Running & Retrieving the Time & Labor Detail Report (UMTL706)

The Time & Labor Detail Report or UMTL706 is a reconciliation report that Timekeepers are required to run on a weekly basis. Supervisors or Dept Heads are required to compare the report to the data on the weekly timesheets to ensure consistency and provide appropriate signatures. This report only needs to include employees who the timekeeper is responsible for entering time on their behalf - i.e. Faculty, Maintainer union, etc…The report should not include employees who enter their own time as the timekeeper is not involved in that process.

1. Create Your Run Control ID


   a. Add New Value

   b. Create a Description – i.e. KAP_TL_FTFAC – This represents my initials (KAP), type of report (TL) and the population (FT Faculty)

   c. Click Add
2. **Report Select Criteria**

   - Time Type = Payable Time
   - Report Type = All Active Employees
   - Check *Employees Only* Box

3. **Employee Select Criteria**

   - Enter From and Thru Dates – Sunday thru Saturday
   - Enter Employee ID's and Record Numbers for population of employees who should appear on the report.

4. **SAVE**

5. **RUN**
6. **Schedule Report to Run**

Option 1. **Type = Web** – This will run the report to the Report Manager Tool.

Option 2. **Type = Email** – This will run the report to your email inbox.

For Option 2. **Type = Email**, Click on Distribution Link and Enter Email Address in Email Address List Field. Click OK.
7. Retrieve Report
   For Option 2 Type = Email, report should be available in email inbox.
   For Option 1 Type = Web, Click on the Report Manager Link
8. View it in Report Manager

1. Enter UMTL706 in the Name Field and Click Refresh Button.
2. Click on UMTL706 link to view the report.