

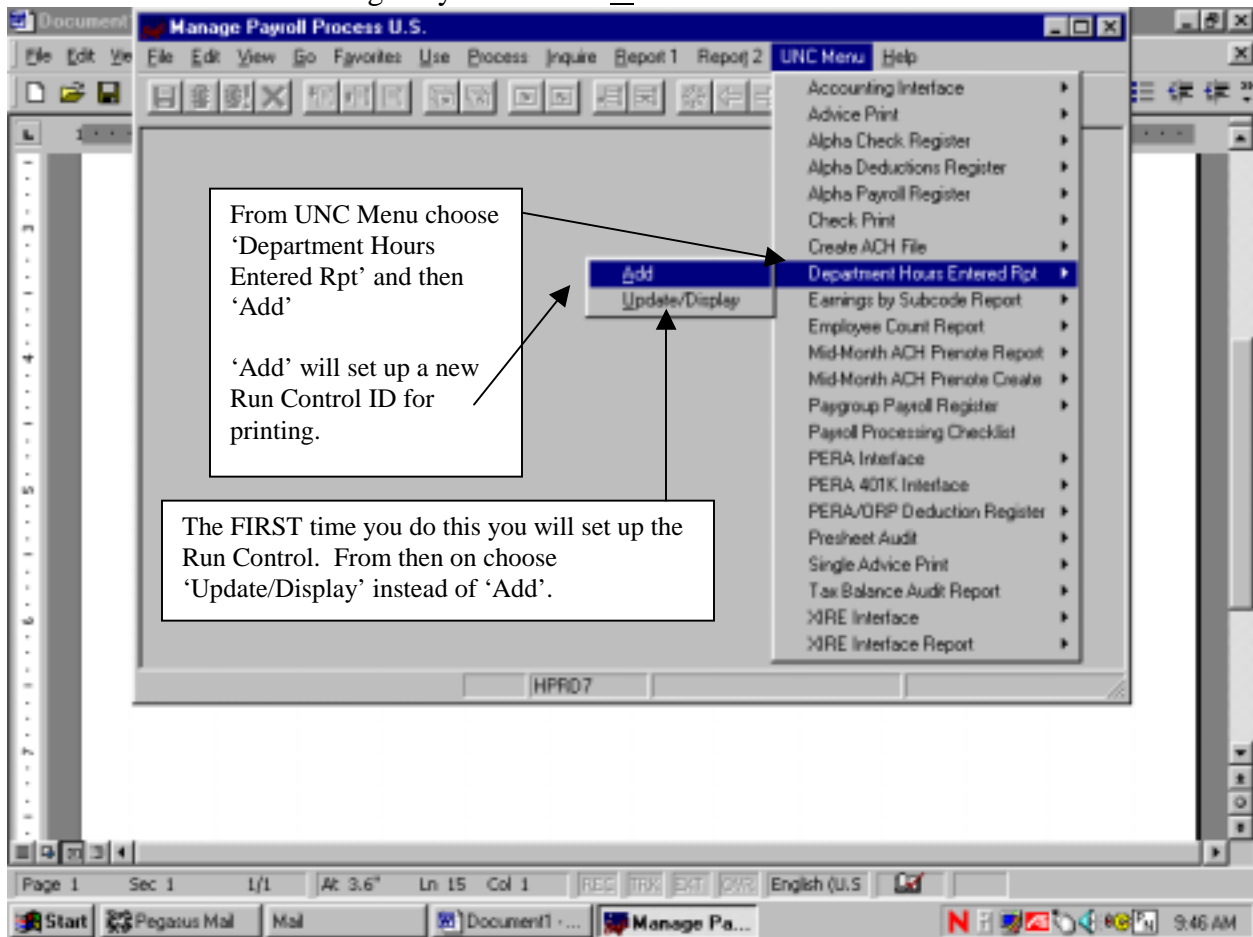
## PROCEDURES AND REQUIREMENTS FOR SETTING UP AND RUNNING 'DEPARTMENT HOURS ENTERED REPORT'

### REQUIREMENTS:

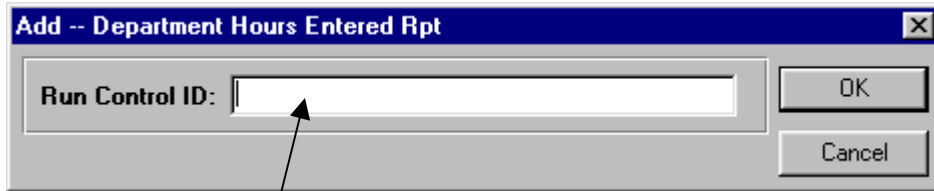
1. PeopleSoft access
2. e-mail address
3. Internet Explorer
4. Printer

