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UNIVERSITY OF ALBERTA

PeopleSoft HCM

# Queries - Outstanding Approvals for Manager

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## **Training Guide**

### **Queries - Outstanding Approvals for Manager**

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## Queries - Outstanding Approvals for Manager

In this topic, you will learn how to run the Outstanding Approvals for Manager Report.

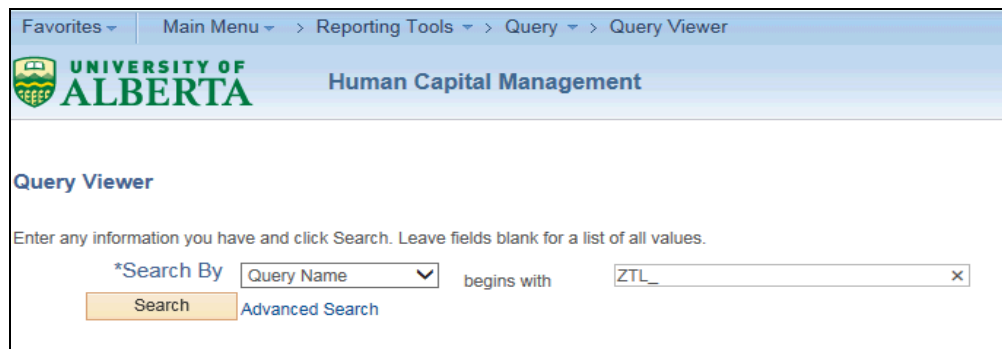
### Procedure

Navigation Path: [Main Menu](#) > [Reporting Tools](#) > [Query](#) > [Query Viewer](#)

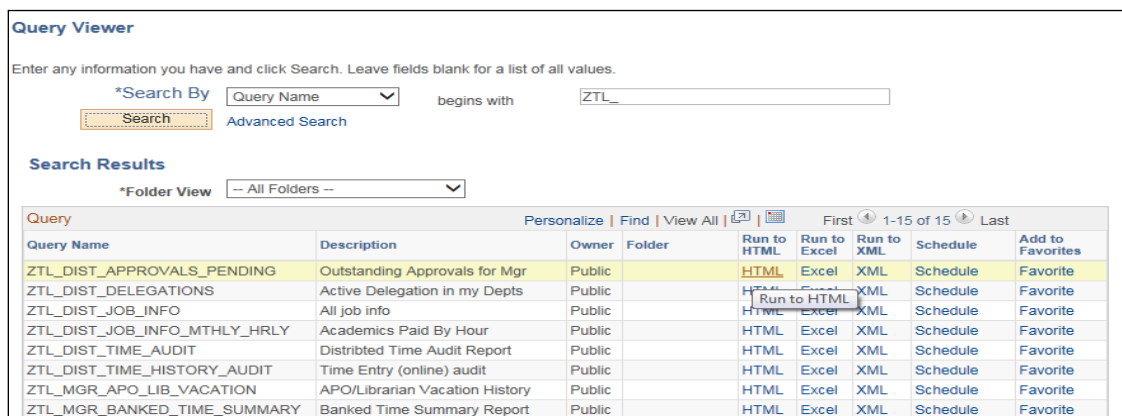
- Once you have navigated to the **Query Viewer** page, search for ZTL\_DIST\_APPROVALS\_PENDING query.

There are multiple ways to conduct this search.

In this example, Enter "**ZTL\_**" into the **begins with** field. This search will provide all queries beginning with 'ZTL\_'



- Click the **Search** button.
- Find the row that contains the ZTL\_DIST\_APPROVALS\_PENDING query and click the **HTML** link.



Query Name	Description	Owner	Folder	Run to HTML	Run to Excel	Run to XML	Schedule	Add to Favorites
ZTL_DIST_APPROVALS_PENDING	Outstanding Approvals for Mgr	Public		<b>HTML</b>	Excel	XML	Schedule	Favorite
ZTL_DIST_DELEGATIONS	Active Delegation in my Depts	Public		HTML	Excel	XML	Schedule	Favorite
ZTL_DIST_JOB_INFO	All job info	Public		HTML	Excel	XML	Schedule	Favorite
ZTL_DIST_JOB_INFO_MTHLY_HRLY	Academics Paid By Hour	Public		HTML	Excel	XML	Schedule	Favorite
ZTL_DIST_TIME_AUDIT	Distributed Time Audit Report	Public		HTML	Excel	XML	Schedule	Favorite
ZTL_DIST_TIME_HISTORY_AUDIT	Time Entry (online) audit	Public		HTML	Excel	XML	Schedule	Favorite
ZTL_MGR_APO_LIB_VACATION	APO/Librarian Vacation History	Public		HTML	Excel	XML	Schedule	Favorite
ZTL_MGR_BANKED_TIME_SUMMARY	Banked Time Summary Report	Public		HTML	Excel	XML	Schedule	Favorite

# Training Guide

## Queries - Outstanding Approvals for Manager



- Click the **Calendar Pay End Date (Alt+5)** button.

