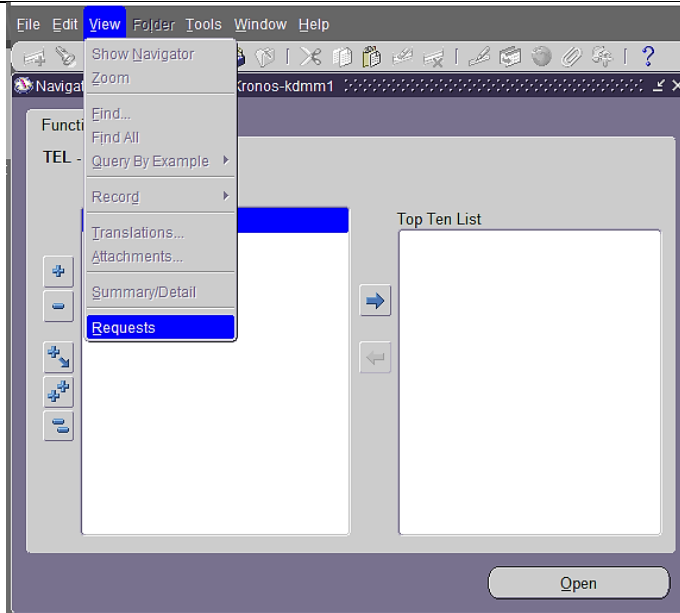


Generating the TEL / Kronos Comparison Report

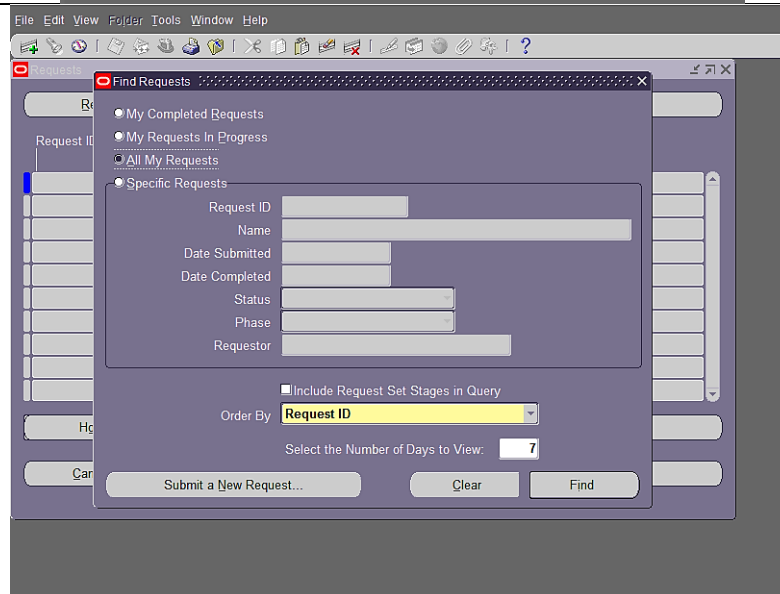
After the payroll processing deadlines have passed, in order to reconcile non-exempt employees worked and non-worked hours between the Kronos TEL document and the Kronos timecard, Campus Kronos Time Editors may generate the TEL Comparison report in the **Oracle HR & Finance** system using the **UAB TEL Campus Kronos responsibility**.

<p>In the Oracle E-Business Suite, select the UAB TEL Campus Kronos (BlazerID) responsibility.</p>	<p>The screenshot shows the Oracle Applications Home Page with the Navigator pane open. The 'UAB TEL Campus Kronos-kdmm1' responsibility is selected and highlighted in blue. Other responsibilities listed include Application Diagnostics, Functional Administrator, Payroll Professional, System Administrator, and various end-user roles.</p>
<p>When the Find TEL Form box is closed, this box is displayed</p>	<p>The screenshot shows a window titled 'Navigator - UAB TEL Campus Kronos-kdmm1'. The 'Functions' tab is active, displaying a 'TEL - View Only' window. This window contains a 'Top Ten List' section and an 'Open' button at the bottom right.</p>

