

HR Reports and Navigation

Navigation: UHS HRMS HR> Reports	
Employee Birthdate Report (UHS)	Employee birth dates
Department Action Notices Report (UHS)	What actions are due for employees in a specific department.
Emergency Contacts Report (UHS)	Emergency contact information for employees if in the system.
Employee Home Address Report (UHS)	Employee addresses
Employees on Leave Report (UHS)	Departmental listing of employees on a leave of absence.
PC Bud Job Load Comparison Report	Display specific fields from the job record and from PCBUD loaded job record. Enables the user to verify the job load from PCBUD.
Pending Future Actions Report (UHS)	What future actions are on an employee, listed by department.
Personnel Action History Report	Actions that were entered to a specified department or business unit for a specific time frame.
Years of Service Report (UHS)	Departmental listing of employees and their years of service.
Navigation: UHS HRMS HR> Phone Dir	
Telephone Directory Summary	Telephone Directory Summary by Business Unit, College/Division, or Department
Telephone Directory Forms	Telephone Directory Forms for employee verification by Business Unit or Department
Navigation: UHS HRMS BENEFITS> Reports	
Leave Accrual Report	Lost time report, leave accrual information by department.
Navigation: UHS HRMS BUDGET> Reports	
BOB Report	Combine Payroll and Encumbrances with budget information from Finance.

HR Reports and Navigation (cont'd)

Navigation: UHS HRMS PAYROLL> Reports	
Bi-weekly College Work Study Report	List College Work Study charges by pay run id.
Fiscal Year (FY) Suspense Report	Suspense report cumulative for the fiscal year.
Journal Detail Report	Provides detailed information regarding specific HR journal entries listed on the UGL1051.
Labor Distribution (EBC-45) Report	Provides a listing of payroll actuals by department, business unit or HR cost center. There are two versions: <ul style="list-style-type: none"> ➤ Pay Acct – Payroll actuals from the beginning of the fiscal year. ➤ Pay Hist – Payroll actuals for a specific month.
Payroll Account Report	Identical to the Project/Grant Report, but includes all accounts...not just grants/projects.
Payroll Suspense Report	Suspense report for specific departments by pay run ID.
Payroll Verification Report	Departmental Trial and Final payroll reports.
Project/Grant Report	Payroll and Benefit actuals for grant/project specific accounts.
60 Day Suspense Report	List items that have not been cleared from Suspense within the past 60 days.
Navigation: UHS HRMS POSITION> Reports	
Active/Inactive Positions Report	Active and inactive positions by department
Active Position History Report (UHS)	All positions in a department, their status and the active employee(s) in each position.
Position Exception Report (UHS)	Mismatches between employee job record and the position.
Position Status Report (UHS)	All positions in a department, their status and the active employee(s) in each position.
Vacant Positions Report (UHS)	Vacant positions by department.

Running/Printing a Report

Before running a report, a Run Control ID must be entered. Users can use their existing Run Control ID or create/add a new Run Control ID if this is your first time running reports.

The screenshot shows the PeopleSoft interface for the 'Years of Service' report. On the left is a navigation menu with 'Reports' expanded to show 'Years of Service'. The main content area has a search form with the following elements:

- Buttons: 'Find an Existing Value' and 'Add a New Value'
- Text: 'Enter any information you have and click Search. Leave fields blank for a list of all values.'
- Search field: 'Search by: Run Control ID begins with JC' (with a callout box 'Enter Control ID' pointing to it)
- Checkbox: 'Case Sensitive' (unchecked)
- Buttons: 'Search' and 'Advanced Search'
- Links: 'Find an Existing Value' and 'Add a New Value'

Run Control ID	Enter Run Control ID in field or click on Search button to see existing Run Control ID.*
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Search	Click on Search
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*Note: Click on [Add a New Value](#) link to create a Control ID if one does not exist.

