PSHR Reports
Running the PeopleSoft Timekeeper Report - wmhr5011-16

9.2 PeopleSoft

This guide provides instructions on how to run the PeopleSoft Timekeeper Report in PeopleSoft for a list of temporary and student employees in a department.

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Requesting User Access

To run a program you must have online security access to the PeopleSoft Reporting. Users who do not have access can obtain it with supervisor's approval, using the PeopleSoft information access authorization form found on Human Resources website under Forms: http://www.wmich.edu/hr/forms/access

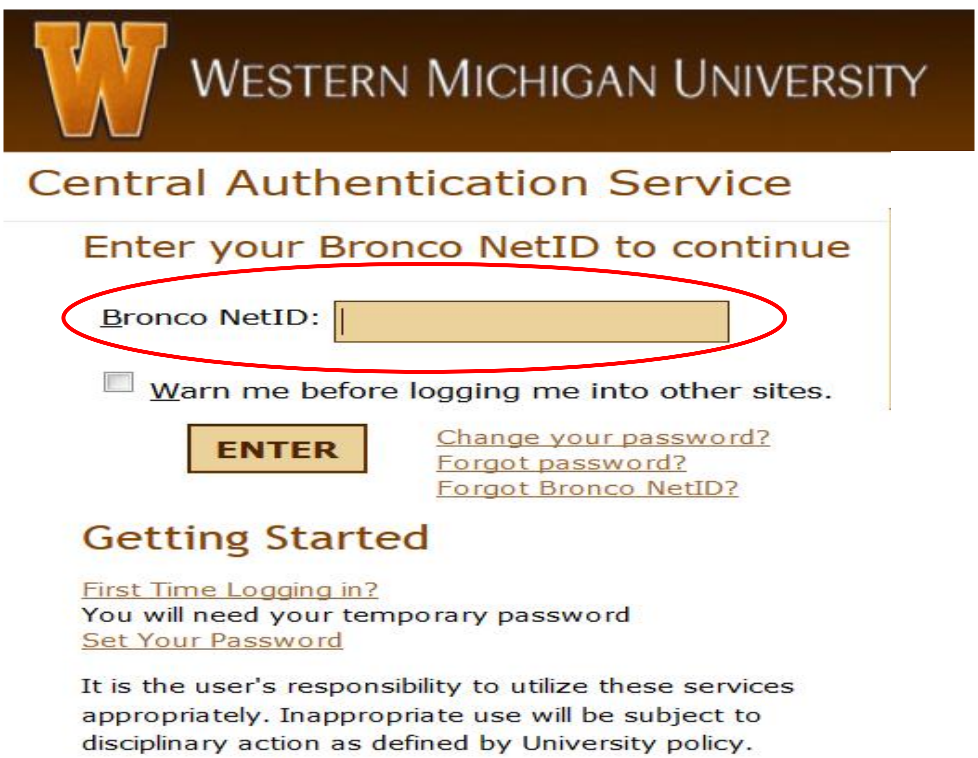
If you are unable to run the program, or if you have questions regarding user access, please contact Human Resources at hr-hris@wmich.edu or 387-3620. If questions or issues with the browser, contact the OIT Help Desk at 387-HELP.

Web Browser Requirements

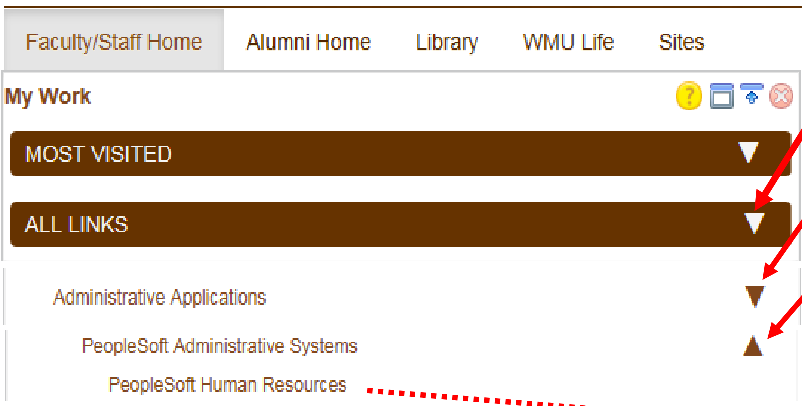
PeopleSoft works best with Internet Explorer version 11. If you are using a Mac, the Safari browser works best but may work with Chrome.

