

# **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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Use the Overview and detailed run instructions to get started.

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Once you are familiar with the process, try the quick click instructions for running the report.

## 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>

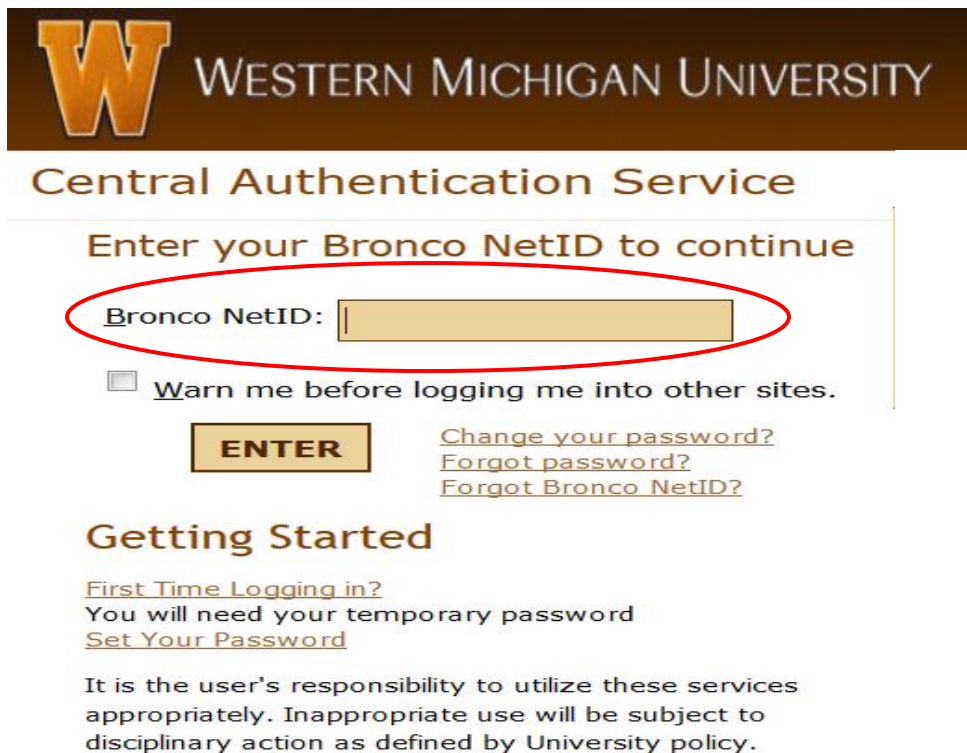
If you are unable to run the program, or if you have questions regarding user access, please contact Human Resources at [hr-hris@wmich.edu](mailto:hr-hris@wmich.edu) or 387-3620. If questions or issues with the browser, contact the OIT Help Desk at 387-HELP.

## 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.



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### Central Authentication Service

Enter your Bronco NetID to continue

Bronco NetID:

Warn me before logging me into other sites.

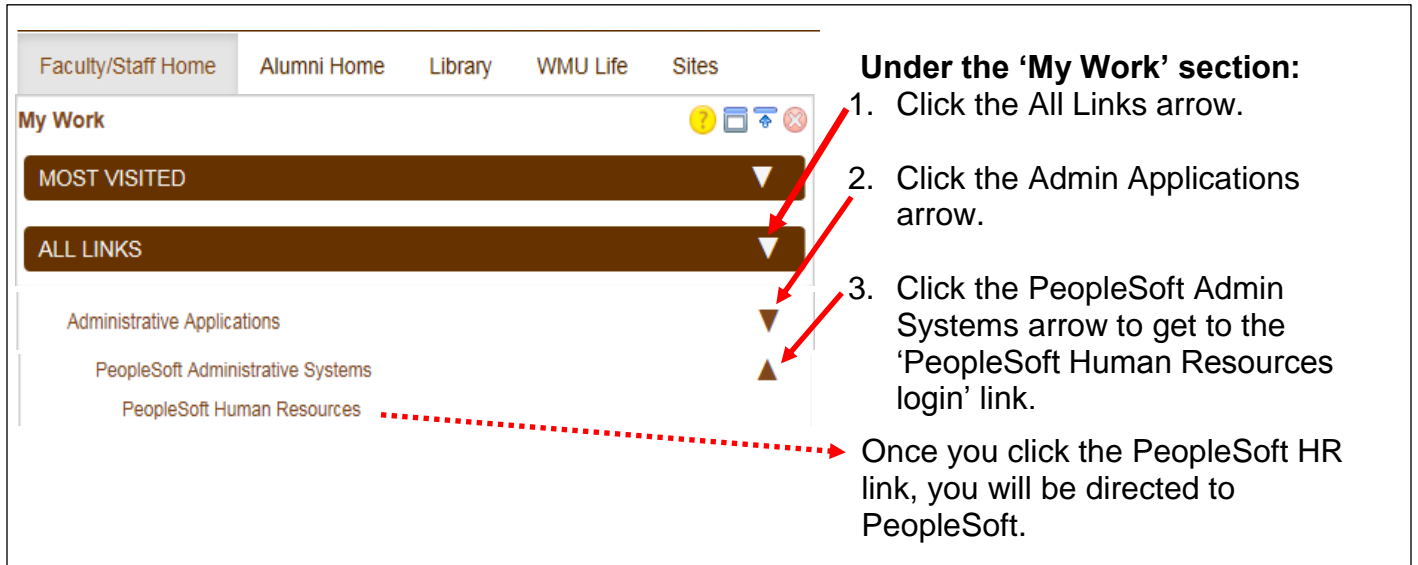
**ENTER** [Change your password?](#)  
[Forgot password?](#)  
[Forgot Bronco NetID?](#)

