

Running Time Administration

Time Administration Template

Navigation: Navigation – Main Menu > Time and Labor > Request Time Administration > Request Time Administration

1. Uncheck "Use Reported Time for POI."
2. Updated your "Process through Date."
3. Add the group or employee for which you are running Time Administration.
4. Click "Save."
5. Click "Run."

Request Time Administration

Run Control ID JUC Report Manager Process Monitor **Run**

Run Control Parameters

Forecast Payable Time

Use Reported Time for POI

Use Current Date

Process through Date 05/17/2017

Time Administration Settings

Continue with Exceptions

Include All Jobs

Employees To Process Personalize | Find | [Grid Icon] | First 1 of 1 Last

Empl ID	Name	Group ID	*Include or Exclude Selection
			Include

[Save] [Return to Search] [Notify] [Add] [Update/Display]

6. Click the "Process Monitor" link beside Run.
7. "Refresh" until the Run Status is "Success" and the Distribution Status is "Posted."

Process List | Server List

View Process Request For

User ID UCANNIDA Type Last 1 Days Refresh

Server Name Instance From Instance To

Run Status Distribution Status Save On Refresh

Process List Personalize | Find | View All | [Grid Icon] | First 1 of 1 Last

Select	Instance	Seq.	Process Type	User	Run Date/Time	Run Status	Distribution Status
<input type="checkbox"/>							

Go back to Request Time Administration

[Save] [Notify]

Process List | Server List