Accessing the Reporting Panels

1) Log in through the GoWMU portal at https://gowmu.wmich.edu/cp/home/displaylogin
2) Enter your assigned User ID
3) 'Click' the 'Enter' button and then enter (your Bronco NetID) and password at the prompt.



4) The GoWMU panel will open up. Once logged into GoWMU, you will see the Faculty/Staff Home Tab.

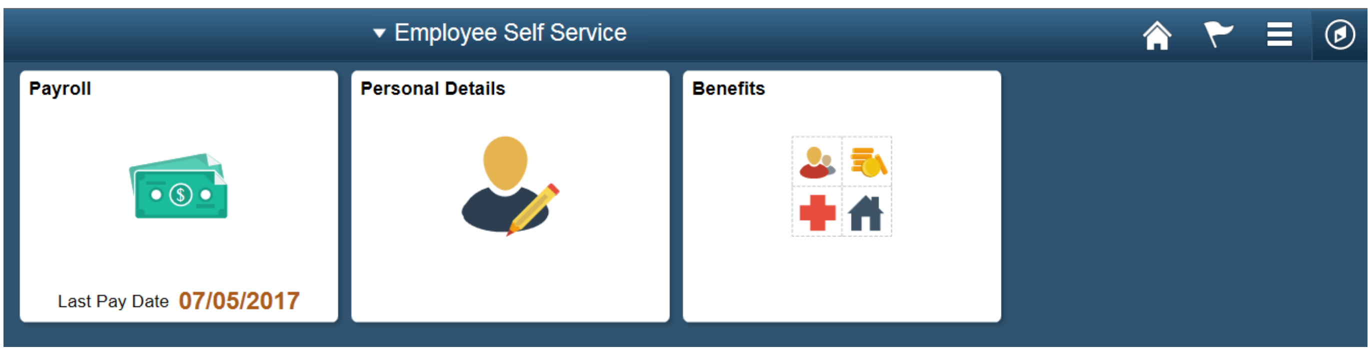


Under the 'My Work' section:

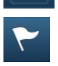
1. Click the All Links arrow.
2. Click the Admin Applications arrow.
3. Click the PeopleSoft Admin Systems arrow to get to the 'PeopleSoft Human Resources login' link.

Once you click the PeopleSoft HR link, you will be directed to PeopleSoft.

5) The PeopleSoft page will open to the PeopleSoft Main Home Page



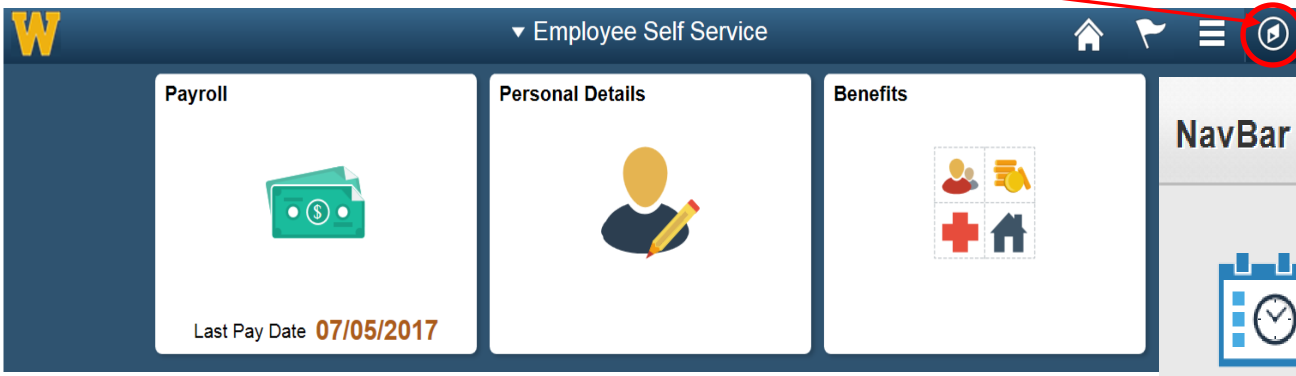
 - Home – Click on this icon to return to the Main PeopleSoft Home page

