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>
6) Run Control ID begins with <wmhr5011-16> 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>
14) Click <wmhr5011-16-date-number.csv>

Done!