

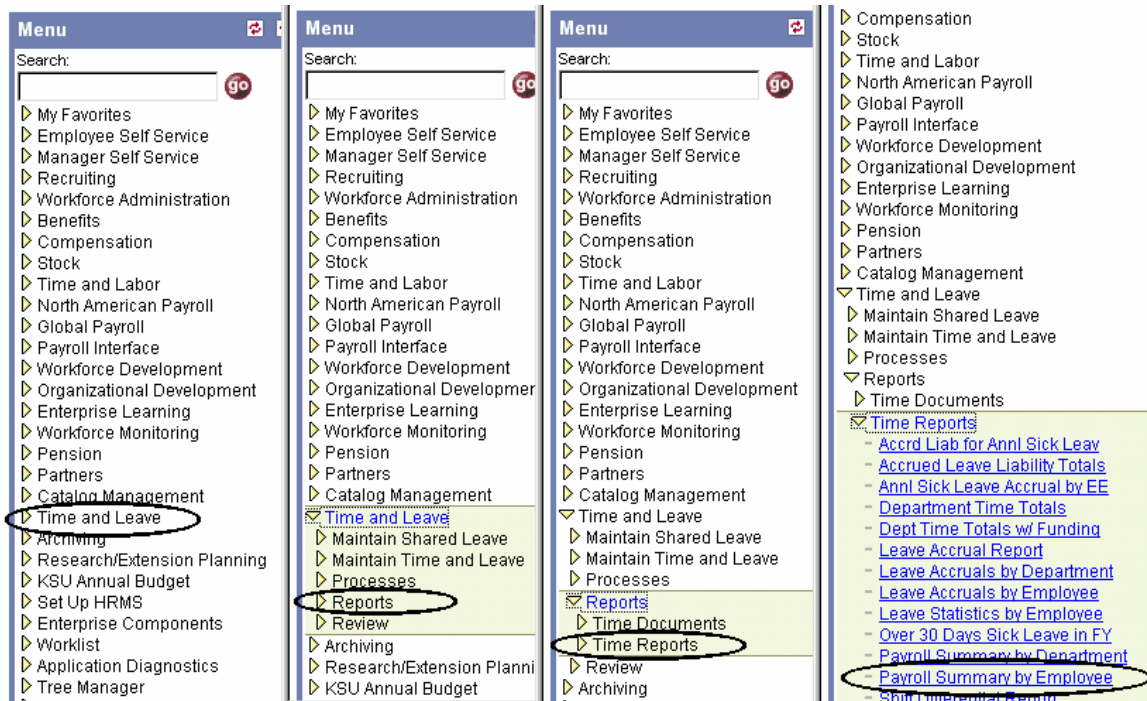
Running / Viewing / Printing Reports

Payroll Summary by Employee

This report provides a summary of hours worked, overtime paid, leave hours, total hours paid, gross pay, etc. for an employee for a selected pay period. This report is an excellent tool for viewing recorded time and leave and may be printed at any time and for any pay period. Refer to the attachment for the earnings codes included in each column of data.

1. Access HRIS Report

- Menu Group: Time and Leave
- Menu Application: Reports
- Menu Item: Time Reports
- Component: Payroll Summary by Employee



Payroll Summary 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>

Payroll Summary 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

[Search](#) [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.

Payroll Summary by Employee

The Report Request Parameters page will appear.

3. Complete the Report Request Parameters

- **EmplID (Employee ID):** Employee ID for employee.
- **Pay Period End Date:** MMDDYYYY format.
- **Last Pay Period End Date:** MMDDYYYY format.

Runctl Wtec034aksu

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

Report Request Parameters

EmplID: Adams-Wright, Gayla A

Pay Period End Date:

Last Pay End Date:

Payroll Summary 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 Wtec034aksu

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

Report Request Parameters

EmpID:	<input type="text" value="W0000060535"/>	<input type="button" value="Q"/>	Adams-Wright,Gayla A
Pay Period End Date:	<input type="text" value="07/03/2004"/>	<input type="button" value="Q"/>	
Last Pay End Date:	<input type="text" value="07/17/2004"/>	<input type="button" value="C"/>	

Save

Payroll Summary 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: 3:48:32PM
 Time Zone: Reset to Current Date/Time

Select	Description	Process Name	Process Type	Type	Format
<input checked="" type="checkbox"/>	Payroll Summary by Employee	WTEC034A	SQR Report	Web	PDF
				Email	PDF

OK Cancel

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.

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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 Wtec034aksu

Run Control ID: kak


[Report Manager](#)


[Process Monitor](#)


Run

Process Instance:833

Report Request Parameters

EmpID:  Adams-Wright,Gayla A

Pay Period End Date: 

Last Pay End Date: 

Payroll Summary by Employee

Report Manager - Set Up Report List

Select the Administration Tab:

View Reports For

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

Status: Posted Folder: [Dropdown] Instance: [Text] to: [Text]

Select	Report ID	Prcs Instance	Report Description	Request Date/Time	Format	Status	Details	View
<input type="checkbox"/>	747	833	Payroll Summary by Employee	10/19/2004 3:51:46PM	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

View Reports For

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

Status: Posted Folder: [Dropdown] Instance: [Text] to: [Text]

Select	Report ID	Prcs Instance	Report Description	Request Date/Time	Format	Status	Details	View
<input type="checkbox"/>	747	833	Payroll Summary by Employee	10/19/2004 3:51:46PM	Acrobat (*.pdf)	Posted	Details	View
<input type="checkbox"/>	745	831	Payroll Summary by Dept	10/19/2004 3:01:40PM	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.

