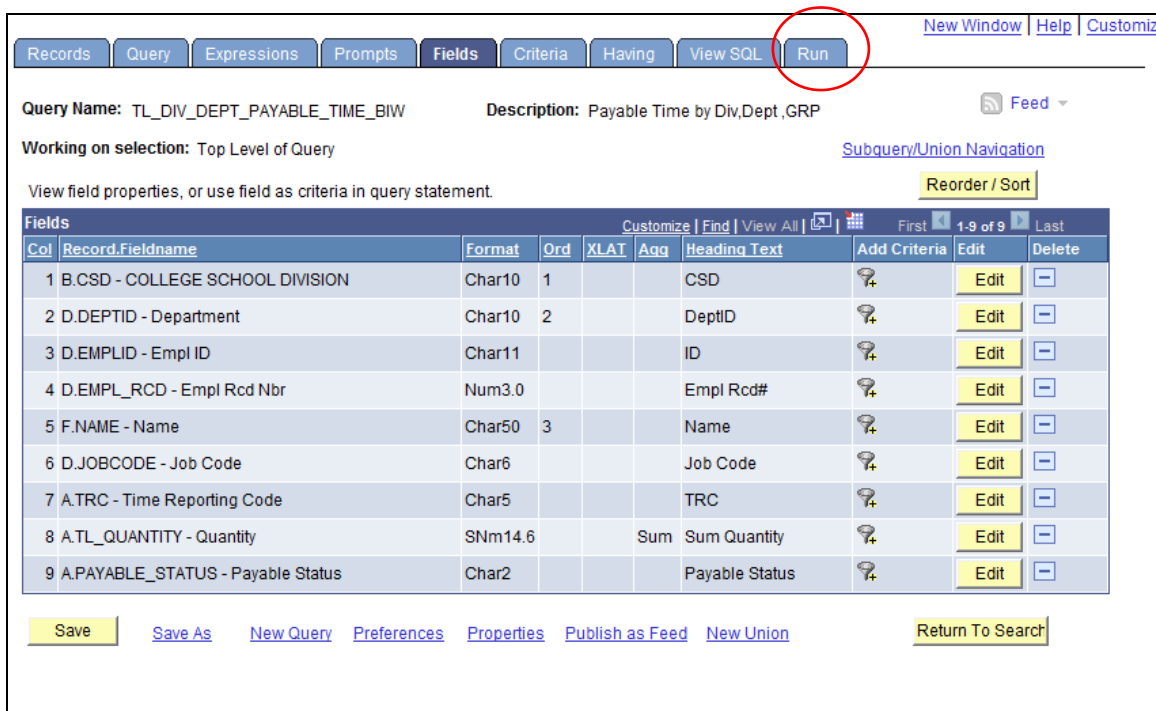
Human Resources

- You can click on the Excel Link and it will prompt for some information and download to Excel without entering Query function
- On the prompt panel; do not click on  to use lookup.

Clicking on **Edit** Option.

Option 1: Clicking “Edit”

This default panel appears. Click on the last tab, “RUN”.





















Records Query Expressions Prompts **Fields** Criteria Having View SQL **Run** [New Window](#) [Help](#) [Customiz](#)

Query Name: TL_DIV_DEPT_PAYABLE_TIME_BIW Description: Payable Time by Div,Dept, GRP [Feed](#)

Working on selection: Top Level of Query [Subquery/Union Navigation](#)

View field properties, or use field as criteria in query statement. [Reorder / Sort](#)

Col	Record	Fieldname	Format	Ord	XLAT	Agg	Heading Text	Add Criteria	Edit	Delete
1	B.	CSD - COLLEGE SCHOOL DIVISION	Char10	1			CSD		Edit	
2	D.	DEPTID - Department	Char10	2			DeptID		Edit	
3	D.	EMPLID - Empl ID	Char11				ID		Edit	
4	D.	EMPL_RCD - Empl Rcd Nbr	Num3.0				Empl Rcd#		Edit	
5	F.	NAME - Name	Char50	3			Name		Edit	
6	D.	JOBCODE - Job Code	Char6				Job Code		Edit	
7	A.	TRC - Time Reporting Code	Char5				TRC		Edit	
8	A.	TL_QUANTITY - Quantity	SNm14.6			Sum	Sum Quantity		Edit	
9	A.	PAYABLE_STATUS - Payable Status	Char2				Payable Status		Edit	

[Save](#) [Save As](#) [New Query](#) [Preferences](#) [Properties](#) [Publish as Feed](#) [New Union](#) [Return To Search](#)

Next, the prompt panel should appear.

(All three fields are required.)



Human Resources

TL_DIV_DEPT_PAYABLE_TIME_BIW

Pay Begin Date:

Pay End Date:

Division:

- Enter the Pay Begin Date in **Full MM/DD/YYYY** format. (Note: Do not click on to use lookup.)
- Enter the Pay End Date in Full MM/DD/YYY format.
- Enter your Division Node Name. (This report is only at the division level at this time.)
- Click OK.

