



### Generating an HCM Report Overview

The purpose of this Job Aid is to walk through the process used to generate an HCM Report.

For the purpose of the instructions contained in this Job Aid, the steps used to generate the **Timesheet** report are provided. Generally, these instructions can be used to generate any of the Cardinal HCM Reports. However, the initial navigation path, the parameters available, and the report formats available will differ based on the specific report being generated. Utilize these instructions along with the report specific data provided in the HCM Reports Catalogs to generate the applicable report. The HCM Reports Catalogs are located on the Cardinal website under **Resources**.

**Navigation Note:** Please note that there may be a **Notify** button at the bottom of various pages utilized while completing the processes within this Job Aid. This “Notify” functionality is not currently turned on to send email notifications to specific users within Cardinal.

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# Cardinal HCM Reporting Job Aid

## NAV225 Generating an HCM Report

### Revision History

| Revision Date | Summary of Changes                                                                                                                                               |
|---------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 9/1/2026      | Updated to reflect the Cardinal system upgrades.                                                                                                                 |
| 3/1/2025      | Updated the screenshots of the Search pages ( <a href="#">Section 1</a> ). Added reference information to the Overview of the Cardinal HCM Search Pages Job Aid. |

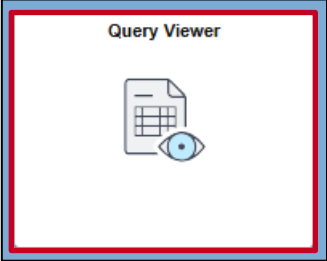
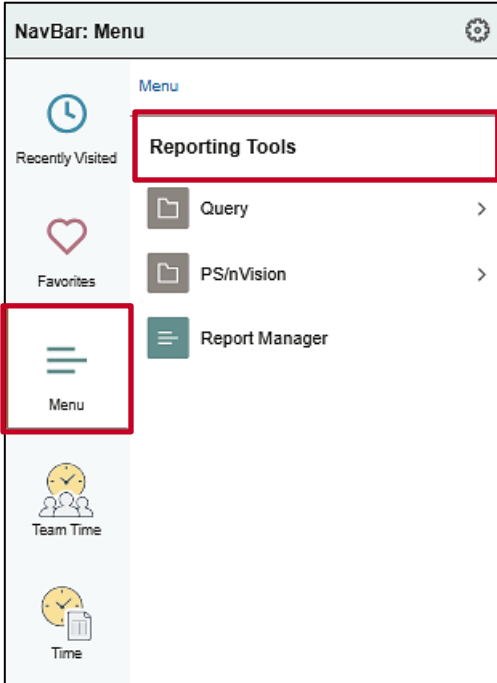


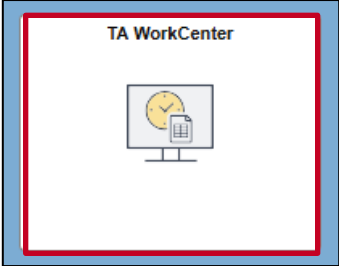
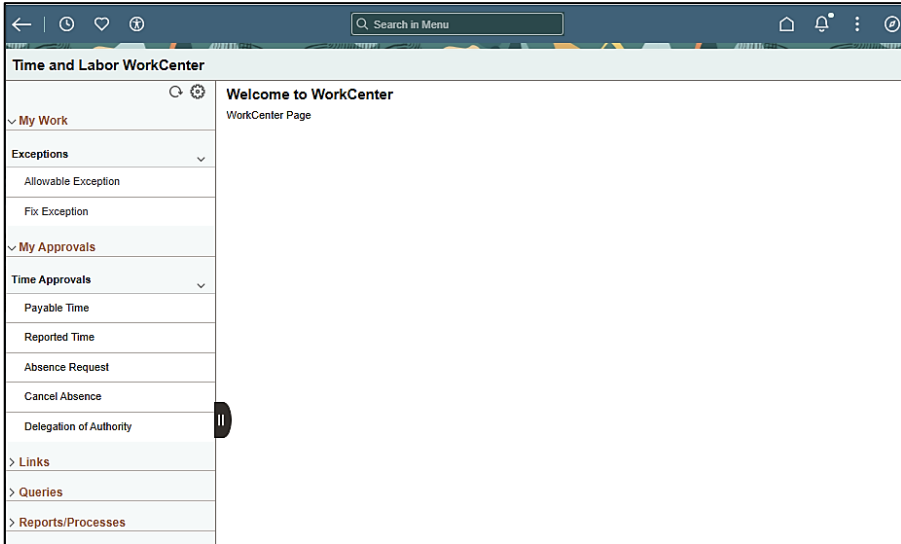
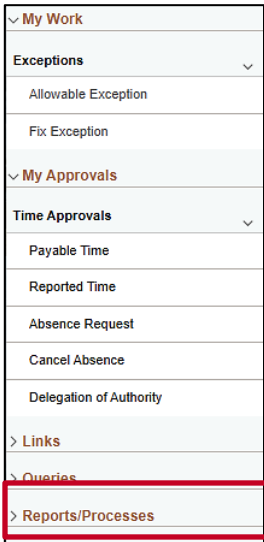
# Cardinal HCM Reporting Job Aid

## NAV225 Generating an HCM Report

### Generating an HCM Report

| Step                                           | Action                                                                                                                              |
|------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------|
| 1.                                             | Navigate to the <b>Cardinal HCM Homepage</b> .                                                                                      |
| The <b>Cardinal HCM Homepage</b> displays.<br> |                                                                                                                                     |
|                                                | The specific Navigation Tiles available on the <b>Cardinal HCM Homepage</b> are based on the user's assigned roles in Cardinal HCM. |

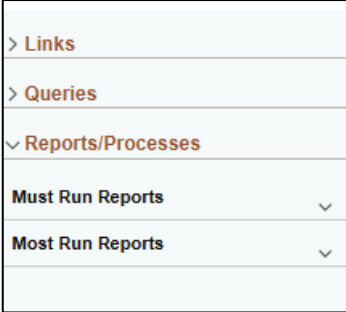
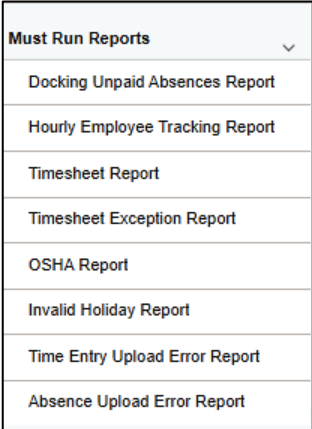
| Step                                                                              | Action                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
|-----------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|  | <p>There are various ways to access the reports and queries in Cardinal:</p> <p>Queries can be accessed directly from the <b>Cardinal HCM Homepage</b> by clicking the <b>Query Viewer</b> tile.</p>  <p>Some reports can be accessed through the various WorkCenters on the <b>Cardinal HCM Homepage</b>. Others can be accessed by clicking the <b>NavBar</b> icon in the top right corner of the page, and using the following path: <b>NavBar &gt; Menu &gt; Reporting Tools</b>.</p>   <p>The <b>Reporting Tools</b> list items display with options based upon the user's access.</p> <p>The example steps below will begin on the <b>Cardinal HCM Homepage</b> and will use the <b>TA WorkCenter</b> to access the <b>Timesheet</b> report.</p> |

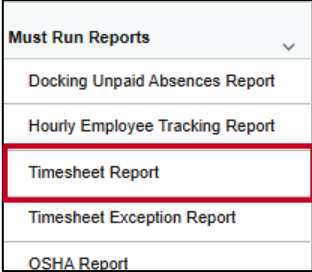
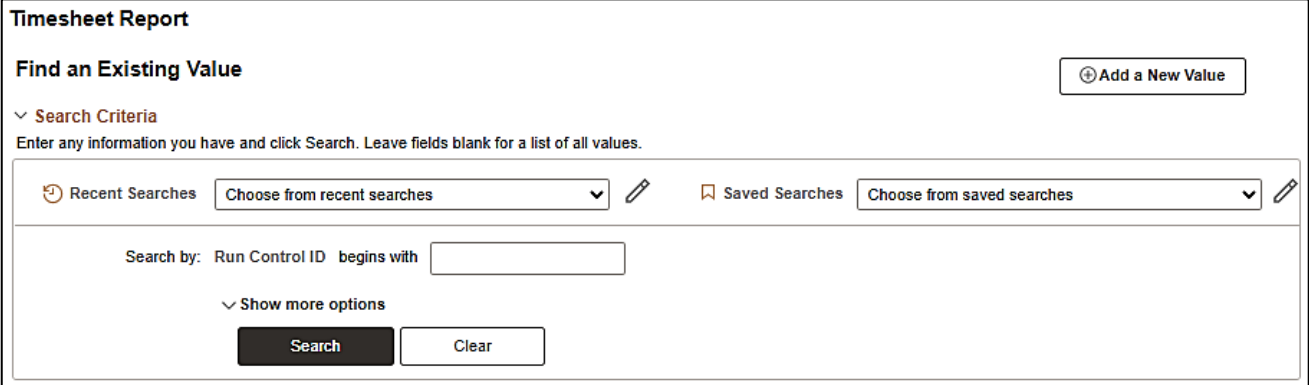
| Step                                                                                                                                      | Action                                                                                                                                 |
|-------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------|
| 2.                                                                                                                                        | <p>Click the <b>TA WorkCenter</b> tile.</p>           |
| <p>The <b>Time and Labor WorkCenter</b> displays.</p>  |                                                                                                                                        |
| 3.                                                                                                                                        | <p>Click the <b>Reports/Processes</b> section.</p>  |



# Cardinal HCM Reporting Job Aid

## NAV225 Generating an HCM Report

| Step                                                                              | Action                                                                                                                                           |
|-----------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------|
|                                                                                   | <p>The <b>Reports/Processes</b> section expands.</p>            |
|  | <p>The <b>Must Run Reports</b> and <b>Most Run Reports</b> folders house reports that users should regularly run.</p>                            |
| 4.                                                                                | <p>Click the <b>Must Run Reports</b> folder to expand it.</p>  |
|                                                                                   | <p>The <b>Must Run Reports</b> pages display.</p>             |

| Step                                                                                                                                                                | Action                                                                                                                                                                                                                                                                                                                    |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 5.                                                                                                                                                                  | <p>Click the <b>Timesheet Report</b> page.</p>                                                                                                                                                                                           |
|                                                                                    | <p>The initial navigation path provided is used specifically to generate the <b>Timesheet</b> report. Remember to refer to the HCM Reports Catalogs and use the initial navigation path provided for the report being generated. The HCM Reports Catalogs are located on the Cardinal website under <b>Resources</b>.</p> |
| <p>The <b>Timesheet Report Find an Existing Value Search</b> page displays.</p>  |                                                                                                                                                                                                                                                                                                                           |
|                                                                                  | <p>For more information pertaining to the Cardinal HCM Search pages, refer to the Job Aid titled <b>Overview of the Cardinal HCM Search Pages</b>. This Job Aid is located on the Cardinal website in <b>Job Aids</b> under <b>Learning</b>.</p>                                                                          |
|                                                                                  | <p>If this is not the first time generating this report, always search for and use an existing Run Control ID before creating a new one. Users cannot delete Run Control IDs once they are created and saved. The instructions provided below assume this is the first time that this report is being generated.</p>      |
| 6.                                                                                                                                                                  | <p>Click the <b>Add a New Value</b> button.</p>                                                                                                                                                                                        |



## Cardinal HCM Reporting Job Aid

### NAV225 Generating an HCM Report

| Step                                                                                                                                      | Action                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
|-------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| The <b>Timesheet Report Add a New Value</b> page displays.                                                                                |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <div><div>Timesheet Report</div><div>Add a New Value<div>Find an Existing Value</div></div><div>*Run Control ID<div>Add</div></div></div> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| 7.                                                                                                                                        | <p>Enter a Run Control ID in the <b>Run Control ID</b> field based on the following guidelines:</p> <ul style="list-style-type: none"><li>The Run Control ID must be unique and should be descriptive enough to help locate for future use (once created Run Control IDs cannot be deleted)</li><li>Up to 30 characters are allowed</li><li>No blank spaces can be used; however, an underscore can be used in lieu of spaces</li><li>Do not use wildcard symbols (%)</li></ul> <div><div>*Run Control ID<div>Add</div></div></div> |
| 8.                                                                                                                                        | <p>Click the <b>Add</b> button.</p> <div><div>*Run Control ID<div>Timesheet_Rpt</div></div><div>Add</div></div>                                                                                                                                                                                                                                                                                                                                                                                                                     |



# Cardinal HCM Reporting Job Aid

## NAV225 Generating an HCM Report

| Step | Action                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |             |                     |              |  |  |   |                               |  |              |              |
|------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------|---------------------|--------------|--|--|---|-------------------------------|--|--------------|--------------|
|      | <p>The <b>Timesheet Report</b> page displays.</p> <div><div><div>Run Control ID</div><div>Timesheet_Rpt</div><div>Report Manager</div><div>Process Monitor</div><div>Run</div></div><div><div>Business Unit</div><div><input type="text" value=""/></div><div><input type="checkbox"/> Run for multiple Business Units</div></div><div><div>Employee Type</div><div><input checked="" type="radio"/> Salaried <input type="radio"/> Hourly</div></div><div><div>Select Pay Period End or From/To Date</div><div><div>Pay Period End Date</div><div><input type="text" value=""/></div></div><div>OR</div><div><div>From Date</div><div><input type="text" value=""/></div></div><div><div>Thru Date</div><div><input type="text" value=""/></div></div></div><div><div>Additional Optional Parameters</div><div><input type="checkbox"/> Action Required Only</div><div><input type="checkbox"/> Include Comments?</div></div><div><div>Employees to process</div><div><div>Reports To Position</div><div><input type="text" value=""/></div></div><div>OR</div><div><div>Empl ID</div><div><input type="text" value=""/></div></div><div>OR</div><div><div>Department</div><div><input type="text" value=""/></div><div><input type="checkbox"/> Node Only</div></div><div>OR</div><div><div>Project</div><div><input type="text" value=""/></div></div><div>OR</div><div><div>Cost Center</div><div><input type="text" value=""/></div></div><div><div>Department CF</div><div><input type="text" value=""/></div></div></div><div><div>Time Reporting Code (Optional)</div><div><div><div><div></div><div></div></div><div><input type="text" value=""/></div></div><div><div>&lt;</div><div>&lt;</div><div>1-1 of 1</div><div>&gt;</div><div>&gt;</div></div><div>View All</div></div><table><thead><tr><th></th><th>Time Reporting Code</th><th>Description</th><th></th><th></th></tr></thead><tbody><tr><td>1</td><td><input type="text" value=""/></td><td></td><td><div>+</div></td><td><div>-</div></td></tr></tbody></table><div><div>Save</div><div>Notify</div><div>Add</div><div>Update/Display</div></div></div></div> |             | Time Reporting Code | Description  |  |  | 1 | <input type="text" value=""/> |  | <div>+</div> | <div>-</div> |
|      | Time Reporting Code                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | Description |                     |              |  |  |   |                               |  |              |              |
| 1    | <input type="text" value=""/>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |             | <div>+</div>        | <div>-</div> |  |  |   |                               |  |              |              |
| 9.   | <p>Enter the desired parameters for the report within the corresponding fields. For this example, the <b>Business Unit</b>, <b>Pay Period End Date</b>, and <b>Department</b> fields have been completed.</p> <div><div><div>Business Unit</div><div>18100</div><div><input type="text" value=""/></div></div><div><input type="checkbox"/> Run for multiple Business Units</div><div><div>Employee Type</div><div><input checked="" type="radio"/> Salaried <input type="radio"/> Hourly</div></div><div><div>Select Pay Period End or From/To Date</div><div><div>Pay Period End Date</div><div>06/24/2025</div><div><input type="text" value=""/></div></div><div>OR</div><div><div>From Date</div><div><input type="text" value=""/></div></div><div><div>Thru Date</div><div><input type="text" value=""/></div></div></div><div><div>Additional Optional Parameters</div><div><input type="checkbox"/> Action Required Only</div><div><input type="checkbox"/> Include Comments?</div></div><div><div>Employees to process</div><div><div>Reports To Position</div><div><input type="text" value=""/></div></div><div>OR</div><div><div>Empl ID</div><div><input type="text" value=""/></div></div><div>OR</div><div><div>Department</div><div>18100</div><div><input type="text" value=""/></div><div><input type="checkbox"/> Node Only</div></div><div>OR</div><div><div>Project</div><div><input type="text" value=""/></div></div><div>OR</div><div><div>Cost Center</div><div><input type="text" value=""/></div></div><div><div>Department CF</div><div><input type="text" value=""/></div></div></div></div>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |             |                     |              |  |  |   |                               |  |              |              |



# Cardinal HCM Reporting Job Aid

## NAV225 Generating an HCM Report

| Step                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | Action                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |              |              |              |              |              |        |              |                                     |                  |          |            |     |     |              |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------|--------------|--------------|--------------|--------------|--------|--------------|-------------------------------------|------------------|----------|------------|-----|-----|--------------|
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | Parameters are used to limit/define the specific data requirements for the report. The parameter fields available will differ based on the HCM report being generated. Refer to the HCM Reports Catalogs for a listing of the parameters available for the specific report being generated. The HCM Reports Catalogs are located on the Cardinal website under <b>Resources</b> .                                                                                                                                                                                                    |              |              |              |              |              |        |              |                                     |                  |          |            |     |     |              |
| 10.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | <p>Click the <b>Run</b> button.</p> <div><div>Report Manager</div><div>Process Monitor</div><div>Run</div></div>                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |              |              |              |              |              |        |              |                                     |                  |          |            |     |     |              |
| <p>The <b>Process Scheduler Request</b> page displays in a pop-up window.</p> <div><div><div>Process Scheduler Request</div><div><div>User ID</div><div>Run Control ID</div><div>Timesheet_Rpt</div></div><div><div>Server Name</div><div>Run Date</div><div>06/02/2026</div></div><div><div>Recurrence</div><div>Run Time</div><div>10:19:15AM</div><div>Reset to Current Date/Time</div></div><div><div>Time Zone</div><div></div></div></div><div><div>Process List</div><table><tr><th>Select</th><th>Description</th><th>Process Name</th><th>Process Type</th><th>Type</th><th>Format</th><th>Distribution</th></tr><tr><td><input checked="" type="checkbox"/></td><td>Timesheet Report</td><td>VTAR0026</td><td>SQR Report</td><td>Web</td><td>CSV</td><td>Distribution</td></tr></table><div><div>OK</div><div>Cancel</div></div></div></div> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | Select       | Description  | Process Name | Process Type | Type         | Format | Distribution | <input checked="" type="checkbox"/> | Timesheet Report | VTAR0026 | SQR Report | Web | CSV | Distribution |
| Select                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | Description                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | Process Name | Process Type | Type         | Format       | Distribution |        |              |                                     |                  |          |            |     |     |              |
| <input checked="" type="checkbox"/>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | Timesheet Report                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | VTAR0026     | SQR Report   | Web          | CSV          | Distribution |        |              |                                     |                  |          |            |     |     |              |
| 11.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | <p>The <b>Type</b> field defaults to “Web”. Update to “Email”, “File”, or “Printer” as desired. If “Email” is selected, use the <b>Distribution</b> link to identify the email address to send the report to.</p> <div><div><div>Process List</div><table><tr><th>Select</th><th>Description</th><th>Process Name</th><th>Process Type</th><th>Type</th><th>Format</th><th>Distribution</th></tr><tr><td><input checked="" type="checkbox"/></td><td>Timesheet Report</td><td>VTAR0026</td><td>SQR Report</td><td>Web</td><td>CSV</td><td>Distribution</td></tr></table></div></div> | Select       | Description  | Process Name | Process Type | Type         | Format | Distribution | <input checked="" type="checkbox"/> | Timesheet Report | VTAR0026 | SQR Report | Web | CSV | Distribution |
| Select                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | Description                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | Process Name | Process Type | Type         | Format       | Distribution |        |              |                                     |                  |          |            |     |     |              |
| <input checked="" type="checkbox"/>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | Timesheet Report                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | VTAR0026     | SQR Report   | Web          | CSV          | Distribution |        |              |                                     |                  |          |            |     |     |              |
| 12.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | <p>The <b>Format</b> field defaults based on the report being generated. Update as needed if other formats are available for the report being generated.</p> <div><div><div>Process List</div><table><tr><th>Select</th><th>Description</th><th>Process Name</th><th>Process Type</th><th>Type</th><th>Format</th><th>Distribution</th></tr><tr><td><input checked="" type="checkbox"/></td><td>Timesheet Report</td><td>VTAR0026</td><td>SQR Report</td><td>Web</td><td>CSV</td><td>Distribution</td></tr></table></div></div>                                                      | Select       | Description  | Process Name | Process Type | Type         | Format | Distribution | <input checked="" type="checkbox"/> | Timesheet Report | VTAR0026 | SQR Report | Web | CSV | Distribution |
| Select                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | Description                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | Process Name | Process Type | Type         | Format       | Distribution |        |              |                                     |                  |          |            |     |     |              |
| <input checked="" type="checkbox"/>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | Timesheet Report                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | VTAR0026     | SQR Report   | Web          | CSV          | Distribution |        |              |                                     |                  |          |            |     |     |              |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | Refer to the HCM Reports Catalogs to identify the formats available for each specific HCM Report. The HCM Reports Catalogs are located on the Cardinal website under <b>Resources</b> .                                                                                                                                                                                                                                                                                                                                                                                              |              |              |              |              |              |        |              |                                     |                  |          |            |     |     |              |



## Cardinal HCM Reporting Job Aid

### NAV225 Generating an HCM Report

| Step                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | Action                                                                                                                                                                                                                                   |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 13.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | <div>Click the <b>OK</b> button.</div> <div><div><div>OK</div><div>Cancel</div></div></div>                                                                                                                                              |
| <div>The <b>Timesheet Report</b> page redisplays with the assigned Process Instance Number.</div> <div><div><div><div>Run Control ID</div><div>Timesheet_Rpt</div><div>Report Manager</div><div>Process Monitor</div><div>Run</div></div><div><div>Business Unit</div><div>18100</div><div><input type="checkbox"/> Run for multiple Business Units</div></div><div><div>Employee Type</div><div><div><input checked="" type="radio"/> Salaried</div><div><input type="radio"/> Hourly</div></div></div><div><div>Select Pay Period End or From/To Date</div><div><div><div>Pay Period End Date</div><div>06/24/2025</div><div></div></div><div>OR</div><div><div>From Date</div><div></div></div><div><div>Thru Date</div><div></div></div></div><div><div>Additional Optional Parameters</div><div><div><input type="checkbox"/> Action Required Only</div><div><input type="checkbox"/> Include Comments?</div></div></div><div><div>Employees to process</div><div><div><div>Reports To Position</div><div></div></div><div>OR</div><div><div>Empl ID</div><div></div></div><div>OR</div><div><div>Department</div><div>18100</div><div></div></div><div><input type="checkbox"/> Node Only</div><div>OR</div><div><div>Project</div><div></div></div><div>OR</div><div><div>Cost Center</div><div></div></div><div><div>Department CF</div><div></div></div></div></div><div>Process Instance:4918269</div></div></div></div> |                                                                                                                                                                                                                                          |
| 14.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | <div>Click the <b>Process Monitor</b> link.</div> <div><div><div><div>Run Control ID</div><div>Timesheet_Rpt</div><div>Report Manager</div><div>Process Monitor</div><div>Run</div></div><div>Process Instance:4918269</div></div></div> |



# Cardinal HCM Reporting Job Aid

## NAV225 Generating an HCM Report

| Step | Action |
|------|--------|
|------|--------|

The **Process Monitor** page displays with the **Process List** tab displayed by default.

Process List Server List

View Process Requests

User ID  Type  Last  1 Days  Refresh

Server  Name  Instance  Range Clear

Run Status  Distribution Status  Save On Refresh Report Manager Reset

Process List

| Select                   | Instance | Seq. | Run Control ID | Process Type | Process Name | User | Run Date/Time             | Run Status | Distribution Status | Details | Actions |
|--------------------------|----------|------|----------------|--------------|--------------|------|---------------------------|------------|---------------------|---------|---------|
| <input type="checkbox"/> | 4918269  |      | Timesheet_Rpt  | SQR Report   | VTAR0026     |      | 06/02/2026 10:19:15AM EDT | Success    | Posted              | Details | Actions |

Go back to Timesheet Report

Save Notify

Process List Server List

15.

Locate the applicable report within the **Process List** section using the Process Instance Number previously captured. The report can be viewed once the **Run Status** field updates to “Success” and the **Distribution Status** field updates to “Posted”. Periodically click the **Refresh** button until these two status fields update.

- The **Clear** button can be used to clear any defined view parameters
- The **Reset** button can be used to reset back to the last saved view parameters

Process List Server List

View Process Requests

User ID  Type  Last  1 Days  Refresh

Server  Name  Instance  Range Clear

Run Status  Distribution Status  Save On Refresh Report Manager Reset

Process List

| Select                   | Instance | Seq. | Run Control ID | Process Type | Process Name | User | Run Date/Time             | Run Status | Distribution Status | Details | Actions |
|--------------------------|----------|------|----------------|--------------|--------------|------|---------------------------|------------|---------------------|---------|---------|
| <input type="checkbox"/> | 4918269  |      | Timesheet_Rpt  | SQR Report   | VTAR0026     |      | 06/02/2026 10:19:15AM EDT | Success    | Posted              | Details | Actions |

Go back to Timesheet Report

Save Notify

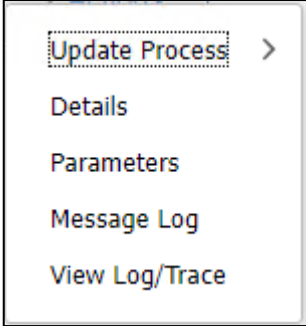
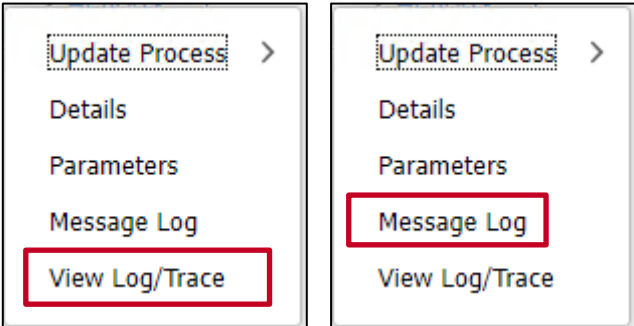
Process List Server List

16.

Click the corresponding **Actions** dropdown button.

Process List

| Select                   | Instance | Seq. | Run Control ID | Process Type | Process Name | User | Run Date/Time             | Run Status | Distribution Status | Details | Actions |
|--------------------------|----------|------|----------------|--------------|--------------|------|---------------------------|------------|---------------------|---------|---------|
| <input type="checkbox"/> | 4918269  |      | Timesheet_Rpt  | SQR Report   | VTAR0026     |      | 06/02/2026 10:19:15AM EDT | Success    | Posted              | Details | Actions |

| Step | Action                                                                                                                                                                                                                                                                                                              |
|------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|      | <p>The <b>Actions</b> menu displays.</p>                                                                                                                                                                                           |
| 17.  | <p>If the report completed with a Run Status of “Success”, click the <b>View Log/Trace</b> list item.</p> <p><b>Note:</b> If the Run Status is “Error”, use the <b>Message Log</b> list item to view the cause of the error.</p>  |



# Cardinal HCM Reporting Job Aid

## NAV225 Generating an HCM Report

| Step | Action |
|------|--------|
|------|--------|

The **View Log/Trace** page displays in a pop-up window.

View Log/Trace

Help

Report

Report ID 3863689

Process Instance 4918269

Message Log

Name VTAR0026

Process Type SQR Report

Run Status Success

Timesheet Report

Distribution Details

Distribution Node hrptm

Expiration Date 07/02/2026

File List

| Name                                     | File Size (bytes) | Datetime Created                 |
|------------------------------------------|-------------------|----------------------------------|
| <a href="#">SQR_VTAR0026_4918269.log</a> | 2,168             | 06/02/2026 10:24:13.160471AM EDT |
| <a href="#">vtar0026_4918269.csv</a>     | 834,502           | 06/02/2026 10:24:13.160471AM EDT |
| <a href="#">vtar0026_4918269.out</a>     | 95                | 06/02/2026 10:24:13.160471AM EDT |

Distribute To

Distribution ID Type

-Distribution ID

User

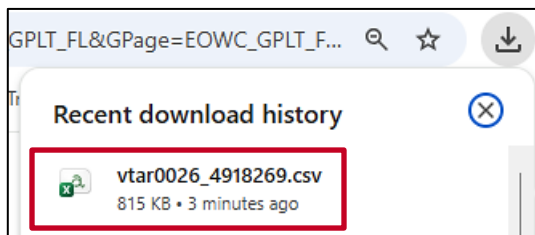
Return

18. Click the **.csv** link within the **File List** section to view the generated report in Excel format.

File List

| Name                                     | File Size (bytes) | Datetime Created                 |
|------------------------------------------|-------------------|----------------------------------|
| <a href="#">SQR_VTAR0026_4918269.log</a> | 2,168             | 06/02/2026 10:24:13.160471AM EDT |
| <a href="#">vtar0026_4918269.csv</a>     | 834,502           | 06/02/2026 10:24:13.160471AM EDT |
| <a href="#">vtar0026_4918269.out</a>     | 95                | 06/02/2026 10:24:13.160471AM EDT |

19. The Report downloads.  
Click the file to access it.





# Cardinal HCM Reporting Job Aid

## NAV225 Generating an HCM Report

Step

Action

The Report displays.

