

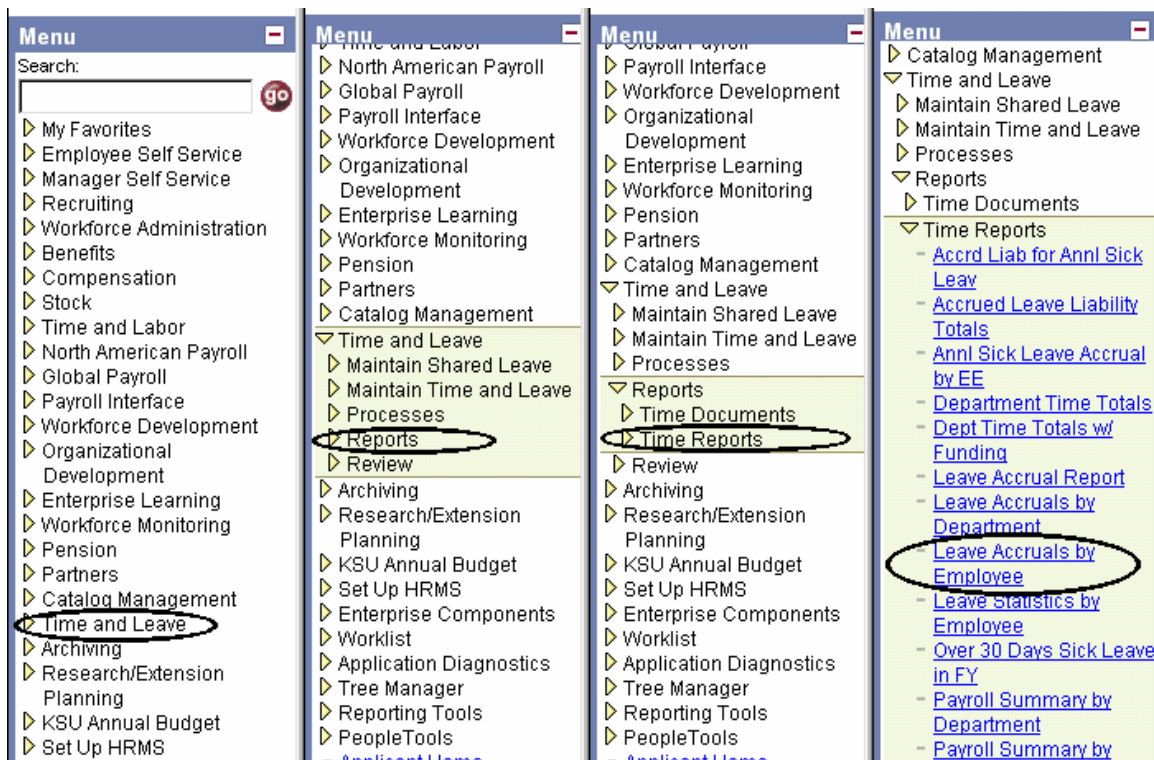
Running / Viewing / Printing Reports

Leave Accruals by Employee

This report provides a history of leave earned, used, and lost for a selected benefit eligible employee. The report may be printed for a selected range of dates and may be printed at any time. However, to include the most recent pay period, print this report after the final pay calculation has run for the pay period.

1. Access HRIS Report

Menu Group: Time and Leave
Menu Application: Reports
Menu Item: Time Reports
Component: Leave Accruals by Employee



Leave Accruals by Employee

2. Select Run Control ID

- * Enter an existing Run Control ID or click on the "Search" button to produce a list of Run Control ID's ... search results will appear. Select a Run Control ID from the list. <Enter>

Leave Accruals by Employee

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](#)

Search by: Run Control ID begins with

[Advanced Search](#)

[Find an Existing Value](#) | [Add a New Value](#)

If a RUN CONTROL ID DOES NOT EXIST, repeat Step 1. Select **"Add a New Value."** A "Run Control ID" edit box will appear. Enter a three-digit Run Control ID. Select the "Add" button. Note: This procedure will only need to be done ONE TIME.

The RUN CONTROL ID is used to define the parameters for running the report. Once the Run Control ID is created, it may be reused over and over for any HRIS report.

HRIS Training Tip: When creating a RUN CONTROL ID, keep the Run Control ID short and use only alphabetical letters or numbers. Some characters (Examples: &, %, *, etc.) take on a special meaning that is not intended and cause problems. If you have a Run Control ID that includes a special character, please discontinue using it.

Leave Accruals by Employee

The Report Request Parameters page will appear.