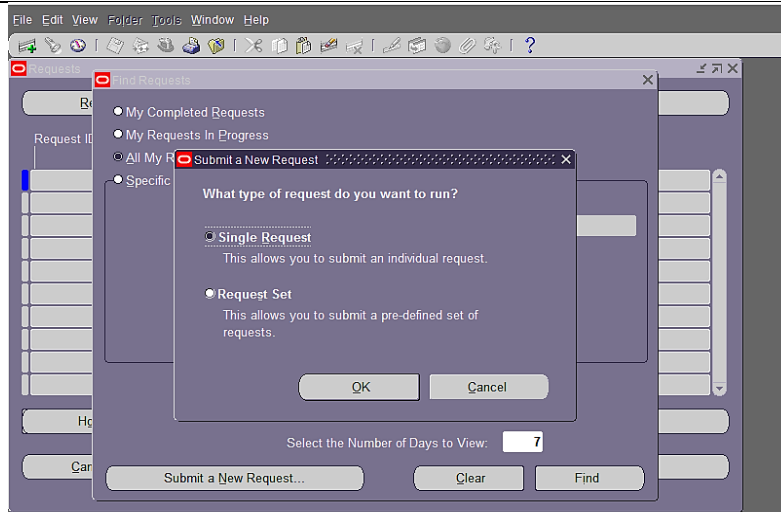
Select **View**,
then **Requests**.



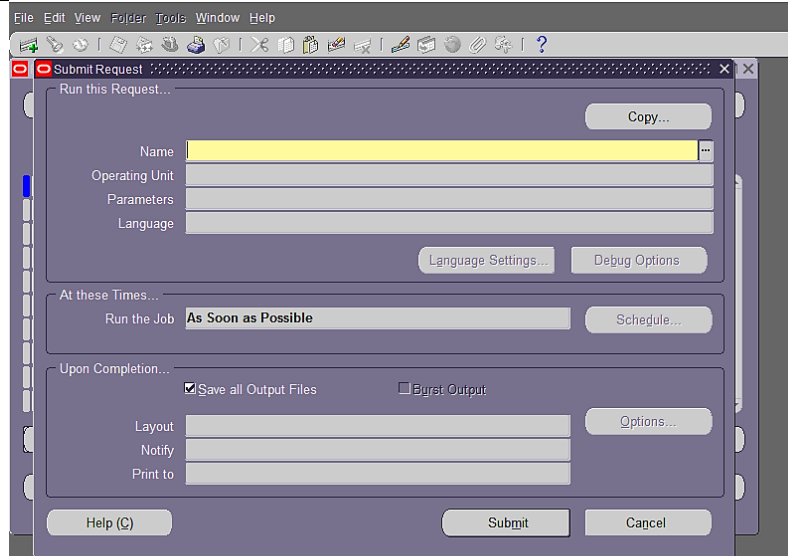
The **Find Request** screen
will be
displayed.
Select **Submit a
New Request**.



Select the **Single Request** option and **OK**.



In the yellow **Name** field type **“TEL”** and click the **LOV** button to the right of the field.

