

University of Connecticut

LOPD (PDC19) Time Reporting Job Aid

Overview

This job aid instructs managers how to run a TRC Usage Report for their employee(s) on time reporting code LOPD. This report will also show the override reason PDC19 if reported along with the LOPD code.

<u>**Most current pay period in process will not appear on this report.</u> For current pay period, refer to the current timesheet.**

Process Steps

Step	Action	Screenshot
Sign in to Core-CT via <u>http://ess.uconn.edu</u> .		
Ŧ	Navigation: Main Menu > Core-CT HRMS > Time and Labor > Reports > TRC Usage Report – CTHRR460	

Step	Action	Screenshot
	On the TRC Usage Report screen, click on the Add a New Value tab.	TRC Usage Report Enter any information you have and click Search. Leave fields blank for a list of all values.
2	Before assigning a name in the Run Control ID box, see the note on the next page for report naming standards.	Find an Existing Value Add a New Value Search Criteria Search by: Run Control ID begins with Include History Correct History Case Sensitive Limit the number of results to (up to 300): Search Advanced Search
	Report Naming Standards: Reports	Find an Existing Value TRC Usage Report Eind an Existing Value Add a New Value
	should be saved with the initials of your name followed by a dash and a short description of the report.	Run Control ID SJ-TRC460
	For example, SJ-TRC460 . This is what will be used as your Run Control ID for future TRC Usage reporting on the Find an Existing Value tab.	Add
	Click on Add.	Find an Existing Value Add a New Value

Step	Action	Screenshot
3	 Once saved, the Run Control ID screen displays with dates to report, report style, employees to report, and report request options. Update the date range to report on Date range must begin 01/01/21 and end date is present date. Check the "Show Report Detail" box. Select the "Employees to Report" Group ID is the same set of groups used to approve time. The magnifying glass next to the group id field will allow you to search your groups. Empl ID can be any employee you can approve time for. If the employee has multiple records, the Rcd# will present a dropdown to choose from. Select "Run By TRC" and enter LOPD in the box below. 	TRC Usage Report - CTHRR460 Run Control ID SJ-TRC40 Report Manager Process Montor Run
4	You will be directed to the Process Scheduler Request screen. NOTE: No changes should be made to Type (Web) or Format (PDF). Click Ok .	User ID JodoinS Run Control ID SJ-TRC460 Server Name Image: Control ID SJ-TRC460 Recurrence Run Date 17:55PM Reset to Current Date/Time Time Zone Image: Control ID SJ-TRC460 SQR Report Type Process List Select Description Process Name Process Type *Type *Format Distribution Image: Control ID TRC Requirement Report CTHRR460 SQR Report Web PDF Distribution OK Cancel Cancel Stripping Striping Stripping Strippin

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Step	Action	Screenshot
5	On the Run Control ID screen, click on Process Monitor.	TRC Usage Report - CTHRR460 Run Control ID SJ-TRC460 Report Manager Process Monitor Run Process Instance: 11830366 Report Parameters Date: 01/01/2021 B *End Date: 01/24/2022 Show Report Detail *Begin Date: 01/01/2021 B*End Date: 01/24/2022 Show Report Detail *Begin Date: 01/01/2021 B*End Date: 01/24/2022 Show Report Detail *Begin Date: 01/01/2021 B*End Date: 01/24/2022 Show Report Detail *Begin Date: 01/01/2021 B*End Date: 01/24/2022 Show Report Detail *Begin Date: 01/02/201 B*End Date: 01/24/2022 Show Report Detail *Begin Date: 01/02/021 B*End Date: 01/24/2022 Show Report Detail *Group ID:
6	From the Process List you will be able to access the report. Click the Refresh button located on the top right under the View Process Request heading until the Run Status changes from Queued to Success and the Distribution Status changes from N/A to Posted. This process may require clicking the refresh button multiple times before the status changes.	Process List Server List View Process Request For User ID Type Last 1 Days Refresh Run Status Name Instance From 11830366 Instance To 11830366 Run Status Distribution Status Image: Save On Refresh Image: Save On Refresh Process List Personalize Find View All [2] [2] First (4) 101 (4) Last Select Instance Sort Process Type Process 11830366 SOR Report CTHRR460 Jodoins 01/24/2022 3:17:55PM EST Success 11830366 SOR Report CTHRR460 Jodoins 01/24/2022 3:17:55PM EST Success Posted

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Step	Action	Screenshot
	Once the Run Status reflects Success and the Distribution Status reflects Posted, click on details.	
7	On the Process Detail screen under Actions click on View Log/Trace link	Process Instance 11830366 Type SQR Report Name CTHRR460 Description TRC Requirement Report Run Status Success Distribution Status Posted Run Update Process Run Control ID SJ-TRC460 Hold Request Location Server Queue Request Server PSUNX Cancel Request Recurrence Re send Content Request Created On 01/24/2022 3:18:30PM EST Parameters Transfer Run Anytime After 01/24/2022 3:18:56PM EST Batch Timings Ended Process At 01/24/2022 3:19:09PM EST OK Cancel View Log/Trace View Log/Trace
8	You will be directed to the View Log/Trace screen. 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. Once you've viewed and saved or printed the attendance report, it should be deleted from your process monitor.	View Log/TraceReportProcess Instance 11830366Message LogName CTHRR460Process Type SQR ReportRun Status SuccessTRC Requirement ReportDistribution DetailsDistribution Node PRODRPTFTPExpiration Date 02/28/2023File ListNameFile Size (bytes)SQR_CTHRR460_11830366.log1,80301/24/20223:19:09.637026PM ESTcthrr460_11830366.out54301/24/20223:19:09.637026PM ESTcthrr460_11830366.out54301/24/20223:19:09.637026PM ESTcthrr460_11830366.out543Otistribution IDUserJodoinSReturn

Step	Action	Screenshot
9	Action After closing the report window, you will be redirected to the View Log/Trace screen. Click on Return, which will redirect you to the Process Detail sreen. Click on the radio button under Update Process to Delete Request. Click on Ok, which will redirect you to the Process List. Click on Refresh and the attendance report row will be removed from the Process List.	Process Detail Process Instance 11830366 Type SQR Report Name CTHRR460 Description TRC Requirement Report Run Status Delete Distribution Status Posted Run Ontrol ID SJ-TRC460 Location Server Server PSUNX Recurrence Request Request Request On 01/24/2022 3:18:30PM EST Request Created On 01/24/2022 3:18:30PM EST Ressend Content Ressage Log Began Process At 01/24/2022 3:18:50PM EST Ressend Content Kessage Log Cot