

## Time and Labor: Payable Time Extract – KTL109

---

### DESCRIPTION:

This report is an extract of data from the Payable Time Table for the pay period specified. **NOTE:** There is no .pdf for this report. Instead a .dat Flat File (Results in a fixed width file that can be imported into a spreadsheet or database) is created.

When importing the .dat flat file into Excel, choose the following:

- Delimited
- Semicolon
- Text (for lengthy fields, such as Combo Code)

### PARAMETERS TO SET:

For one employee:

- Pay Period End Date
- EmplID
- Empl Rcd Nbr

For one department or a department group:

- Pay Period End Date
- Department
- Department Group ID

### FIELDS:

(Note: All fields from the Payable Time Table display on the report; just a few are listed below)

- Department ID
- Employee Name
- Employee ID
- Employee Record Number
- Date Under Report (DUR)
- Time Reporting Code (TRC) / TRC Description
- TL Quantity (Hours / Amount per DUR)
- Payable Status / Payable Status Description
- Taskgroup
- Combo Code
- All Project Costing and General Ledger Chartfields

### SORT SEQUENCE:

- EmplID
- Date Under Report (DUR)

### WHERE FOUND:

Time and Labor Homepage > Time and Labor Reports Tile > Payable Time Extract Navigation Collection Item