Reporting: Submit Request

This printable version covers the steps to Submit a Request for both Student and Staff Time Entry Summary Reports.		
Step	**Description**	**Other Information**
1.	Logon to AIS using your AIS logon account/ password.	
2.	Select: **SIU HRMS Fiscal Officer Time Entry** Responsibility.	
3.	Menu Path: **Processes and Reports** > **Submit Process and Report**.	Displays **Submit a New Request** window.
5.	Select **Single Request**. Click **OK**.	Displays **Submit Request** window.
6.	In the **Run this Request…** region, invoke the LOV for the **Name** field.	Displays the **Reports** picklist.
7.	Select the correct time entry report and click **OK.**	The **Parameters** window displays.
8.	Enter the applicable information in the fields on the Parameters window according to Steps 9 - 13 below.	
9.	**Budget Purpose** - To retrieve a specific Budget Purpose, complete the Budget Purpose field.	LOV is available for the Budget Purpose field; warning window will appear, regarding length of list.
10.	**Start Date** - beginning date of pay period. Invoke the LOV to select the Start Date from the list of available dates. Or, manually enter the Start Date using Oracle date format DD-MMM-YYYY.	Download Pay Schedules at: http://hr.siu.edu/payroll/index.html
11.	**End Date** - last date of pay period. Invoke the LOV to automatically populate the field.	
13.	Click **OK** to complete the entries on the Parameters window.	Returns to Submit Request window with the Request Name and the Parameters fields populated.
14.	Accept the default of **American English** in the **Language** field.	Run this Request… region complete.
15.	Enter **Scheduling** and **Upon Completion** options, if desired. Refer to *Unit 2: Navigation, Module 6: Running Reports* for details.	
16.	Click the **Submit** button at the bottom of the Submit Request window.	
17.	Click **Refresh Data** button until Phase = Complete.	Depending upon the availability of the Concurrent Manager, the report may not process quickly. You may exit AIS and check the report results at a later time.
Copy Feature		
18.	To save time in submitting additional report requests**,** click **Submit a New Request** button in upper right corner of Requests window.	Submit a New Request window opens.
19.	Accept default, **Single Request**, by clicking OK.	Submit Request window opens.
20.	Click **Copy** button in upper right corner to open the Prior Requests window.	
21.	In the Prior Request window, select the Report Name of the needed report; click OK.	Name & Parameters field populates.
22.	Click in **Parameters** field to open Parameters window; delete BP and then enter needed BP; click OK.	
23.	Click **Submit Request** button.	

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Reporting: View Reports

The steps provided in this printable version can be used to view either Student or Staff Time Entry Summary Reports.

Note: These instructions begin at the **Requests** window. If you exit AIS and return to view a report, begin with the steps in the following section titled, **Using View Requests**. Detail for viewing reports is covered, thoroughly, in *Unit 2: Navigation, Module 6: Running Reports*.

Step	Description	Other Information
1.	From the **Requests** window, select the Report to view by clicking on the **Current Record Indicator** for that report.	
2.	Click **View Output.**	**Viewer Option** window appears.
3.	From the Viewer Option window, click the **OK** button.	
4.	A **File Download** window displays prompting you to choose to: **Open** the output file; or, **Save** it to a location on your PC. Select an option.	Depending on your computer configuration, you may or may not get a File Download window.
5.	The report opens in **Microsoft Word**, but it is difficult to read.	
6.	If you have the **OracleReports** feature installed, you can use it to format the report.	If you do not have the OracleReports feature installed, use the formatting tools in Word to make the report legible.
IMPORTANT: To download and install OracleReports use this link: http://oit.siu.edu/ais/documentation/oracle-reports.php		
7.	a. If using Word 2007 and the OracleReports feature, select the **Macro** icon from the **Quick Access Toolbar** to format the report. b. If you are using a lower version of Microsoft Office, you will have an OracleReports **MENU** button. Use it to format the report.	
8.	Select a **Macro** name (e.g., LandscapeCompress) and then select the **Run** button to activate the Macro.	The document appears in legible format.
9.	Use Word features, such as **Find** to locate a particular student, Budget Purpose, etc.	
10.	**Save** and **Print** the report using the corresponding Word functions.	
11.	Use the printed report to reconcile with time sheets and for Fiscal Officer Certifications. **Note:** These reports must be maintained in your office for a period of *three* years. Original time collection media (cards, sheets, etc) must also be maintained with the printed check-out summary report.	
12.	Exit Microsoft Word.	The **Requests** window displays.
13.	**Close Form**.	Returns to the **Navigator**.
14.	If necessary, access the appropriate time entry form and make corrections at this time.	**Note:** After Time Entry has been imported, changes will have to be made by Payroll.

Using View Requests		
1.	Logon to AIS using your AIS User Name and Password.	
2.	Select: **SIU HRMS Fiscal Officer Time Entry** Responsibility.	
3.	Menu Path: **Processes and Reports** > **View Requests or View Reports**.	Displays **Find Requests** window.
4.	**All My Requests** is the default. Accept default; click the **Find** button at the bottom of the Find Requests window.	**Requests** window displays with all submitted reports listed.
5.	Complete **Steps 1 through 14** above.	
END		

Follow the instructions below to use the Time Entry Summary report:

- Verify time entry.
    - Run the report to reconcile your entries before Payroll imports the Time Entry.

- Correct an error, if it appears.
    - After Time Entry has been imported (the tables taken down), changes will have to be made by Payroll. Submit changes in one of the following ways.
        - Call Payroll and inform them of the changes and follow-up with a memo.
        - State the change in a memo signed by a Fiscal Officer or a Timekeeper Delegate. Fax it to Payroll.

- Reconcile with fiscal officer certifications.

- Store the report for future use or reference.
    - The Summary Report should be kept along with the time sheets and fiscal officer certifications as specified under University policies and procedures.