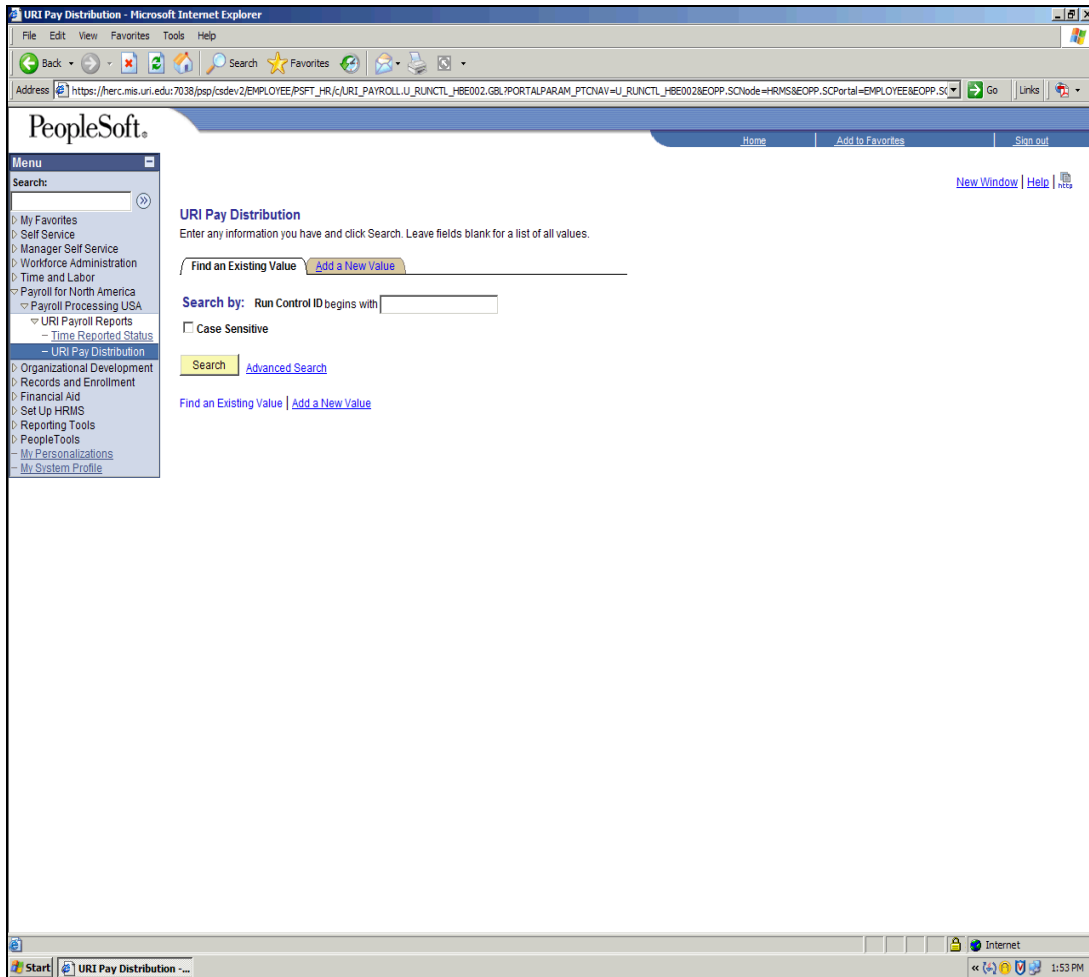


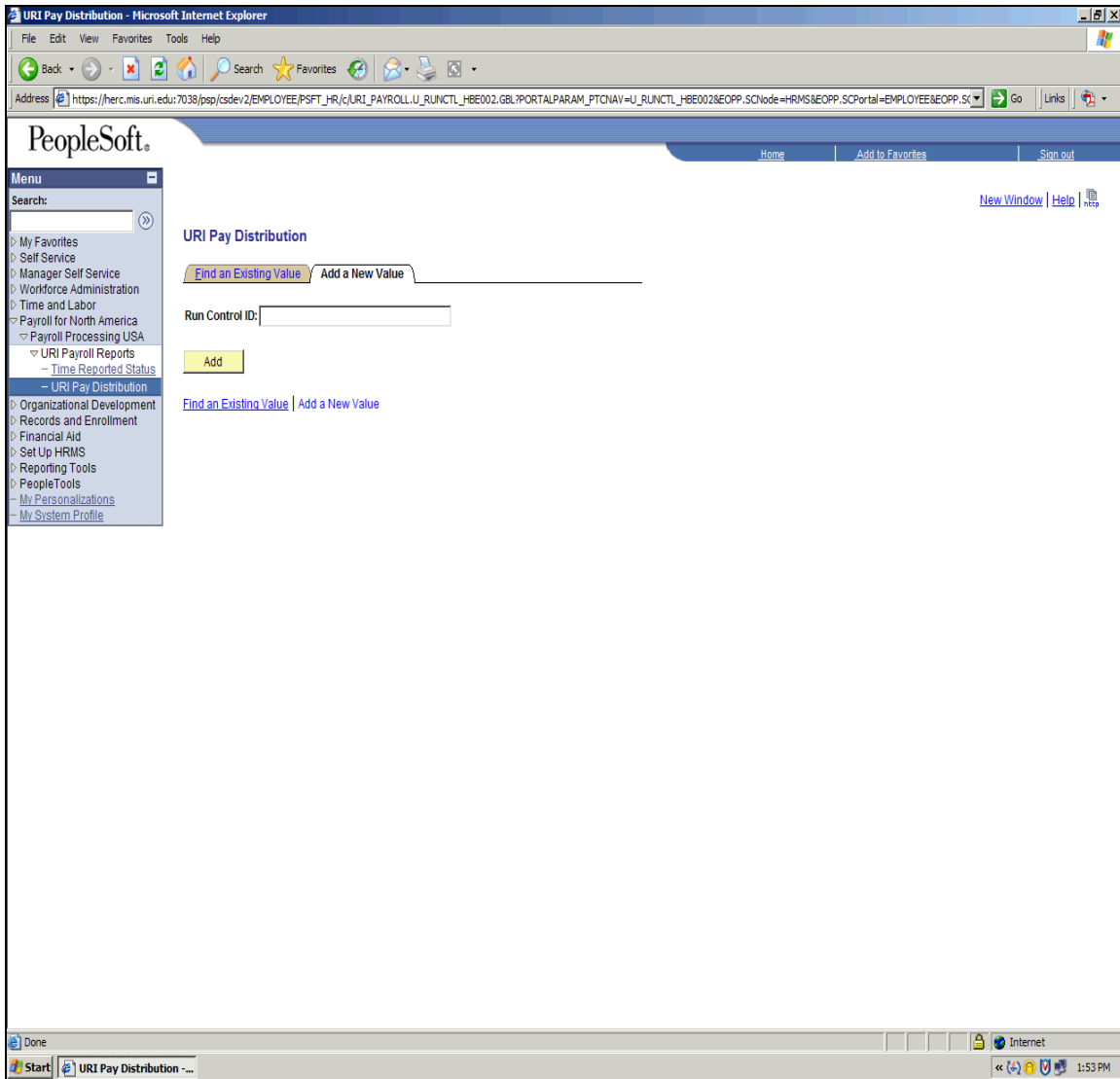
<b>Department</b>	
<b>Responsibility/Role</b>	
<b>File Name</b>	How to Run an HR Report_BUSPROC.doc
<b>Version</b>	
<b>Document Generation Date</b>	9/9/2008
<b>Date Modified</b>	9/10/2008
<b>Last Changed by</b>	
<b>Status</b>	

