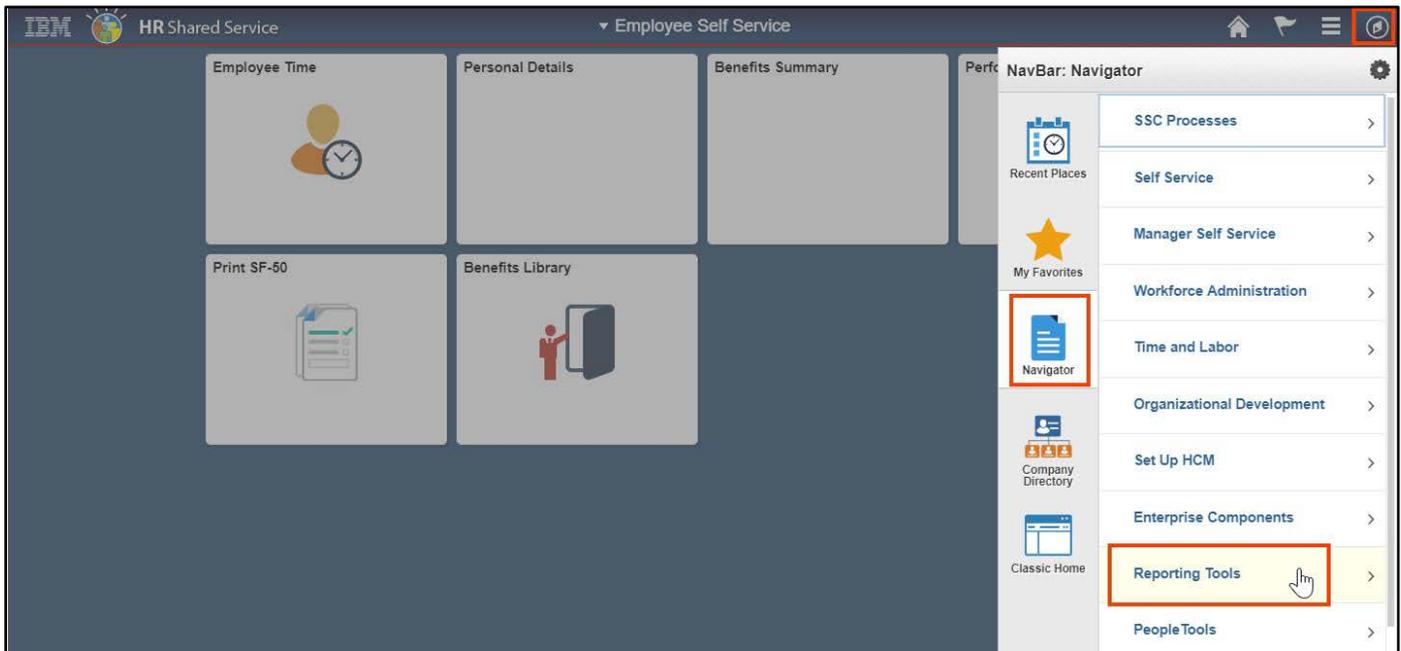


# How to Run Reports (Time Administrators)

*Time Administrators can run a report to find which timesheets still need to be approved and sent to be processed. The best time to run this report is first thing Tuesday or Wednesday morning of timesheet week. You can also run a report to find out what exceptions exist, which can be run at any time.*

1. From the Self Service home page, select **Navigator** from the **NavBar**. Choose **Reporting Tools** from the Navigator.

