














TL010.08: Running the Request Time Administration Process By Group

Step	Action
1.	On the Employee Self Service menu, click the NavBar button. 
2.	Click the Navigator button.  Navigator
3.	Click the Time and Labor menu. 
4.	Click the Process Time menu. 
5.	Click the Request Time Administration menu. 
6.	Click the Add a New Value tab. 
7.	Populate the Run Control ID field. Run Control ID <input data-bbox="532 1556 979 1591" type="text"/>
8.	Click the Add button. 
9.	Uncheck the Use Reported Time for POI checkbox. <input checked="" data-bbox="365 1766 391 1801" type="checkbox"/> Use Reported Time for POI



Step	Action
10.	Update the Process through Date field, as needed. NOTE: In most instances, the Process through Date should be the same as the Pay Calendar End Date . Process through Date <input type="text" value="12/07/2016"/>
11.	Click the Look up icon associated with the Group ID field. 
12.	Select the desired Time Reporter Group from the listing. 98BWK
13.	Click the Save button. 
14.	Click the Run button. 
15.	On the Process Scheduler Request page, click the OK button. 
16.	To monitor successful completion of the process, click the Process Monitor link. Process Monito
17.	You have successfully completed the Running the Request Time Administration Process By Group topic. End of Procedure.