

## Management Data Report

Run Control: wmhr5011-24

Folder: None

Quick Click Instructions:

- 1) Sign in to PeopleSoft
  - 2) Click - <Reporting Tools>
  - 3) Click - <WMU Reporting>
  - 4) Click - <WMU – Human Resource Reporting>
  - 5) Click - <WMU – HR Reporting>
  - ( 1<sup>st</sup> time only: Click <Add New Value> then type “wmhr5011-24” for Run Control ID then Click <Add> )
  - 6) Run Control ID begins with <wmhr5011-24> then <Enter> **OR**  
<Enter> and select from list
  - 7) ) Enter the As of Date then Click yellow <Run> box
  - 8) Check “WMHR5011-Point in time Jobdata” box
  - 9) Click yellow <OK> box (at bottom of page)
  - 10) Click <[Process Monitor](#)>
  - 11) Insure Last: 1 Days then Click yellow <Refresh> box
  - 12) Keep Clicking yellow <Refresh> until “Success” and “Posted”
  - 13) Click <[Details](#)>
  - 14) Click <[View Log/Trace](#)>
  - 15) Click <[wmhr5011-24-date-number.csv](#)>
- Done!