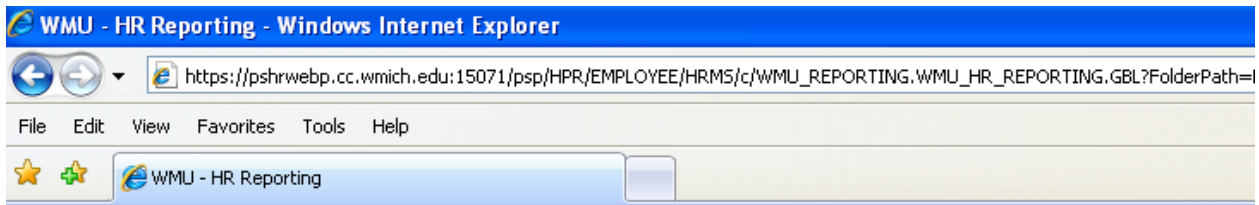


HR Report Access – Running Program Instructions

To run a program that generates a report or spreadsheet from PeopleSoft, follow these instructions.



Menu

Search:

- ▷ My Favorites
- ▷ Worklist
- ▽ Reporting Tools
 - ▷ WMU Reporting
 - ▷ WMU - Human Resource Reporting
 - WMU - HR Reporting**
 - Report Manager
- ▷ PeopleTools
 - Change My Password
 - My Personalizations
 - My System Profile

WMU HR Reporting

Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value](#) | [Add a New Value](#)

Search by: Run Control ID begins with

Correct History Case Sensitive

[Advanced Search](#)

[Find an Existing Value](#) | [Add a New Value](#)

- Navigate to: Reporting Tools then WMU – Reporting then WMU – Human Resource Reporting then WMU – HR Reporting (you can add this to My Favorites for 1 click access in the future)
- **First Time Only:** Click Add New Value tab then enter your designated Run Control Id, in this case - "wmhr5011-16" then click Add this take you to the WMU Rpt Page
- Normal access: enter your full Run Control Id (or partial and click Search for a list), this will take you to the WMU Rpt Page.

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WMU Rpt Page

Run Control ID: wmhr5011-16 [Report Manager](#) [Process Monitor](#) **Run**

Language:



- Click Run

WMU - HR Reporting - Windows Internet Explorer

https://pshrwebp.cc.wmich.edu:15071/psp/HPR/EMPLOYEE/HRMS/c/WMU_REPORTING.WMU_HR_REPORTING.GBL?PORTALPARAM_PTCNAV=WMU_HR_REPORTING&EOP

File Edit View Favorites Tools Help

WMU - HR Reporting

PeopleSoft®

Home | _Wo

Menu

Search:

- ▷ My Favorites
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- ▷ Benefits
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- ▷ Enterprise Learning
- ▷ Set Up HRMS
- ▷ Worklist
- ▷ WMU Workflow
- ▷ Tree Manager
- ▷ Reporting Tools
 - ▷ Query
 - ▷ WMU Reporting
 - ▷ WMU - Human Resource Reporting
 - WMU - HR Reporting
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Process Scheduler Request

User ID: pnrkm4 Run Control ID: wmhr5011-16

Server Name: Run Date: 06/16/2008

Recurrence: Run Time: 3:51:14PM

Time Zone:

Process List

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input type="checkbox"/>	WMHR0732 - I9 Audit	WMHR0732	SQR for Reporting User	Web	PDF	Distribution
<input type="checkbox"/>	WMHR1024 - Name & Address Chgs	WMHR1024	SQR for Reporting User	Web	PDF	Distribution
<input type="checkbox"/>	WMHR5009	WMHR5009	SQR for Reporting User	Web	PDF	Distribution
<input checked="" type="checkbox"/>	WMHR5011-Point in time Jobdata	WMHR5011	SQR for Reporting User	Web	PDF	Distribution
<input type="checkbox"/>	WMHR5016 - Returns from Leave	WMHR5016	SQR for Reporting User	Web	PDF	Distribution
<input type="checkbox"/>	WMHR7043 Daily audit	WMHR7043	SQR for Reporting User	Web	PDF	Distribution
<input type="checkbox"/>	WMHR7055 - Banner-HR Audits	WMHR7055	SQR for Reporting User	Web	PDF	Distribution

- Select the box next to the Description that matches the first part of the Run Control ID. In this case, it is WMHR5011-Point in time Jobdata. Then click the OK button.

