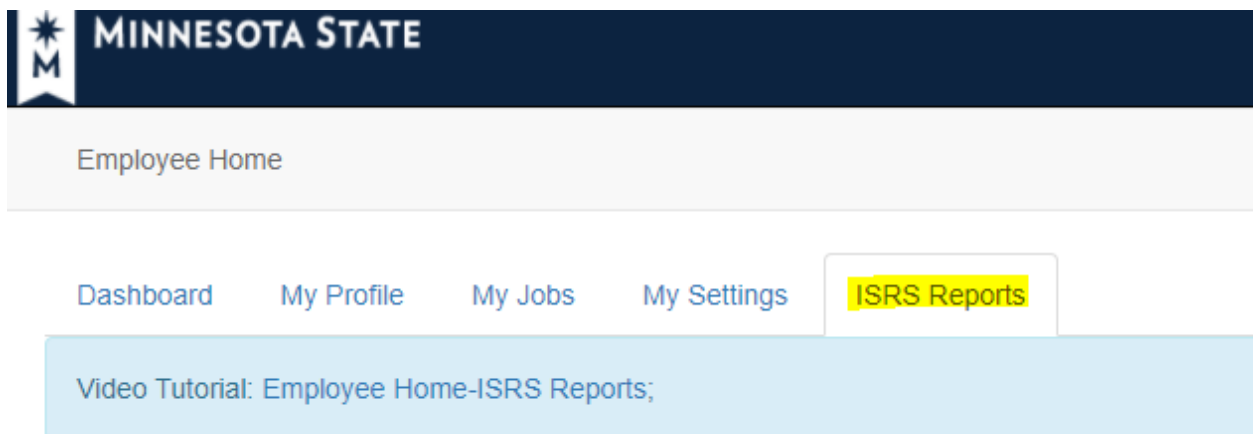


# ISRS Reports

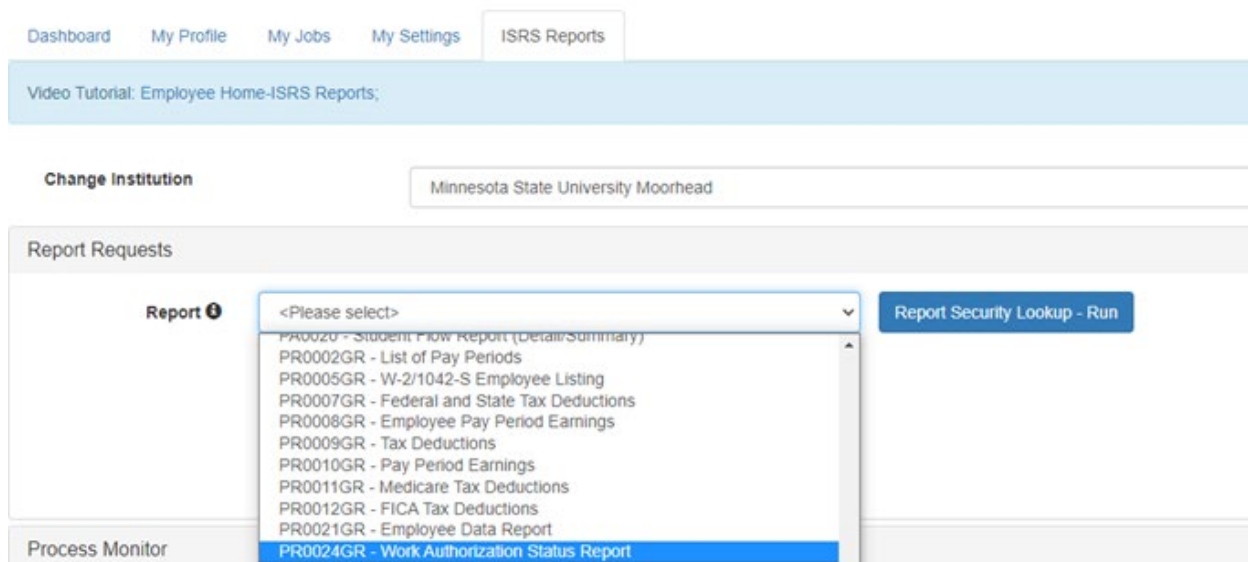
For the most accurate budget information, this report should be ran after student payroll timesheets have been approved by the approving supervisor, and before payroll has been processed- but it can be ran at any time.

You can run this report with the following steps below:

1. Log into your MSUM dashboard and click on ISRS Reports



2. From the drop down you will select **Report PR0024GR- Work Authorization Status Report**



3. Input the **Fiscal Year**, and the **Routing ID** you would like to look at. Every other field can be left blank. The **Sort Order** automatically populates to “R” which is Routing ID order but you could replace the with “N”, “O”, or “S” depending on your preference.

