










## TL010.07: Running the Request Time Administration Process By Employee

Step	Action
1.	On the <b>Employee Self Service</b> menu, click the <b>NavBar</b> button. 
2.	Click the <b>Navigator</b> button.  Navigator
3.	Click the <b>Time and Labor</b> menu. 
4.	Click the <b>Process Time</b> menu. 
5.	Click the <b>Request Time Administration</b> menu. 
6.	Click the <b>Add a New Value</b> tab. 
7.	Populate the <b>Run Control ID</b> field. Run Control ID <input data-bbox="527 1600 977 1638" type="text"/>
8.	Click the <b>Add</b> button. 
9.	Uncheck the <b>Use Reported Time for POI</b> checkbox. <input checked="" data-bbox="365 1812 391 1845" type="checkbox"/> <b>Use Reported Time for POI</b>



Step	Action
10.	Update the <b>Process through Date</b> field, as needed.  NOTE: In most instances, the <b>Process through Date</b> should be the same as the <b>Pay Calendar End Date</b> . <b>Process through Date</b> <input type="text" value="12/07/2016"/>
11.	Click the <b>Look up</b> icon associated with the <b>Empl ID</b> field. 
12.	Populate the <b>Last Name</b> field. <b>Last Name</b> <input type="text" value="begins with"/> <input type="text"/>
13.	Click the <b>Look Up</b> button. 
14.	Select the desired <b>Empl ID</b> from the listing. 
15.	Click the <b>Save</b> button. 
16.	Click the <b>Run</b> button. 
17.	On the <b>Process Scheduler Request</b> page, click the <b>OK</b> button. 
18.	To monitor successful completion of the process, click the <b>Process Monitor</b> link. 
19.	You have successfully completed the <b>Running the Request Time Administration Process by Employee</b> topic. <b>End of Procedure.</b>