

Leave Accrual Report Instructions

Navigation: **UHS HRMS Benefits >Reports > Leave Accrual Report**

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Menu

Search: [Advanced Search](#)

Leave Accrual Report
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

Case Sensitive

[Advanced Search](#)

[Find an Existing Value](#) | [Add a New Value](#)

Enter Control ID

Run Control ID	Enter Run Control ID in field.*
Search	Click on <input type="button" value="Search"/>

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

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Menu

Search: [Advanced Search](#)

Leave Accrual Report

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

Leave Accrual Parameters

Business Unit:

Department: Dean, Law

PayGroup

BiWeekly Monthly Both

As of Date:

Business Unit	Enter business unit or click on <input type="button" value="Search"/> to get a list of valid values.
Department	Enter department number or click on <input type="button" value="Search"/> to get a list of valid values.
PayGroup	Select biweekly, monthly or both (<i>click on radio button to make selection</i>)
As of Date	Enter a date (mm/dd/yyyy) or click on <input type="button" value="B1"/> and select appropriate date.
Run	Click <input type="button" value="Run"/> to start the process

The screenshot shows the 'Process Scheduler Request' form in PeopleSoft. A callout box points to the 'Server Name' dropdown menu, which is set to 'PSUNX'. Another callout points to the 'Process Type' dropdown menu, which is set to 'SQR Report'. A third callout points to the 'Type' dropdown menu, which is set to 'Web'. A fourth callout points to the 'Format' dropdown menu, which is set to 'PDF'. The 'Process List' table below shows the selected process: LEAVE ACCRUAL RPT (Process Name: UBEN005, Process Type: SQR Report, Type: Web, Format: PDF, Distribution: Distribution). The 'OK' button is highlighted.

Server Name	Enter PSUNX in field or click on and select from drop down menu.
Type	Enter Web or click on and select from drop down menu.
Format	Enter PDF or click on and select from drop down 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. Click on next to field(s) and make selection from drop down menu.

The screenshot shows the 'Process Monitor' form in PeopleSoft. A callout box points to the 'Process Monitor' link in the navigation bar. Another callout points to the 'Process Instance' number, which is 1072225. The 'Leave Accrual Parameters' section shows the following values: Business Unit: HR730, Department: H0098 (Dean, Law), PayGroup: Both, and As Of Date: 07/31/2006. The 'Run' button is highlighted.

Process Instance Number	This number identifies Leave Accrual report.
Process Monitor	Click on Process Monitor link.

View Process Request For

User ID: UHSPARTT Type: Last: 1 Days Refresh

Server: PSUNX Name: Instance: to

Run Status: Distribution Status Save On Refresh

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	1072225		SQR Report	UBEN005	UHSPARTT	11/21/2006 2:03:03PM PST	Success	Posted	Details

Go back to Leave Accrual Report

Save Notify

Process List | Server List

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

Process Detail

Process

Instance: 1072225 Type: SQR Report

Name: UBEN005 Description: LEAVE ACCRUAL RPT

Run Status: Success Distribution Status: Posted

Run

Run Control ID: JC

Location: Server

Server: PSUNX

Recurrence:

Update Process

Hold Request

Queue Request

Cancel Request

Delete Request

Restart Request

Date/Time

Request Created On: 11/21/2006 2:04:05PM PST

Run Anytime After: 11/21/2006 2:03:03PM PST

Began Process At: 11/21/2006 2:04:15PM PST

Ended Process At: 11/21/2006 2:04:30PM PST

Actions

[Parameters](#) Transfer

[Message Log](#)

Batch Timings

[View Log/Trace](#)

OK Cancel

View Log/Trace	Click on link to get the Leave Accrual report.
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View Log/Trace

Report

Report ID: 31369 **Process Instance:** 1072225 [Message Log](#)
Name: UBEN005 **Process Type:** SQR Report
Run Status: Success

LEAVE ACCRUAL RPT

Distribution Details

Distribution Node: PSUNX **Expiration Date:** 12/21/2006

File List

Name	File Size (bytes)	Datetime Created
Message Log	1,509	11/21/2006 2:04:30.000000PM PST
uben005_1072225.PDF	88,677	11/21/2006 2:04:30.000000PM PST
Trace File	262	11/21/2006 2:04:30.000000PM PST

