

Timesheet Audit report with FLSA weeks

To assist timekeepers in verifying the time loaded into the Paylines by the Timesheet Load process, we have modified the Timesheet Audit report to separate week 1 from week 2 earnings. In addition to the revised PDF report, you now have an Excel option.

On the run control page for the Timesheet Audit report, you will need to enter the RUN ID as usual. You will see a checkbox next to Export CSV file. If you check this box, you will get both the PDF report and the Excel spreadsheet. If you do not want the Excel spreadsheet, you do not need to check this box.

The screenshot shows the 'Run Control' page for the 'Timesheet Audit' report. The breadcrumb trail is: Favorites > Main Menu > All for North America > Payroll Processing USA > Pay Period Reports > Time Sheet Audit. The page title is 'Timesheet'. The 'Run Control ID' is 'timesheet'. There are links for 'Report Manager' and 'Process Monitor', and a 'Run' button. The 'Pay Run ID' is '19BT' with a search icon and the date '26SEP19 20'. A checkbox labeled 'Export CSV file?' is checked.

Next, you will need to click the **Run** button to get to the next page. Now, you will click **OK** to run the report.

The screenshot shows the 'Process Scheduler Request' dialog box. The breadcrumb trail is: Favorites > Main Menu > All for North America > Payroll Processing USA > Pay Period Reports > Time Sheet Audit. The dialog title is 'Process Scheduler Request'. The 'User ID' is 'DRBART01' and the 'Run Control ID' is 'timesheet'. The 'Server Name' is 'PSUNX', 'Run Date' is '09/27/2019', 'Recurrence' is empty, and 'Run Time' is '3:13:18PM'. There is a 'Reset to Current Date/Time' button. A 'Time Zone' field with a search icon is also present. Below is a 'Process List' table:

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	Create Timesheet Audit Report	L_TIMESHEET	Application Engine	Web	TXT	Distribution

At the bottom are 'OK' and 'Cancel' buttons.

Once the process is **Success** and **Posted**, you will see both the pdf and the csv files.

Navigation: Favorites ▾ | Main Menu ▾ | :A ▾ > Pay Period Reports ▾ > Time Sheet Audit > Process Monitor

Actions: [New Window](#) | [Help](#) | [Personalize Page](#) |

View Log/Trace

Report

Report ID	2478677	Process Instance	3987975	Message Log
Name	L_TIMESHEET	Process Type	Application Engine	
Run Status	Success			

Create Timesheet Audit Report

Distribution Details

Distribution Node	hry	Expiration Date	10/04/2019
-------------------	-----	-----------------	------------

File List

Name	File Size (bytes)	Datetime Created
AE_L_TIMESHEET_3987975.stdout	583	09/27/2019 2:56:41.157900PM EDT
AE_L_TIMESHEET_3987975.trc	3,778	09/27/2019 2:56:41.157900PM EDT
L_TSHEET_BWK-3987975.csv	1,376,089	09/27/2019 2:56:41.157900PM EDT
L_TSHEET_BWK.pdf	1,927,576	09/27/2019 2:56:41.157900PM EDT

9/27/2019