The screenshot shows the 'Years of Service' report run page. The 'Request Parameters' section is visible with the following details:

- Run Control ID: JC
- Buttons: 'Report Manager', 'Process Monitor', and 'Run' (highlighted)
- Request Parameters:
 - As of Date: 10/31/2006 (with a calendar icon)
 - Business Unit: HR730 (with a search icon)
 - Department (Blank for all): H0098 (with a search icon)
- Buttons: 'Save', 'Notify', 'Add', and 'Update/Display'

As of Date	Enter a date (mm/dd/yyyy) or click on and select appropriate date.
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Business Unit	Enter business unit or click on to get a list valid of values.
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Department (Blank for all)	Enter department number or click on to get a list of valid values.
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Run	Click to start the process
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Note: Parameters - All reports within PeopleSoft require users to enter specific information known as parameters. Once the appropriate parameters are entered, the system will collect the data based on parameters and display report. Notice the page above. Specific information has been entered for this report. Keep in mind, that parameters for various report are different.

Server Name is PSUNX

Process Type determines Server Name

Type is Web

Format is PDF

Server Name*	Enter PSUNX or PSNT in field. Click on to select from drop menu.
Type	Enter Web or click on to select from drop menu
Format	Enter PDF or click on to select from drop menu
OK	Click OK button

**Note: A Server Name must be selected when printing reports. The Process Type determines which server to use. There are two types, (1) Crystal Report, and (2) SQR Report. For SQR reports use PSUNX and Crystal reports use PSNT. Use the drop down arrow to select the appropriate type and format.*

Process Monitor link

Process Instance number

Process Instance Number	This number identifies report. Be sure to note number.
Process Monitor	Click on Process Monitor link.

The screenshot shows the 'View Process Request For' form and a 'Process List' table. Callouts point to the 'Refresh' button, the 'Process Instance number' (1072270), the 'Run Status' (Success), and the 'Details' link.

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	1072270		SQR Report	UPER014	UHSPARTT	11/22/2006 9:11:52AM PST	Success	Posted	Details
<input type="checkbox"/>	1072268		SQR Report	UPER065	UHSPARTT	11/22/2006 8:58:54AM PST	Success	Posted	Details
<input type="checkbox"/>				RTT		11/22/2006 8:57:02AM PST	Success	Posted	Details

User ID	Your user id should be in this field. User id match PS login id.
Server	Enter PSUNX or PSNT in field. Click on <input type="button" value="v"/> to select from drop menu. (see note on page 4 for more information on Server Name)
Refresh	Click on Refresh button to refresh screen. Click this button until Run Status shows Success.
Details	Click on Details link to view the report/form after Success appears in Run Status column.

The screenshot shows the 'Process Detail' form. Callouts point to the 'Message Log' link and the 'View Log/Trace' link.

Process	
Instance:	1072270
Type:	SQR Report
Name:	UPER014
Description:	Years of Service Dept and Bus
Run Status:	Success
Distribution Status:	Posted

Date/Time	Actions
Request Created On:	11/22/2006 9:12:34AM PST
Run Anytime After:	11/22/2006 9:11:52AM PST
Began Process At:	11/22/2006 9:12:51AM PST
Ended Process At:	11/22/2006 9:13:05AM PST

View Log/Trace	Click on link to get report.
Note: Click on Message Log link in Action column if get Error instead of Success in Status column of previous screen (Process List).	

View Log/Trace

Report

Report ID: 31412 **Process Instance:** 1072270 [Message Log](#)
Name: UPER014 **Process Type:** SQR Report
Run Status: Success

Years of Service Dept and Bus

Distribution Details

Distribution Node: PSUNX **Expiration Date:** 12/22/2006

File List

Name	File Size (bytes)	Datetime Created
Message Log	1,509	11/22/2006 9:13:05.000000AM PST
uper014_1072270.PDF	18,405	11/22/2006 9:13:05.000000AM PST
Trace File	35,142	11/22/2006 9:13:05.000000AM PST