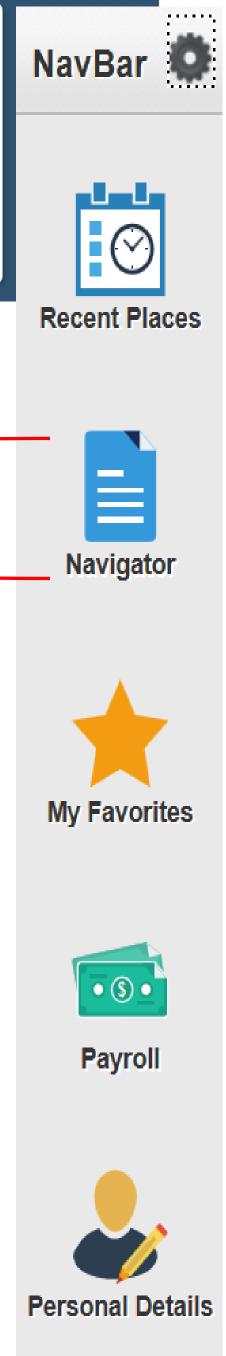
 - Notifications – Click on this icon to view actions and alerts

 - Actions List – Click on this icon to save favorites and Sign Out

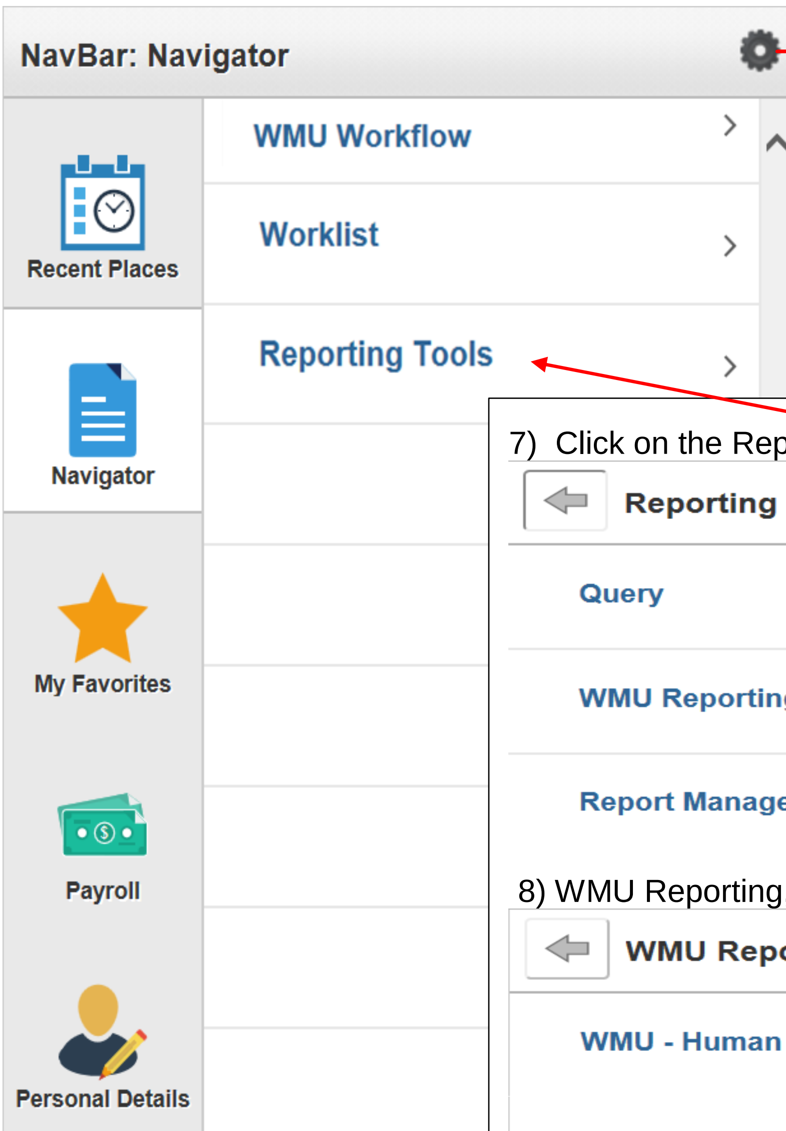
 - Nav Bar – Click on this icon to navigate to certain menu items (formerly the Main Menu). It contains Recent Places, My Favorites, Payroll, Personal Details and Benefits.

6) Clicking the Nav Bar icon will display the drop down main menu listings:





7) Click on the Navigator icon to get to Reporting Tools.



The Navigator
menu opens

7) Click on the Reporting Tools menu.

8) WMU Reporting, WMU- HR Reporting.

9) then WMU HR Reporting

Running the Program

The program can be ran on demand per the department's needs. Each program has a different Run Control ID (which is also the designated report number) associated with it. Use the Run Control ID for the **PeopleSoft Timekeeper Report** (**wmhr5011-16**) when following these instructions.

