

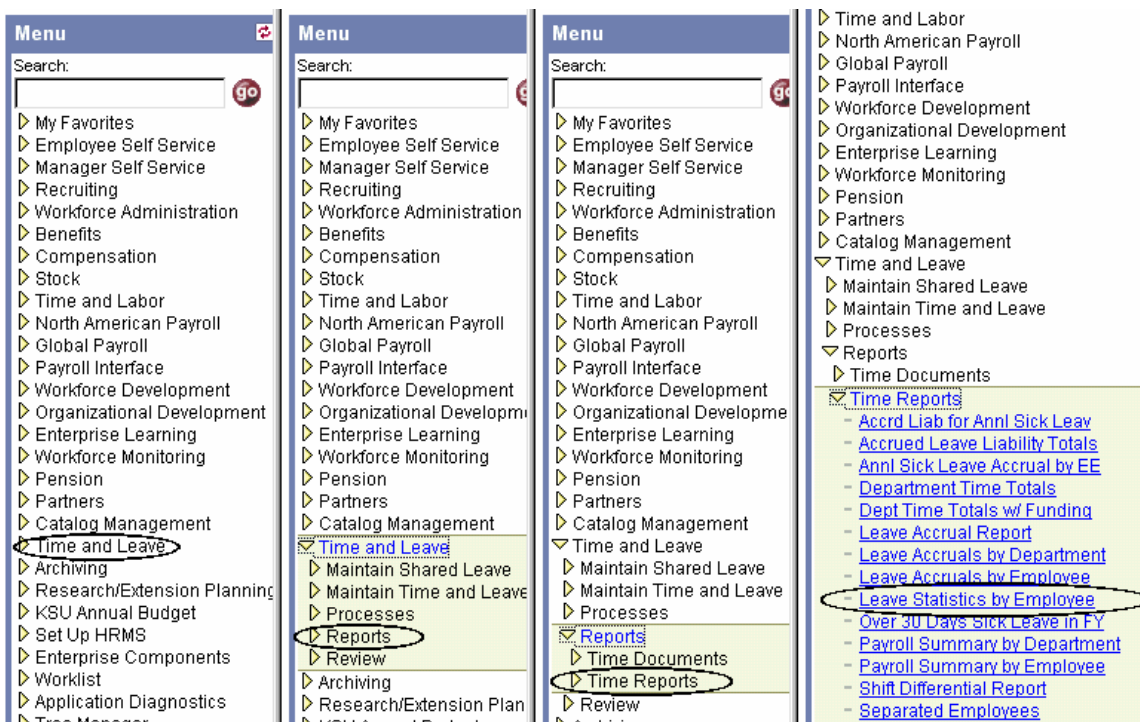
Running / Viewing / Printing Reports

Leave Statistics by Employee

This report provides a summary of time and leave recorded for an employee by pay period. This report may be printed at any time and for any number of pay periods. Leave patterns may be easily detected by reviewing the summary page at the end of the report.

1. Access HRIS Report

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



Leave Statistics 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 Statistics 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 Statistics 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 Wtec031

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

From Date: **Through Date:**

EmplID: Barnhart,Cynthia M

Leave Statistics 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 Wtec031

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

From Date: 06/19/2004 Through Date: 07/17/2004

EmpID: W0000002358 Barnhart, Cynthia M

Save **Return to Search**

Leave Statistics by Employee

5. Set Up Process Scheduler Request Page

The following options exist for running, viewing or printing the report:

Web Option

E-Mail Option

To view/print report via the <u>Web</u>:	To view/print report via <u>Electronic Mail</u>:
<u>Server Name</u> : PSUNX	<u>Server Name</u> : PSUNX
<u>Type</u> : Web	<u>Type</u> : E-Mail
<u>Format</u> : PDF	<u>Format</u> : PDF
Runs report to the process scheduler.	Runs report to e-mail.

Process Scheduler Request

User ID: ALMAMD Run Control ID: kak

Server Name: PSUNX Run Date: 10/19/2004

Recurrence: Run Time: 2:25:16PM

Time Zone:

Process List

Select	Description	Process Name	Process Type	Type	Format
<input checked="" type="checkbox"/>	Leave Statistics by Employee	WTEC031	SQR Report	Web	PDF
				Email	PDF

All other fields may be left blank or filled with default data (i.e., Recurrence, Time Zone, Run Date, and Run Time). After completing the options, select "OK" to run the report.

Leave Statistics by Employee

6. View or Print the Report

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

- * **Report Manager** (Page7) 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 Wtec031

Run Control ID: kak

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

Process Instance:829

From Date:

Through Date:

EmplID: Barnhart,Cynthia M

Leave Statistics 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: Posted Folder: [Dropdown] Instance: [Text] to: [Text]

Report List Customize | Find | View All | First 1-17 of 17 Last

Select	Report ID	Prcs Instance	Report Description	Request Date/Time	Format	Status	Details	View
<input type="checkbox"/>	743	829	Leave Statistics by Employee	10/19/2004 2:26:52PM	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 1-17 of 17 Last

Select	Report ID	Prcs Instance	Report Description	Request Date/Time	Format	Status	Details	View
<input type="checkbox"/>	743	829	Leave Statistics by Employee	10/19/2004 2:26:52PM	Acrobat (*.pdf)	Posted	Details	View
<input type="checkbox"/>	741	877	Print Employee Time	10/19/2004	Acrobat	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 Statistics 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_829.PDF.