Data should return. The column headers are:

CSD = College, School or Division based upon PS Tree (Ex. KIDENT, KA&S)

DeptID = HR Dept ID

ID = Employee ID

Empl Rcd# = Employee record number

Name = Employee Name

Job Code = 4 digit job code

TRC = Time Reporting Code

Sum Quantity = Total hours for each TRC

Payable Status =

SB = Saved but Not Submitted.

NA = Not Approved

AP = Approved, but not yet in payline

TP = Taken to Payroll (This should only appear after payroll calculation.)

Note: IF you use the Edit Option, you can still download to excel by clicking the "Download to Excel" hyperlink.

Records Query Expressions Prompts Fields Criteria Having View SQL Run [New Window](#) | [Help](#) | [Customize Pa](#)

Pay Begin Date = 2010-10-02, Pay End Date=2010-10-16, Division=KLAW

View All | [Rerun Query](#) | [Download to Excel](#) | [Download to XML](#) First Last

CSD	DeptID	ID	Empl Rcd#	Name	Job Code	TRC	Sum Quantity	Payable Status
-----	--------	----	-----------	------	----------	-----	--------------	----------------



Human Resources

Option 2: Saving to Excel. (Directly, w/o “running”.)

Enter the following Query Name: **TL_DIV_DEPT_PAYABLE_TIME_BIW**


(Underscores are important. No Spaces exist in Query Names.)

{If you only enter “TL”, a list of queries will return. These are not reliable at this time.}

The screenshot shows the 'Query Manager' interface. At the top, it says 'Enter any information you have and click Search. Leave fields blank for a list of all values.' Below this are links for 'Find an Existing Query' and 'Create New Query'. The search criteria are set to '*Search By: Query Name' and 'begins with' 'TL_DIV_DEPT_PAYABLE_TIME_BIW'. There are 'Search' and 'Advanced Search' buttons. Below the search criteria is the 'Search Results' section, which includes a '*Folder View:' dropdown set to '-- All Folders --', 'Check All' and 'Uncheck All' buttons, and an '*Action:' dropdown set to '-- Choose --' with a 'Go' button. A table of search results is displayed with columns: Select, Query Name, Descr, Owner, Folder, Edit, Run to HTML, Run to Excel, Run to XML, and Schedule. The first row is selected and shows the query name 'TL_DIV_DEPT_PAYABLE_TIME_BIW', description 'Payable Time by Div,Dept,GRP', owner 'Public', and various action buttons. At the bottom, there are links for 'Find an Existing Query' and 'Create New Query'.

Next, the prompt panel should appear. **DO NOT** Click on the Magnifying glass for the Pay Begin Date. You must have all three prompt fields populated.

The screenshot shows a prompt panel titled 'TL_DIV_DEPT_PAYABLE_TIME_BIW'. It contains three input fields: 'Pay Begin Date:' with a magnifying glass icon, 'Pay End Date:' with a calendar icon, and 'Division:' with a magnifying glass icon. At the bottom, there are 'OK' and 'Cancel' buttons.

- Enter the Pay Begin Date in **Full MM/DD/YYYY** format. (Note: Do not click on  to use lookup.)
- Enter the Pay End Date in Full MM/DD/YYYY format.
- Enter your Division Node Name. (This report is only at the division level at this time.)
- Click OK.



Human Resources

Data should return.

SB = Saved but Not Submitted.

NA = Not Approved

AP = Approved, but not yet in payline

TP = Taken to Payroll (This should only appear after a final payroll calculation.)

Prompts should behave the same. Download should behave as any file download.

CSD	DeptID	ID	Empl Rcd#	Name	Job Code	TRC	Sum Quantity	Payable Status
-----	--------	----	-----------	------	----------	-----	--------------	----------------

Trouble Shooting:

