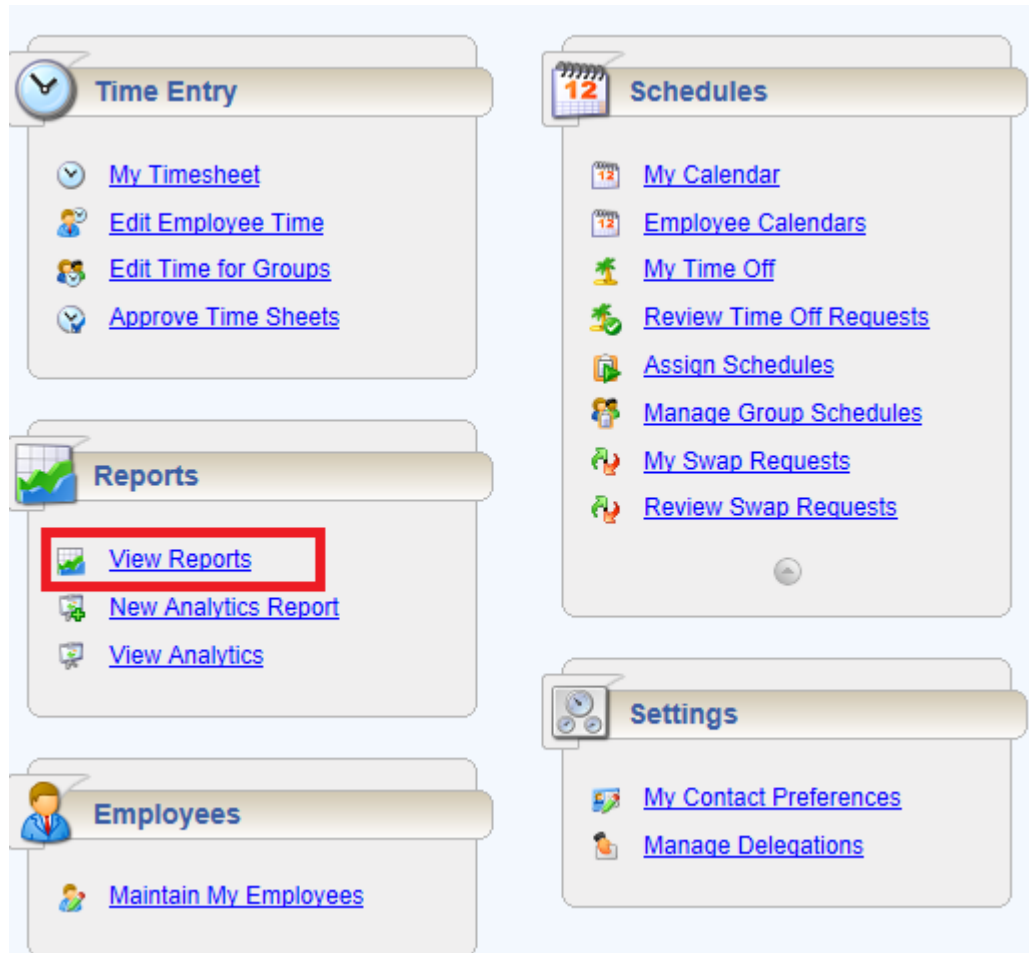


Job Aid 33: Generating “0” Hours Reports: Timesheet Detail Audit, No time Exist 2 Days before PPEnd “0” Report

1. To generate a report from the home screen, Under Reporting → **View Reports**.

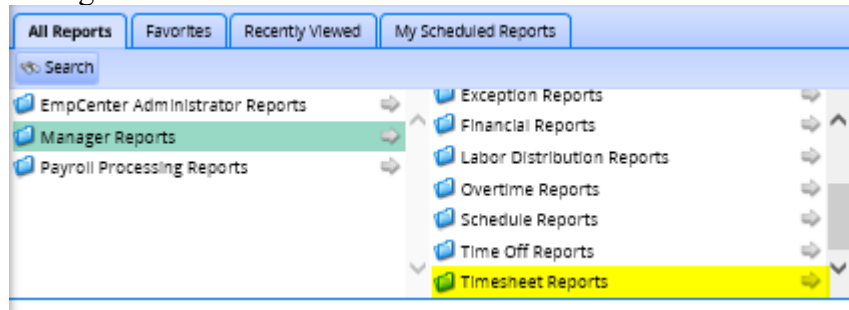
- All images on this job aid are of a **manager’s and Auditor’s view**.
- Employees, managers, and auditors can run reports.



