HR Report Access – Running Program Instructions

To run a program that generates a report or spreadsheet from PeopleSoft, follow these instructions.
- 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.
- Enter the As of Date, format mm/dd/yyyy and click Run. Today’s date is generally what is needed however, a future or past date can be used.
- Click Run
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.
- 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 60 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.
Click the View Log/Trace URL
- **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