### Getting Started

[First Time Logging in?](#)  
You will need your temporary password  
[Set Your Password](#)

It is the user's responsibility to utilize these services appropriately. Inappropriate use will be subject to disciplinary action as defined by University policy.

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



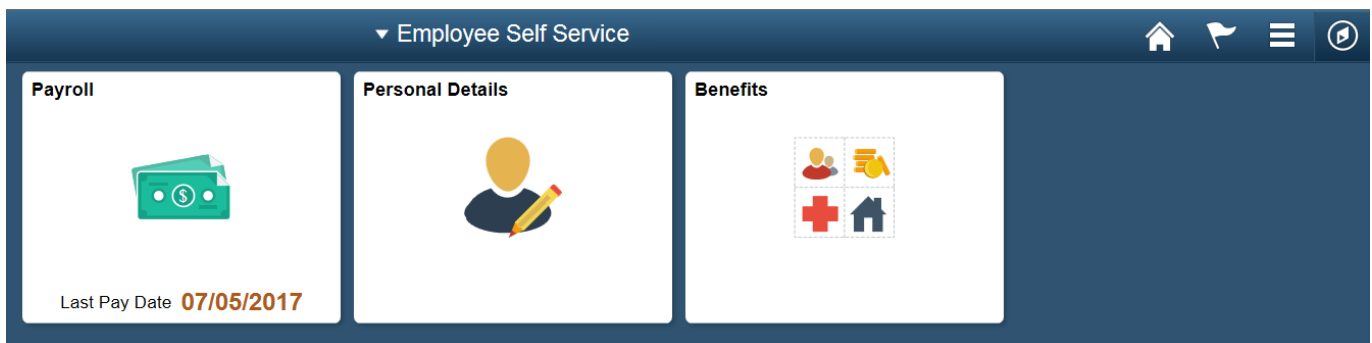
The screenshot shows the 'Faculty/Staff Home' tab selected in a navigation bar. Below the navigation bar is a 'My Work' section with two expandable menus: 'MOST VISITED' and 'ALL LINKS'. The 'ALL LINKS' menu is expanded, showing 'Administrative Applications' with a sub-link for 'PeopleSoft Administrative Systems'. A red arrow points from the 'ALL LINKS' menu to the 'Administrative Applications' section. Another red arrow points from the 'PeopleSoft Administrative Systems' link to the 'PeopleSoft Human Resources' link. A third red arrow points from the 'PeopleSoft Human Resources' link to the text below. A dotted red arrow also points from the 'PeopleSoft Human Resources' link to the text below.