**How to Run an HR Report**  
**Additional Information**

**Procedure**



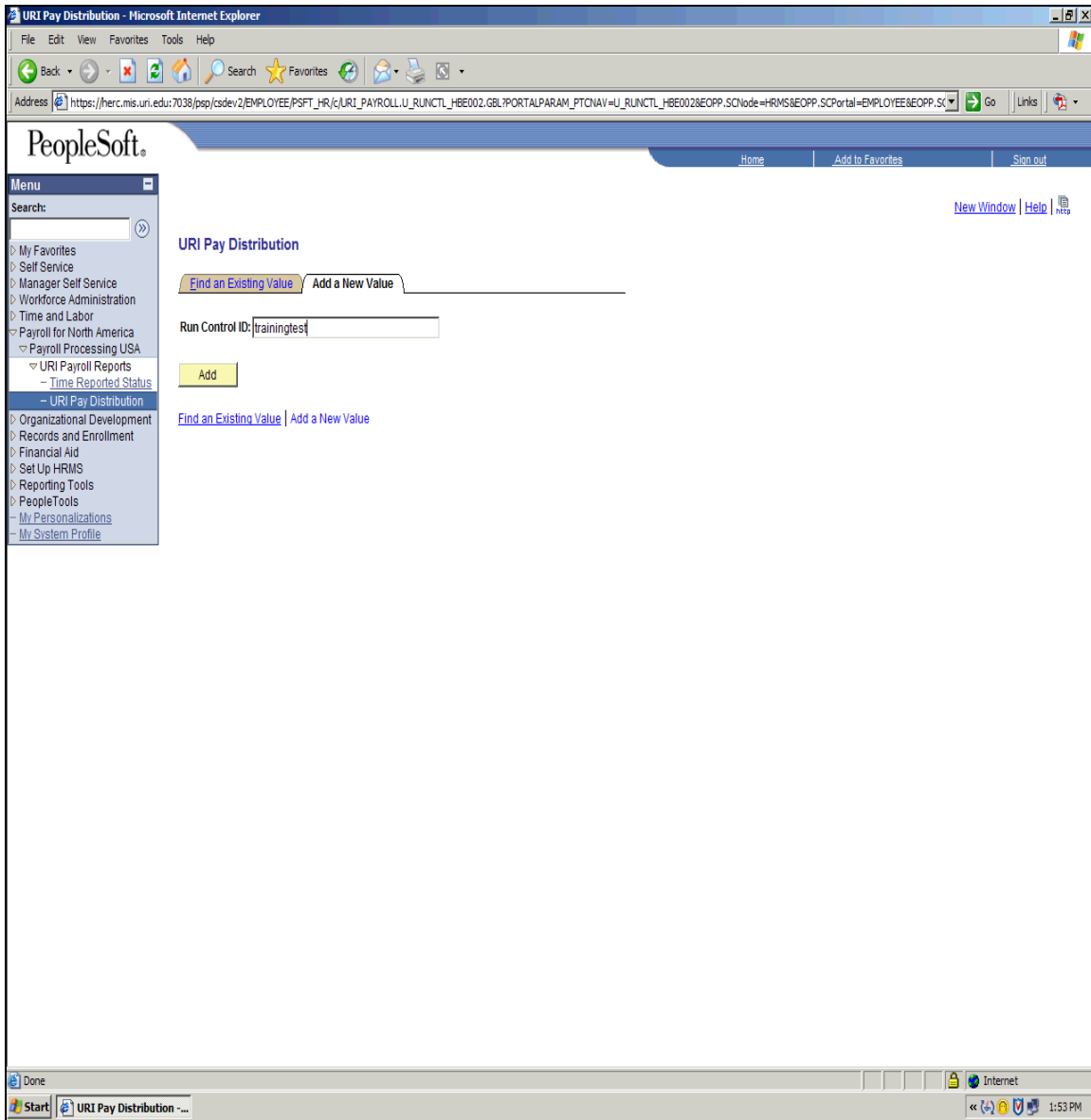
Step	Action
1.	<p>All URI HR reports require a <b>Run Control ID</b> - this is an identifier created by the user, it is the first thing you must enter when running a report. If you have a <b>Run Control ID</b>, enter it here, if you do not have a <b>Run Control ID</b> click the <b>Add a New Value</b> tab and create one.</p> <p><b>TIP:</b> If you have created a <b>Run Control ID</b> but cannot remember it leave the box blank and click the <b>Search</b> button. This will display a list of all the <b>Run Control IDs</b> you have created.</p>

