

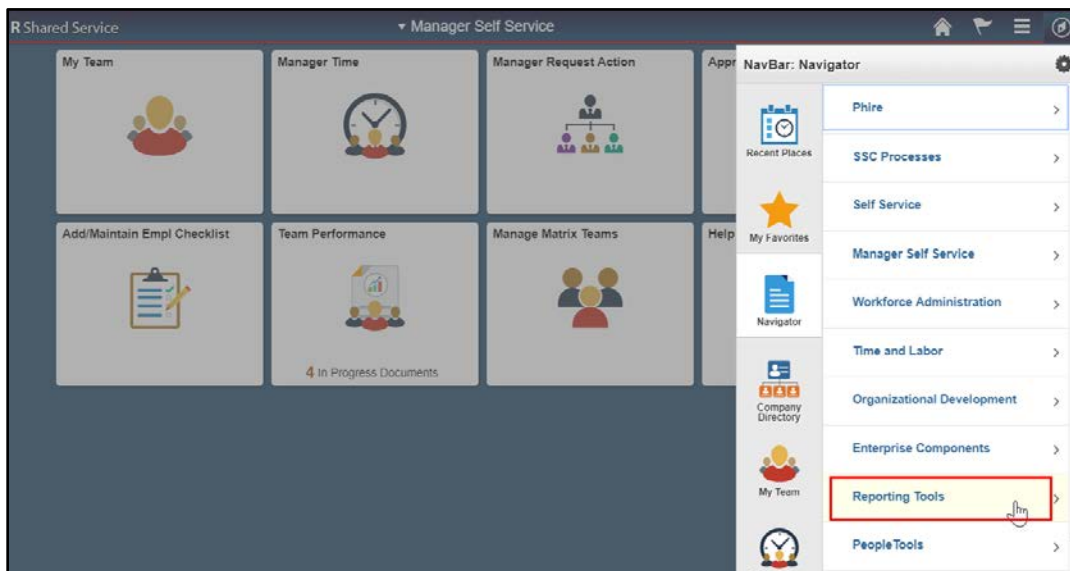
# Run Missing Timesheet Report, Exceptions Report (Supervisors)

Supervisors 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. Additionally, supervisors can review an exceptions report, which identifies the exceptions that exist and need to be fixed.