Distribute To

Distribution ID Type	*Distribution ID
User	UHSPARTT

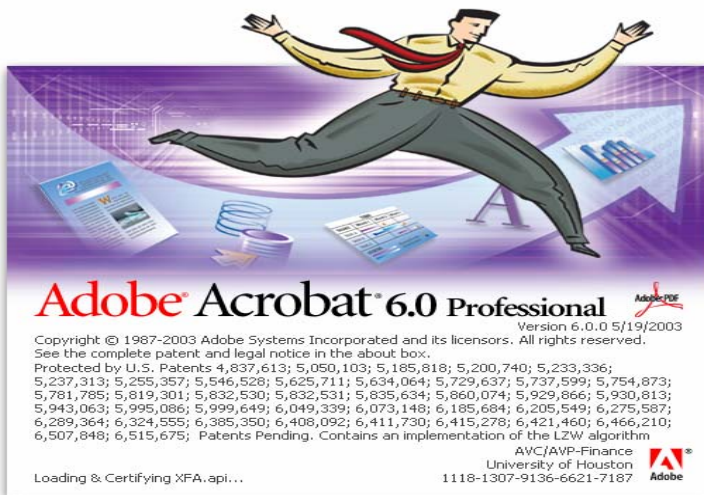
Filename link

Return

uper014 1072270.PDF

This is the filename. Click on this link to view/print report. File can only be saved in PDF format

Note: Notice that the Process Instance number is part of filename.



Adobe Acrobat Reader

The Adobe Acrobat page will appear as shown. The report will appear immediately afterward.

Note: Adobe Acrobat Reader must be on computer.

Report ID: UPER014
 Years of Service : 0
 As of Date: 31-OCT-2006
 Bus Unit: HR730
 Dept Id:H0098

UNIVERSITY OF HOUSTON SYSTEM
 Years of Service

Page No. 1
 Run Date 11/22/2006
 Run Time 09:12:51

EmpId	Employee Name	Hire Date	Yrs	Mths	Department	Job Title
0190703	Moxon, Carlos	09/15/2006	0	1.5	Dean, Law	College Work-Study, Fed
0190586	Fernandez, Erica	09/13/2006	0	1.6	Dean, Law	College Work-Study, Fed
0190796	Leung, Victor Wai Kwong	09/13/2006	0	1.6	Dean, Law	Non-Ben Non-Exempt Staff
0190587	Manrique, Joe	09/12/2006	0	1.6	Dean, Law	College Work-Study, Fed
0190221	Njinjoh, Barry	09/06/2006	0	1.8	Dean, Law	College Work-Study, Fed
0181203	Artola, Maira Y	09/05/2006	0	1.9	Dean, Law	College Work-Study, Fed
0190206	Carroll, Megan	09/05/2006	0	1.9	Dean, Law	College Work-Study, Fed
0190219	Folk, Ambre	09/05/2006	0	1.9	Dean, Law	College Work-Study, Fed
0190222	Szeto, Antony	09/05/2006	0	1.9	Dean, Law	College Work-Study, Fed
0082698	Hartman, Gary R	09/01/2006	0	2.0	Dean, Law	Non-Ben Exempt Staff
0090360	Nguyen, Mybao T	09/01/2006	0	2.0	Dean, Law	Non-Ben Exempt Staff
0093556	Watts, Teresa B	09/01/2006	0	2.0	Dean, Law	Non-Ben Exempt Staff
0107882	Jasti, Sushma	09/01/2006	0	2.0	Dean, Law	Researcher 2
0147664	Cox, Sean R.	09/01/2006	0	2.0	Dean, Law	Adjunct Faculty/Non-Ben
0175269	Tilton-McCarthy, Lisa Michele	09/01/2006	0	2.0	Dean, Law	Temporary Faculty
0184595	Bruhl, Aaron-Andrew P	09/01/2006	0	2.0	Dean, Law	Assistant Professor
0189415	Rohde, Summer D	09/01/2006	0	2.0	Dean, Law	Researcher 2
0189469	Unger, John F	09/01/2006	0	2.0	Dean, Law	Adjunct Faculty/Non-Ben
0189532	Meyer, Charles B	09/01/2006	0	2.0	Dean, Law	Visiting Professor
0189559	Sults, Ryan M	09/01/2006	0	2.0	Dean, Law	Non-Ben Non-Exempt Staff
0189646	Woodson, Shemeka L	09/01/2006	0	2.0	Dean, Law	College Work-Study, Fed
0189789	Devlin, Francis James	09/01/2006	0	2.0	Dean, Law	Adjunct Faculty/Non-Ben
0189804	Fowler, Wanda	09/01/2006	0	2.0	Dean, Law	Adjunct Faculty/Non-Ben
0189820	Ezer, Nicole Lawrence	09/01/2006	0	2.0	Dean, Law	Adjunct Faculty/Non-Ben
0189824	Chacha, Jayaesh M	09/01/2006	0	2.0	Dean, Law	Adjunct Faculty/Non-Ben
0189833	Chichester, Ronald Lyle	09/01/2006	0	2.0	Dean, Law	Adjunct Faculty/Non-Ben
0189834	Washington, Myasha	09/01/2006	0	2.0	Dean, Law	College Work-Study, Fed

Scroll bar allows user to move up/down on page.