A) Log into PeopleSoft

a) See ***Accessing the Reporting Panels***.

B) Access the Reports - **(For screen shots, see page 4.)**

a) 'Click' on Nav Bar icon at the top right hand side of screen.
b) 'Click' on the Navigator menu item.
c) 'Click' on Reporting Tools
d) 'Click' on WMU Reporting
e) 'Click' on WMU-Human Resource Reporting
f) 'Click' on WMU –HR Reporting

Optional- you can add this to My Favorites by clicking the icon at the top right.

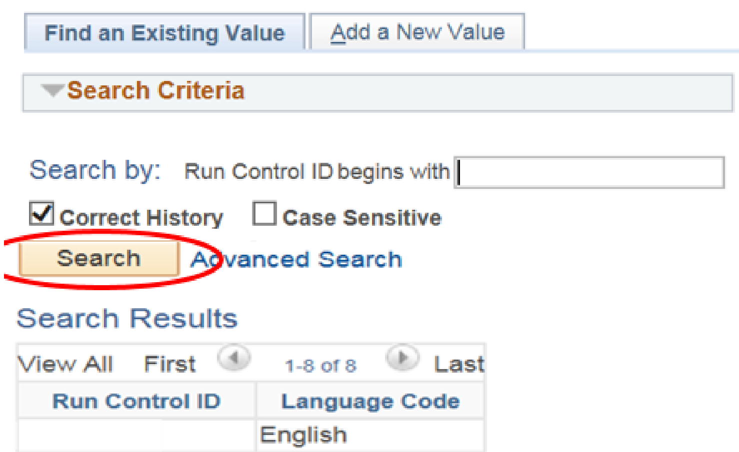
C) Running the Program Report

1. If this is your first time running this report, use step B, otherwise, proceed with step A.

A) Selecting the Reports

a) Select the "Find an Existing Value" tab.
b) 'Click' Search to continue and a new page will open.
c) Select **wmhr5011-16** Run Control ID with the Object Name of PeopleSoft Timekeeper Report:

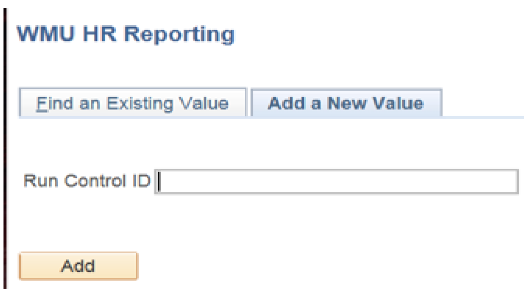
Note: If you have other report access, those reports will show here also.
Note: If you do not see the Run Control ID wmhr5011-24, proceed to Step B.



