Using The Timesheet Reporting System

Click Here

Or follow this link: <u>http://uhbdss/crystal/enterprise10/eportfolio/en/logonform.csp?action=logoff</u>

Or go to http://www.downstate.edu/finance/DMC links.html

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Reports Available

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Two reports are available :

Timesheet Rosters – contains list of all monthly or biweekly employees for that Check Drop Code

<u>Timesheet Departments</u> – contains list of Check Drop Codes

After clicking on report name a blue window will open click on VIEW to run report

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First time you try to print this window will open, click on install

Department Codes

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