APPROVERS ARGOS LEAVE BALANCE REPORTS (BI-WEEKLY ONLY)

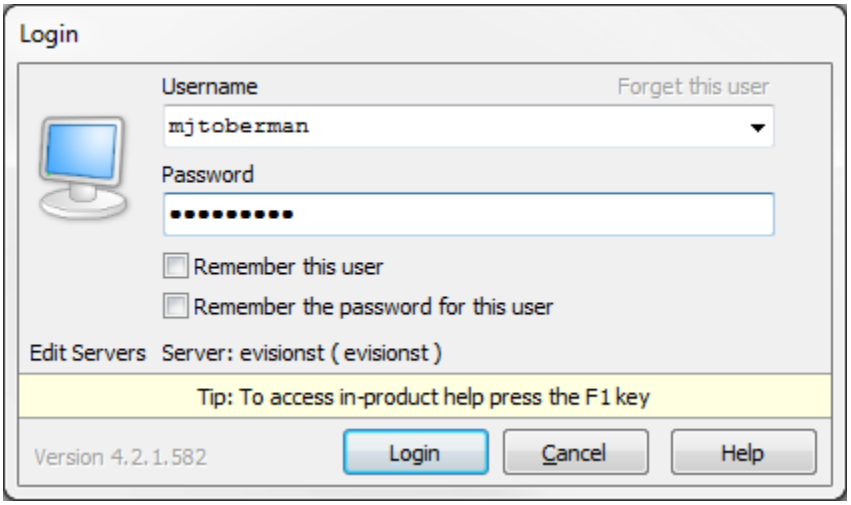
Approvers can now obtain leave balances for all their bi-weekly employees by running an Argos report. The reports list students, extra help, part time and full time bi-weekly employees. If the employee does not accrue leave benefits their balance will