# 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.
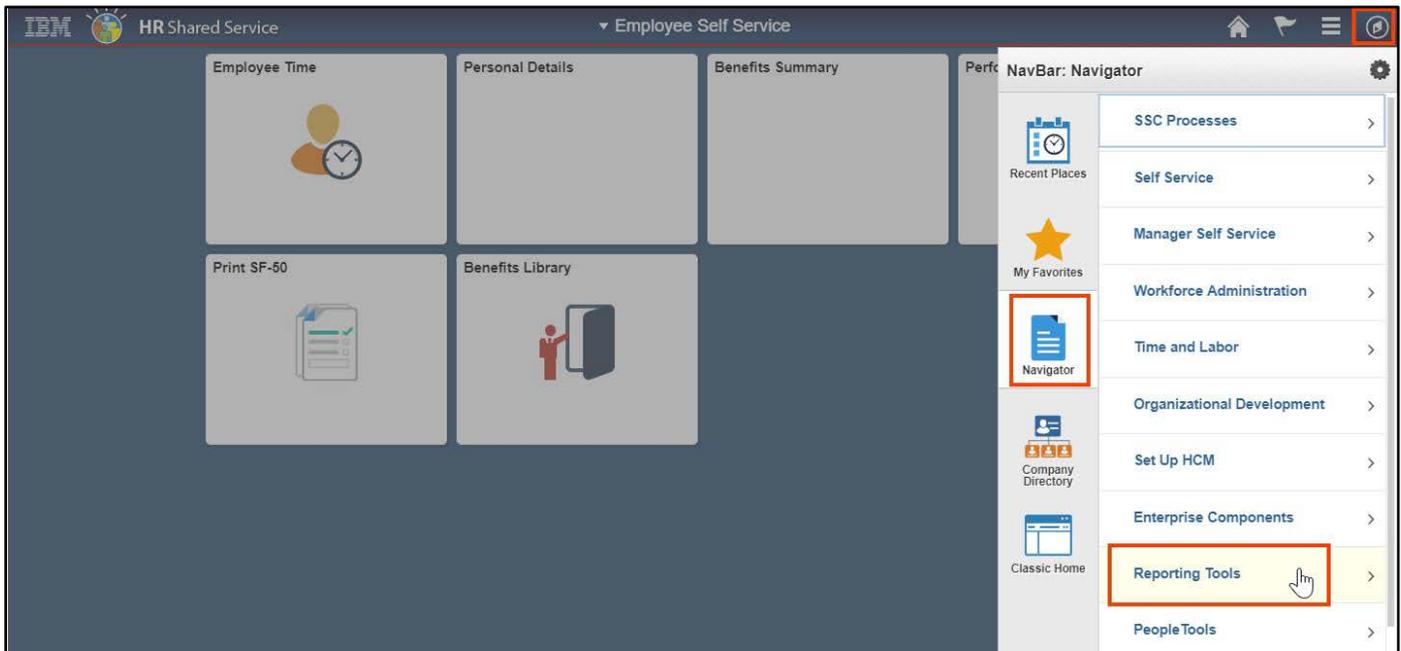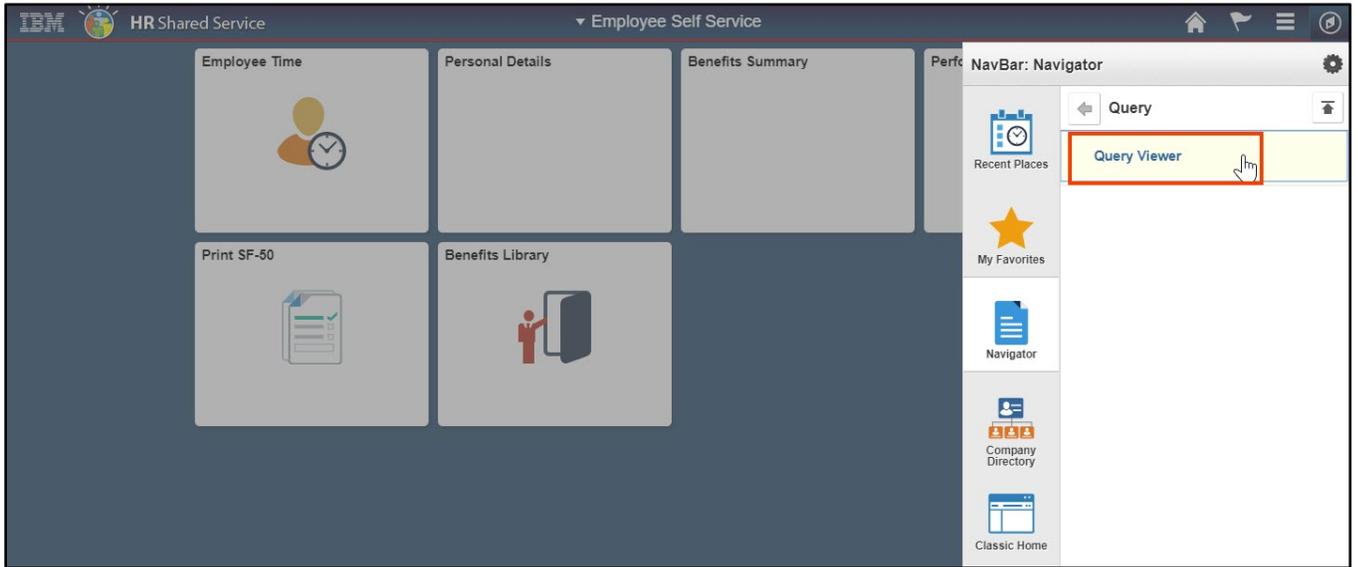