



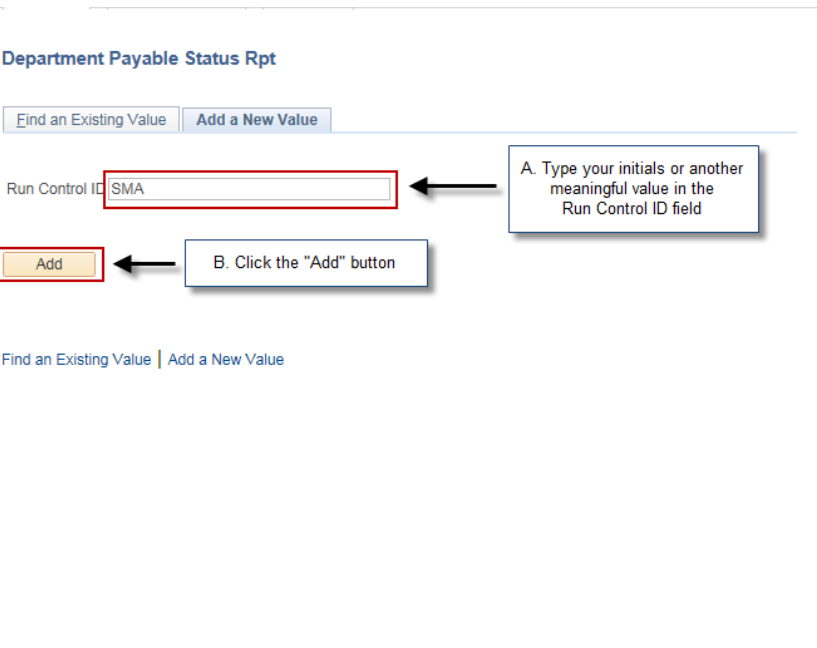
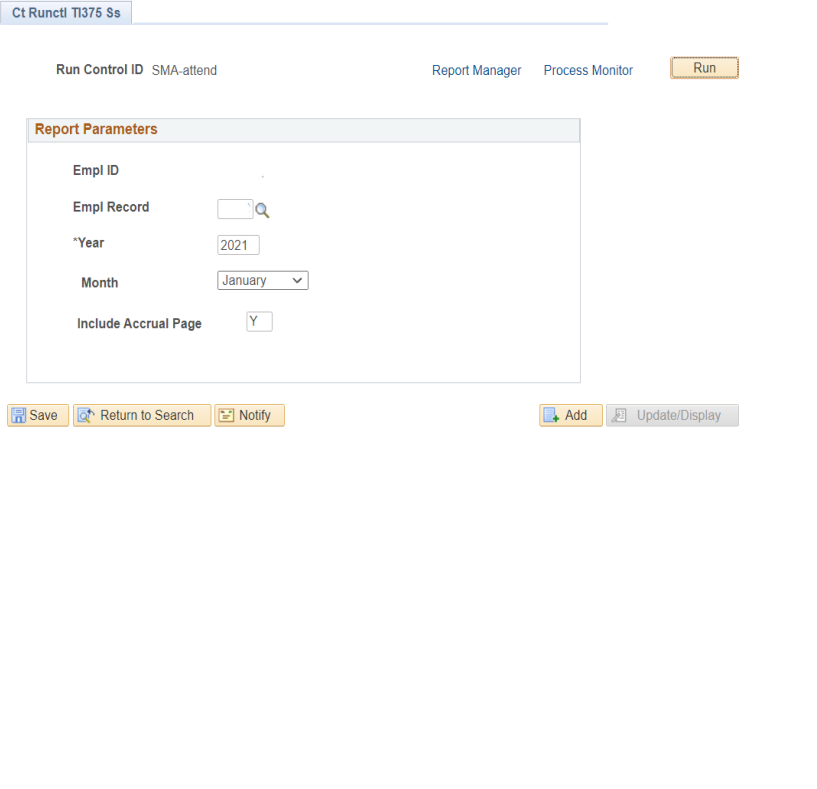
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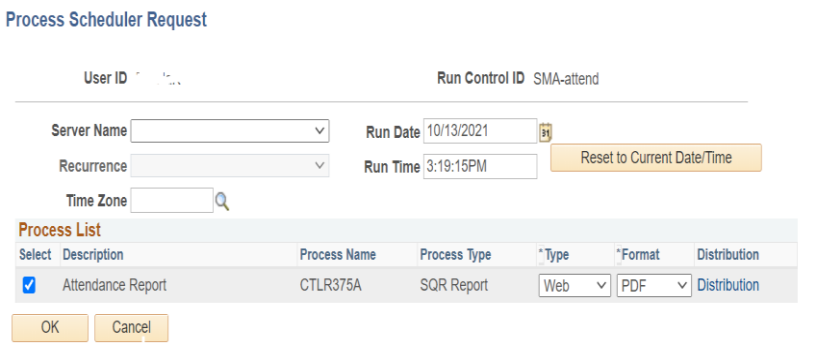
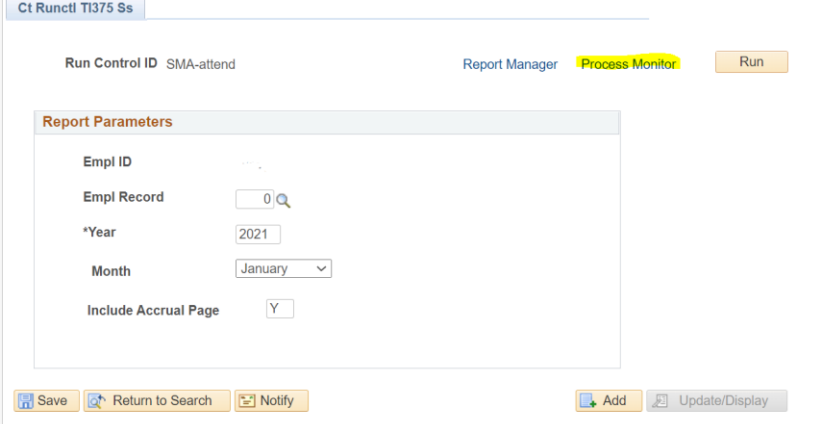
Attendance Time Reporting Job Aid

