

Project Management – Individual Report

Step	Description	Other Information
1	Access the Time & Effort by Employee screen. <ul style="list-style-type: none"> • Open HSL using the 3270 emulator. • Select OIT Project Mgmt from the menu. • Tab to SCR and enter 032 (screen #). • Press Enter. 	This report will allow you to see time input for individual employees and total hours for each day.
2	Press F10 to print report.	To cancel a print job prior to submitting, press F11 .
3	The Print Facility screen is now available to enter your criteria selection. <ul style="list-style-type: none"> • Tab to the start date below the dashed line. Key in the first day you want the report to start. (Format YYMMDD) • Tab to end date. Change as needed. • Tab to Emp ID and key in the employee's user ID. • Tab to OIT Area. Enter as needed. • Tab to Team. Enter as needed. • Press Enter (accepts entries). • Press Enter (submits print job). 	Normally you will not change anything above the dashed line on this screen. To see all the time entered for an employee, leave OIT Area and Team blank . Report will be put in your mail bin.

Project Management – Management Reports

Step	Description	Other Information
1	Access the report screen. <ul style="list-style-type: none"> • Open HSL using the 3270 emulator. • Select OIT Project Mgmt from the menu. • Tab to SCR and enter 080 (screen #) for managers' reports. • Press Enter. 	There are two screens from which reports can be produced. 080 – Managers' reports and 032 – individual report. 032 will be covered separately.
2	Select the report or reports by placing an X in front of the desired report(s) . There are seven reports available. <ul style="list-style-type: none"> • Projects Completed List: List of completed projects with the completed date that falls within the date range specified. Can also limit results by area and team. • Projects By Date Received: List of projects with received date that falls within the date range specified. Can also limit results by area, team and active/inactive. • Manager's Project/Workload: There are two of these reports. The first is by project number. List of all the tasks and all employees assigned to the tasks for a specific project. Must enter the project number or the report will print out for all projects. Can further limit results by area, team, active/inactive and selecting N for milestone (key in step setup). • Manager's Project/Workload: The second report is by employee. List of all projects/tasks an employee is assigned to (even though no hours may be recorded). Must enter the employee ID or the report will print out for all employees of OIT. Can further limit results by area, team and active/inactive. • AIS – Support Hours: List of all projects/tasks for a given fiscal year for AIS support. (AIS = Administration Information System – not Oracle Financials) • AD'S Project Status: List of all projects based on criteria input. Criteria selection includes area, team and active/inactive. (AD'S = Assistant Director's) • Project Req Log by Location: List of projects based on criteria input. Criteria selection includes area, team, active/inactive, division, department and unit. 	More than one report can be selected at one time. When more than one is selected, you will enter the criteria for the first report, submit for printing and then the next report will be ready for you to enter your criteria selection. The fewer parameters selected the larger the report will be. This can result in large volumes of paper being wasted. This is especially true for the two Manager's Project/Workload reports.
3	Press Enter .	
4	The Print Facility screen is now available to enter your criteria selection. <ul style="list-style-type: none"> • Tab to the first parameter (criteria) input below the dashed line. Normally you will not change anything above the dashed line on this screen. • Tab to next parameter and change as needed. Reminder: With the two Manger's Project/Workload reports, if you do not enter the project number or the employee ID, you will get a report with everything – reams of paper! • Continue to tab and entering parameter changes. • Press Enter (accepts entries). 	To cancel a print job prior to submitting, press F11 . Each report has its own set of parameters. Report(s) will be put in your mail bin.

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| | <ul style="list-style-type: none">• Press Enter (submits print job). | |
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