

Payable Time Run of Hours Report Instructions

1. Navigate to the Payable time Run of Hours report:
 - a. *Human Resources* → *Manager Self Service* → *Time Management* → *View Time* → *Payable time run of Hours*
2. Search for your run control or Add a new Value
3. Enter in the Pay period Start & End Date (can enter over multiple pay periods)
4. Enter in the employee's ID number in the Empl ID field
5. Change the output format to XLS

Payable Time Summary Report

Run Control ID runofhours [Report Manager](#) [Process Monitor](#) [Run](#)

Process Request Parameter(s)

*Start Date *End Date

Empl ID Empl Record

Position Dept ID Dept Charged

TRC Fund Code Account

Job Code Project/Program

Output Format

PDF XLS

6. Click Run
7. Press OK on the popup

Process Scheduler Request

User ID Run Control ID runofhours

Server Name Run Date

Recurrence Run Time [Reset to Current Date/Time](#)

Time Zone

Process List

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	Payable Summary Report	MCM_PTME_RPT	Application Engine	Web	XLS	Distribution

[OK](#) [Cancel](#)

8. Click on Report Manager

Payable Time Summary Report

Run Control ID runofhours [Report Manager](#) [Process Monitor](#) [Run](#)

Process Instance:878307

9. Click on the "administration tab"



10. Retrieve your report when the status reads "posted"

Report List								Personalize	Find	View All	Print	Grid	First	1-15 of 15	Last	
Select	Report ID	Prcs Instance	Description	Request Date/Time	Format	Status	Details									
<input type="checkbox"/>	535412	878308	MCM_PTIM_RPT - Payable Time Summary Report.xlsx	02/25/2019 2:25:09PM	Microsoft Excel Files (*.xls)	Posted	Details									

11. Validate the hours per employee on the report