Overview This job aid instructs time reporters how to run an attendance report.

Process Steps

Step	Action	Screenshot
1	Navigation: Main Menu > Core-CT HRMS > Self Service > Reports > Attendance Report	
2	<p>On the Attendance Report (Self Svc) screen, click on the Add a New Value tab.</p> <p>Before assigning a name in the Run Control ID box, see the note on the next page for report naming standards.</p>	

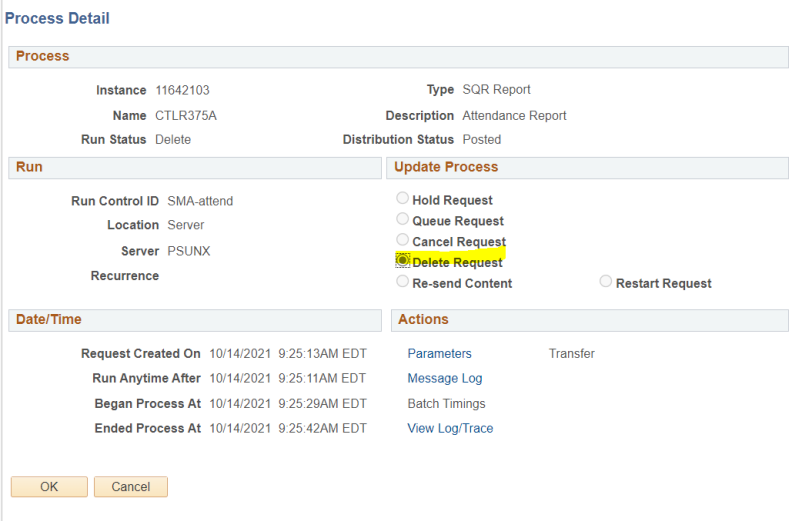
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	<p><u>Report Naming Standards:</u> Reports should be saved with the initials of your name followed by a dash and a short description of the report, preferably “attend”.</p> <p>For example, <u>S</u>am <u>M</u>ichael <u>A</u>dam’s Attendance Report would be saved with a Run Control ID: SMA-attend. This is what will be used as your Run Control ID for future attendance reporting on the Find an Existing Value tab.</p> <p>Click on Add.</p>	
3	<p>Once saved, the Run Control ID screen displays along with your Empl ID and Empl Record numbers.</p> <p>Update attendance year, then from the drop down menu select the month to begin the attendance report. (Twelve months or the last confirmed pay period attendance results will be returned.)</p> <p>To include accrual page, use Y to include earned/used accruals by pay period.</p> <p>Click on Save.</p> <p>Once all the report parameters have been saved, click on Run.</p>	

