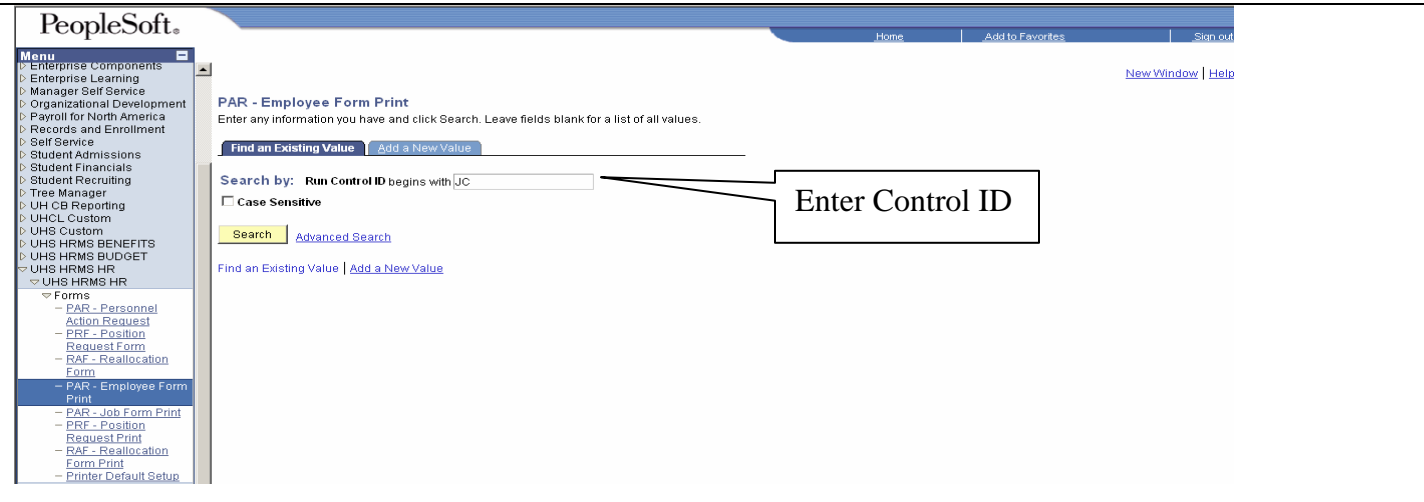


# Printing HR Forms

This document explains additional options for printing HR forms.

Before users can print forms, they must first setup a default printer definition for either a network printer or a printer connected to their PC workstation (LPT1). For instructions, refer to Default Printer Setup Instructions.


Navigation: **UHS HRMS HR >Forms > PAR – Employee Form Print**  
**UHS HRMS HR >Forms > PAR – Job Form Print**  
**UHS HRMS HR >Forms > PRF – Position Request Print**  
**UHS HRMS HR >Forms > RAF – Reallocation Form Print**



<b>Run Control ID</b>	Enter Run Control ID in field.*
<b>Search</b>	Click on <b>Search</b> to get a list of values that already exist.

*\*Note: Click on [Add a New Value](#) link or tab to create a Control ID if one does not exist.*



<b>Par id*</b>	Enter PAR identification number or click on  to search for id.
<b>Run</b>	Click <b>Run</b> to start the process

*\*Note: This field title will change (i.e. PAR, PRF, RAF), but field will require the form identification number. Each form print has a separate print link (see above navigation).*

**Server Name is PSNT**

**Process Type determines Server Name**

**Type is Web**

**Format is PDF**

<b>Server Name*</b>	Enter PSNT in field or click on  and select from drop down menu.
<b>Type</b>	Enter Web or click on  and select from drop down menu.
<b>Format</b>	Enter PDF or click on  and select from drop down menu.
<b>OK</b>	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 for Crystal reports use PSNT. Use the drop down arrow to select the appropriate type and format.

**Process Monitor**

**Process Instance number**

<b>Process Instance Number</b>	This number identifies requested form.
<b>Process Monitor</b>	Click on Process Monitor link.

**Server Name**

**User ID**

**Refresh button**

**Process Instance number**

**Run Status should be Success**

**Details link**

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	1072531		Crystal	UPER055P	UHSPARTT	11/27/2006 2:57:31PM PST	Success	Posted	<a href="#">Details</a>

<b>User ID</b>	Your user id should be in this field. User id should match PS login id.
<b>Server</b>	Enter PSNT in field or click on  and select from drop down menu.
<b>Refresh</b>	Click on Refresh button to refresh/update screen. Click this button until Run Status shows Success.
<b><a href="#">Details</a></b>	Click on Details link to view the report after Success appears in the Run Status column.