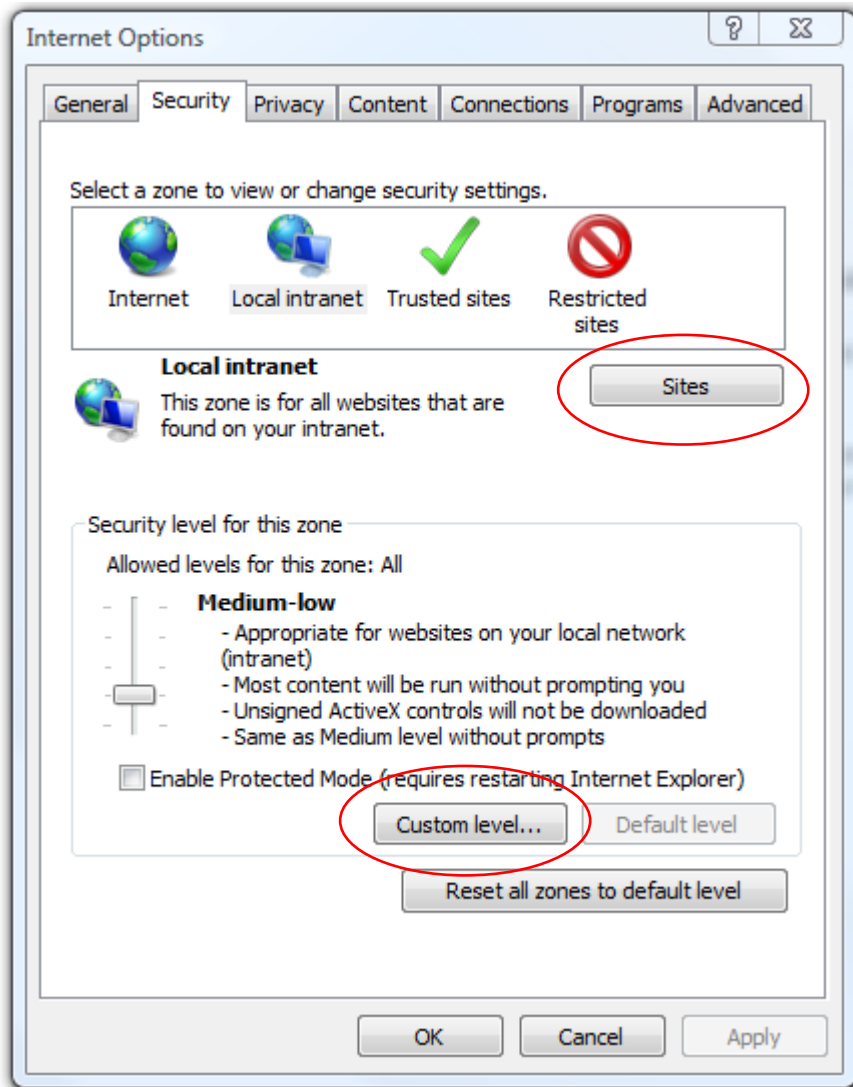
Pop up blockers may prevent the download. The file sometimes behaves as if it has been saved without direction to a location. If this occurs, take the following steps.

In your browser: Click on Tools>Internet Options>Security

Add location to secure site list. And then click on “Custom Level”



Human Resources



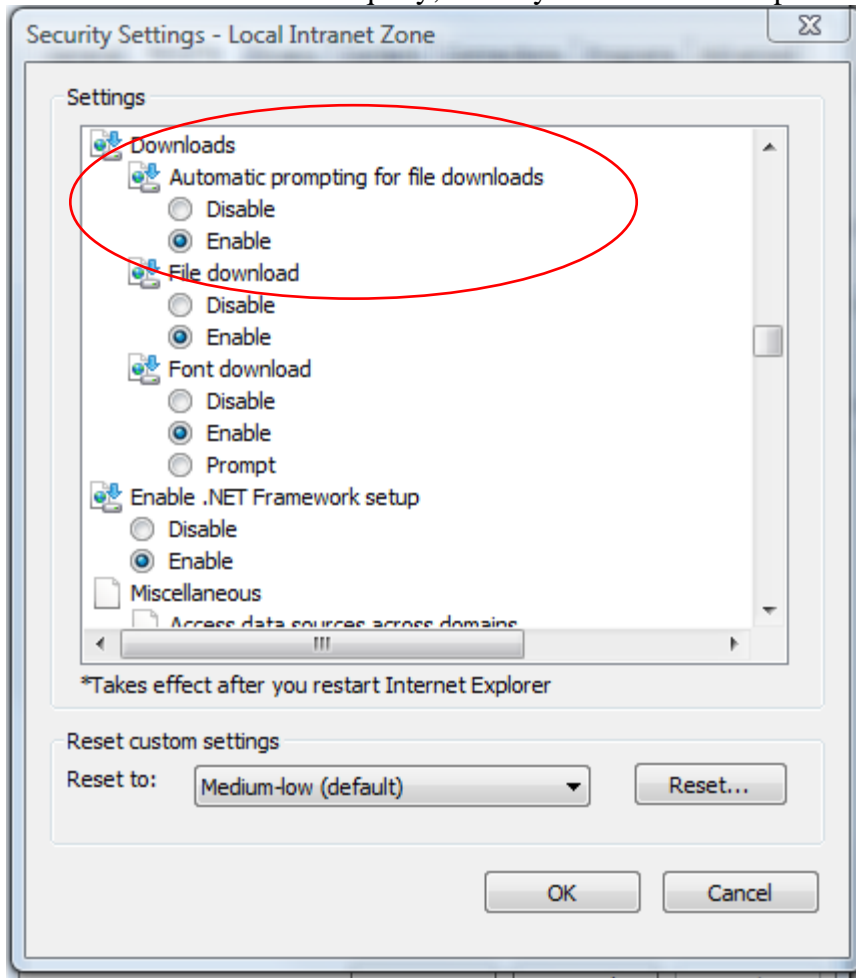
Scroll through the settings for Downloads.

The “Automatic prompting for file downloads” option may have “Disable” selected.

Select Enable.

Click ok and apply.

You will need to re run the query; PS only allows one attempt with each run of the report.



You will need to re run the query. PS only allows one download with each run of the report.