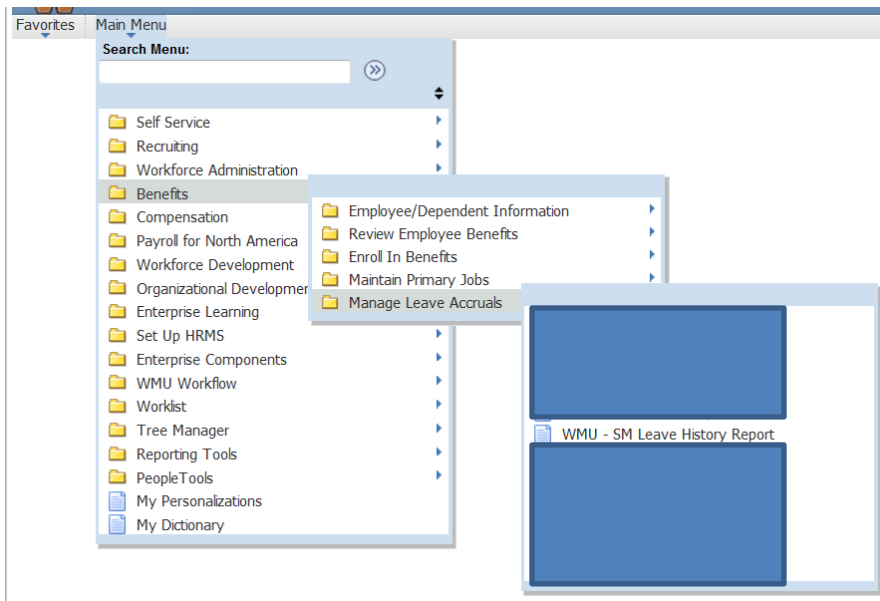# Create Leave History Reports

Log into PeopleSoft, go into SM Leave History Report.

***If this is your first time creating a history report you will need to create a Run Control ID (unique job identifier) that can be reused each time you run a report. Follow the log in procedure above. Click on "Add a New Value".

You should see this:

WMU - SM Leave History Report

| Find an Existing Value | Add a New Value |

Run Control ID: [   ] ←

(**Add**)

Find an Existing Value | Add a New Value

> Create a Run Control ID (unique job identifier) that identifies what process you are doing. We would suggest SM_History (no blank spaces are allowed). Then click "add". This run control can be used each time you run the report.

If you have multiple run controls select your run control from the search results or you will go directly to WMU Run PR111.

Search Results

| View All | First | 1-3 of 3 | Last |

Run Control ID	Language Code
SM_Audits	English
SM_Dir_Dep	English
SM_Hist	English

Once you have created a Run Control ID it can be reused. Type it, or any part of it into the box, click "search".

Favorites | Main Menu > Benefits > Manage Leave Accruals > WMU - SM Leave History Report

WMU - SM Leave History Report

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 |

Limit the number of results to (up to 300): 300
Run Control ID: begins with ▼ SM
☐ **Case Sensitive**

(Search) Clear | Basic Search | Save Search Criteria

Find an Existing Value | Add a New Value

The WMU Run PR111 report will appear.

Enter the appropriate information, including beginning and ending dates for the report you want to create, click on "Run". You can run this report for one person by entering their emplid number or leave blank for all.

The next screen you will see is the Process Scheduler Request. The first time you go here you might need to change the Server Name to "PSUNX", check the select box and make sure your "Type" is web and "Format" is PDF. Click ok.

Click on Process Monitor.

WMU Run PR111

Run Control ID: SM_Hist   Report Manager   Process Monitor   [Run]

Process Instance:921606

Filter

Leave Blank for All

Empl ID: 397500

Company: [____] 🔍

Organization Code: ACKSCH 🔍

Timeframe

Begin/End Dates:

*Begin: 06/08/2015 📅   *End: 06/14/2015 📅

"Success" means your report is ready, click on Details.

Process List | Server List

View Process Request For

User ID: harveyp 🔍   Type: [____]   Last [____] 99   Days [____]   [Refresh]

Server: PSUNX [____]   Name: [____] 🔍   Instance: [____] to [____]

Run Status: [____]   Distribution Status: [____]   ☑ Save On Refresh

Process List   Customize | Find | View 100 | 📄 | 🔳 First ◄ 1-50 of 362 ► Last

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
☐	914670		SQR Report	WMUPR111	harveyp	06/24/2015 4:43:29PM EDT	Success	Posted	Details

Click on View Log/Trace

Process Detail

Process

Instance: 921606   Type: SQR Report

Name: WMUPR111   Description: Semimonthly Leave History Rpt

Run Status: Success   Distribution Status: Posted

Run

Run Control ID: SM_Hist

Location: Server

Server: PSUNX

Recurrence:

Update Process

○ Hold Request
○ Queue Request
○ Cancel Request
○ Delete Request
○ Restart Request

Date/Time

Request Created On: 07/14/2015 12:50:02PM EDT

Run Anytime After: 07/14/2015 12:49:57PM EDT

Began Process At: 07/14/2015 12:50:12PM EDT

Ended Process At: 07/14/2015 12:50:17PM EDT

Actions

Parameters   Transfer

Message Log

Batch Timings

View Log/Trace

[OK]   [Cancel]

Click on PDF

View Log/Trace

Report

Report ID:	650901	**Process Instance:**	921606	Message Log
Name:	WMUPR111	**Process Type:**	SQR Report	
Run Status:	Success			

Semimonthly Leave History Rpt

Distribution Details

Distribution Node: RPT_DISTNODE1   **Expiration Date:** 10/12/2015

File List

Name	File Size (bytes)	Datetime Created
SQR_WMUPR111_921606.log	1,887	07/14/2015 12:50:17.245077PM EDT
wmupr111_921606.PDF	1,982	07/14/2015 12:50:17.245077PM EDT
wmupr111_921606.out	1,053	07/14/2015 12:50:17.245077PM EDT

Distribute To

Distribution ID Type	*Distribution ID
User	harveyp

Your report should look like this:

```
  W E S T E R N    M I C H I G A N    U N I V E R S I T Y
       Report ID:  WMUPR111               SEMIMONTHLY LEAVE USAGE HISTORY REPORT                    Page No.  1
                                                                                                    Run Date 07/14/2015
                                               From 08-JUN-2015 through 14-JUN-2015                 Run Time 12:50:13
                                          SICK        SICK      VACATION    VACATION    HOLIDAY    FUNERAL      NECESSITY
COMPANY  PAYGROUP  RUN ID  ORG CD  EMPLID      NAME    BALANCE     TAKEN     BALANCE      TAKEN      TAKEN      TAKEN        TAKEN


  WMU      SM1    SM1512  PAY   [              ],Lisa    22      0.000      11.89       0.000      0.000      0.000        0.000
                                                      _____             _____   _____    _____    _____      _____
                                   ORG TOTAL             0.000               0.000      0.000      0.000      0.000        0.000


                                                      _____             _____   _____    _____    _____      _____
                                  GRAND TOTAL            0.000               0.000      0.000      0.000      0.000        0.000
```