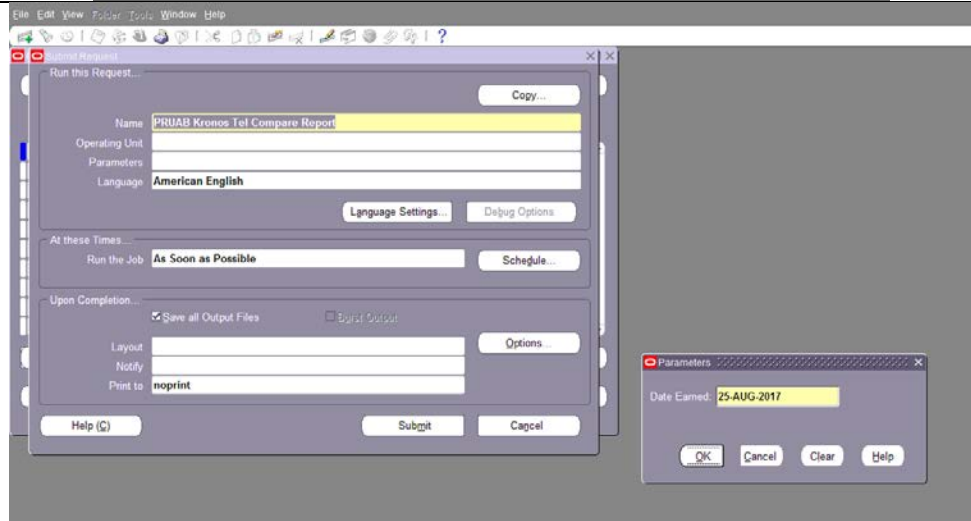


The required **Submit Request** fields will populate.

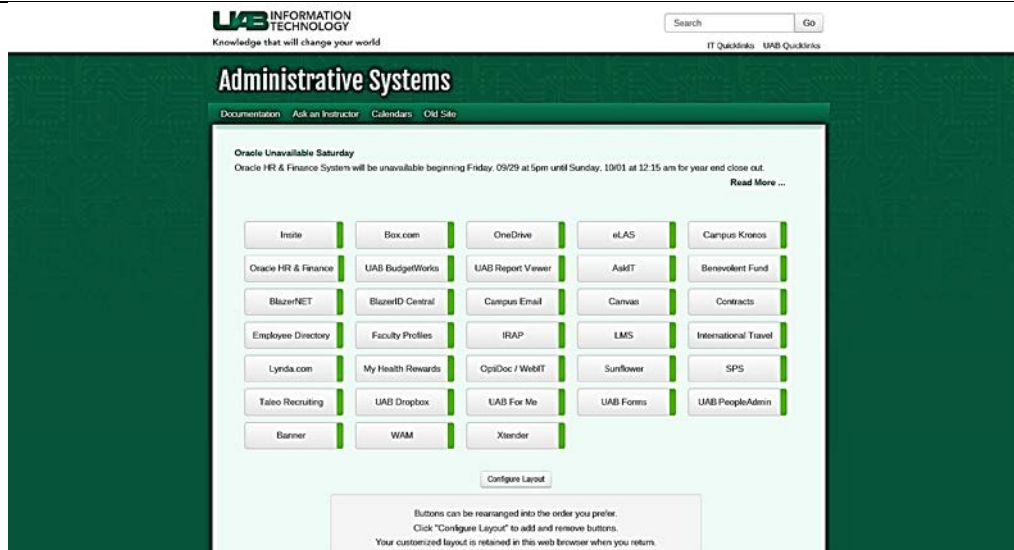
A **Parameters** box will appear.

Enter the date of the last day in the requested pay period.

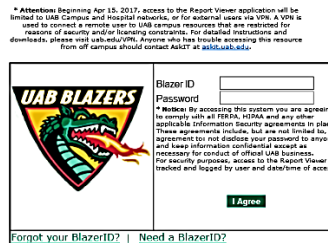
Click **OK**.



Navigate to the **UAB Administrative Systems** webpage. Select **UAB Report Viewer**.



Log into the UAB Report Viewer system using your **BlazerID** and **strong password**.



Double click on the most recent report labeled **PRUAB Kronos Tel Compare Report**



