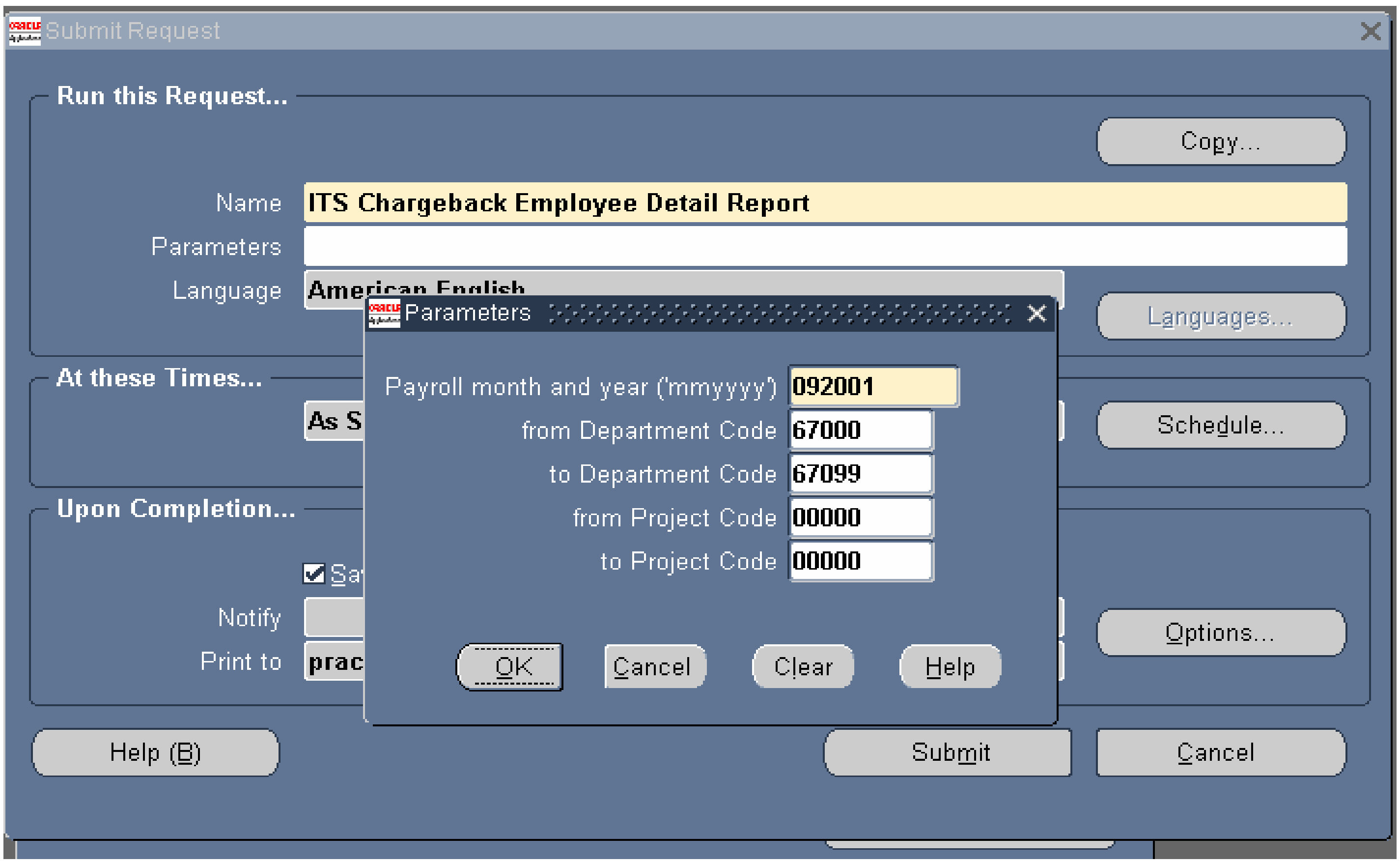
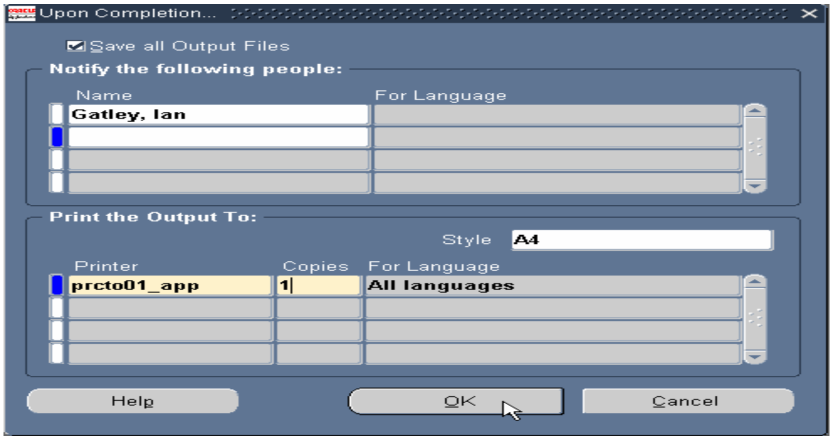
ITS Chargeback Employee Detail Report

1. Sign-on to your Reporting & Inquiry responsibility
2. Open "Reports" from your Navigator screen.
3. The Submit a New Request screen opens. Select the "Single Request" option and click the "OK" button.
4. The Submit Request screen will open. Click on the LOV field located to the right of the "Name" field.
    a. The Report screen comes into view. Click on "ITS Chargeback Employee Detail Report".
    b. Click on the "OK" button.
    c. The Parameters screen will appear, fill in the following fields:
        "Payroll month and year ('mmyyyy')" MMYYYY
        "from Department Code" #####
        "to Department Code" #####
        "from Project Code" #####
        "to Project Code" #####
5. Click the "OK" button.