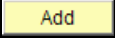


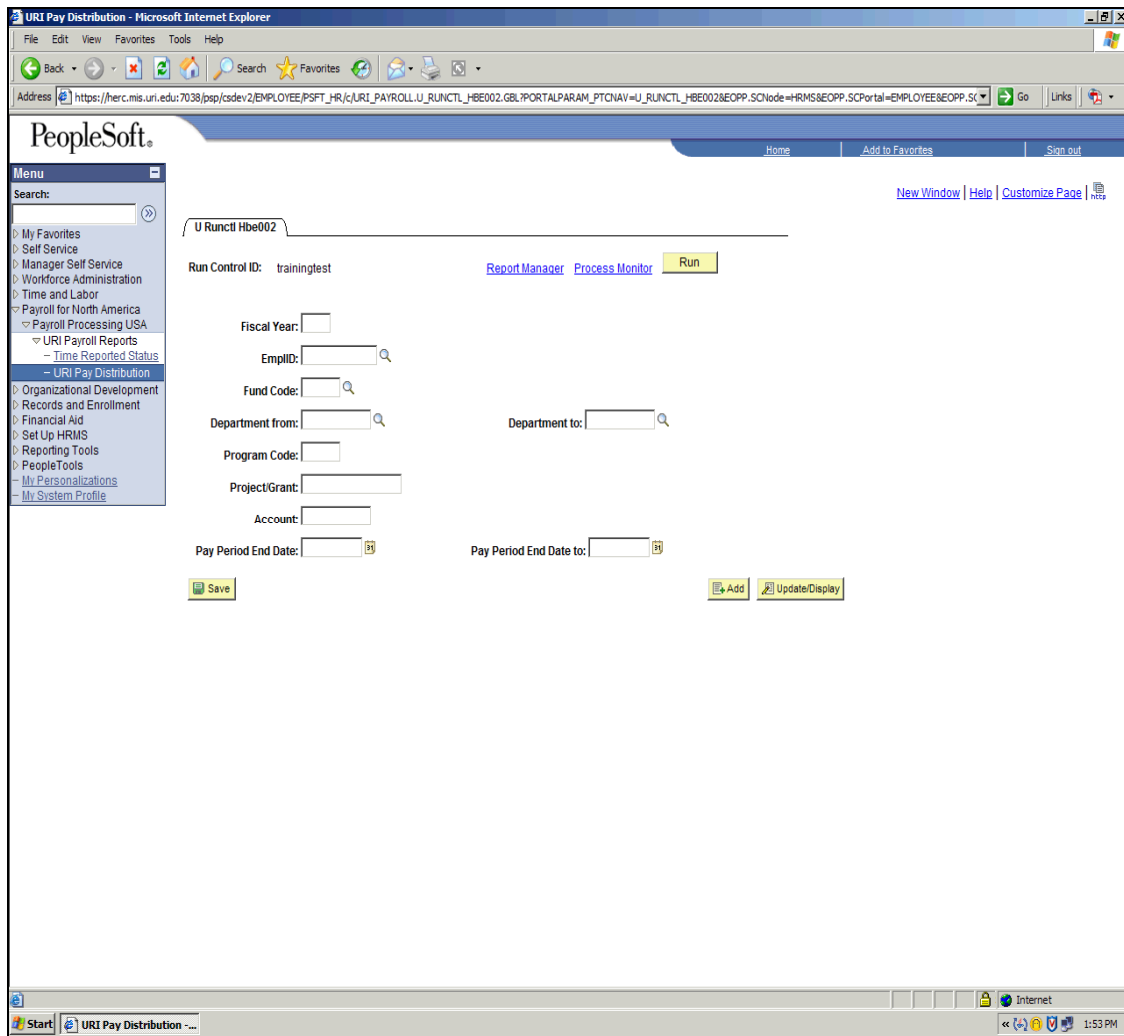
Step	Action
2.	<p>To create a <b>Run Control ID</b> enter the text you want for your <b>Run Control ID</b> it can be all letters or a combination of letters and numbers and click <b>Add</b>.</p> <p><b>TIP:</b> You should choose a <b>Run Control ID</b> that you can remember. If you forget your Run Control you can always create a new one by following this process.</p>