Add Report Request

PR0024GR - Work Authorization Status Report

Parameters

Default

Run Date (MM/DD/YYYY) \*

02/09/2022

Run Time (HH:MM) \*

14:01

Fiscal Year \*

2022

Status (Blank, A, D, or I)

Blank - All, A - Active  
D - Audit, I - Inactive

Begin Date mm/dd/yyyy  
or range mm/dd/yyyy-mm/dd/yyyy

End Date mm/dd/yyyy  
or range mm/dd/yyyy-mm/dd/yyyy

eTime (Blank, Y, or N)

Blank - All Student Employees  
Y - eTime Student Employees  
N - NOT eTime Student Employees

80% expended (Blank, Y , N)

Blank - All  
Y - Auths 80% expended  
N - Auths NOT 80% expended

Approved (Blank, A, U)

Blank - All, A - Approved  
U - Unapproved

**Supervisor(s) (separated by comma)**

*(enter up to 10 Tech IDs)*

Not Available 

**Routing ID(s) (separated by comma)**

*(enter up to 25 Routing IDs)*

**Primary CC(s) (separated by comma)**

*(enter up to 5 Cost Centers)*

**Reporting CC(s) (separated by comma)**

*(enter up to 5 Cost Centers)*

**Sort Order (N, R, O, or S)**

*N - Student Employees' Name Order*

*R - Routing ID Order*

*O - Object Code Order*

*S - Supervisors' Name Order*

**\* Send to Print Queue?**

No 

**Submit**

**Monitor**

Cancel

- Click **Submit** and **Monitor** and the report will populate below and look like this:

|                 |           |                                  |          |                     |                     |                     |                     |                  |              |     |       |     |
|-----------------|-----------|----------------------------------|----------|---------------------|---------------------|---------------------|---------------------|------------------|--------------|-----|-------|-----|
| Report Number ▼ | Variation | Title ▼                          | Status   | Add                 | Run                 | Start ▼             | End                 | Submitter ▼      | User Message | PDF | Print | Log |
| PR0024GR        |           | Work Authorization Status Report | Complete | 02/09/2022 13:32:24 | 02/09/2022 13:33:00 | 02/09/2022 13:41:19 | 02/09/2022 13:41:20 | Nelson, Amber L. |              |     |       |     |

- You can click on **PDF** or **Print** to view the report depending on your preference
- The report will look like this below:

| Report ID : PR0024GR                              |                         |             |        | Minnesota State Colleges and Universities |            |                   |          |             |             |                      |             | Date: 02/09/22 |                 |                |                  |     |
|---------------------------------------------------|-------------------------|-------------|--------|-------------------------------------------|------------|-------------------|----------|-------------|-------------|----------------------|-------------|----------------|-----------------|----------------|------------------|-----|
| Version/Mode: 05.02 / PROD                        |                         |             |        | Student Payroll System                    |            |                   |          |             |             |                      |             | Time: 13:41:19 |                 |                |                  |     |
| Institution : Minnesota State University Moorhead |                         |             |        | Work Authorization Status Report          |            |                   |          |             |             |                      |             | PAGE: 1        |                 |                |                  |     |
|                                                   |                         |             |        | For Fiscal Year 2022                      |            |                   |          |             |             |                      |             |                |                 |                |                  |     |
| =====                                             |                         |             |        |                                           |            |                   |          |             |             |                      |             |                |                 |                |                  |     |
| TECH ID                                           | STUDENT EMPLOYEE'S NAME | AUTH NUMBER | STATUS | ETIME                                     | ROUTING ID | SUPERVISOR'S NAME | PAY RATE | EXPIRE DATE | COST CENTER | MATCHING COST CENTER | OBJECT CODE | MAXIMUM AMOUNT | EXPENDED AMOUNT | PENDING AMOUNT | REMAINING AMOUNT | 80% |
| 14259314                                          | Boushee, Chloe          | 85167       | Active | Yes                                       | R00357     | Quinn, Ashley     |          | 05/15/2022  | 215009      |                      | % 0910      | 2,500.00       | 2,116.20        | 137.81         | 245.99           | Yes |
| 15418344                                          | Heiling, Madison        | 85630       | Active | Yes                                       | R00357     | Quinn, Ashley     |          | 05/15/2022  | 215009      |                      | % 0910      | 3,100.00       | 732.00          | 48.00          | 2,320.00         | No  |

- You will notice that these two students have a dollar amount listed under **"Pending Amount"**. This shows the dollar amount that is approved for the current pay period and will be paid. Once payroll has processed, the pending column will be blank and the **Expended Amount** column will be updated to reflect the new total.
- If you would like you can save this document as a PDF and export the PDF to Excel to do a sum on the columns or calculate the remaining hours on an authorization.

If you have any questions about pulling this report- please feel free to reach out to Amber Nelson at [studentpayroll@mnstate.edu](mailto:studentpayroll@mnstate.edu).