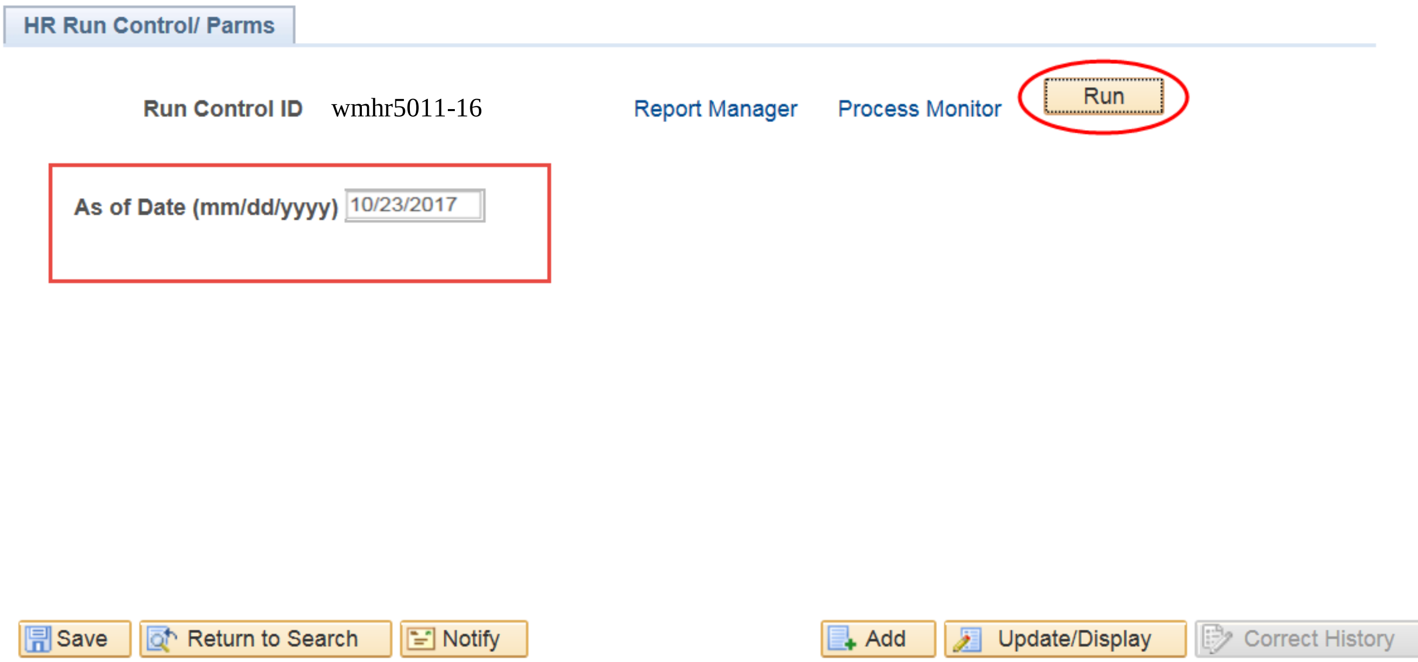
wmhr5011-16

B) If this is your first time running this report, you will need to add a run control

a. Select the "Add a New Value" tab.
b. Enter your designated report number **wmhr5011-16** in the Run Control ID box.
c. 'Click' Add to continue

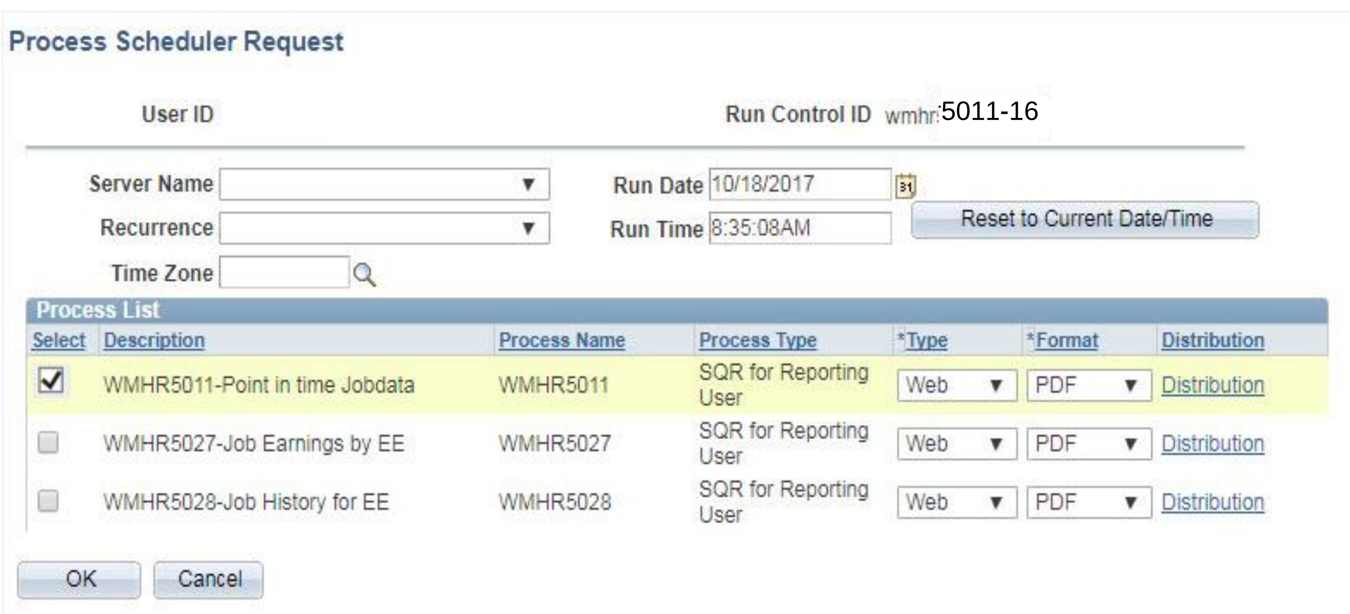


2) Enter the As of Date in the following format: mm/dd/yyyy. Today's date is generally what is needed, however, a future or past date can be used. Click 'Run'.