WMU - HR Reporting - Windows Internet Explorer

https://pshrwebp.cc.wmich.edu:15071/psp/HPR/EMPLOYEE/HRMS/c/WMU_REPORTING.WMU_HR_REPORTING.GBL?PORTALPARAM_PTCNAV=WMU_HR_RE

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WMU - HR Reporting

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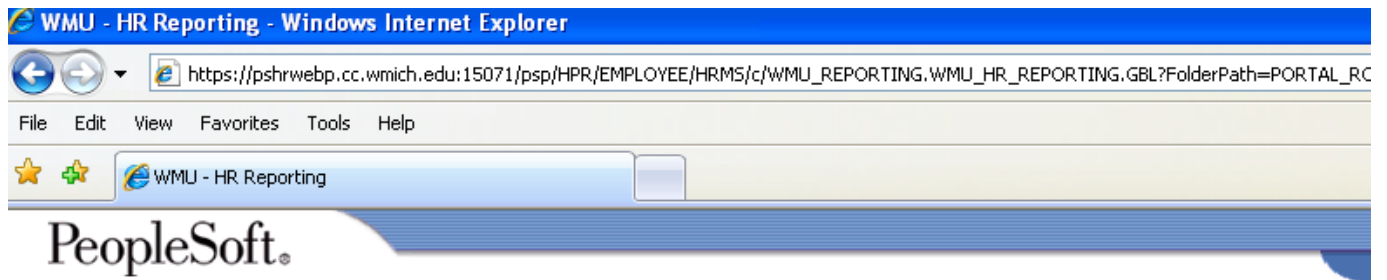
WMU Rpt Page

Run Control ID: [Report Manager](#) [Process Monitor](#)

Language:

- Click on the [Process Monitor](#) URL to view the program running and view the spreadsheet.

- Here is where you view the program status and get to the spreadsheet. While the program is running, the Run Status may be either Queued or Processing. Once complete the Run Status will be Success.
- Click the Refresh button periodically to get an updated Run Status.
- Once the Run Status is Success (should take less than 5 minutes to get to this point) Click the Details URL.
- **One time deal:** You will probably want to set Last: to 14 Days and click Save to keep this setting. This will allow you to see 14 days of your runs. The system keeps 60 days worth.



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 - WMU - HR Reporting**
 - [Report Manager](#)
- ▷ PeopleTools
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- [My System Profile](#)

Process Detail

Process	
Instance: 257667	Type: SQR for Reporting User
Name: WMHR5011	Description: WMHR5011-Point in time Jobdata
Run Status: Success	Distribution Status: Posted

Run	Update Process
Run Control ID: wmhr5011-16	<input type="radio"/> Hold Request
Location: Server	<input type="radio"/> Queue Request
Server: PSRPTG	<input type="radio"/> Cancel Request
Recurrence:	<input checked="" type="radio"/> Delete Request
	<input type="radio"/> Restart Request

Date/Time	Actions
Request Created On: 06/16/2008 3:56:34PM EDT	Parameters Transfer
Run Anytime After: 06/16/2008 3:56:21PM EDT	Message Log
Began Process At: 06/16/2008 3:56:41PM EDT	Batch Timings
Ended Process At: 06/16/2008 4:00:02PM EDT	View Log/Trace

OK Cancel

- Click the [View Log/Trace](#) URL

WMU - HR Reporting - Windows Internet Explorer

https://pshrwebp.cc.wmich.edu:15071/psp/HPR/EMPLOYEE/HRMS/c/WMU_REPORTING.WMU_HR_REPORTING.GBL?FolderPath=PORTAL_ROOT_OBJ

File Edit View Favorites Tools Help

WMU - HR Reporting

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View Log/Trace

Report

Report ID: 121371 Process Instance: 257667 [Message Log](#)

Name: WMHR5011 Process Type: SQR for Reporting User

Run Status: Success

WMHR5011-Point in time Jobdata

Distribution Details

Distribution Node: RPT_DISTNODE_RPEXpiration Date:

File List

Name	File Size (bytes)	Datetime Created
Message Log	1,672	06/16/2008 4:00:02.000000PM EDT
Trace File	4,844	06/16/2008 4:00:02.000000PM EDT
wmhr5011-16-257667.csv	0	06/16/2008 4:00:02.000000PM EDT

Distribute To

Distribution ID Type	*Distribution ID
User	pnrkm4

- **If you are using Excel 2007:**
Click on the .csv and it will automatically open. Format it and save it to your PC or LAN or just leave it in PeopleSoft and bring it up as needed. It will remain in PeopleSoft for 60 days.
- **If you are using Excel 97-2003:**
Right click on the .csv and click the Save Link As option:
for Save as Type – use All Files;
for Save in – select a folder to save it in (c:\temp is convenient but it can be anywhere on your PC or Network)
- Navigate to the folder you saved it in and double click on the file – it will open in Excel