be zero. Approvers who don't currently have access to the reports can email their request to PAYROLL@eiu.edu.

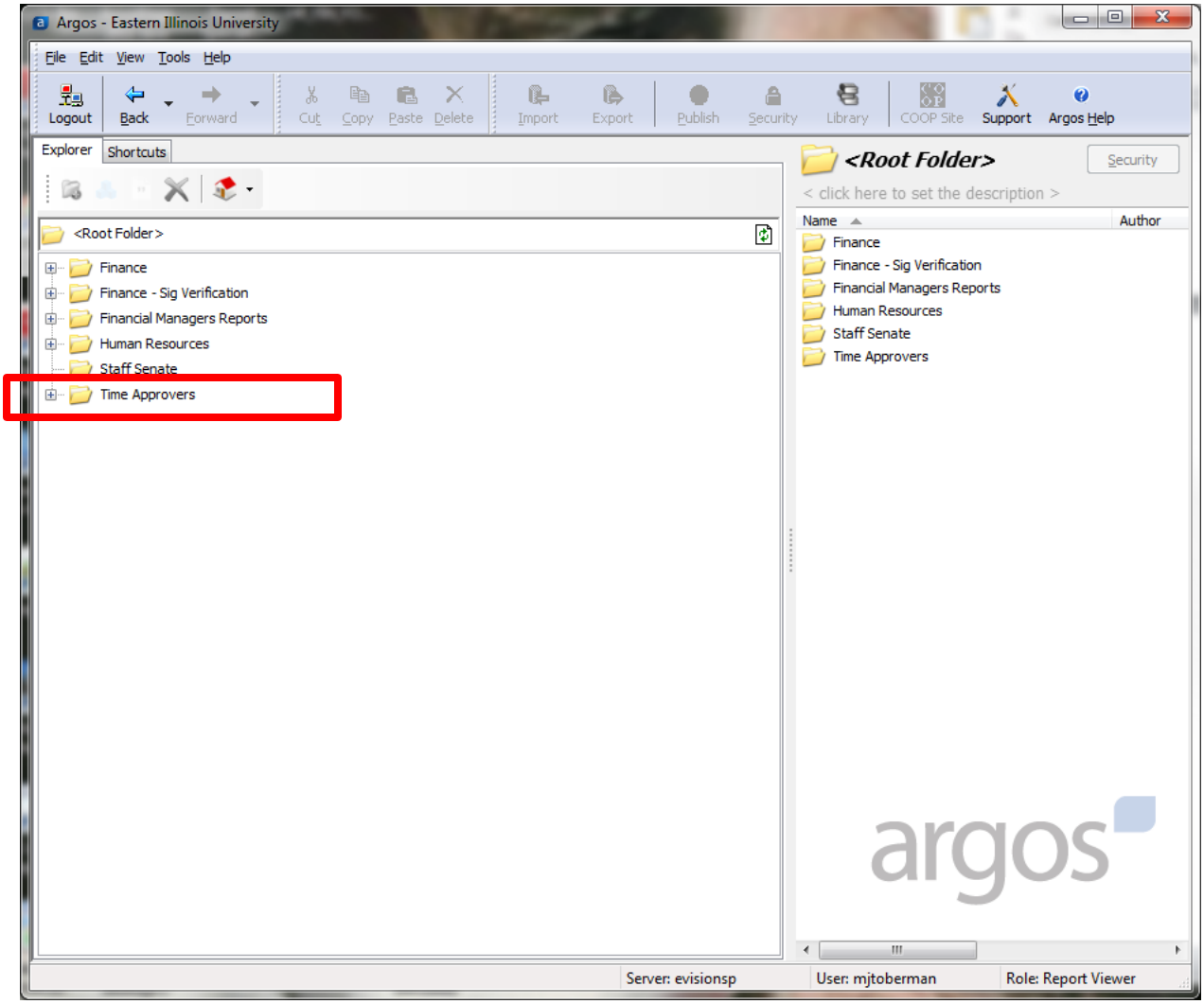
Bi-weekly leave balances change when the payroll updates. The reports can be run at any time but Payroll recommends running the report(s) the Wednesday before the bi-weekly pay day for best results.