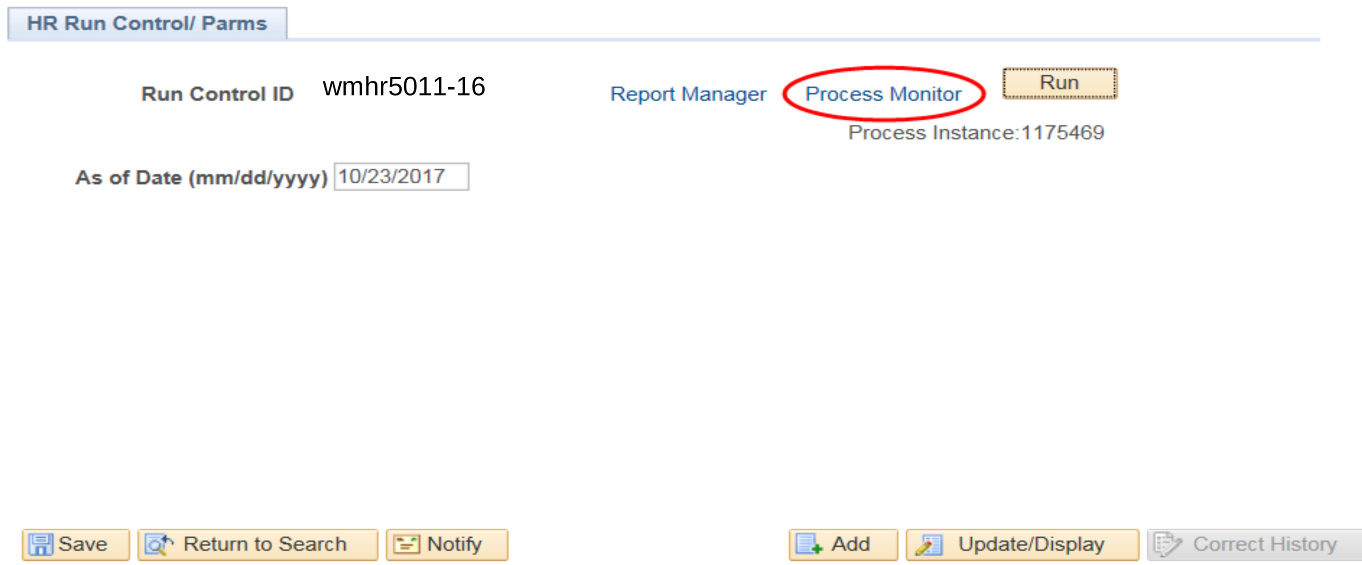
3) Click Run.

4) Select the box next the Description that matches the first part of the Run Control ID. In this case, it is WMHR5011-Point in time Jobdata.
Note: The Server Name remains blank

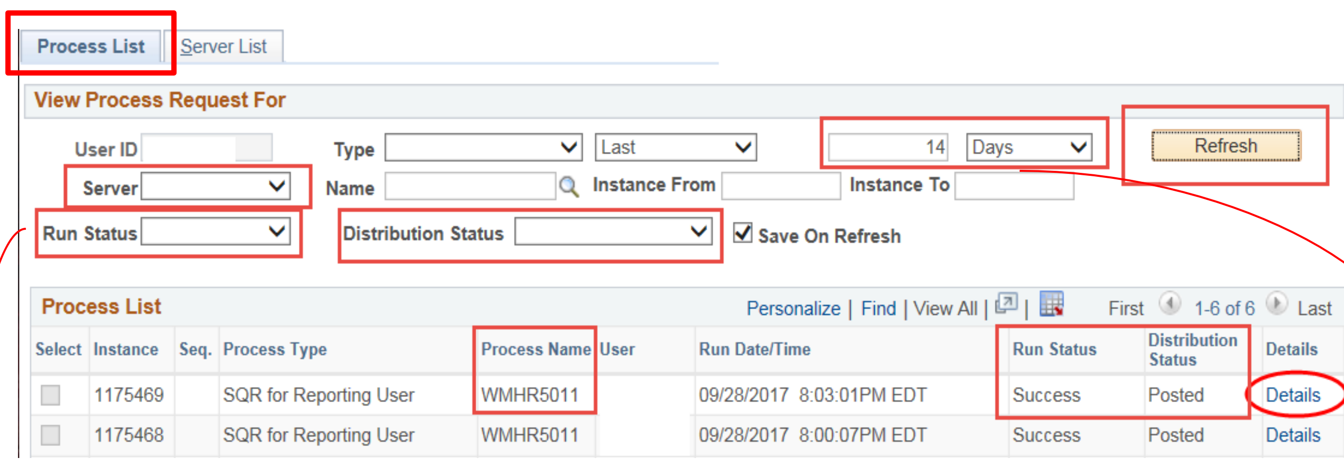


5) 'Click' OK.

