

Report Name: HPAY Unit Timesheet Routing Queue Role Report

Description: Verified the roles and the employees who function in those roles

Purpose: To identify all time entry originators, approvers, acknowledgers and their respective proxies, and superusers by a unit's specific chart of account (COA) and assigned timesheet organization(s) of their routing queue(s).

How it can be used: To assist with the maintenance of routing queues and security access to the Approval of Time Entry Form (PHATIME) and Department

Report Source: View Direct – Banner Reporting Copy

Report Tool: SAS

Universe: N/A

Frequency: Run weekly on Sunday.

Location: The report is housed in View Direct:
<https://docdirectpweb.admin.uillinois.edu/ddrint/servlet/ddrint>

For tips on using View Direct, see the View Direct job at:
https://nessie.uihr.uillinois.edu/pdf/reports/View_Direct_JobAid.pdf

To Request Access: If you cannot access the report, have your Unit Security Contact (USC) request access for you submitting a request for access through the AITS Security Web Application at

<https://webprod.admin.uillinois.edu/secapp/indexxd.html>

Profile: HRPAY Reports in ViewDirect

For more information on requesting access to other HR Reports or to locate your Unit Security Contact (USC) refer to the following website:
<https://hrnet.uihr.uillinois.edu/dart-cf/reporting/reportaccess.cfm>

Example Report

*University of Illinois
Unit Timesheet Routing Queue Role
Role: A=Approver, F=Acknowledger
Role: O=Originator, S=Superuser*

03:21 Saturday, February 24, 2007

APPROVAL CATEGORY: TIME

ORG=' ' COA=' '

Role	User ID	Full Name	Proxy ID	Proxy Full Name
O	HR2JACOBH	Jacob Hoots		
O	JMIKOS	John Mikos		
O	KMERRELL	Kenneth Merrell		
O	LKOWENS	Linda K Owens		
O	PPALMER	Patience Palmer		
S	BABENNET	Becky Bennett		
S	BSWAN1	Brad Swanson		
S	HR2JACOBH	Jacob Hoots		
S	JBOLAND	Janet Boland		
S	JMARA2	Jeffrey P. Maras		
S	LKOWENS	Linda K Owens		

Field Name	Definition
<i>Role</i>	A=Approver, F=Acknowledger, O=Originator, S=Superuser
<i>Approval Category</i>	Time
<i>COA</i>	Chart of Account based on the timesheet
<i>Org</i>	Organization code based on the timesheet
<i>UserID</i>	UIN
<i>Full Name</i>	User Name; First and Last
<i>Proxy ID</i>	PTUSER PTUSER Id
<i>Proxy Full Name</i>	PTUSER PTUSER Name