1. From the Manager Self Service home page, select **Navigator** from the **NavBar**.

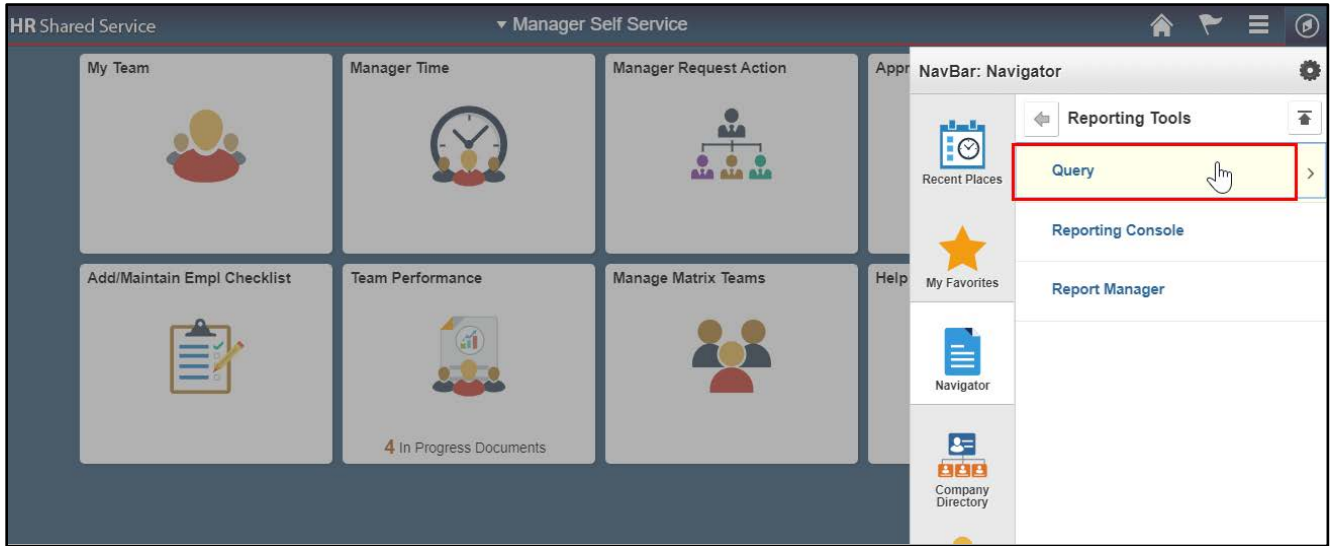


2. Choose **Reporting Tools** from the Navigator.

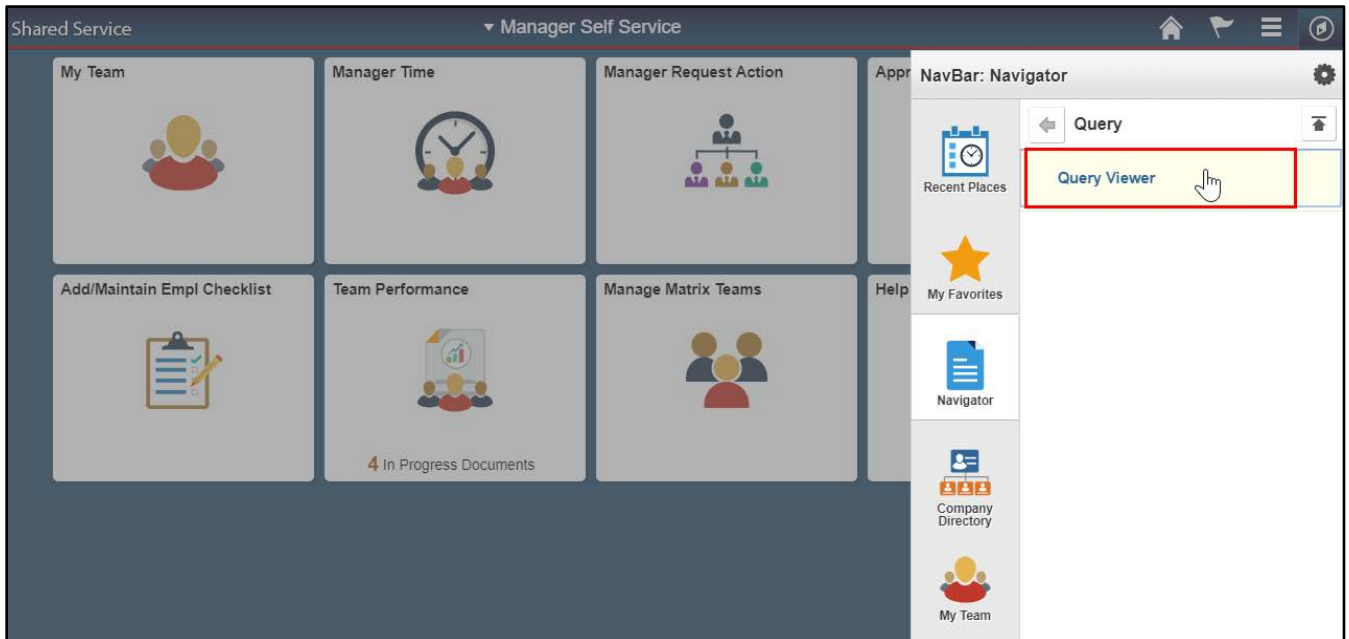




3. Next, choose **Query**.

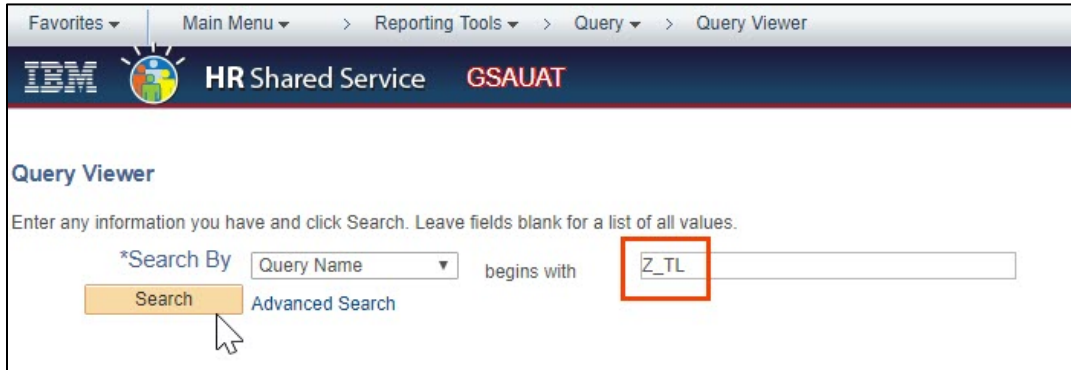


4. Finally, choose the **Query Viewer** option.





- 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.



- Two helpful queries available are **Z\_TL\_MISSING\_TIME**, which identifies which timesheets still need to be approved and sent to be processed, and **Z\_TL\_REVIEW\_EXCEPTIONS**, which identifies what exceptions need to be reviewed.

**Search Results**

\*Folder View: -- All Folders --

Query	Personalize	Find	View All	First	1-24 of 24	Last			
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_BEN_BALANCES	Leave Balances by EMPLID	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite
Z_TL_COMP	COMP Time Earned	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite
Z_TL_MISSING_TIME	Not sent timesheets	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
Z_TL_PENDING_BASE_SCHEDULES	T&L Pending Schedule Requests	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite
Z_TL_REVIEW_EXCEPTIONS	Review Exceptions	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite
Z_TL_REVIEW_EXCEPTIONS_PROMPT	Review Exceptions	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite
Z_TL_SCHEDULE_HOURS	Schedule Normal Hours	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite
Z_TL_SCHEDULE_LABOR	Schedule Labor Details	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite
Z_TL_SCHEDULE_PT_INTER	Schedule Normal Hours	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite
Z_TL_SCHEDULE_STND_8	Standard Schedule > 8 Hours	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_TASKGROUP_ACCT_CD		Public		HTML	Excel	XML	Schedule	Lookup References	Favorite