6) ‘Click’ on the Process Monitor URL to view the program running and view the spreadsheet.



7) The Process List 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 (should take less than five minutes.)



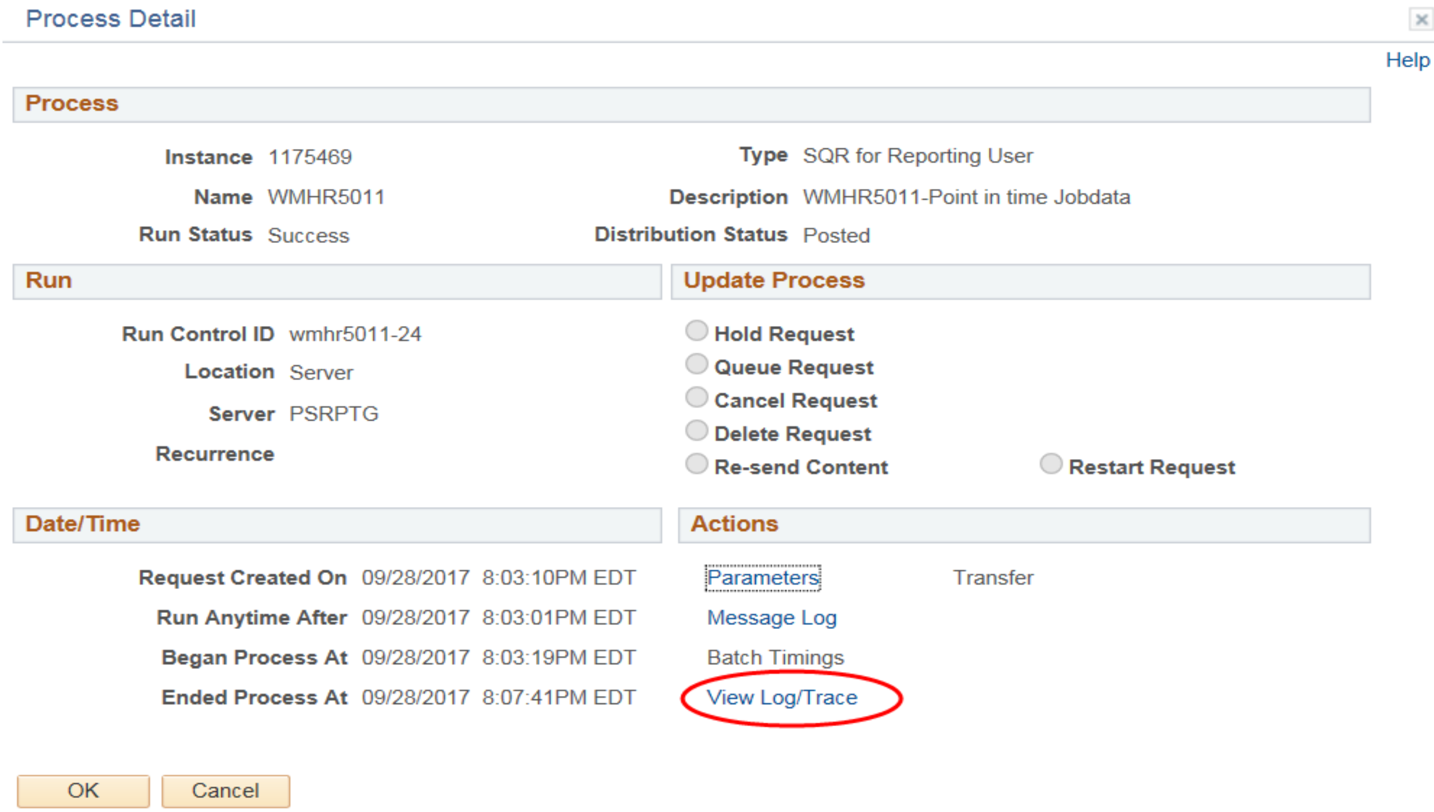
Note: Click the Refresh button periodically to get an updated Run Status.

Note: One time deal: You will probably want to set the field called, “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 day’s worth.