Report Detail

Report ID: 743 **Process Instance:** 829
Name: WTEC031 **Process Type:** SQR Report
Run Status: Success

Leave Statistics by Employee

File List		
Name	File Size (bytes)	Datetime Created
Message Log	1,599	10/19/2004 2:27:00.000000PM CDT
WTEC031 .csv	2,912	10/19/2004 2:27:00.000000PM CDT
wtec031_829.PDF	3,504	10/19/2004 2:27:00.000000PM CDT
Trace File	2,519	10/19/2004 2:27:00.000000PM CDT

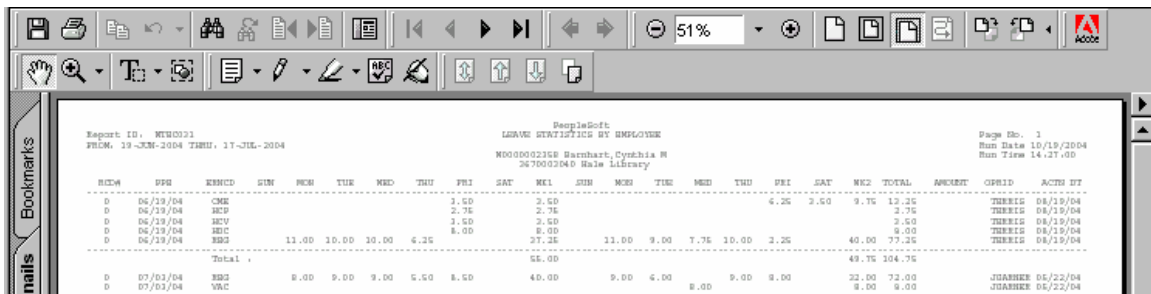
- * After selecting the PDF file, the report will appear.

Leave Statistics by Employee

Report Manager - Print Report

* To print the report, select the  icon.

Or, select File > Print.



Report ID: W00021
 FROM: 19-JUN-2004 THRU: 17-JUL-2004

PeopleSoft
 LEAVE STATISTICS BY EMPLOYEE
 M000002308 Barnhart, Cynthia M
 2670002040 Sala Library

Page No.: 1
 Run Date 10/19/2004
 Run Time 14.37.00

MEM	ORG	REASON	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	TOTAL	AMOUNT	GRPID	ACTG BY
D	06/19/04	CME						3.50		3.50					6.25	3.50	9.75	12.25		THEBIS	08/19/04
D	06/19/04	HEV						2.75		2.75								2.75		THEBIS	08/19/04
D	06/19/04	HEV						3.50		3.50								3.50		THEBIS	08/19/04
D	06/19/04	HEC						8.00		8.00								8.00		THEBIS	08/19/04
D	06/19/04	HEC						8.00		8.00								8.00		THEBIS	08/19/04
D	06/19/04	HEC						8.00		8.00								8.00		THEBIS	08/19/04
D	06/19/04	HEC						8.00		8.00								8.00		THEBIS	08/19/04
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D	06/19/04	HEC						8.00		8.00								8.00		THEBIS	08/19/04
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D	06/19/04	HEC						8.00		8.00								8.00		THEBIS	08/19/04
D	06/19/04	HEC				</															

Leave Statistics 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 Wtec031

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

Process Instance:829

From Date: Through Date:

EmpID: Barnhart,Cynthia M

Process List [Server List](#)

View Process Request For

User ID: Type: Last:

Server: Name: Instance: to

Run Status: Save On Refresh

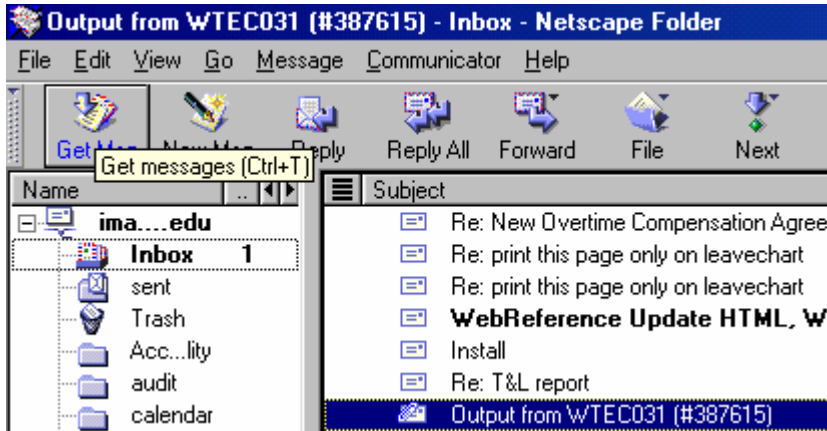
[Customize](#) | [Find](#) | [View All](#) | First 1-27 of 27 Last

Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Details
829		SQR Report	WTEC031	ALMAMD	10/19/2004 2:25:16PM CDT	Success	Details
827		SQR Report	KTEC003	ALMAMD	10/19/2004 2:13:03PM CDT	Error	Details


Leave Statistics 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.**

 wtec031_387615.out	<p>Name: wtec031_387615.out Type: OUT File (application/x-unknown-content-type-out_auto_file) Encoding: base64 Download Status: Not downloaded with message</p>
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 WTEC031_csv	<p>Name: WTEC031_csv Type: Microsoft Excel Comma Separated Values File (application/x-unknown-content-type-Excel.CSV) Encoding: base64 Download Status: Not downloaded with message</p>
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 wtec031_387615.PDF	<p>Name: wtec031_387615.PDF Type: Acrobat (application/pdf) Encoding: base64 Download Status: Not downloaded with message</p>
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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.