ZTL\_DIST\_APPROVALS\_PENDING - Outstanding Approvals for Mgr

Pay End Date

First Deptid (0000 for all)

Final Deptid (ZZZZ for all)

[View Results](#)

Approver User ID	Approver Empl ID	Approver Name	ID	Empl Record	Employee Name	Dept ID	Job Code	Reg/Temp	Full/Part	Type	Empl Class	Rpt Dt	TRC	Short Desc	Quantity	OvrdRate	Combo Code
------------------	------------------	---------------	----	-------------	---------------	---------	----------	----------	-----------	------	------------	--------	-----	------------	----------	----------	------------

- Enter the Pay Period End date.  
In this example, click **April 30, 2017**.
- Enter the search criteria 'for all' in both Dept ID fields.

Enter **"0000"** into the **First Deptid (0000 for all)** field.

Enter **"ZZZZ"** into the **Final Deptid (ZZZZ for all)** field.

ZTL\_DIST\_APPROVALS\_PENDING - Outstanding Approvals for Mgr

Pay End Date

First Deptid (0000 for all)

Final Deptid (ZZZZ for all)

[View Results](#)

Approver User ID	Approver Empl ID	Approver Name	ID	Empl Record	Employee Name	Dept ID	Job Code	Reg/Temp	Full/Part	Type	Empl Class	Rpt Dt	TRC	Short Desc	Quantity	OvrdRate	Combo Code
------------------	------------------	---------------	----	-------------	---------------	---------	----------	----------	-----------	------	------------	--------	-----	------------	----------	----------	------------

- Click the **View Results** button.
- The detail area will provide a list of all transactions that are waiting for approval.
- In this example there are 11 transactions requiring approval.

ZTL\_DIST\_APPROVALS\_PENDING - Outstanding Approvals for Mgr

Pay End Date:

First Deptid (0000 for all):

Final Deptid (ZZZZ for all):

[View Results](#)

Download results in : [Excel Spreadsheet](#) [CSV Text File](#) [XML File \(7 kb\)](#)

View All First 1-11 of 11 Last

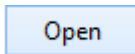
	Approver User ID	Approver Empl ID	Approver Name	ID	Empl Record	Employee Name	Dept ID	Job Code	Reg/Temp	Full/Part	Type	Empl Class	Rpt Dt	TRC	Short Desc	Quantity	OvrdRate	Combo Code
1	JANNIE	0007342	Yuanwit,Geqqoi J.	1043215	0	Kainnit,Uqowe	170300	N0029	Regular	Full-Time	S	S	17/04/2017	071	StatWorked	7.000000	0.000000	
2	JANNIE	0007342	Yuanwit,Geqqoi J.	1043215	0	Kainnit,Uqowe	170300	N0029	Regular	Full-Time	S	S	18/04/2017	665	BkTimeTkn	7.000000	0.000000	
3	JANNIE	0007342	Yuanwit,Geqqoi J.	1043215	0	Kainnit,Uqowe	170300	N0029	Regular	Full-Time	S	S	19/04/2017	615	OT 1.5x	1.500000	0.000000	
4	JANNIE	0007342	Yuanwit,Geqqoi J.	1043215	0	Kainnit,Uqowe	170300	N0029	Regular	Full-Time	S	S	20/04/2017	800	Vac Taken	7.000000	0.000000	
5	JANNIE	0007342	Yuanwit,Geqqoi J.	1043215	0	Kainnit,Uqowe	170300	N0029	Regular	Full-Time	S	S	21/04/2017	660	BkTimePrem	0.750000	0.000000	
6	JANNIE	0007342	Yuanwit,Geqqoi J.	1043215	0	Kainnit,Uqowe	170300	N0029	Regular	Full-Time	S	S	21/04/2017	661	BkTime1.5x	1.500000	0.000000	
7	CSTURDY	1045596	Qwatgb,Zktowwurkit Y	1308483	2	Buquhh,Zktowwurkit Ketm	360800	N0979	Temporary	Part-Time	H	B	17/04/2017	021	FTS Hrs	7.000000	0.000000	
8	CSTURDY	1045596	Qwatgb,Zktowwurkit Y	1308483	2	Buquhh,Zktowwurkit Ketm	360800	N0979	Temporary	Part-Time	H	B	18/04/2017	021	FTS Hrs	7.000000	0.000000	
9	CSTURDY	1045596	Qwatgb,Zktowwurkit Y	1308483	2	Buquhh,Zktowwurkit Ketm	360800	N0979	Temporary	Part-Time	H	B	19/04/2017	021	FTS Hrs	7.000000	0.000000	
10	CSTURDY	1045596	Qwatgb,Zktowwurkit Y	1308483	2	Buquhh,Zktowwurkit Ketm	360800	N0979	Temporary	Part-Time	H	B	20/04/2017	021	FTS Hrs	7.000000	0.000000	
11	CSTURDY	1045596	Qwatgb,Zktowwurkit Y	1308483	2	Buquhh,Zktowwurkit Ketm	360800	N0979	Temporary	Part-Time	H	B	21/04/2017	021	FTS Hrs	7.000000	0.000000	

10. You can choose between 3 formats to download the query results.
- Excel Spreadsheet
  - CSV Text File
  - XML File

In this example, click the [Excel Spreadsheet](#) link.