This Argos report can be ran printed as a report or labels depending upon your departmental needs. This report will replace the paper time sheets the Payroll office has sent out with the employees leave balances. You can print paper time sheets from the Payroll website and put stickers on them or even create your own timesheets with the specific earn codes for your area.

To begin, log in to Argos using the following link. https://argos.eiu.edu/argos/

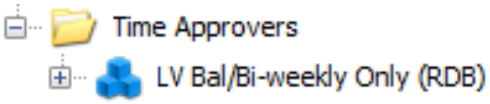
If you aren't already an Argos user it will ask if you want to install Argos, click Install. Use the same username and password you would to log in to INB or PAWS and click on Login or press enter. Contact the IT Help desk if you encounter any problems with Argos access.



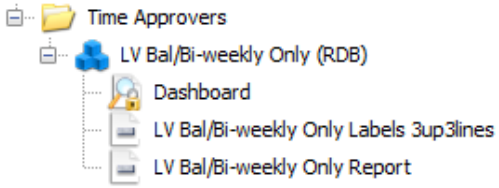


Your screen should look similar to the print screen above. The report will be in the Time Approvers folder which is shown above with a red box around it.

Click on the + sign to the left of the folder or double click on the folder itself to access the blue datablock.

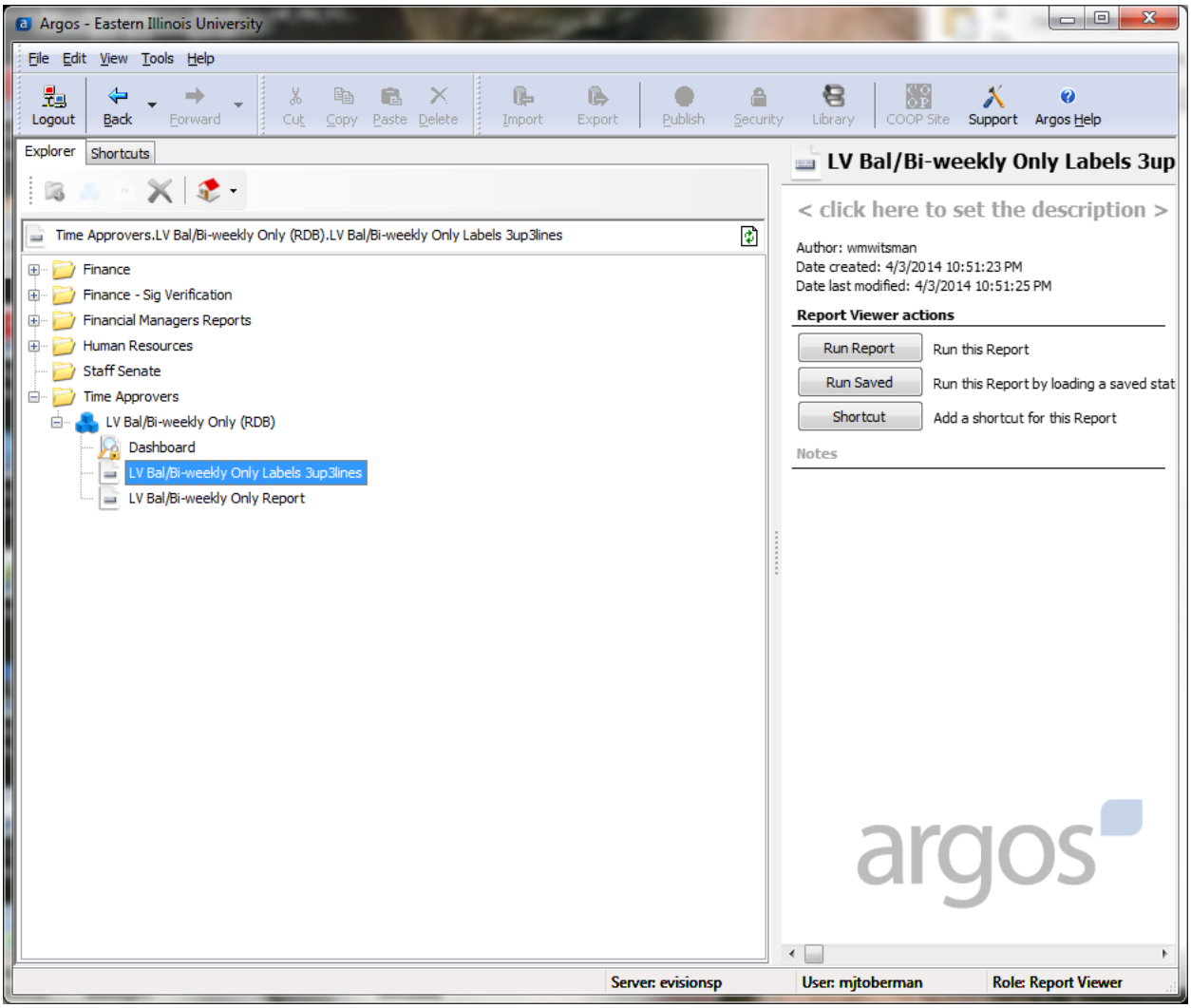


Click on the + sign or double click on the blue datablock to see the 2 reporting options.



The LB Bal/Bi-weekly Only Labels 3up 3lines will produce the report in a format that can be printed on standard mailing labels and the LV Bal/Bi-weekly Only Report will produce a report.

Clicking on one of the reporting options and buttons will appear on the right side of the screen. Click Run Report button.