**View Log/Trace link**

**Process Detail**

**Process**

Instance: 1072531      Type: Crystal  
 Name: UPER055P      Description: UPER055P  
 Run Status: Success      Distribution Status: Posted

**Run**

Run Control ID: JC  
 Location: Server  
 Server: PSNT  
 Recurrence:

**Update Process**

Hold Request  
 Queue Request  
 Cancel Request  
 Delete Request  
 Restart Request

**Date/Time**

Request Created On: 11/27/2006 2:58:09PM PST  
 Run Anytime After: 11/27/2006 2:57:31PM PST  
 Began Process At: 11/27/2006 2:58:26PM PST  
 Ended Process At: 11/27/2006 2:58:36PM PST

**Actions**

[Parameters](#)    Transfer  
[Message Log](#)  
 Batch Timings  
[View Log/Trace](#)

<b><a href="#">View Log/Trace</a></b>	Click on link to get the requested HR form.
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### View Log/Trace

Report			
Report ID:	31656	Process Instance:	1072531 <a href="#">Message Log</a>
Name:	UPER055P	Process Type:	Crystal
Run Status:	Success		

Distribution Details			
Distribution Node:	PSNT	Expiration Date:	12/27/2006

File List		
Name	File Size (bytes)	Datetime Created
<a href="#">Message Log</a>	0	11/27/2006 2:58:36.000000PM PST
<a href="#">UPER055P_1072531.PDF</a>	72,560	11/27/2006 2:58:36.000000PM PST
<a href="#">PeopleSoft Trace File</a>	621	11/27/2006 2:58:36.000000PM PST

Distribute To	
Distribution ID Type	*Distribution ID
User	UHSPARTT

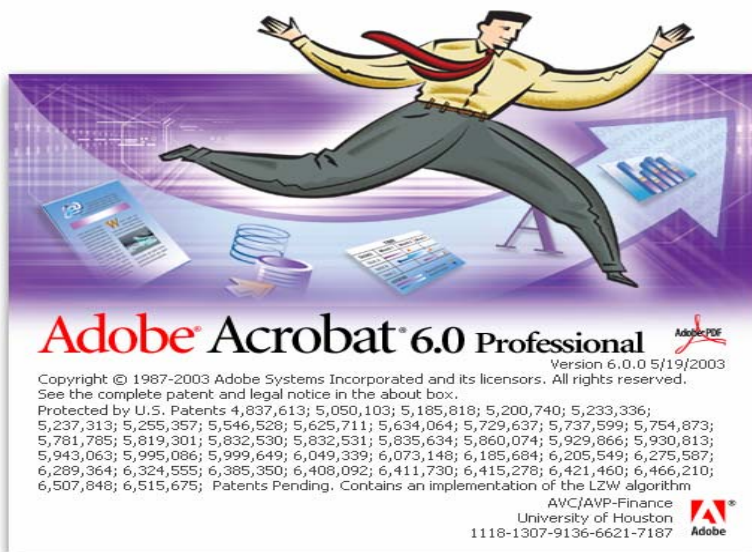
Filename link

Return

### UPER055P 102531.PDF

This is the filename. Click on this link to view/print the HR form. 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 requested HR form will appear immediately afterward.

*Note: Adobe Acrobat Reader must be on computer.*

Save a Copy Print Email Search Review & Comment Sign

Select Text 149%

## University of Houston System - Employee Information

PAR ID: 15712

**Employee Information** PAR Type: Update DEPT: H0102

Effective Date: 6/1/2005 Empl ID: 0083692 Benefits Elig:

Official Name: Soares, Maria Rb Preferred Name: Soares, Rebekah

Address:  Apt/PO Box:

City:  County:  State:  Zipcode:

Mailing Address:  Apt/PO Box:

City:  State:  Zipcode:

Highest Ed Level:  Public Access:

Home Phone:  Gender:  Disabled:

Marital Status:  Birthdate:  Citizenship:

8.5 x 11 in 1 of 1

**Requested HR Form**

As shown above the HR form appears.

*Note: User can view, print and/or save this report. Form can only be saved in PDF format.*