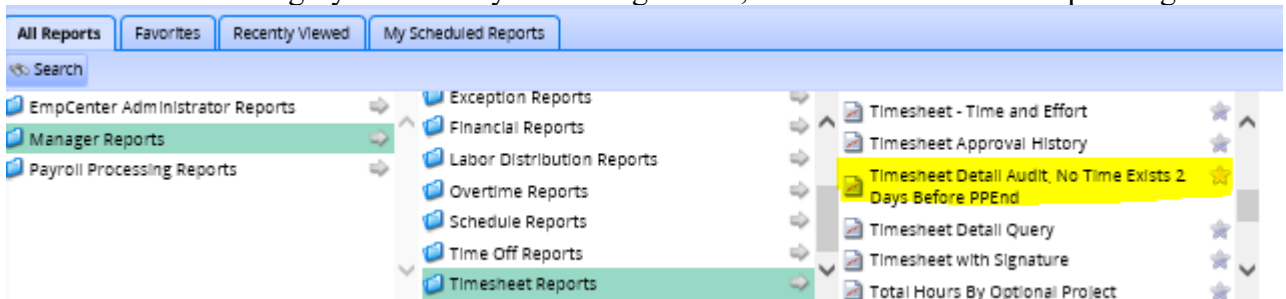
2. A list of report categories appears.
Either **Select the Report Category** or **Search for the Report**.

Select Report Category:

- Select the category; for example, **Manager Reports**. The right field populates with various reports or subcategories.

