



University of Connecticut

LOPD (PDC19) Time Reporting Job Aid

Overview

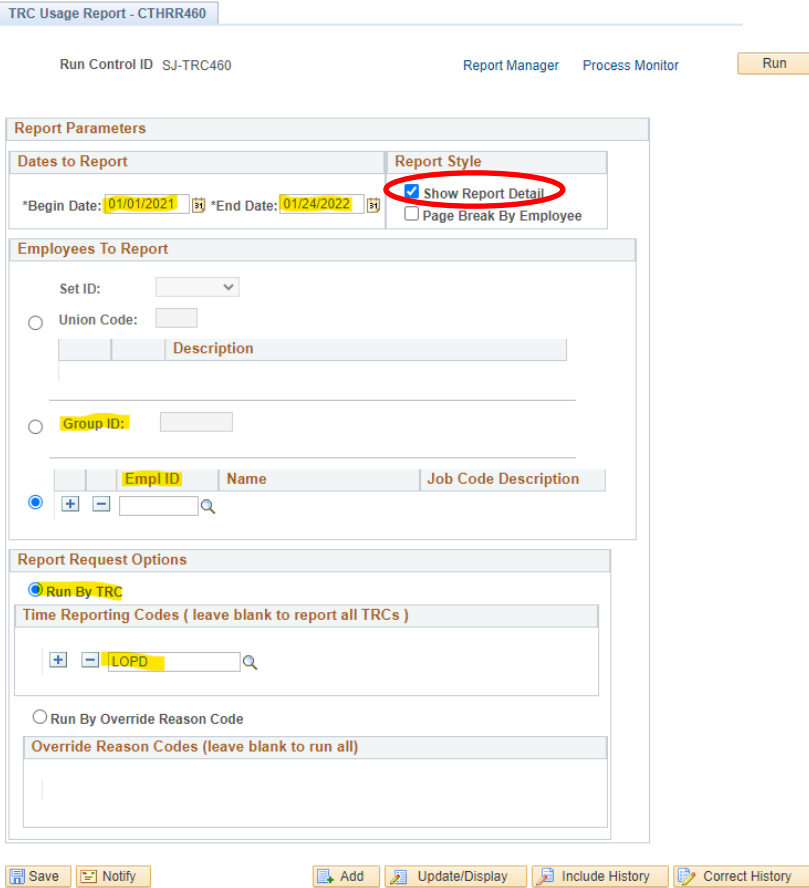
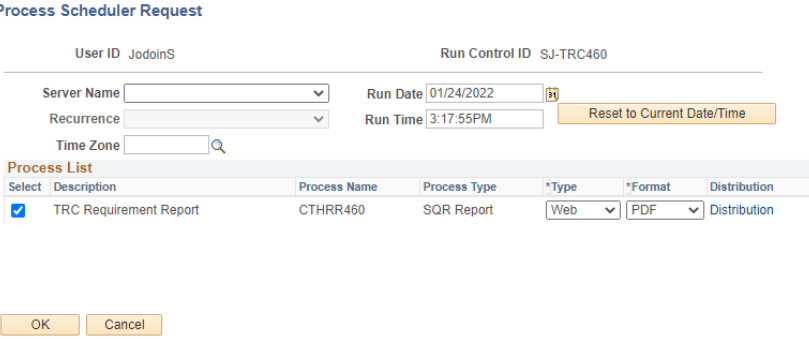
This job aid instructs managers how to run a TRC Usage Report for their employee(s) on time reporting code LOPD. This report will also show the override reason PDC19 if reported along with the LOPD code.

Most current pay period in process will not appear on this report. For current pay period, refer to the current timesheet.

Process Steps

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

Step	Action	Screenshot
2	<p>On the TRC Usage Report 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> <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.</p> <p>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.</p> <p>Click on Add.</p>	<p>TRC Usage Report</p> <p>Enter any information you have and click Search. Leave fields blank for a list of all values.</p> <p>Find an Existing Value Add a New Value</p> <p>▼ Search Criteria</p> <p>Search by: Run Control ID begins with <input type="text"/></p> <p><input type="checkbox"/> Include History <input type="checkbox"/> Correct History <input type="checkbox"/> Case Sensitive</p> <p>Limit the number of results to (up to 300): <input type="text" value="300"/></p> <p>Search Advanced Search</p> <p>Find an Existing Value Add a New Value</p> <p>TRC Usage Report</p> <p>Find an Existing Value Add a New Value</p> <p>Run Control ID SJ-TRC460</p> <p>Add</p> <p>Find an Existing Value Add a New Value</p>

Step	Action	Screenshot
3	<p>Once saved, the Run Control ID screen displays with dates to report, report style, employees to report, and report request options.</p> <ul style="list-style-type: none"> • 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” <ul style="list-style-type: none"> ○ 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. <p>Click on Save, then click on Run.</p>	
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>	

Step	Action	Screenshot
5	<p>On the Run Control ID screen, click on Process Monitor.</p>	
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 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.</p>	

Step	Action	Screenshot												
	<p>Once the Run Status reflects Success and the Distribution Status reflects Posted, click on details.</p>													
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 the 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_CTHRR460_11830366.log</td> <td>1,803</td> <td>01/24/2022 3:19:09.637026PM EST</td> </tr> <tr> <td>cthr460_11830366.PDF</td> <td>2,880</td> <td>01/24/2022 3:19:09.637026PM EST</td> </tr> <tr> <td>cthr460_11830366.out</td> <td>543</td> <td>01/24/2022 3:19:09.637026PM EST</td> </tr> </tbody>	Name	File Size (bytes)	Datetime Created	SQR_CTHRR460_11830366.log	1,803	01/24/2022 3:19:09.637026PM EST	cthr460_11830366.PDF	2,880	01/24/2022 3:19:09.637026PM EST	cthr460_11830366.out	543	01/24/2022 3:19:09.637026PM EST
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 The 'Distribute To' section shows Distribution ID Type and User JodoinS. A Return button is 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 radio button 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 for process CTHRR460. It includes fields for Instance (11830366), Name (CTHRR460), Type (SQR Report), and Description (TRC Requirement Report). Under the 'Update Process' section, the 'Delete Request' radio button is selected. The 'Date/Time' section shows a log of events: Request Created On (01/24/2022 3:18:30PM EST), Run Anytime After (01/24/2022 3:17:55PM EST), Began Process At (01/24/2022 3:18:56PM EST), and Ended Process At (01/24/2022 3:19:09PM EST). There are 'OK' and 'Cancel' buttons at the bottom.</p>