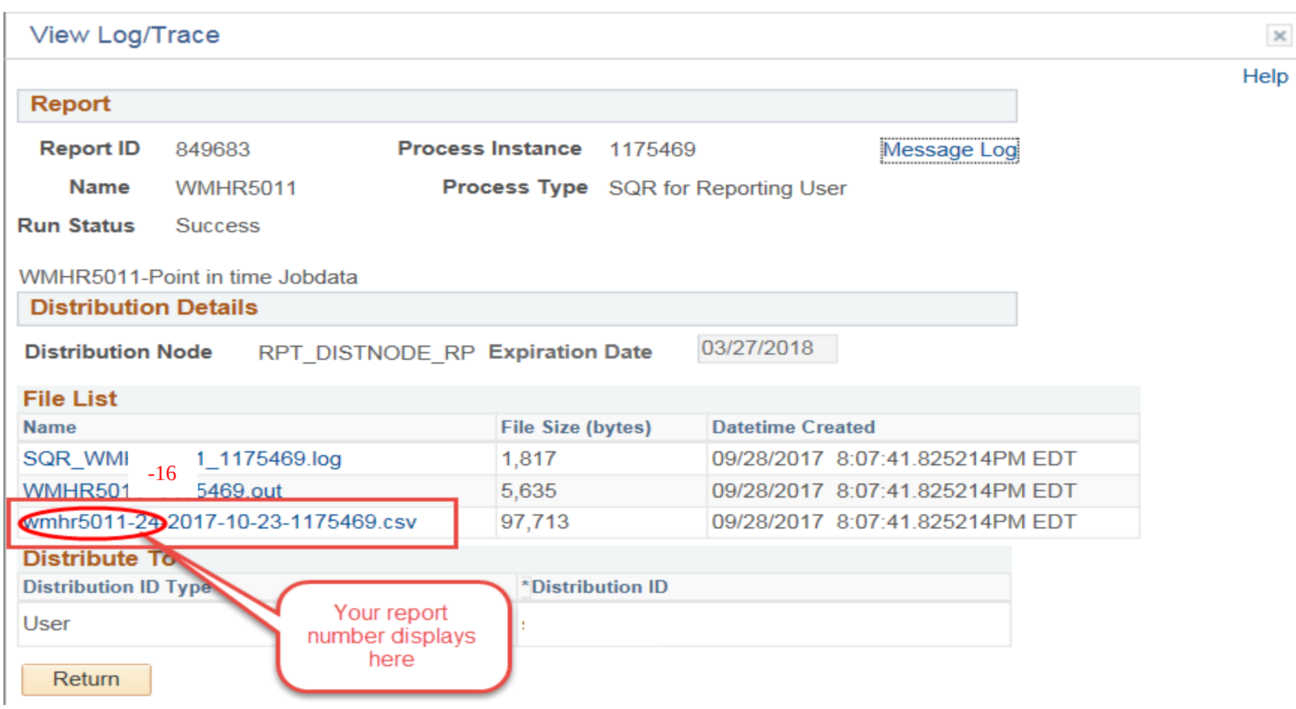
Note: The Run Status and Distribution Status should remain blank

8) ‘Click’ the Details URL once the Run Status says ‘Success’. If the status says ‘Error’, then try re-running the program again. Double check the Run Control ID/report number is correct and make sure it matches up with the report number on the Process Scheduler Request.
NOTE: If you still receive an error, contact Human Resources at (269)387-3620 or email hr-hris@wmich.edu with a screen shot of the error.

9) Click the View Log/Trace URL.



10) Click on the .csv file name and it will automatically open or go to the download folder. Format it and save it to your PC or LAN or leave it in PeopleSoft. It will remain in PeopleSoft for 60 days.



Quick Click Instructions

Run Control: **wmhr5011-16**
Folder: None

1) Sign in to PeopleSoft

2) Click – <Reporting Tools>

3) Click - <WMU Reporting>

4) Click - <WMU-Human Resource Reporting>

5) Click - <WMU – HR Reporting>
 (1st time only: Click then type "**wmhr5011-16**" for Run Control ID then Click <Add>)

6) Click – Search and select from list
If your report is not there, (first time only: Click then type "**wmhr5011-16**" for Run Control ID then Click <Add>)

7)) Enter the As of Date then Click the <Run> box

8) Check "WMHR5011-Point in time Jobdata" box or the box of the report name you are running

9) Click <OK> (at bottom of page)

10) Click the Process Monitor link

11) Insure Last is at least 14 Days then Click <Refresh>

12) Keep Clicking <Refresh> until the status reads "Success" and "Posted"

13) Click the Details link

14) Click the View Log Trace link

15) Click the 'report number.csv' link to open the report