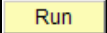
# Business Process Document

## URI-e-Campus-HR Documentation: How to Run an HR Report



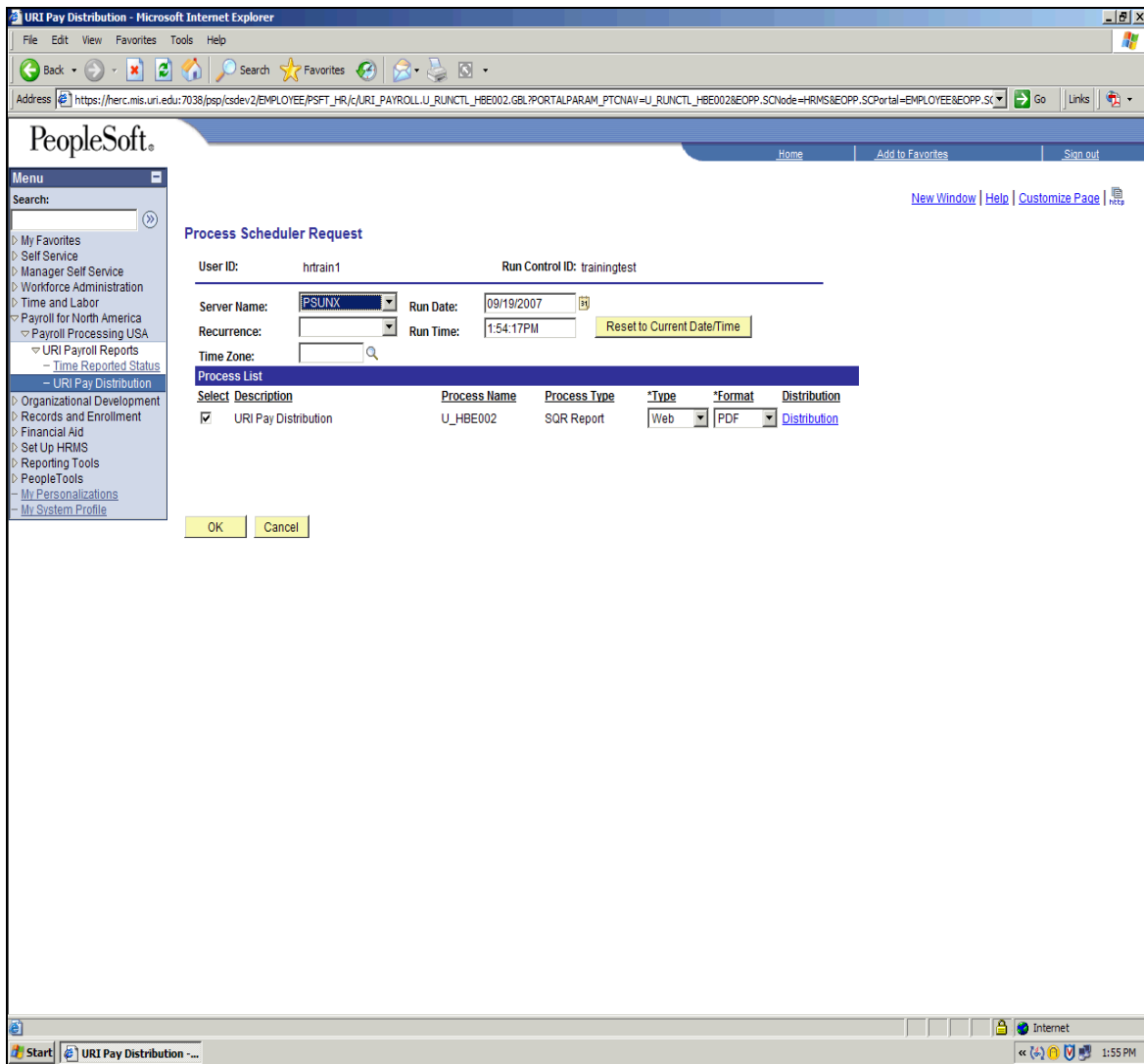
Step	Action
3.	Enter the <b>Run Control ID</b> you want to create and click <b>Add</b> . 