EMPLOYEE_NUMBER	FULL_NAME	ASSIGNMENT_NUMBER	EMPLOYMENT_CATEGORY	ORGANIZATION	JOB	TEL DOCUMENT NO	DATE_EARNED	ELEMENT_SET	KRONOS HOURS	KRONOS AMOUNT	TEL HOURS	TEL AMOUNT	COMMENTS
2000297	Smith, Test	2000297-3	04	392200000 Microbiology	R010019.RESEARCHER I	5492251	2-Sep-17	UAB TEL KRONOS WORK HOURS	97	0	97		MATCHED
2000297	Smith, Test	2000297-3	04	392200000 Microbiology	R010019.RESEARCHER I	5492251	2-Sep-17	UAB TEL KRONOS NON WORK HOURS	16	0	16		MATCHED
2000297	Smith, Test	2000297-3	04	392200000 Microbiology	R010019.RESEARCHER I	5492251	2-Sep-17	UAB TEL KRONOS OVERTIME HOURS	17	0	0		0 NO DATA IN TEL
2000297	Smith, Test	2000297-3	04	392200000 Microbiology	R010019.RESEARCHER I	5492251	2-Sep-17	UAB TEL KRONOS PREMIUM HOURS	8	0	8		MATCHED
2000297	Smith, Test	2000297-3	04	392200000 Microbiology	R010019.RESEARCHER I	5492251	2-Sep-17	UAB TEL KRONOS PREMIUM AMOUNT	0	300	1		300 HOURS MISMATCH
2000927	White, Vern C	2000927 01	01	480100000 African American Studies	AC100N1.ADMIN ASSOCIATE	5498138	2-Sep-17	UAB TEL KRONOS WORK HOURS	9	0	0		0 NO DATA IN TEL
2000927	White, Vern C	2000927 01	01	480100000 African American Studies	AC100N1.ADMIN ASSOCIATE	5498138	2-Sep-17	UAB TEL KRONOS NON WORK HOURS	38	0	0		0 NO DATA IN TEL
2000927	White, Vern C	2000927 01	01	480100000 African American Studies	AC100N1.ADMIN ASSOCIATE	5498138	2-Sep-17	UAB TEL KRONOS PREMIUM AMOUNT	0	80.75	0		0 NO DATA IN TEL
2000928	Brown, Angelyn D	2000928 01	01	379600000 Epidemiology	FF215N0.Financial Assoc	5487810	2-Sep-17	UAB TEL KRONOS WORK HOURS	56.5	0	0		0 NO DATA IN TEL
2000928	Brown, Angelyn D	2000928 01	01	379600000 Epidemiology	FF215N0.Financial Assoc	5487810	2-Sep-17	UAB TEL KRONOS NON WORK HOURS	46	0	0		0 NO DATA IN TEL
2000928	Brown, Angelyn D	2000928 01	01	379600000 Epidemiology	FF215N0.Financial Assoc	5487810	2-Sep-17	UAB TEL KRONOS OVERTIME HOURS	16.5	0	0		0 NO DATA IN TEL
2000967	Orange, Teresa K	2000967-9 04	04	311401000 Med - Cardiovascular Disease	N04H002.RESEARCH NURSE COORD-H	5492085	2-Sep-17	UAB TEL KRONOS WORK HOURS	110	0	102		HOURS MISMATCH
2000967	Orange, Teresa K	2000967-9 04	04	311401000 Med - Cardiovascular Disease	N04H002.RESEARCH NURSE COORD-H	5492085	2-Sep-17	UAB TEL KRONOS NON WORK HOURS	16	0	16		MATCHED
2000967	Orange, Teresa K	2000967-9 04	04	311401000 Med - Cardiovascular Disease	N04H002.RESEARCH NURSE COORD-H	5492085	2-Sep-17	UAB TEL KRONOS OVERTIME HOURS	30	0	0		0 NO DATA IN TEL
2000979	Black, Cheryl	2000979 01	01	111500000 Parking & Transportation Services	FF215N0.Financial Assoc	5487668	2-Sep-17	UAB TEL KRONOS WORK HOURS	8	0	0		0 NO DATA IN TEL
2000979	Black, Cheryl	2000979 01	01	111500000 Parking & Transportation Services	FF215N0.Financial Assoc	5487668	2-Sep-17	UAB TEL KRONOS NON WORK HOURS	24	0	0		0 NO DATA IN TEL
2007078	Employee, Janice M	2007078 01	01	694503000 Call Center	NC204N0.Supv Call Ctr		2-Sep-17	UAB TEL KRONOS NON WORK HOURS	14	0			NO TEL DOCUMENT FOUND
2007078	Employee, Janice M	2007078 01	01	694503000 Call Center	NC204N0.Supv Call Ctr		2-Sep-17	UAB TEL KRONOS PREMIUM HOURS	5	0			NO TEL DOCUMENT FOUND
2070582	Doe, Ryan A	2070582 01	01	113802000 Payroll Services	FA305E2.Accountant	5498250	2-Sep-17	UAB TEL KRONOS WORK HOURS			64		NO KRONOS DATA FOUND