3. Complete the Report Request Parameters

- ❖ **From Date:** MMDDYYYY format. The begin date for the report.
- ❖ **Through Date:** MMDDYYYY format. The end date for the report.
- ❖ **EmplID:** The Employee's ID.

Runctl Wtec032 Ksu

Run Control ID: kak

[Report Manager](#) [Process Monitor](#)

Run

Report Request Parameters

EmplID:

From Date:

Through Date:

Leave Accruals by Employee

4. Save and Run the Report

- * Select " Save " to retain selected report parameters.
- * Select " Run " to run the report and to access the Process Scheduler Request page.

Runctl Wtec032 Ksu

Run Control ID: kak [Report Manager](#) [Process Monitor](#) **Run**

Report Request Parameters

EmpID:

From Date: Through Date:

Save [Return to Search](#)

Leave Accruals by Employee

6. View or Print the Report

After selecting "OK" ... HRIS will return to the Report Request Parameters page.

- * **Report Manager** (Page 7) will produce a list of reports that have been set up using the web type on the Process Scheduler Request Page and sent to the process scheduler/report list.

Or

- * **Process Monitor** (Page 10) will provide the status of the report (i.e., initiated, error, success, etc.). This option is used when the email type has been selected on the Process Scheduler Request Page.

Runctl Wtec032 Ksu

Run Control ID: kak

[Report Manager](#) [Process Monitor](#)

Process Instance: 790

Report Request Parameters

EmpID: Bloodgood, Jane A

From Date: Through Date:

Leave Accruals by Employee

Report Manager - Set Up Report List

Select the Administration Tab:

Explorer List **Administration** Archives

View Reports For

User ID: ALMAMD Type: [dropdown] Last: 1 Days Refresh

Status: [dropdown] Folder: [dropdown] Instance: [text] to: [text]

Report List Customize | Find | View All | First 1-12 of 12 Last

Select	Report ID	Prcs Instance	Report Description	Request Date/Time	Format	Status	Details	View
<input type="checkbox"/>	706	790	Leave Accruals by Employee	10/19/2004 9:09:22AM	Acrobat (*.pdf)	Posted	Details	View

- * Status Edit Box = Posted or Blank
- * Select "Refresh" to View Report List
- * If status = Posted ... Select "View" to Access Report/Log Viewer

Explorer List Administration Archives

View Reports For

User ID: ALMAMD Type: [dropdown] Last: 1 Days Refresh

Status: **Posted** Folder: [dropdown] Instance: [text] to: [text]

Report List Customize | Find | View All | First 1-12 of 12 Last

Select	Report ID	Prcs Instance	Report Description	Request Date/Time	Format	Status	Details	View
<input type="checkbox"/>	706	790	Leave Accruals by Employee	10/19/2004 9:09:22AM	Acrobat (*.pdf)	Posted	Details	View

Status ... Posted

Select "**Refresh**" to view reports that have been processed. Note: May need to select "Refresh" more than once to view report on the list.

After report appears on the list, select "**View**"

Note: Reports will remain on the "Report List" for 30 days.

Leave Accruals by Employee

Report Manager -Access Report from Report Detail

- * A Message Log, Trace File, and File Name(s) will appear.
- * To view the report, select the file name ...
wtec031_791.PDF

Report Detail

Report ID: 707 **Process Instance:** 791
Name: WTEC032 **Process Type:** SQR Report
Run Status: Success

Leave Accruals by Employee

File List

<u>Name</u>	<u>File Size (bytes)</u>	<u>Datetime Created</u>
Message Log	1,599	10/19/2004 9:16:07.000000AM CDT
wtec032_791.PDF	1,944	10/19/2004 9:16:07.000000AM CDT
Trace File	2,456	10/19/2004 9:16:07.000000AM CDT