Click on arrows to view each page within report

Report (Years of Service)

As shown above the Years of Service page appears.

Save

Click on Save a Copy

Print

Click on Print

Email

Click on Email

Search

Click on Search

Note: Once the report appears, you can choose to save, print, email or search the report by selecting the appropriate icon.

Report ID: UPER014
 Years of Service : 0
 As of Date: 31-OCT-2006
 Bus Unit: HR730
 Dept Id:H0098

UNIVERSITY OF HOUSTON SYSTEM
 Years of Service

Page No. 2
 Run Date 11/22/2006
 Run Time 09:12:51

EmpId	Employee Name	Hire Date	Yrs	Mths	Department	Job Title
0178381	EtuKnwa, Etima E	09/21/2005	1	1.3	Dean, Law	College Work-Study, Fed
0177757	Roberts, Abraham Jermaine	09/12/2005	1	1.6	Dean, Law	Secretary 2
0177792	Jean II, Timothy P	09/09/2005	1	1.7	Dean, Law	College Work-Study, Fed
0177794	Ahmed, Ammar Aftab	09/07/2005	1	1.8	Dean, Law	College Work-Study, Fed
0177613	Mithani, Julian Raza	09/06/2005	1	1.8	Dean, Law	Non-Ben Non-Exempt Staff
0080504	Alderman, Richard M	09/01/2005	1	2.0	Dean, Law	Assoc Dean
0175269	Tilton-McCarthy, Lisa Michele	09/01/2005	1	2.0	Dean, Law	Clinical Asst Prof
0176711	Van Arsdel, Kristina G	09/01/2005	1	2.0	Dean, Law	Clinical Asst Prof
0177173	Cofer, Amber Chantel	09/01/2005	1	2.0	Dean, Law	College Work-Study, Fed
0177175	Green, Alicia M	09/01/2005	1	2.0	Dean, Law	College Work-Study, Fed
0178739	Sullivan, Stephanie L	09/01/2005	1	2.0	Dean, Law	Adjunct Faculty/Non-Ben
0178836	Dorfman, Samuel Grant	09/01/2005	1	2.0	Dean, Law	Adjunct Faculty/Non-Ben
0177623	Brandon, Maya Diane	08/30/2005	1	2.0	Dean, Law	College Work-Study, Fed
0176941	Clearman, Elizabeth Brennan	08/29/2005	1	2.1	Dean, Law	Spec, Career Development
0177426	Egharevba, Natasha E	08/25/2005	1	2.2	Dean, Law	College Work-Study, Fed
0176609	Randall, Porsche Li She	08/22/2005	1	2.3	Dean, Law	College Work-Study, Fed
0176193	Beauchamp, Carly Eileen	08/19/2005	1	2.4	Dean, Law	Spec, Career Development
0175954	Newman, Brooke Anne	08/08/2005	1	2.8	Dean, Law	Asst, Events
0182231	Johnson, Sandra L	08/01/2005	1	3.0	Dean, Law	Adjunct Faculty/Non-Ben
0172558	Gray, Patricia	07/16/2005	1	3.5	Dean, Law	Research Professor
0170345	Gidl, Antonio	06/01/2005	1	5.0	Dean, Law	Assistant Professor
0174317	Agnew, Christine L	06/01/2005	1	5.0	Dean, Law	Assistant Professor
0150048	Perez, Katrina G	05/16/2005	1	5.5	Dean, Law	Student Worker (NCWS)
0172893	Myers, Keith A	05/16/2005	1	5.5	Dean, Law	Dir, Development 1
0171882	Bustillos, Daniel	05/03/2005	1	5.9	Dean, Law	Adjunct Faculty/Non-Ben
0169569	Baines, Thelma M	01/31/2005	1	9.0	Dean, Law	Secretary 1, Legal
0168949	Jones, Gavnelle G	01/16/2005	1	9.5	Dean, Law	Adjunct Faculty/Non-Ben

Page 2

As shown above the Years of Service page 2 appears.