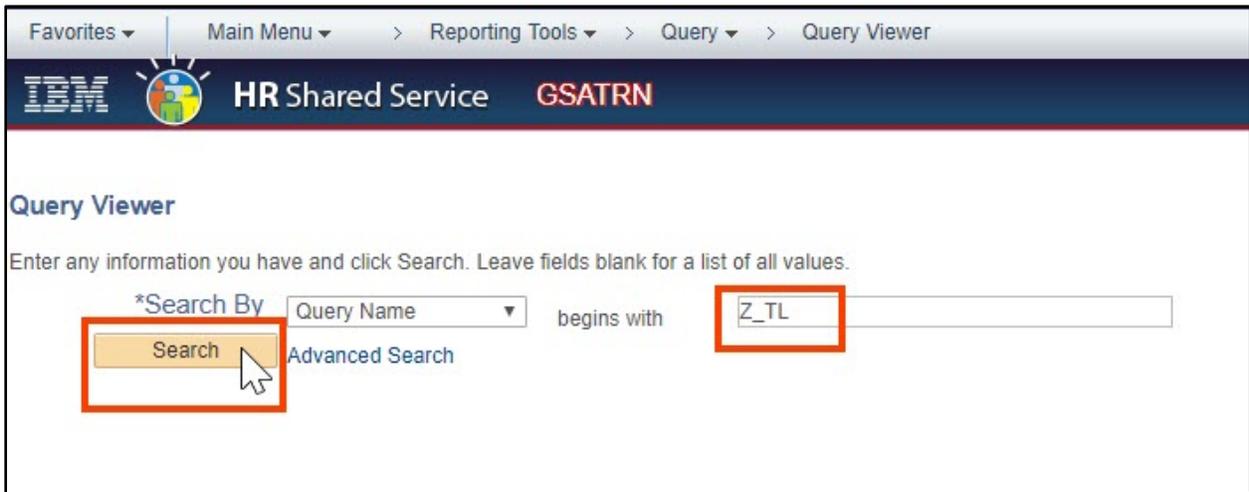

2. Next, choose **Query**.

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.*