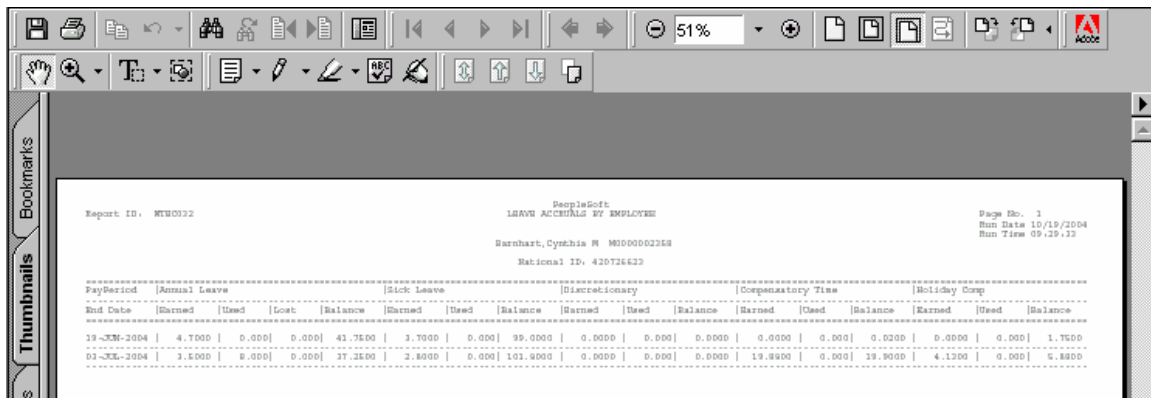
- * After selecting the PDF file, the report will appear.

Leave Accruals by Employee

Report Manager - Print Report

* To print the report, select the  icon.

Or, select File > Print.



The screenshot shows a report viewer window with a toolbar at the top containing various navigation and printing icons. The report content is as follows:

Report ID: MW0032
PeopleSoft
LEAVE ACCRUALS BY EMPLOYEE
Barnhart, Cynthia M M000002218
National ID: 42072623
Page No. 1
Run Date 10/19/2004
Run Time 09:29:33

PayPeriod	Annual Leave	Sick Leave	Discretionary	Compensatory Time	Holiday Comp										
End Date	Earned	Used	Lost	Balance	Earned	Used	Balance	Earned	Used	Balance	Earned	Used	Balance		
19-JUN-2004	4.7000	0.0000	0.0000	41.7100	1.7000	0.0000	39.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	1.7000	
03-JUL-2004	1.8000	0.0000	0.0000	37.2600	2.8000	0.0000	101.9000	0.0000	0.0000	0.0000	19.4800	0.0000	19.9000	4.1200	5.8800

Leave Accruals by Employee

Process Monitor - View Report Status

Use Process Monitor to view the Process List and Run Status. A report set up using **Type = Email ; Format = PDF** can not be accessed using Report Manager.

Runctl Wtec032 Ksu

Run Control ID: kak [Report Manager](#) [Process Monitor](#)

Report Request Parameters

EmpID: Barnhart,Cynthia M

Process List [Server List](#)

View Process Request For

User ID: Type: Last: Days

Server: Name: Instance: to

Run Status: Save On Refresh

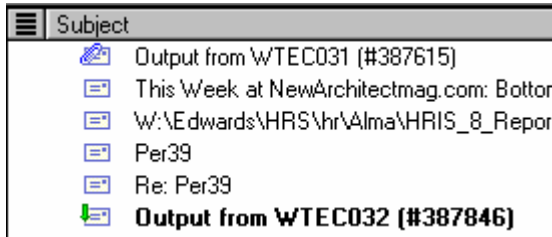
[Customize](#) | [Find](#) | [View All](#) | 1-23 of 23

Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Details
792		SQR Report	WTEC032	ALMAMD	10/19/2004 9:29:21AM CDT	Success	Details
791		SQR Report	WTEC032	ALMAMD	10/19/2004 9:15:47AM CDT	Success	Details

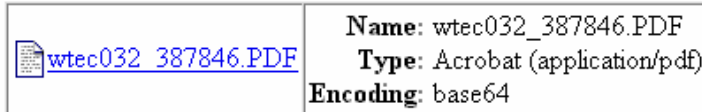
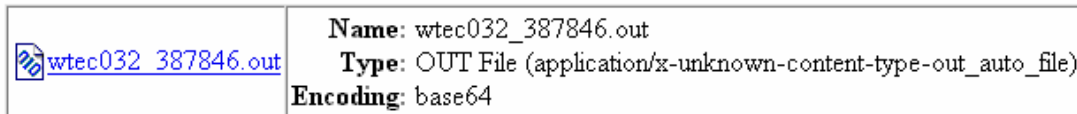
Leave Accruals by Employee

Process Monitor - View Report Status

- * **When Process Monitor Run Status indicates "Success" open e-mail to view/print report.**



- ❖ **Open the PDF file to view or print the report.**



If an error occurs, please contact the **HELP DESK at 532-6282**. Be prepared to provide them with any details (i.e., error message(s), steps followed, etc.).

If you have questions regarding the information displayed in the report -- please call your HR liaison at 532-6277 or Alma Deutsch at 532-1448.