### PROCEDURE:

1. Open PeopleSoft:  
Go  
    Compensate Employees  
    Manage Payroll Process U.S.



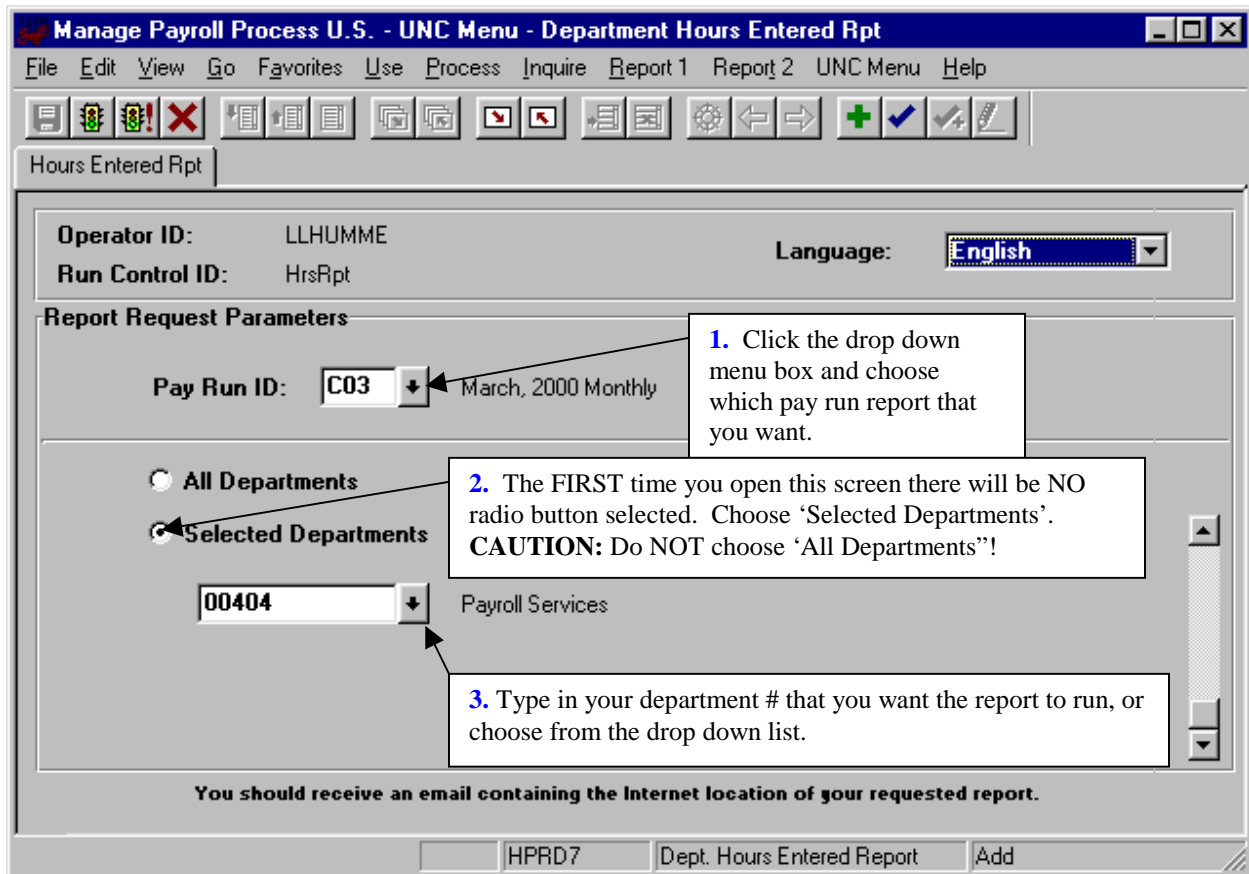
A screen will appear showing this box:



Type in a name that will identify your process. There can be no spaces in the word you type. We suggest 'Server' or 'HrsRpt'.

Then hit the OK button. The next time you access this report and get to this screen, leave the Run Control ID BLANK and click OK. It will give you a list of the run controls you have already set up. You will then select the one you want to use.

Follow the [numbered](#) steps for this screen:



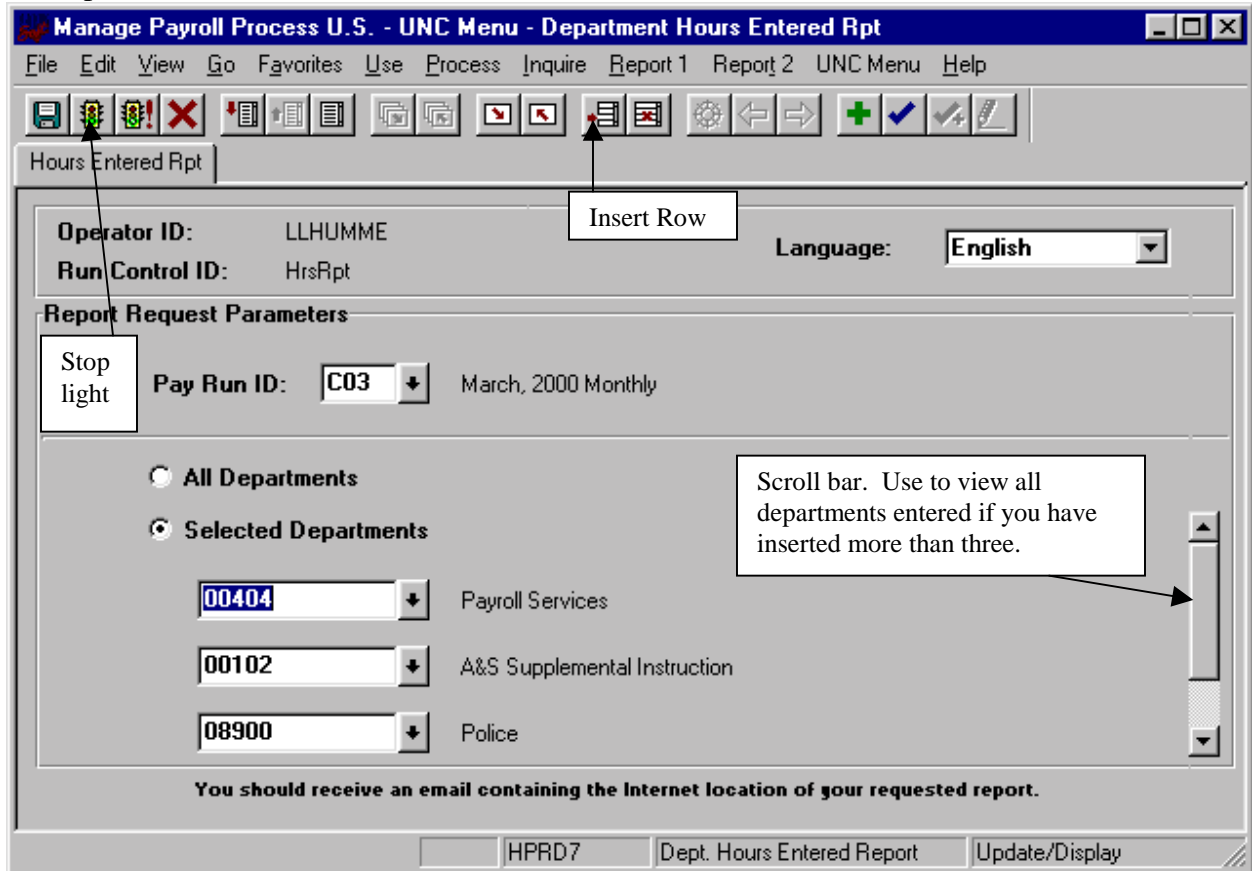
**1.** Click the drop down menu box and choose which pay run report that you want.

**2.** The FIRST time you open this screen there will be NO radio button selected. Choose 'Selected Departments'. **CAUTION:** Do NOT choose 'All Departments'!

**3.** Type in your department # that you want the report to run, or choose from the drop down list.

You should receive an email containing the Internet location of your requested report.

4. If you need reports for more than one department click inside the scroll bar with your cursor. This will highlight the 'insert row' button . Click on that button. A row will be inserted in the department list. Another box will appear and you may add another department number.



You may continue to insert rows and add department numbers until you have all the departments you need. Please note that your screen will show only three rows at a time and you will need to use your scroll bar to view all the departments that you have added if more than three.

To run the requested report click on the first STOPLIGHT..

You will get this screen.

Click on the 'Server' radio button. Pull down the drop menu and find the server name 'PSUNX' and select that server.

The settings on the right side of the screen should then default to the settings shown below. Click OK.

Operator ID:  Run Control ID: HrsRpt

Run Location:  Client  Server

Server:

Output Destination:  File  Printer  Window

File/Printer:

Date:

Time:

Reset to current Date/Time

Run Recurrence:

Name:

New Update Delete

Description	Name	Process Type Descr
Department Hours Entered Rpt	UNCPAY58	SQR Report

The screen will change back to the screen shown before the one above.

When the process is complete you will receive an e-mail telling you the web site address that you may view and/or print this report.

Open the web site by double clicking on it in your e-mail or record the web site address and open it later from your Inter Net Explorer web browser.

PLEASE NOTE: The report will only be available until 7:00 pm of the day you received the e-mail. It will then be deleted from the webserver.

To print the report from your web browser, go to:

File

Page Setup and change the orientation to 'Landscape'.

Print the report.

**PLEASE NOTE:**

**PeopleSoft will hold the settings each time you use the report. Once you get it set up the process will go quickly.**