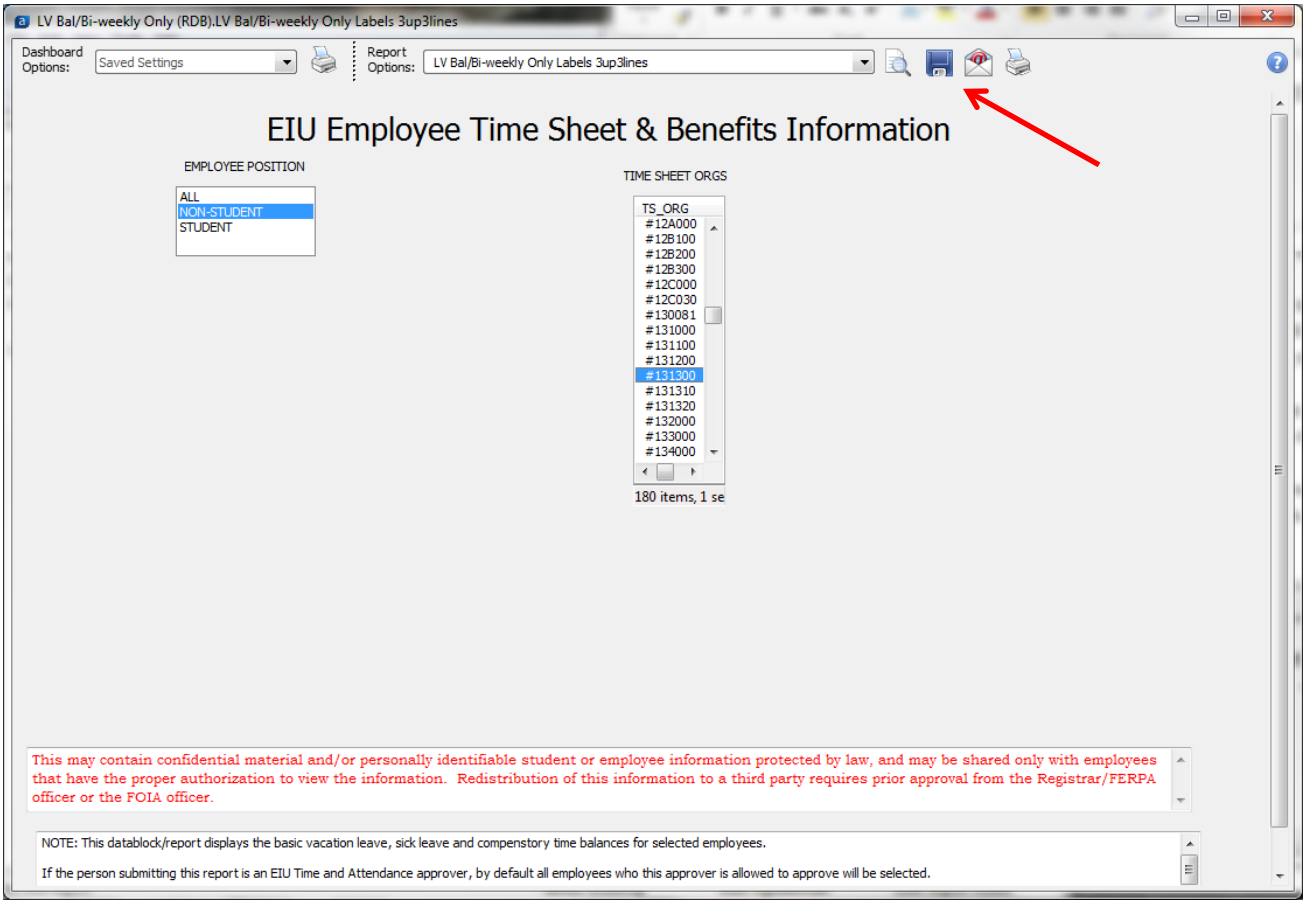


The screen may flicker or show other fields before the final 2 information selection sections are fully loaded and ready to use. Your screen should look like the print example shown below.