Distribute To

Distribution ID Type	*Distribution ID
User	UHSPARTT

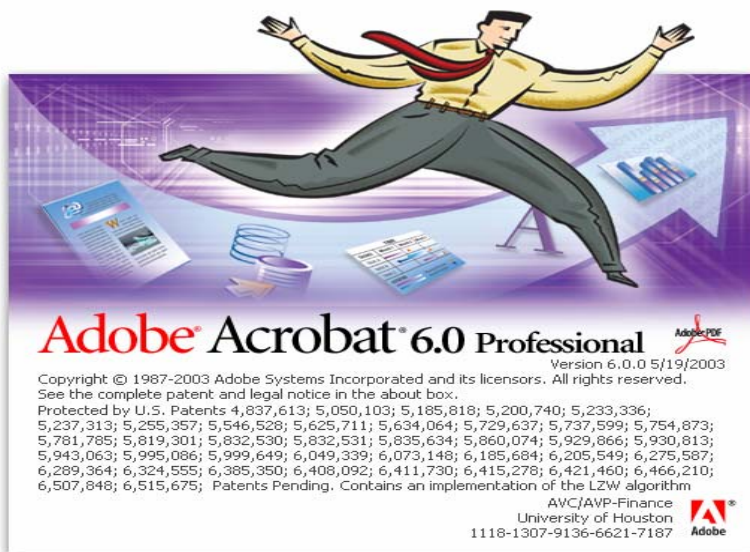
[Return](#)

Filename link

uben005_1072225.PDF

This is the filename. Click on this link to view/print the Leave Accrual 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 Leave Accrual report will appear immediately afterward.

Note: Adobe Acrobat Reader must be on computer.

Save a Copy Print Email Search Review & Comment Sign

115%

PeopleSoft
Leave Accrual Report

Report ID: UEBN005
Company: UH UH System Consolidated
H0098 Dean, Law
Accrual As of 31-JUL-2006
PayGroup: HBW

Page No. 1
Run Date 11/21/2006
Run Time 14:04:15

Employee	Employee Name Service Date	Plan Type	Benefit Plan	Last Date Processed	Hours Carried Over	Earned Curr Earned YTD	Taken Curr Taken YTD Taken Unproc	Bought Curr Bought YTD Bought Unproc	Sold Curr Sold YTD Sold Unproc	Adjusted Curr Adjusted YTD Adjust Unproc	Balance Hours
0169569	Baines, Thelma M 01/31/2005	50	SICK	07/01/2006	32.00	8.00 88.00	0.00 66.00 15.00	0.00 0.00 0.00	0.00 0.00 0.00	0.00 0.00 0.00	38.00
		51	VACAT	07/01/2006	8.00	8.00 88.00	8.00 24.00 32.00	0.00 0.00 0.00	0.00 0.00 0.00	0.00 0.00 0.00	40.00
0082495	Brooks, Patricia A 11/01/1991	50	SICK	07/01/2006	82.50	4.00 44.00	0.00 12.00 0.00	0.00 0.00 0.00	0.00 0.00 0.00	0.00 -8.00 0.00	106.50
		51	VACAT	07/01/2006	190.00	5.50 60.50	0.00 18.00 40.00	0.00 0.00 0.00	0.00 0.00 0.00	0.00 8.00 0.00	200.50
		5Z	CMP1.0	07/25/2006	0.00	0.00 0.00	0.00 0.00 0.00	0.00 0.00 0.00	0.00 0.00 0.00	0.00 0.00 0.00	0.00
0096532	Bui, Thomas 08/29/2001	50	SICK	07/01/2006	0.00	8.00 88.00	8.00 16.00 0.00	0.00 0.00 0.00	0.00 0.00 0.00	0.00 0.00 0.00	72.00
		51	VACAT	07/01/2006	0.00	9.00 99.00	0.00 0.00 56.00	0.00 0.00 0.00	0.00 0.00 0.00	0.00 0.00 0.00	43.00
0148004	Cole, Amielia A 08/25/2003	50	SICK	07/01/2006	46.20	8.00 88.00	0.00 31.50 0.00	0.00 0.00 0.00	0.00 0.00 0.00	0.00 0.00 0.00	102.70
		51	VACAT	07/01/2006	31.25	0.00	8.00	0.00	0.00	0.00	89.25

11 x 8.5 in 1 of 26

Leave Accrual Report

As shown above the Leave Accrual Report appears.

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