11. The results will open in a separate window.

Click the **Open** button.



12. The Excel Spreadsheet appears as shown.

1	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
	Outstandin	11														
2	Approver User ID	Approver Empl ID	Approver Name	ID	Empl Record	Employee Name	Dept ID	Job Code	Reg/Temp	Full/Part	Type	Class	Rpt Dt	TRC	Short Desc	Quantity
3	JANNIE	0007342	Yuanwit,Geqqoi J.	1043215	0	Kainnit,Uqowe	170300	N0029	Regular	Full-Time	S	S	4/17/17	071	StatWorked	7.000000
4	JANNIE	0007342	Yuanwit,Geqqoi J.	1043215	0	Kainnit,Uqowe	170300	N0029	Regular	Full-Time	S	S	4/18/17	665	BkTimeTkn	7.000000
5	JANNIE	0007342	Yuanwit,Geqqoi J.	1043215	0	Kainnit,Uqowe	170300	N0029	Regular	Full-Time	S	S	4/19/17	615	OT 1.5x	1.500000
6	JANNIE	0007342	Yuanwit,Geqqoi J.	1043215	0	Kainnit,Uqowe	170300	N0029	Regular	Full-Time	S	S	4/20/17	800	Vac Taken	7.000000
7	JANNIE	0007342	Yuanwit,Geqqoi J.	1043215	0	Kainnit,Uqowe	170300	N0029	Regular	Full-Time	S	S	4/21/17	660	BkTimePrem	0.750000
8	JANNIE	0007342	Yuanwit,Geqqoi J.	1043215	0	Kainnit,Uqowe	170300	N0029	Regular	Full-Time	S	S	4/21/17	661	BKTime1.5x	1.500000
9	CSTURDY	1045596	Qwatgb,Zktovwurkit Y	1308483	2	Buquhh,Zktovwurkit Ketm	360800	N0979	Temporary	Part-Time	H	B	4/17/17	021	FTS Hrs	7.000000
10	CSTURDY	1045596	Qwatgb,Zktovwurkit Y	1308483	2	Buquhh,Zktovwurkit Ketm	360800	N0979	Temporary	Part-Time	H	B	4/18/17	021	FTS Hrs	7.000000
11	CSTURDY	1045596	Qwatgb,Zktovwurkit Y	1308483	2	Buquhh,Zktovwurkit Ketm	360800	N0979	Temporary	Part-Time	H	B	4/19/17	021	FTS Hrs	7.000000
12	CSTURDY	1045596	Qwatgb,Zktovwurkit Y	1308483	2	Buquhh,Zktovwurkit Ketm	360800	N0979	Temporary	Part-Time	H	B	4/20/17	021	FTS Hrs	7.000000
13	CSTURDY	1045596	Qwatgb,Zktovwurkit Y	1308483	2	Buquhh,Zktovwurkit Ketm	360800	N0979	Temporary	Part-Time	H	B	4/21/17	021	FTS Hrs	7.000000
14																59.750000

The following columns of information provides a summary of the time transactions requiring approval as well as who needs to approve those time transactions.

- Approver Name:** Person responsible for approving the time transaction
- Employee Name:** Name of the employee that the time transaction is for
- RPT DT:** The date the time is entered for
- TRC:** Time Reporting Code
- Short Desc:** Short description describing what the hours entered are for
- Quantity:** Number of hours waiting to be approved

As well, the Employee's Information is provided, including whether they are Regular or Temp, Full or Part Time, their Employee Type and Employee Class.

13. Congratulations! You have completed training on how to run a Query for the Outstanding Approvals for Manager Report.

For reference materials and more tutorials please see the links provided below.

**End of Procedure.**



For **Employees**, all PeopleSoft HCM Learning Reference Materials are available within the Faculty & Staff website under the applicable sections of the Employee Self Service web page (<https://www.ualberta.ca/faculty-and-staff/my-employment/employee-self-service>).



For **HR Professionals**, all PeopleSoft HCM Learning Reference Materials are available within the Human Resource Services website under the PeopleSoft Training web page (<https://www.ualberta.ca/human-resource-services/managing-administration/peoplesoft-training>).



Refer to the Online Learning web page (<https://www.ualberta.ca/human-resource-services/managing-administration/peoplesoft-training/online-learning>) within the Human Resource Services website for all Online Tutorials and videos.