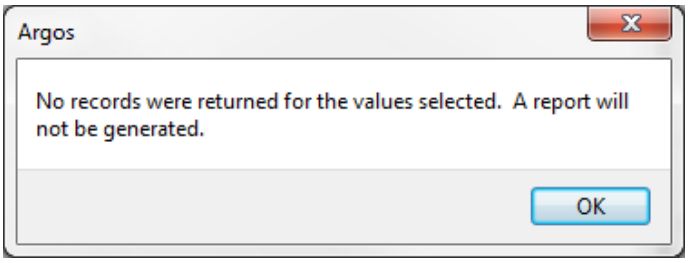
There are 3 employee types to select from and all time sheet orgs are available. Org access is driven by your Banner org security and approver setup so you will only be able to see the orgs you have access to in Banner Production for entering or approving time as yourself or as a proxy.

Make your selections in both sections by clicking on what you want to be included in your report. To select more than 1 org hold down on the Ctrl key while clicking the orgs.

In the example below the report will include any bi-weekly (BW) employee who isn't a student under the payroll org of 131300. To start the report click on the icon of a sheet of paper with a magnifying glass in the upper left.



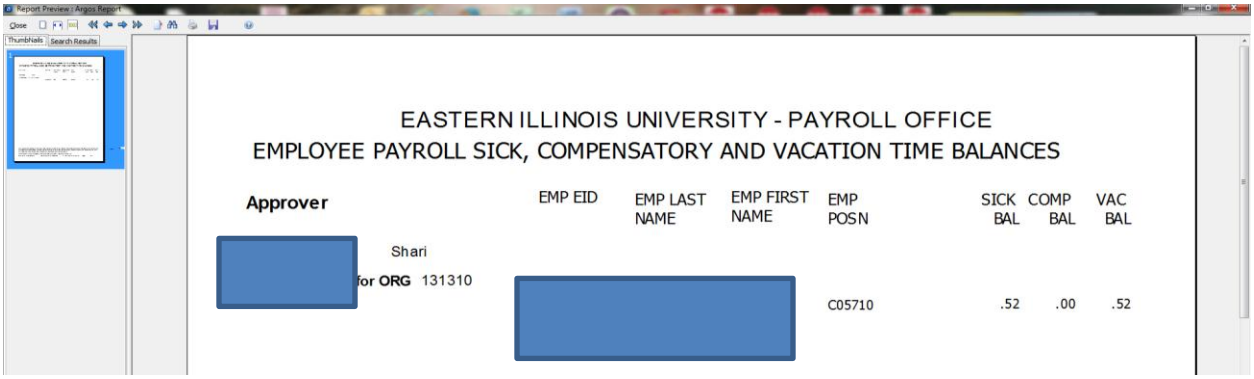
If you are not authorized for the time sheet org you have chosen the following message will appear.



Below is an example of the 2 report types. REPORT or LABELS. In both examples only one employee appeared using the criteria from the previous page. Shari is the name of the approver. The blue boxes show where information about the employee is located.

You will need to close out of the report or labels in order to return to Argos and select another set of criteria and run another report.

Test Sample of a REPORT



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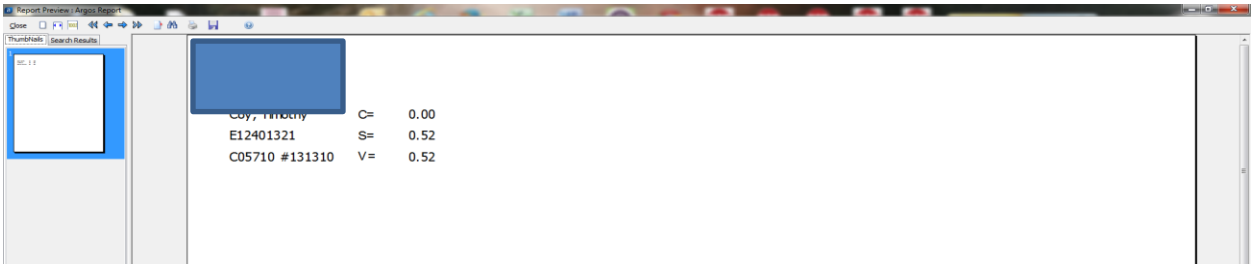
Test Sample of LABELS



Contact the Payroll office at 581-5510, 581-7799 or email payrollgroup@eiu.edu with any questions you may have.