Payroll Summary by Employee

Report Manager -Access Report from Report/Log Viewer

- * A Message Log, Trace File, and File Name(s) will appear.
- * To view the report, select the file name ...
wtec034a_388306.PDF

Report Detail

Report ID: 747 **Process Instance:** 833
Name: WTEC034A **Process Type:** SQR Report
Run Status: Success

Payroll Summary by Employee

File List

<u>Name</u>	<u>File Size (bytes)</u>	<u>Datetime Created</u>
Message Log	1,614	10/19/2004 3:51:53.000000PM CDT
wtec034a_833.PDF	1,743	10/19/2004 3:51:53.000000PM CDT
Trace File	403	10/19/2004 3:51:53.000000PM CDT

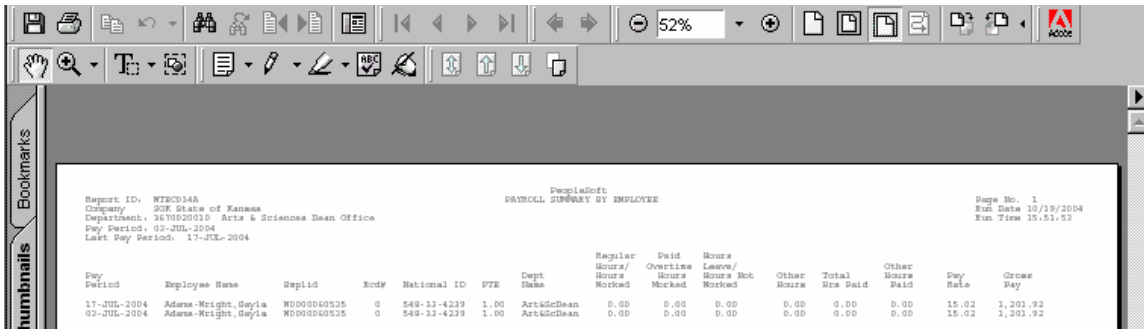
- * After selecting the PDF file, the report will appear.

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Report Manager - Print Report

* To print the report, select the  icon.

Or, select File > Print.



Report ID: NTRCD14A
Company: 22K State of Kansas
Department: 3670020310 Arts & Sciences Dean Office
Pay Period: 02-JUL-2004
Last Pay Period: 17-JUL-2004

PeopleSoft
PAYROLL SUMMARY BY EMPLOYEE

Page No. 1
End Date 10/19/2004
Run Time 15:51:52

Pay Period	Employee Name	EmpID	ECN#	National ID	FTE	Dept	Regular Hours/Worked	Paid Hours/Worked	Hours Leave/Worked	Other Hours	Total Hrs Paid	Other Hours Paid	Pay Rate	Gross Pay
17-JUL-2004	Adams-Wright, Bayla	ND000060525	0	548-13-4219	1.00	Art&ScDean	0.00	0.00	0.00	0.00	0.00	0.00	15.02	1,201.92
02-JUL-2004	Adams-Wright, Bayla	ND000060525	0	548-13-4219	1.00	Art&ScDean	0.00	0.00	0.00	0.00	0.00	0.00	15.02	1,201.92

Payroll Summary 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 Wtec034aksu

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

Report Request Parameters

EmpID: Adams-Wright, Gayla A

Pay Period End Date:

Process List [Server List](#)

View Process Request For

User ID: Type: Last: Days

Server: Name: Instance: to

Run Status: Save On Refresh

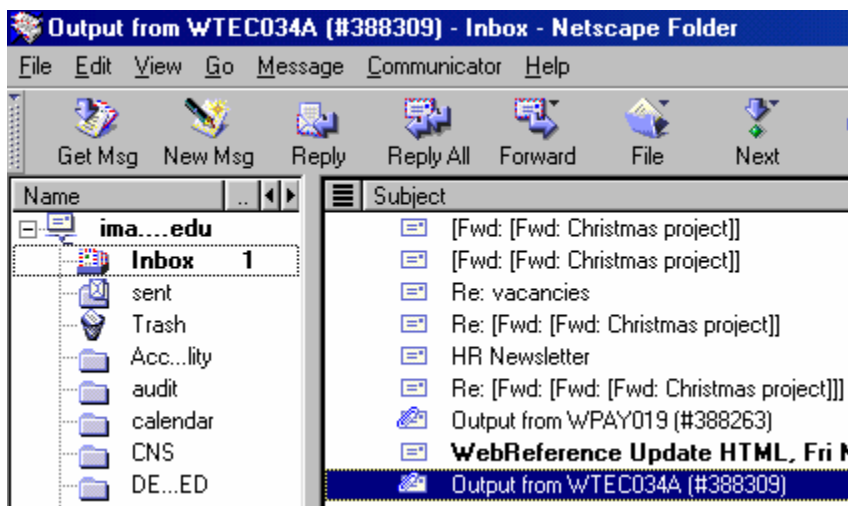
[Customize](#) | [Find](#) | [View All](#) | 1-31 of 31

Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Details
833		SQR Report	WTEC034A	ALMAMD	10/19/2004 3:48:32PM CDT	Success	Details
832		SQR Report	WTEC034A	ALMAMD	10/19/2004 3:48:32PM CDT	Error	Details


Payroll Summary 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.**

 wtec034a_388309.out	Name: wtec034a_388309.out Type: OUT File (application/x-unknown-content-type-out_auto_file) Encoding: base64
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 wtec034a_388309.PDF	Name: wtec034a_388309.PDF Type: Acrobat (application/pdf) Encoding: base64
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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.