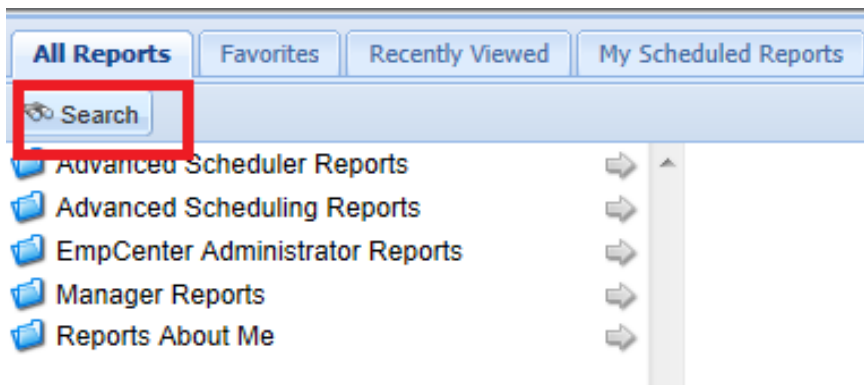


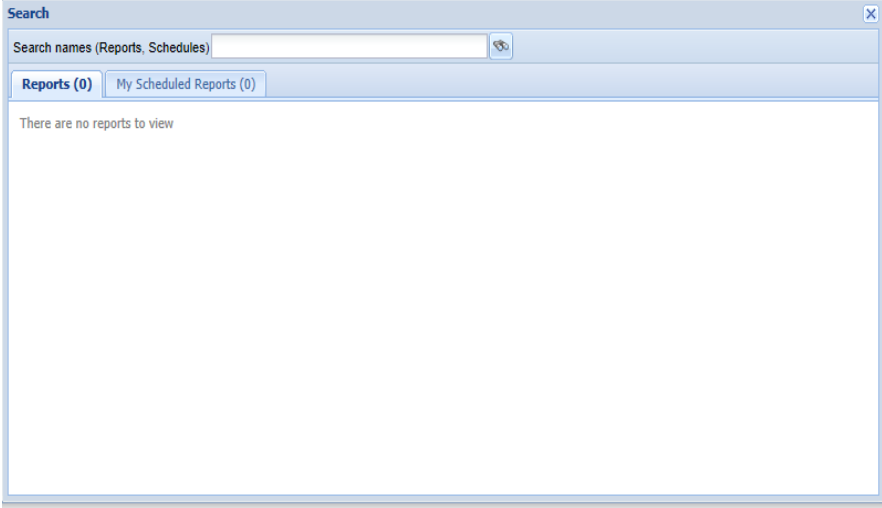
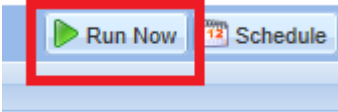
- Select a subcategory if necessary. In the right field, select the name of the report to generate.



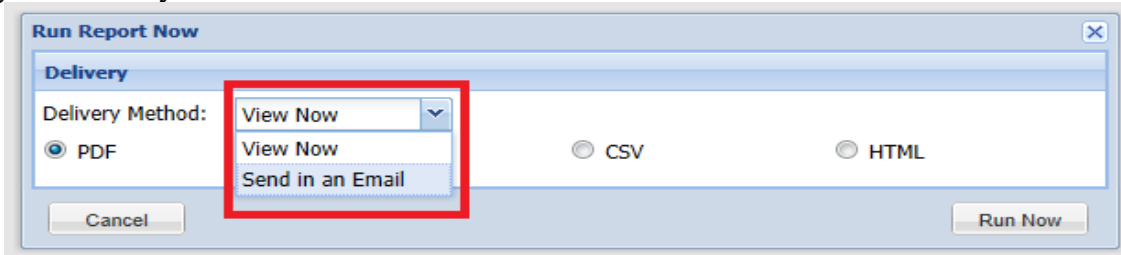
Search for the report:

- Select the search button.



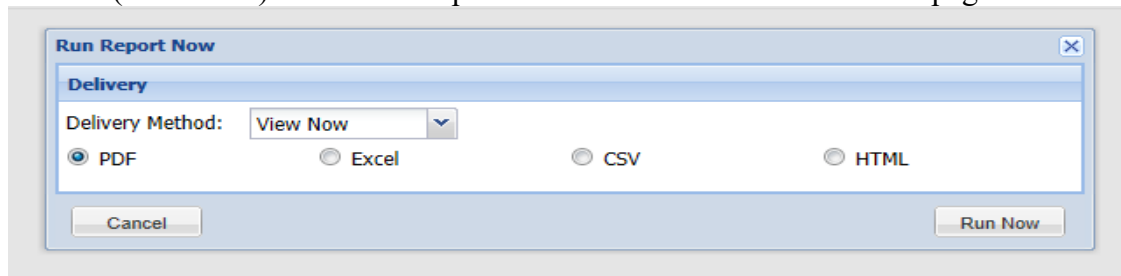
	<ul style="list-style-type: none"> Enter the name or part of the name of the report in the Search field. Reports with the search criteria in their name appear in the Search Results panel as you type. 
3.	<p>Click the name of the report you want to generate. A second panel appears in which you specify report criteria.</p>
4.	<p>Select your report parameters and then click Run Now on the right side of your screen.</p> <ul style="list-style-type: none"> This report can only be ran in the pay cycle we are working in. If you leave the employee ID and Employee Last name blank, the report will run the information on the whole assignment group. 

5. Select your Delivery Method **View Now** or **Send In An Email**.



Select your preferred output format:

- **PDF** to view/print the report in *Adobe Acrobat PDF* format.
- **Excel** to view/print the report as a *Microsoft Excel* spreadsheet.
- **CSV** files stored in tabular data (numbers and text) in plain text. Each record consists of one or more fields, separated by commas.
- **HTML** (the default) to view the report in the browser window as a web page.



6. Click **Run Now** to generate the report.