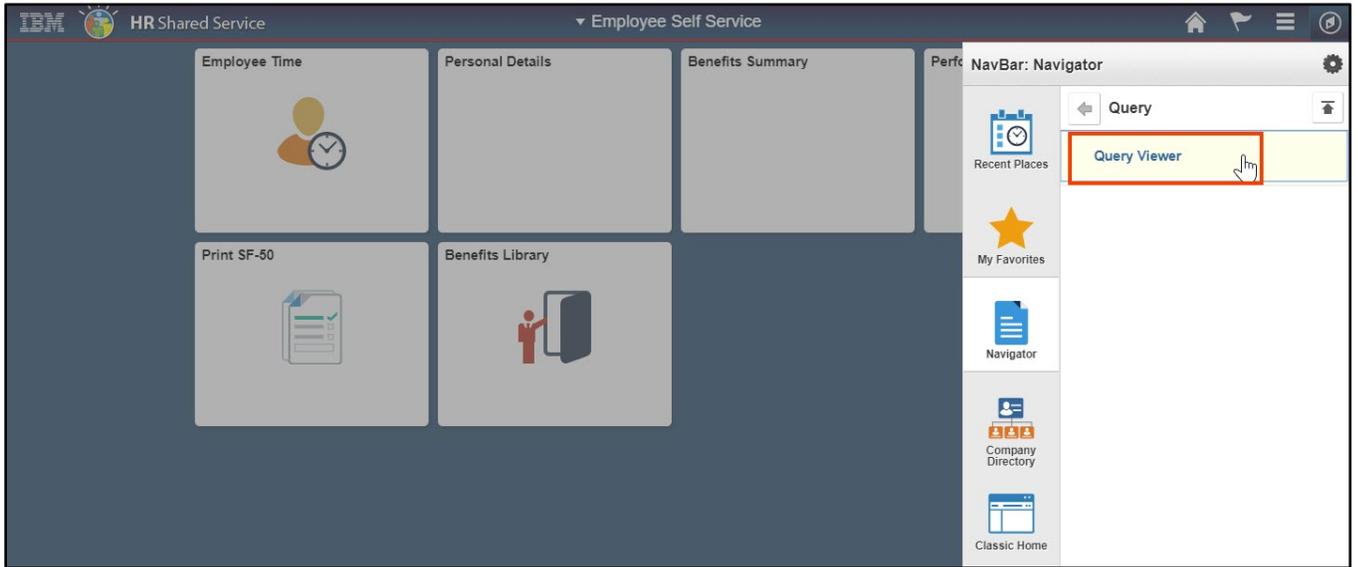


2. Next, choose **Query**.

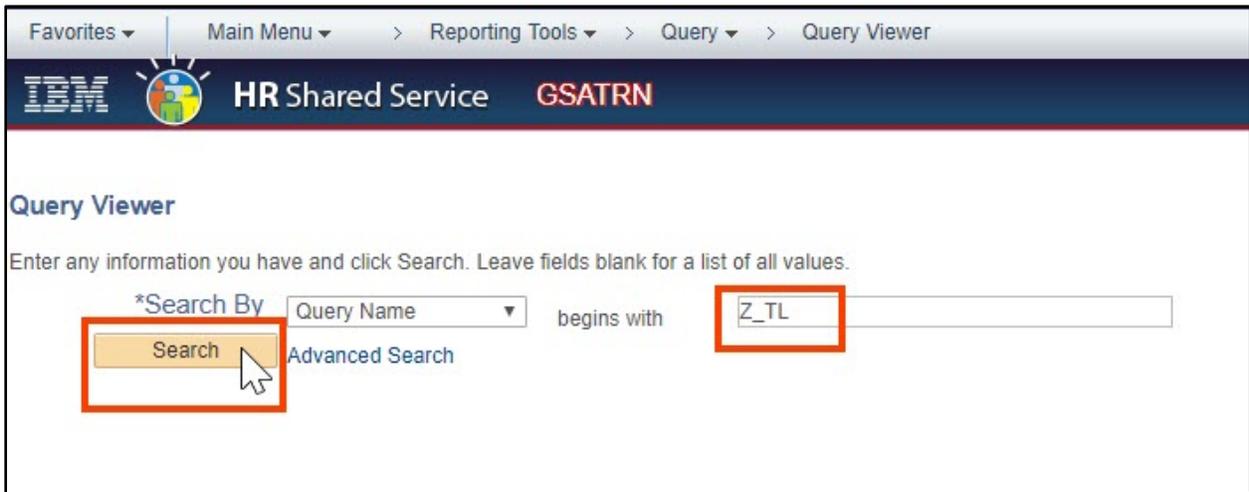




3. Finally, choose the **Query Viewer** option.



4. From the Query Viewer page, make sure **Query Name** is listed in the *Search By* field. Enter **Z\_TL** in the *begins with* field, and select the **Search** button.





5. Two helpful queries available are **Z\_TL\_MISSING\_TIME**, which identifies which timesheets still need to be completed and/or approved and sent to be processed, and **Z\_TL\_REVIEW\_EXCEPTIONS**, which identifies what exceptions need to be reviewed.
  - a. *If you run the exceptions report the first Tuesday and Wednesday morning of the pay period, you can find out which of the current pay period timesheets you need to fix.*
  - b. *If you run the exceptions report the first Thursday through the second Thursday (morning) of the pay period, you can fix the prior pay period for the amendment process. The amendment process runs on the second Monday morning and again on the second Thursday evening of the pay period.*

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Query Viewer

Enter any information you have and click Search. Leave fields blank for a list of all values.

\*Search By  begins with

[Advanced Search](#)

\*Folder View

Query Name	Description	Owner	Folder	Run to HTML	Run to Excel	Run to XML	Schedule	Definitional References	Add to Favorites
Z_TL_ADMIN	ADMIN Leave	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite
Z_TL_BALANCE	Leave Balances	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite
Z_TL_BALANCES_NEGATIVE	Negative Leave Balances	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite
Z_TL_COMP	COMP Time Earned	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite
<b>Z_TL_MISSING_TIME</b>	<b>Not sent timesheets</b>	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite
Z_TL_MISSING_TIME_PVT	Missing Timesheets Pivot	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite
Z_TL_OT	OT Time	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite
<b>Z_TL_REVIEW_EXCEPTIONS</b>	<b>Review Exceptions</b>	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite
Z_TL_SUPV	Employee TRC & Hours by Cat	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite
Z_TL_SUPV_CERT	Supv T&A Certification	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite
Z_TL_TELE_ADMIN	TELE-ADMIN Report	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite
Z_TL_TIME_CAT_PIVOT	Time Summary	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite
Z_TL_TRAVEL	Travel Comp Hours	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite
Z_TL_TRC	Employee Time by TRC code	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite
Z_TL_TRC_EMP	Select Employee for TRC detail	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite