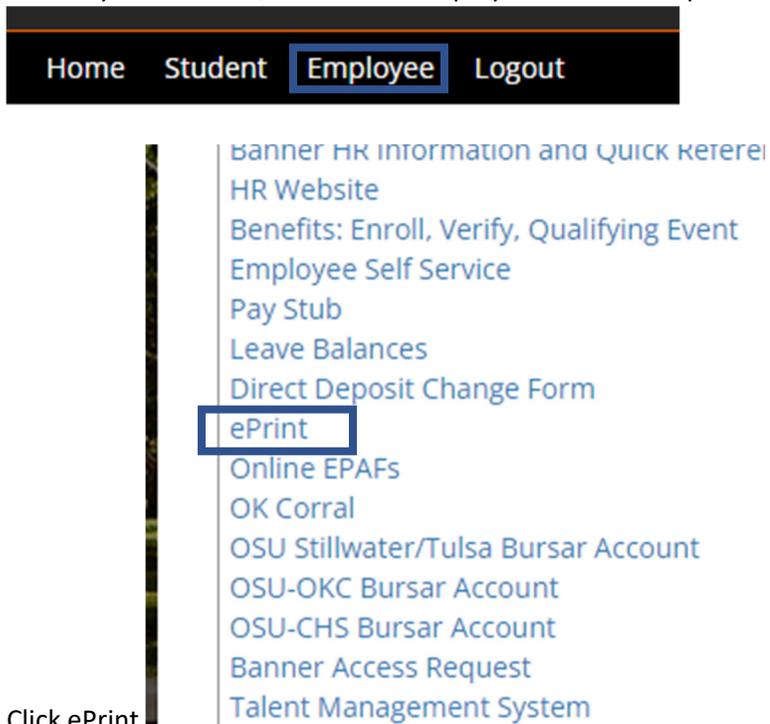


Purpose: PZRWTER is a daily report that runs in ePrint providing a detailed summary of bi-weekly time entry in Banner Self-Service. This gives approvers and department admins ongoing visibility into the time being entered in their departments. Note that this report will only show timesheets that have been started. See instructions at the bottom on viewing timesheets in “Not Started” status.

Prerequisites: In order to access this report you will need to have the appropriate Banner Security. If you do not have access, follow the steps at the end of the document. If you have access to the ePrint but not to the correct org units, email helpdesk@okstate.edu and list the org units you need to be able to see:

Accessing PZRWTER in ePrint

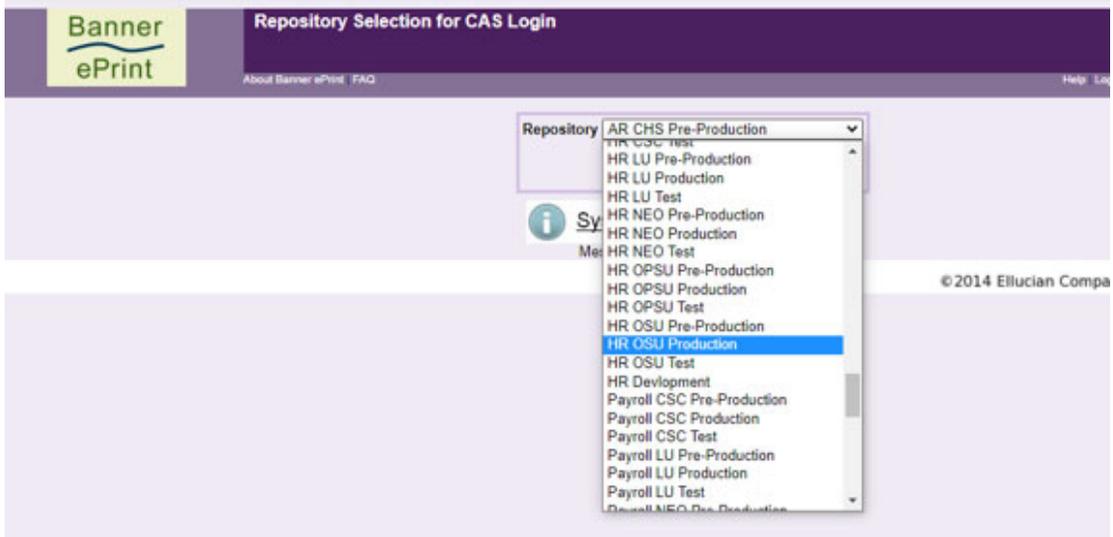
1. From my.okstate.edu, click on the Employee tab at the top



The screenshot shows a navigation bar with four tabs: Home, Student, Employee, and Logout. The Employee tab is highlighted with a blue border. Below the navigation bar is a vertical menu of links. The link 'ePrint' is highlighted with a blue border. The other links in the menu are: Banner HR Information and Quick Reference, HR Website, Benefits: Enroll, Verify, Qualifying Event, Employee Self Service, Pay Stub, Leave Balances, Direct Deposit Change Form, Online EPAFs, OK Corral, OSU Stillwater/Tulsa Bursar Account, OSU-OKC Bursar Account, OSU-CHS Bursar Account, Banner Access Request, and Talent Management System.

2. Click ePrint

- Select the repository – HR OSU Production



- Then select the report from the drop down



- Select PDF to see the latest report, or the drill for report list, including previous reports.

HR OSU Pre-Production

Report	Description	Latest Date
 PZRWTER - Web Time Entry Rpt	Web Time Entry Report	Tue Mar 01, 2022 08:46am

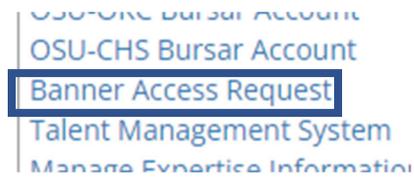
Previous PZRWTER - Web Time Entry Rpt

Requesting Access to ePrint

1. From my.okstate.edu, click on the Employee tab at the top



2. Select Banner Access Request
3. Click Create Access Request at the bottom of the page



Change (primary department change, or primary position end



4. Select OSU Stillwater/Tulsa and click Next

Campus:



5. Select Human Resources and click Next

Module:



6. Search for the user who will need this access using any of the fields and click Next

7. Select the appropriate user and press Next

- **Timothy Mark Whitley** (A10006253)
Username: timotmw, Email: timothy.whitley@okstate.edu
Position #AS9894, Title: Dir HR Technology
Department: Human Resources, Campus: Stillwater



8. Press Continue

9. Locate and select EPRINT OSU Reports for General Banner HR Users



10. In the comments field, note all of the Org codes you need access to see

Comments (Optional):

11. On the next page, don't make any selections. Click Next

12. The bottom of the summary page should look like this

- Business Profiles
 - The user has not been assigned any business profiles.
- Access Being Requested
 - Security Groups
 - [EPRINT OSU Reports for General Banner HR Users](#)

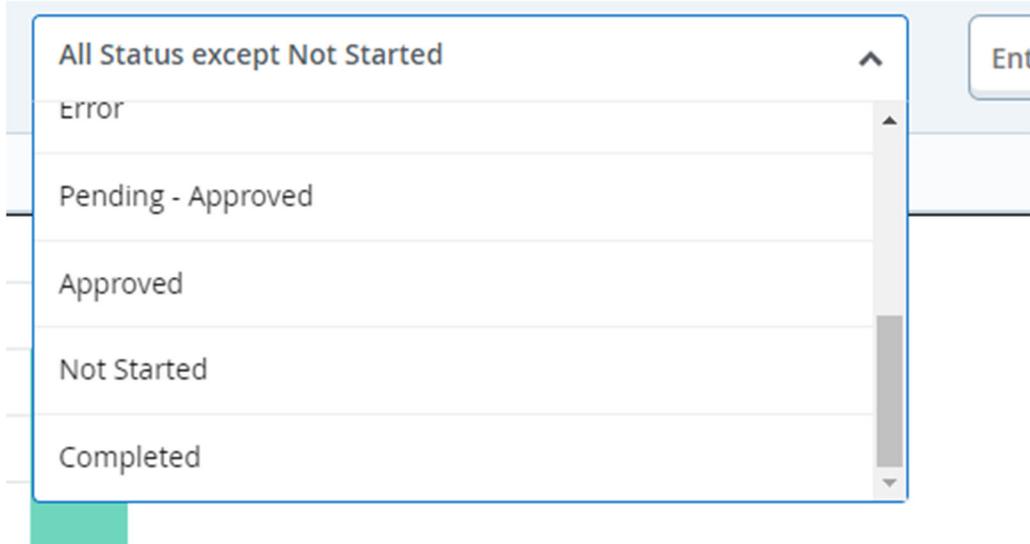
Comments (Optional):

13. Press Submit

14. You will get a Create Access Request Successful message. The request will now go into an approval queue and you will be notified when it is approved.

Viewing Not Started Timesheets

1. From the Banner 9 dashboard, in the approvals screen, select Not Started from the status dropdown



2. In Banner Administrative, go to PHJETIM. Select "Not Started" in the Transaction Status.