|                  |                                                   |           |            |            |          |           |            |            |        |          |          |          |           |          |                 |             |          |          |           |          |        |   |
|------------------|---------------------------------------------------|-----------|------------|------------|----------|-----------|------------|------------|--------|----------|----------|----------|-----------|----------|-----------------|-------------|----------|----------|-----------|----------|--------|---|
|                  | A                                                 | B         | C          | D          | E        | F         | G          | H          | I      | J        | K        | L        | M         | N        | O               | P           | Q        | R        | S         | T        | U      | V |
| 1                | Commonwealth of Virginia                          |           |            |            |          |           |            |            |        |          |          |          |           |          |                 |             |          |          |           |          |        |   |
| 2                | Run Date: TIMESHEET REPORT                        |           |            |            |          |           |            |            |        |          |          |          |           |          |                 |             |          |          |           |          |        |   |
| 3                | Report ID: Run Time: 10:24 00                     |           |            |            |          |           |            |            |        |          |          |          |           |          |                 |             |          |          |           |          |        |   |
| 4                | Page No. : of 40                                  |           |            |            |          |           |            |            |        |          |          |          |           |          |                 |             |          |          |           |          |        |   |
| 5                | Business Unit: 18100 : Dept of Labor and Industry |           |            |            |          |           |            |            |        |          |          |          |           |          |                 |             |          |          |           |          |        |   |
| 6                | Pay Period From Date: 24-JUN-2025                 |           |            |            |          |           |            |            |        |          |          |          |           |          |                 |             |          |          |           |          |        |   |
| 7                | Pay Period To Date: 24-JUN-2025                   |           |            |            |          |           |            |            |        |          |          |          |           |          |                 |             |          |          |           |          |        |   |
| 8                | Department: 18100 : DEPT OF LABOR AND INDUSTRY    |           |            |            |          |           |            |            |        |          |          |          |           |          |                 |             |          |          |           |          |        |   |
| 9                | Salaried                                          |           |            |            |          |           |            |            |        |          |          |          |           |          |                 |             |          |          |           |          |        |   |
| 10               | All statuses                                      |           |            |            |          |           |            |            |        |          |          |          |           |          |                 |             |          |          |           |          |        |   |
| 11               | Comments Not Included                             |           |            |            |          |           |            |            |        |          |          |          |           |          |                 |             |          |          |           |          |        |   |
| 12               | TRC :                                             |           |            |            |          |           |            |            |        |          |          |          |           |          |                 |             |          |          |           |          |        |   |
| 13               |                                                   |           |            |            |          |           |            |            |        |          |          |          |           |          |                 |             |          |          |           |          |        |   |
| 14               | Business                                          | Pay Perio | Daily Date | Retro Flag | Departme | Dept Desc | Reports To | Reports To | Emplid | Empl Rcd | Employee | Employee | Workscrou | Schedule | Work Sch        | Rotation II | Shift ID | Paygroup | Time Repc | Reported | Repor  |   |
| 15               | 18100                                             | 24-Jun-25 | 10-Jun-25  |            | 18100    | DEPT OF L |            |            | 1      | 0        |          |          |           | STATE    | 40.00-Z88I SASU |             |          | SM1      | Positive  | VAC      | Vacat  |   |
| 16               | 18100                                             | 24-Jun-25 | 11-Jun-25  |            | 18100    | DEPT OF L |            |            | 1      | 0        |          |          |           | STATE    | 40.00-Z88I SASU |             |          | SM1      | Positive  | VAC      | Vacat  |   |
| 17               | 18100                                             | 24-Jun-25 | 12-Jun-25  |            | 18100    | DEPT OF L |            |            | 1      | 0        |          |          |           | STATE    | 40.00-Z88I SASU |             |          | SM1      | Positive  | VAC      | Vacat  |   |
| 18               | 18100                                             | 24-Jun-25 | 13-Jun-25  |            | 18100    | DEPT OF L |            |            | 1      | 0        |          |          |           | STATE    | 40.00-Z88I SASU |             |          | SM1      | Positive  | VAC      | Vacat  |   |
| 19               | 18100                                             | 24-Jun-25 | 16-Jun-25  |            | 18100    | DEPT OF L |            |            | 1      | 0        |          |          |           | STATE    | 40.00-Z88I SASU |             |          | SM1      | Positive  | VAC      | Vacat  |   |
| 20               | 18100                                             | 24-Jun-25 | 17-Jun-25  |            | 18100    | DEPT OF L |            |            | 1      | 0        |          |          |           | STATE    | 40.00-Z88I SASU |             |          | SM1      | Positive  | REG      | Regul. |   |
| 21               | 18100                                             | 24-Jun-25 | 18-Jun-25  |            | 18100    | DEPT OF L |            |            | 1      | 0        |          |          |           | STATE    | 40.00-Z88I SASU |             |          | SM1      | Positive  | REG      | Regul. |   |
| 22               | 18100                                             | 24-Jun-25 | 19-Jun-25  |            | 18100    | DEPT OF L |            |            | 1      | 0        |          |          |           | STATE    | 40.00-Z88I SASU |             |          | SM1      | Positive  |          |        |   |
| 23               | 18100                                             | 24-Jun-25 | 19-Jun-25  |            | 18100    | DEPT OF L |            |            | 1      | 0        |          |          |           | STATE    | 40.00-Z88I SASU |             |          | SM1      | Positive  |          |        |   |
| 24               | 18100                                             | 24-Jun-25 | 19-Jun-25  |            | 18100    | DEPT OF L |            |            | 1      | 0        |          |          |           | STATE    | 40.00-Z88I SASU |             |          | SM1      | Positive  | HOLM     | Holida |   |
| 25               | 18100                                             | 24-Jun-25 | 20-Jun-25  |            | 18100    | DEPT OF L |            |            | 1      | 0        |          |          |           | STATE    | 40.00-Z88I SASU |             |          | SM1      | Positive  | VAC      | Vacat  |   |
| 26               | 18100                                             | 24-Jun-25 | 23-Jun-25  |            | 18100    | DEPT OF L |            |            | 1      | 0        |          |          |           | STATE    | 40.00-Z88I SASU |             |          | SM1      | Positive  | REG      | Regul. |   |
| 27               | 18100                                             | 24-Jun-25 | 24-Jun-25  |            | 18100    | DEPT OF L |            |            | 1      | 0        |          |          |           | STATE    | 40.00-Z88I SASU |             |          | SM1      | Positive  | REG      | Regul. |   |
| 28               | 18100                                             | 24-Jun-25 | 10-Jun-25  |            | 18100    | DEPT OF L |            |            | 1      | 0        |          |          |           | 18100    | VARIABLE 1      |             |          | SM1      | Positive  | REG      | Regul. |   |
| 29               | 18100                                             | 24-Jun-25 | 11-Jun-25  |            | 18100    | DEPT OF L |            |            | 1      | 0        |          |          |           | 18100    | VARIABLE 1      |             |          | SM1      | Positive  | REG      | Regul. |   |
| 30               | 18100                                             | 24-Jun-25 | 12-Jun-25  |            | 18100    | DEPT OF L |            |            | 1      | 0        |          |          |           | 18100    | VARIABLE 1      |             |          | SM1      | Positive  | REG      | Regul. |   |
| 31               | 18100                                             | 24-Jun-25 | 13-Jun-25  |            | 18100    | DEPT OF L |            |            | 1      | 0        |          |          |           | 18100    | VARIABLE 1      |             |          | SM1      | Positive  | VAC      | Vacat  |   |
| vtar0026_4918269 |                                                   |           |            |            |          |           |            |            |        |          |          |          |           |          |                 |             |          |          |           |          |        |   |