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

2. Click ePrint
3. Select the repository – HR OSU Production

![Repository Selection for CAS Login](image)

4. Then select the report from the drop down

![Report Selection](image)

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

![Report List](image)
Requesting Access to ePrint

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

   ![Employee tab](image1.png)

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

   ![Create Access Request button](image2.png)

4. Select OSU Stillwater/Tulsa and click Next

   ![Select Campus](image3.png)

5. Select Human Resources and click Next

   ![Select Module](image4.png)

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

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

11. On the next page, don’t make any selections. Click Next
12. The bottom of the summary page should look like this

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 PHETIM. Select “Not Started” in the Transaction Status.