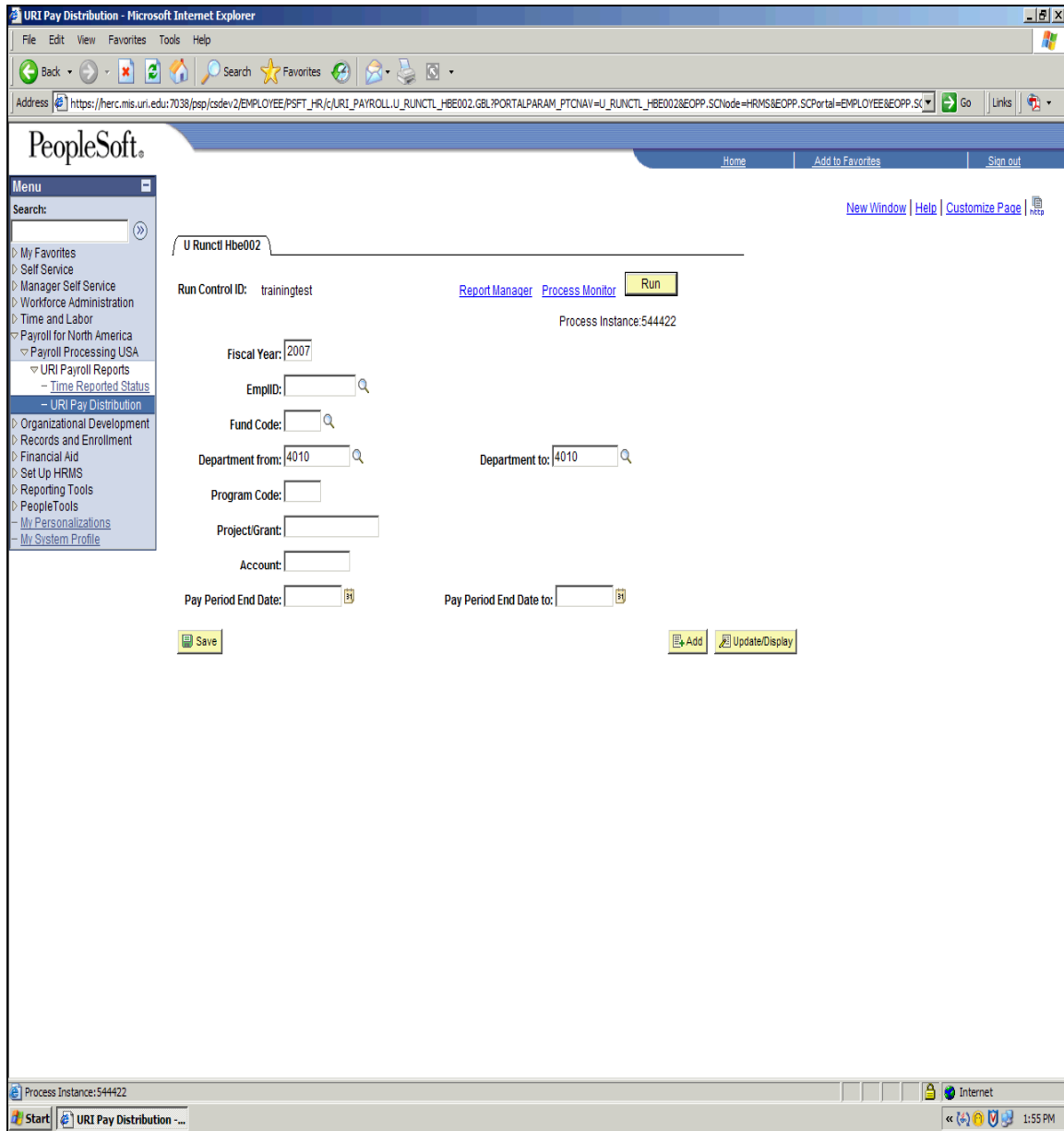
Step	Action
4.	<p>URI HR reports allow users to obtain specific information based on the criteria they search on.</p> <p>For example on this report, the <b>Pay Distribution Report</b>, a user may enter as much or as little information as they desire.</p> <p>Enter the information you'd like to search by and then click <b>Run</b> in the upper left hand section of the screen.</p> <p>All reports run in a similar fashion, some may have fewer input/search options but the concept and layout are the same.</p> <div style="text-align: center;">  </div>