**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

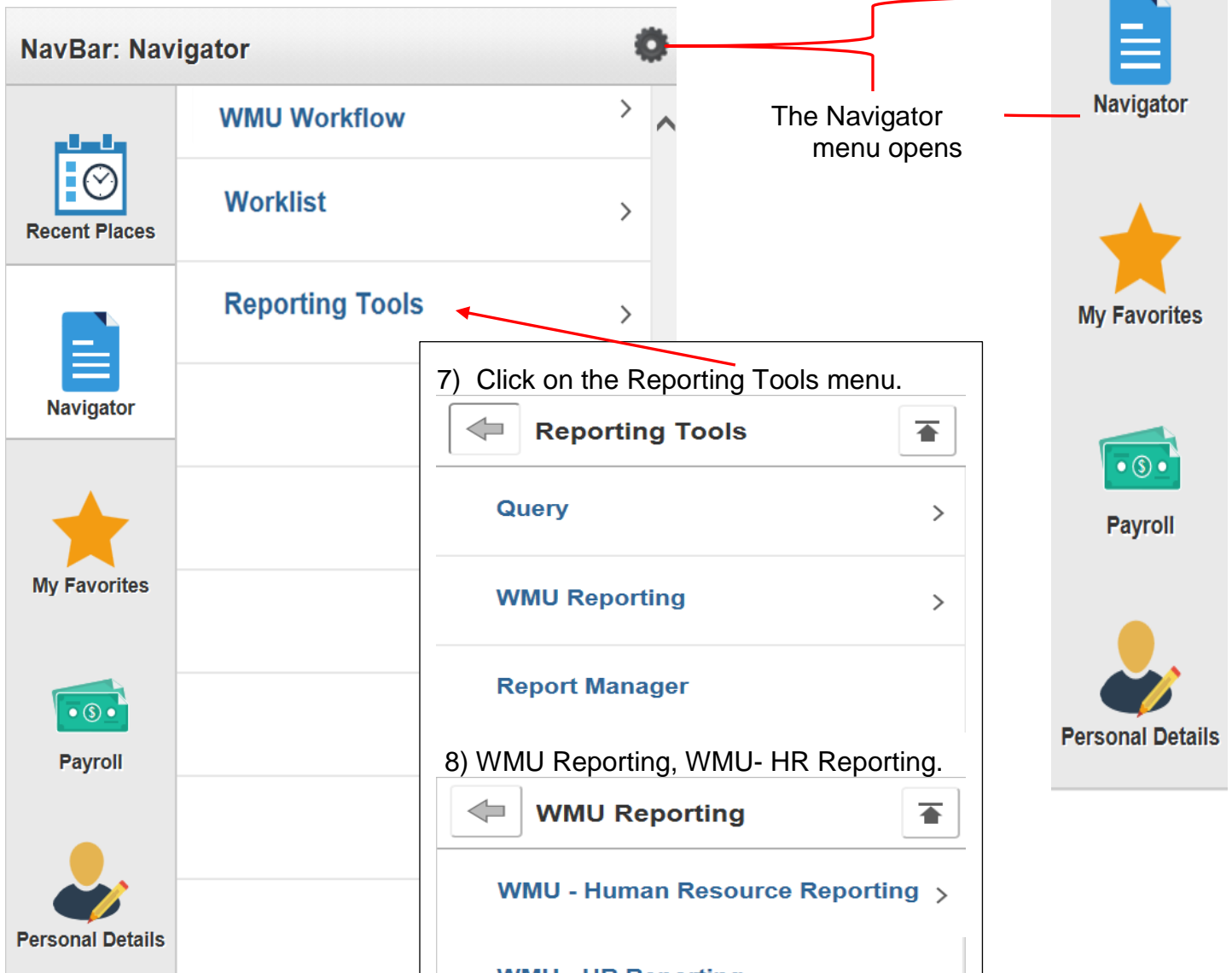


-  - Home – Click on this icon to return to the Main PeopleSoft Home page
-  - Notifications – Click on this icon to view actions and alerts
-  - Actions List – Click on this icon to save favorites and Sign Out
-  - Nav Bar – Click on this icon to navigate to certain menu items (formerly the Main Menu). 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.



7) Click on the Reporting Tools menu.



Query >

WMU Reporting >

Report Manager

8) WMU Reporting, WMU- HR Reporting.



WMU - Human Resource 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

- See *Accessing the Reporting Panels*.

