



# How to Capture Hours Submitted by Employees

The intent of this document is to provide information required for non-managers to review time submitted by employees to help/assist their managers in validating the accuracy of time submitted.

The steps are as follows:

1. Log in to Human Capital Management.



Human Capital  
Management

2. Go to Query Manager and look for query name  
PCC\_TL\_REPORTED\_HRS\_DEPT

Navigator>Reporting Tools>Query>Query Manager

The screenshot shows the 'Query Manager' interface. At the top, there is a 'Records' tab and the title 'Query Manager'. Below this, there is a search section with the text 'Enter any information you have and click Search. Leave fields blank for a list of all values.' and links for 'Find an Existing Query' and 'Create New Query'. The search criteria are set to '\*Search By' 'Query Name' and 'begins with' 'PCC\_TL\_REPORTED\_HRS\_DEPT'. There are 'Search' and 'Advanced Search' buttons. Below the search section, there are 'Check All' and 'Uncheck All' buttons, and a '\*Folder View' dropdown set to '-- All Folders --'. There is also an '\*Action' dropdown set to '-- Choose --' and a 'Go' button. The search results are displayed in a table with columns: Select, Query Name, Descr, Owner, Folder, Edit, Run to HTML, Run to Excel, and Run to XML. Two queries are listed: 'PCC\_TL\_REPORTED\_HRS\_DEPT\_TA' (Student reported hours by dept, Private, TIME AND LABOR) and 'PCC\_TL\_REPORTED\_HRS\_DEPT' (Reported hours by dept, Public, TIME AND LABOR). The second query is selected with a red checkmark.

Select	Query Name	Descr	Owner	Folder	Edit	Run to HTML	Run to Excel	Run to XML
<input type="checkbox"/>	PCC_TL_REPORTED_HRS_DEPT_TA	Student reported hours by dept	Private	TIME AND LABOR	Edit	HTML	Excel	XML
<input checked="" type="checkbox"/>	PCC_TL_REPORTED_HRS_DEPT	Reported hours by dept	Public	TIME AND LABOR	Edit	HTML	Excel	XML



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3. Select query name PCC\_TL\_REPORTED\_HRS\_DEPT

Records Query Expressions Prompts **Fields** Criteria Having Dependency Transformations View SQL **Run**

Query Name PCC\_TL\_REPORTED\_HRS\_DEPT Description Reported hours by dept

few field properties, or use field as criteria in query statement. Reorder / Sort

Fields

Col	Record.FieldName	Format	Ord	XLAT	Agg	Heading Text	Add Criteria
1	B.NAME - Name	Char50				Employee Name	🔗
2	A.EMPLID - Empl ID	Char11				Employee ID	🔗
3	A.EMPL_RCD - Empl Record	Num3.0				Empl Record	🔗
4	C.POSITION_NBR - Position Number	Char8				Position Number	🔗

4. System will bring you to a prompt screen. Enter all of the required fields and click "OK"

**PCC\_TL\_REPORTED\_HRS\_DEPT** Help

From This Reported Date

To This Reported Date

Enter a Dept ID

OK Cancel

5. System will bring the results. Click Download to Excel if you wish to review the results in excel.

Records Query Expressions Prompts Fields Criteria Having Dependency Transformations View SQL **Run**

From This Reported Date = 2022-04-01, To This Reported Date=2022-04-30, Enter a Dept ID=115

View All | Rerun Query | **Download to Excel** | Download to XML

Row	Employee Name	Employee ID	Empl Record	Position Number	Classification	TRC	Reported Day Worked	Hours Worked	Current Status	Last Updated	Last Updated By	Dept ID	Comb
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