Step	Action	Screenshot
4	<p>You will be directed to the Process Scheduler Request screen.</p> <p>NOTE: No changes should be made to Type (Web) or Format (PDF).</p> <p>Click Ok.</p>	
5	<p>On the Run Control ID screen, click on Process Monitor.</p>	

Step	Action	Screenshot
6	<p>From the Process List you will be able to access the report.</p> <p>Click the Refresh button located on the top right under the View Process Request heading until the Run Status changes from <i>Queued</i> to <i>Success</i> and the Distribution Status changes from <i>N/A</i> to <i>Posted</i>. This process may require clicking the refresh button several times before the status changes.</p> <p>Once the Run Status reflects Success and the Distribution Status reflects Posted, click on details.</p>	<p>The screenshot shows the 'View Process Request For' interface. At the top, there are tabs for 'Process List' and 'Server List'. Below this is a search and filter section with fields for 'User ID', 'Type', 'Last', 'Server', 'Name', 'Instance From', 'Instance To', 'Run Status', and 'Distribution Status'. A 'Refresh' button is highlighted with a red circle. Below the search section is a table titled 'Process List' with columns: Select, Instance, Seq., Process Type, Process Name, User, Run Date/Time, Run Status, Distribution Status, and Details. The table contains one row with Instance 11642381, Process Type SQR Report, Process Name CTLR375A, User CTLR375A, Run Date/Time 10/14/2021 11:11:57AM EDT, Run Status Queued, and Distribution Status N/A. The bottom screenshot is identical but shows the Run Status as Success and Distribution Status as Posted.</p>

Step	Action	Screenshot												
7	<p>On the Process Detail screen under Actions click on View Log/Trace link</p>													
8	<p>You will be directed to the View Log/Trace screen.</p> <p>The attendance file can be accessed by clicking on the link under the File List with the name saved with the file format extension PDF.</p> <p>Once you've viewed and saved or printed your attendance report, it should be deleted from your process monitor.</p>	<thead> <tr> <th>Name</th> <th>File Size (bytes)</th> <th>Datetime Created</th> </tr> </thead> <tbody> <tr> <td>SQR_CTLR375A_11641161.log</td> <td>1,806</td> <td>10/13/2021 3:31:55.490576PM EDT</td> </tr> <tr> <td>ctrl375a_11641161.PDF</td> <td>12,014</td> <td>10/13/2021 3:31:55.490576PM EDT</td> </tr> <tr> <td>ctrl375a_11641161.out</td> <td>217</td> <td>10/13/2021 3:31:55.490576PM EDT</td> </tr> </tbody>	Name	File Size (bytes)	Datetime Created	SQR_CTLR375A_11641161.log	1,806	10/13/2021 3:31:55.490576PM EDT	ctrl375a_11641161.PDF	12,014	10/13/2021 3:31:55.490576PM EDT	ctrl375a_11641161.out	217	10/13/2021 3:31:55.490576PM EDT
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 The 'Distribute To' section shows Distribution ID Type *Distribution ID and User FigielaK. There is a Return button at the bottom.

Step	Action	Screenshot
9	<p>After closing the report window, you will be redirected to the View Log/Trace screen.</p> <p>Click on Return, which will redirect you to the Process Detail screen. Click on the dial under Update Process to Delete Request.</p> <p>Click on Ok, which will redirect you to the Process List.</p> <p>Click on Refresh and the attendance report row will be removed from the Process List.</p>	 <p>The screenshot shows the 'Process Detail' window. It contains several sections: <ul style="list-style-type: none"> Process: Instance 11642103, Name CTLR375A, Type SQR Report, Description Attendance Report, Run Status Delete, Distribution Status Posted. Run: Run Control ID SMA-attend, Location Server, Server PSUNX, Recurrence (empty). Update Process: A list of radio buttons: Hold Request, Queue Request, Cancel Request, Delete Request (highlighted in yellow), Re-send Content, and Restart Request. Date/Time: Request Created On 10/14/2021 9:25:13AM EDT, Run Anytime After 10/14/2021 9:25:11AM EDT, Began Process At 10/14/2021 9:25:29AM EDT, Ended Process At 10/14/2021 9:25:42AM EDT. Actions: Parameters, Transfer, Message Log, Batch Timings, View Log/Trace. Buttons: OK, Cancel. </p>