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

- 'Click' on Nav Bar icon  at the top right hand side of screen.
- 'Click' on the Navigator menu item.
- 'Click' on Reporting Tools
- 'Click' on WMU Reporting
- 'Click' on WMU-Human Resource Reporting
- '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

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

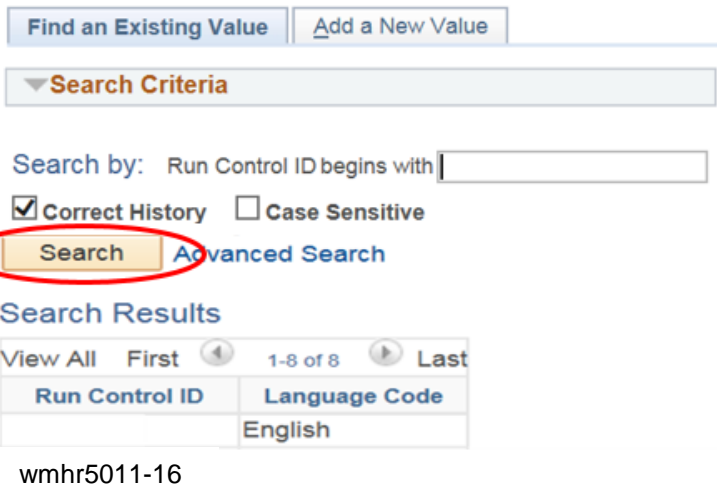
#### A) Selecting the Reports

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

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.



The screenshot shows a search interface with two tabs: "Find an Existing Value" (selected) and "Add a New Value". Below the tabs is a "Search Criteria" dropdown menu. The search criteria are: "Search by: Run Control ID begins with" (with an empty input field), "Correct History" (checked), and "Case Sensitive" (unchecked). There are two buttons: "Search" (highlighted with a red circle) and "Advanced Search". Below the search criteria is a "Search Results" section with a table. The table has two columns: "Run Control ID" and "Language Code". The first row shows "wmhr5011-16" under "Run Control ID" and "English" under "Language Code".

Run Control ID	Language Code
wmhr5011-16	English

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

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



The screenshot shows the "Add a New Value" tab selected. It features a "Run Control ID" input field and an "Add" button.

- 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'.

HR Run Control/ Params

Run Control ID wmhr5011-16      Report Manager      Process Monitor      **Run**

As of Date (mm/dd/yyyy)

- Click Run.
- 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

**Process Scheduler Request**

User ID \_\_\_\_\_ Run Control ID wmhr5011-16

Server Name  Run Date

Recurrence  Run Time

Time Zone

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	WMHR5011-Point in time Jobdata	WMHR5011	SQR for Reporting User	Web ▼	PDF ▼	<a href="#">Distribution</a>
<input type="checkbox"/>	WMHR5027-Job Earnings by EE	WMHR5027	SQR for Reporting User	Web ▼	PDF ▼	<a href="#">Distribution</a>
<input type="checkbox"/>	WMHR5028-Job History for EE	WMHR5028	SQR for Reporting User	Web ▼	PDF ▼	<a href="#">Distribution</a>

- '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](mailto:hr-hris@wmich.edu) with a screen shot of the error.



9) Click the View Log/Trace URL.

Process Detail

Help

**Process**

Instance 1175469      Type SQR for Reporting User  
 Name WMHR5011      Description WMHR5011-Point in time Jobdata  
 Run Status Success      Distribution Status Posted

**Run**

Run Control ID wmhr5011-24  
 Location Server  
 Server PSRPTG  
 Recurrence

**Update Process**

- Hold Request
- Queue Request
- Cancel Request
- Delete Request
- Re-send Content
- Restart Request

**Date/Time**

Request Created On 09/28/2017 8:03:10PM EDT  
 Run Anytime After 09/28/2017 8:03:01PM EDT  
 Began Process At 09/28/2017 8:03:19PM EDT  
 Ended Process At 09/28/2017 8:07:41PM EDT

**Actions**

- Parameters
- Message Log
- Batch Timings
- View Log/Trace**

OK      Cancel

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.

View Log/Trace

**Report**

Report ID 849683      Process Instance 1175469      Message Log  
 Name WMHR5011      Process Type SQR for Reporting User  
 Run Status Success

WMHR5011-Point in time Jobdata

**Distribution Details**

Distribution Node RPT\_DISTNODE\_RP      Expiration Date 03/27/2018

**File List**

Name	File Size (bytes)	Datetime Created
SQR_WMI -16 1_1175469.log	1,817	09/28/2017 8:07:41.825214PM EDT
WMHR501 -16 5469.out	5,635	09/28/2017 8:07:41.825214PM EDT
<b>wmhr5011-24 2017-10-23-1175469.csv</b>	97,713	09/28/2017 8:07:41.825214PM EDT

**Distribute To**

Distribution ID Type      \*Distribution ID  
 User      :

Your report number displays here

Return

## 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