# Business Process Document

## URI-e-Campus-HR Documentation: How to Run an HR Report



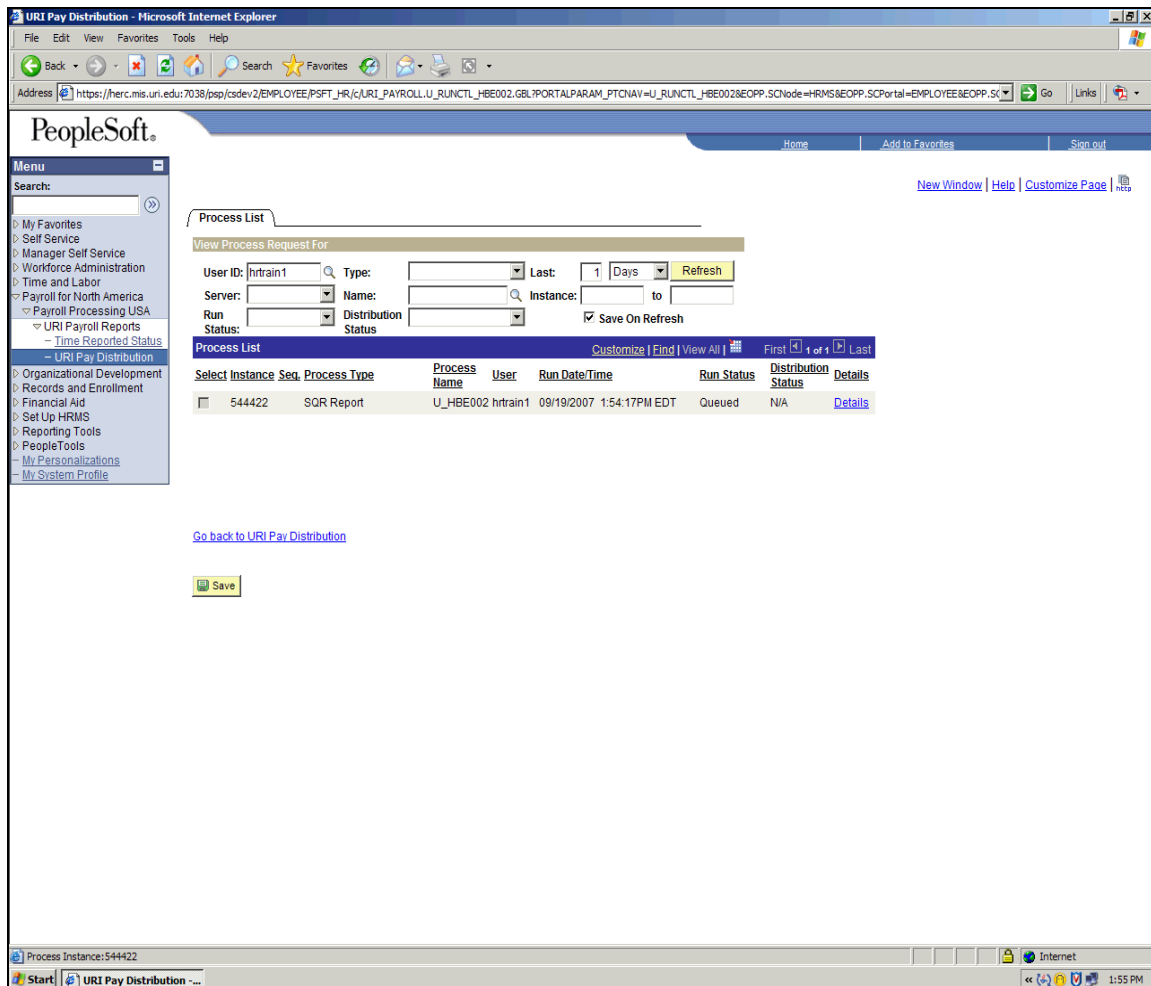
Step	Action
5.	<p>We have two different kinds of report formats:</p> <ol style="list-style-type: none"> <li>1) PDF - Reports that combine data into an Adobe PDF form which you can save to your desktop. This report format is best for printing. To run a PDF report you must choose PDF as the Format</li> <li>2) CSV - Reports that combine data into a Microsoft Excel readable format. The .CSV file can be downloaded and organized/sorted by the user in MS Excel. To run a .CSV report you must choose CSV as the format</li> </ol>

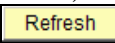


Step	Action
6.	After clicking <b>Ok</b> on the previous screen you now want to click the <b>Process Monitor</b> link

# Business Process Document

## URI-e-Campus-HR Documentation: How to Run an HR Report



Step	Action
7.	<p>You will now be at your <b>Process List</b> and will see your report below with a status of <b>Queued</b> under the <b>Run Status</b>.</p> <p>Click the <b>Refresh</b> button to obtain the latest status of your report. Note some reports may take several minutes to compile the data.</p> <p><b>TIP:</b> If you do not see your report listed check your settings at the top of the page, you may be only displaying results for the last day, or a specific server. You can select the blank setting (shown here) and it will display reports run on both servers (PSUNX, PSNT).</p> <p></p>



# Business Process Document

## URI-e-Campus-HR Documentation: How to Run an HR Report

The screenshot shows the PeopleSoft HR system interface in a Microsoft Internet Explorer browser. The address bar displays a URL for the URI Pay Distribution report. The main content area is titled 'Process Detail' and contains the following information:

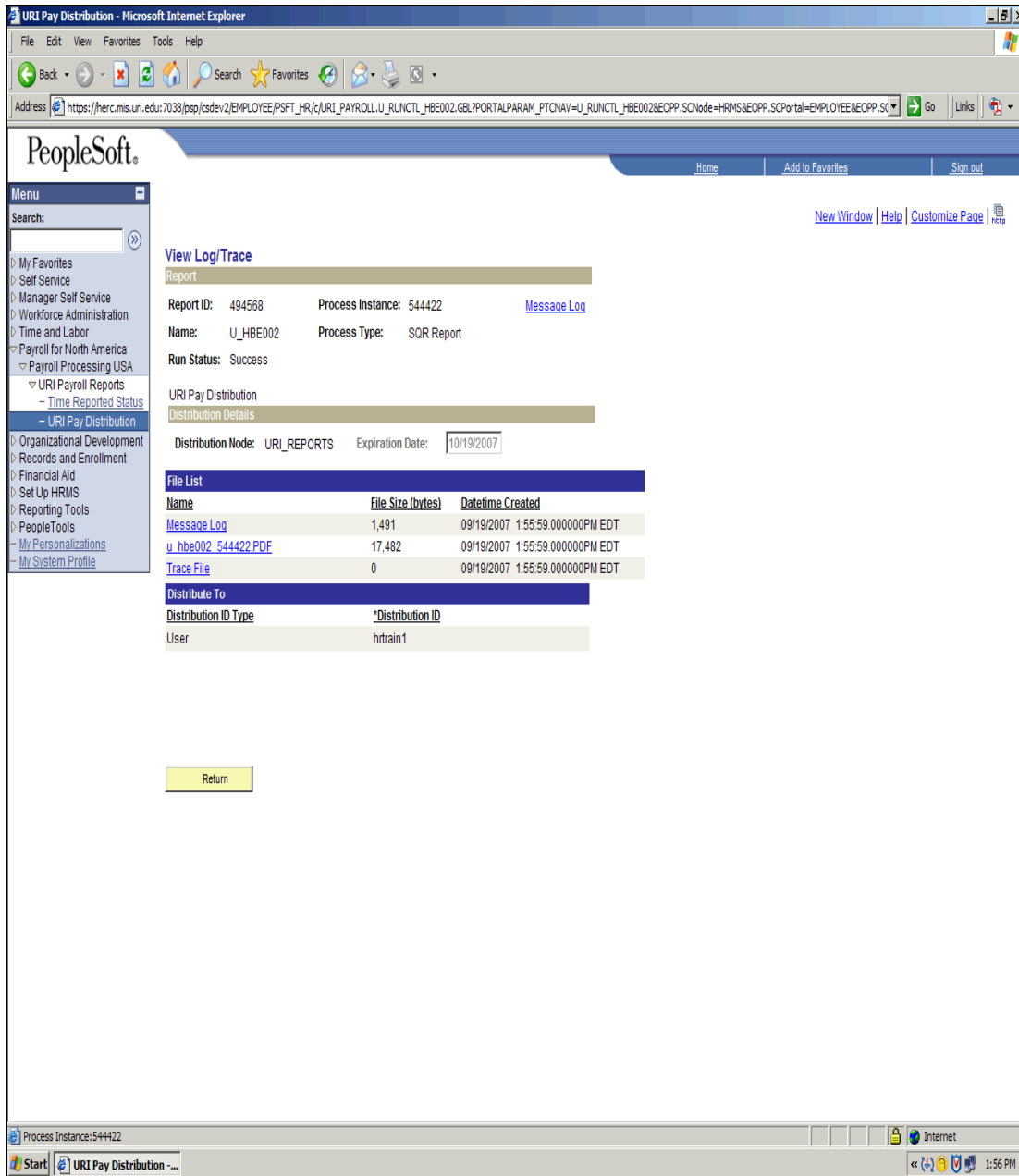
Process	
Instance:	544422
Type:	SQR Report
Name:	U_HBE002
Description:	URI Pay Distribution
Run Status:	Success
Distribution Status:	Posted

Below the process details, there are several sections:

- Run**: Includes 'Run Control ID: trainingtest', 'Location: Server', 'Server: PSUNX', and 'Recurrence:'. There are also radio buttons for 'Hold Request', 'Queue Request', 'Cancel Request', 'Delete Request', and 'Restart Request'.
- Date/Time**: Shows 'Request Created On: 09/19/2007 1:55:10PM EDT', 'Run Anytime After: 09/19/2007 1:54:17PM EDT', 'Began Process At: 09/19/2007 1:55:31PM EDT', and 'Ended Process At: 09/19/2007 1:55:59PM EDT'.
- Actions**: Includes links for 'Parameters', 'Transfer', 'Message Log', 'Batch Timings', and 'View Log/Trace'.

At the bottom of the main content area, there are 'OK' and 'Cancel' buttons.

Step	Action
9.	Click the <b>View Log/Trace</b> link. <a href="#">View Log/Trace</a>



Step	Action
10.	Click on the link <b>(.PDF or .CSV)</b> to open/download your report.  You can right click and "Save As" to your desktop (recommended for .CSV files) or open in your browser.
11.	<b>End of Procedure.</b>