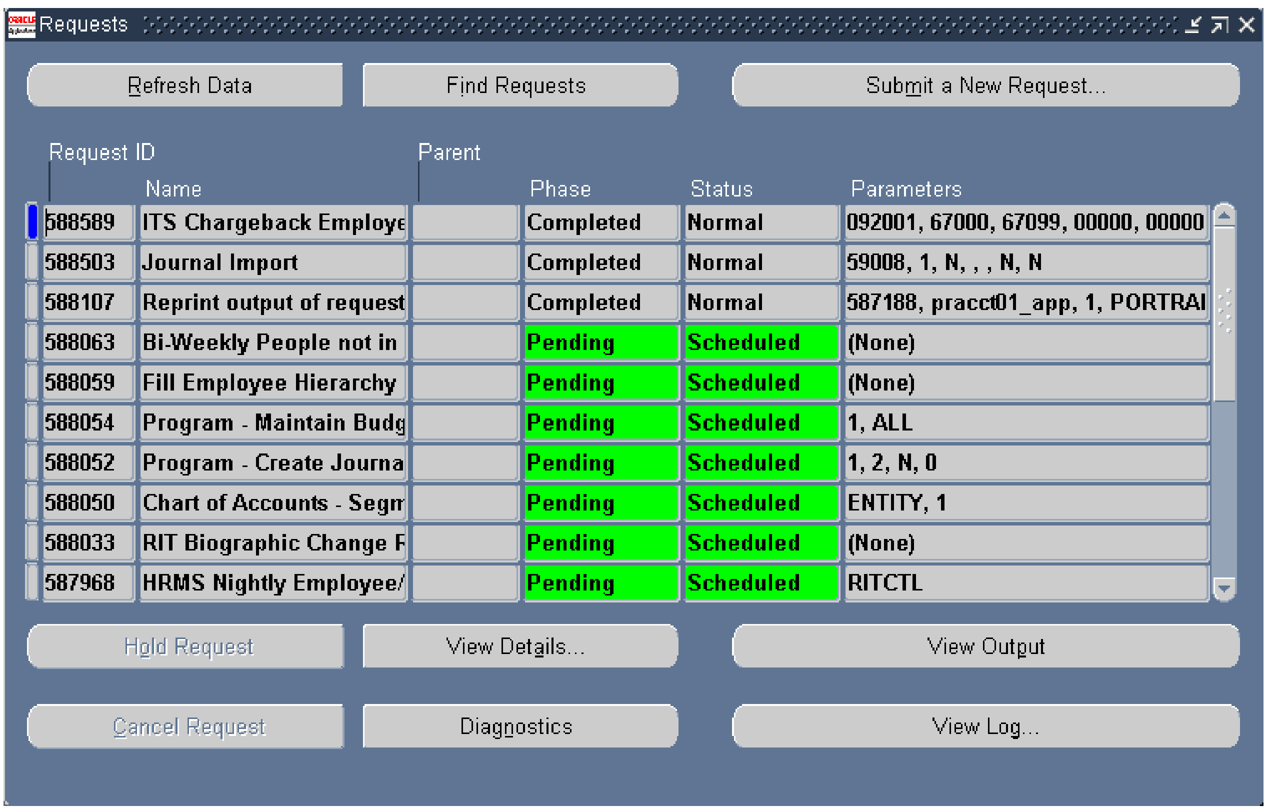


6. In the "Submit Request" screen click on the "Options" button to print the report or e-mail it to someone.
    a. To send an e-mail notification select the employee from the list of values in the "Name" field within the "Notify the following People:" section on the "Upon Completion" screen.
    b. Repeat for as many employees that you want to e-mail.
    c. To print select a printer from the list of values in the "Printer" field and the number of copies within the "Print the Output To:" section on the "Upon Completion" screen.
    d. Repeat for as many printers as you need.
    e. Click on the "OK" button. The Submit Requests screen reappears.

7. Click on the "Submit" button.



8. The "Requests" screen automatically opens with your request id highlighted in blue.
9. The "Financial Statement Generator" is a second request generated by the first. This is the request that will create your report.
10. When the phase and status are "Completed" and "Normal" for the two jobs you can view the report online by clicking the "View Output" button. Your report will display on the screen for you to view.
11. Submit a new request from the "Requests" screen by clicking on the "Submit a New Request" button.



12. You can copy a previous request by clicking on the "Copy" button in the "Submit Request" screen.
13. When you copy a previous request you can change the parameters (period, segment override, etc.) by clicking in the "Parameters" field.