

Name and Address Change Report UPER065

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Change 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 JC

Case Sensitive

Search Advanced Search

Find an Existing Value Add a New Value

Enter Control ID

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

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Change Report

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

All Name Change Address Change

'From Date: 05/01/2006 'End Date: 05/31/2006

'Business Unit: HR765 U of H Victoria

UHS Report Choice

All Division College Department

Information Type	Select one of the available options (<i>All, Name Change or Address Change</i>). Click on radio button to select.
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From Date	Enter start date (mm/dd/yyyy) or click on and select appropriate date.
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End Date	Enter end 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 of valid values.
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UHS Report Choice	Select one of the available options. Click on radio button to select.
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Run	Click to start the process
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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 '*Type' dropdown menu, which is set to 'Web'. A third callout points to the '*Format' dropdown menu, which is set to 'PDF'. The 'Process List' table below shows a single entry: 'Change Report' with 'Process Name' 'UPER065', 'Process Type' 'SQR Report', '*Type' 'Web', '*Format' 'PDF', and '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. Use the drop down arrow to select the appropriate type and format.

The screenshot shows the 'Process Monitor' link in the 'Change Report' section of PeopleSoft. A callout box points to the 'Process Instance: 1072584' text. Another callout points to the 'Process Monitor' link. The form displays search criteria for the report, including 'From Date' (05/01/2006), 'End Date' (05/31/2006), and 'Business Unit' (HR765, U of H Victoria). The 'UHS Report Choice' dropdown is set to 'All'.

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

View Process Request For

User ID: UHSPARTT Type: SQR Report 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"/>	1072584		SQR Report	UPER065	UHSPARTT	11/28/2006 8:20:37AM PST	Success	Posted	Details
<input type="checkbox"/>	1072543		SQR Report	UPAY078	UHSPARTT	11/27/2006 4:12:17PM PST	Success	Posted	Details
<input type="checkbox"/>			SQR Report			11/27/2006 4:12:17PM PST	Success	Posted	Details
<input type="checkbox"/>			SQR Report				Success	Posted	Details
<input type="checkbox"/>			SQR Report				Success	Posted	Details
<input type="checkbox"/>	1072494		SQR Report	UBUD023	UHSPARTT		Success	Posted	Details
<input type="checkbox"/>	1072493		SQR Report	UBUD023	UHSPARTT		Success	Posted	Details
<input type="checkbox"/>	1072491		SQR Report	UBUD023	UHSPARTT		Success	Posted	Details
<input type="checkbox"/>	1072490		SQR Report	UBUD023	UHSPARTT	11/27/2006 8:44:25AM PST	Success	Posted	Details
<input type="checkbox"/>	1072489		SQR Report	UBUD023	UHSPARTT	11/27/2006 8:37:19AM PST	Success	Posted	Details

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 <input type="checkbox"/> 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: 1072584 Type: SQR Report

Name: UPER065 Description: Change Report

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: 11/28/2006 8:21:25AM PST

Run Anytime After: 11/28/2006 8:20:37AM PST

Began Process At: 11/28/2006 8:21:42AM PST

Ended Process At: 11/28/2006 8:26:45AM PST

Actions

[Parameters](#) Transfer

[Message Log](#)

[Batch Timings](#)

[View Log/Trace](#)

OK Cancel

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

Report			
Report ID:	31704	Process Instance:	1072584 Message Log
Name:	UPER065	Process Type:	SQR Report
Run Status:	Success		

Change Report			
Distribution Details			
Distribution Node:	PSUNX	Expiration Date:	12/28/2006

File List		
Name	File Size (bytes)	Datetime Created
Message Log	1,509	11/28/2006 8:26:45.000000AM PST
uper065_1072584.PDF	8,916	11/28/2006 8:26:45.000000AM PST
Trace File	9,188	11/28/2006 8:26:45.000000AM PST

Distribute To	
Distribution ID Type	*Distribution ID
User	UHSPARTT

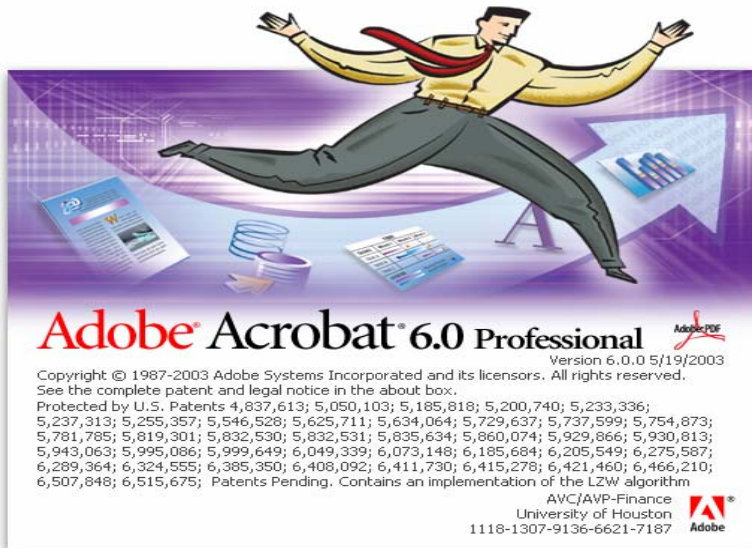
[Return](#)

Filename link

uper065 1072584.PDF

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

Note: Adobe Acrobat Reader must be on computer.

OPRID	CHANGE DT	CHG TYPE	EMPLID	EFFDT	NAME CHANGE TO	ADDRESS1 CHANGE TO	ADDRESS2	CITY	STATE	POSTAL
Z0089108	04-MAY-2006 16:08:01.000000	A	0089108	05042006	Borden,Mary Catherine	201 Kelly Crick Rd		Victoria	TX	77904
Z0089108	04-MAY-2006 16:08:01.000000	A	0089108	04222002	Borden,Mary Catherine	1001 E. Rosebud Avenue		Victoria	TX	77901
PANTELKS	15-MAY-2006 16:57:43.000000	N	0176776	01052006	Horwitz,Sujin K.	12003 Christophers Walk Trail		Houston	TX	77089
Z0089108	04-MAY-2006 16:08:01.000000	B	0089108	01022001	Borden,Mary Catherine	201 Kelly Crick Rd		Victoria	TX	77904
Z0089108	04-MAY-2006 16:08:01.000000	N	0089108	01022001	Sullivan,Mary Catherine	1001 E. Rosebud		Victoria	TX	77901

Note: Report will display operid of person changing name and address changes.

Change Type: *A* for Address,
N for Name
B for Both

Change Report

As shown above the Change Report appears.

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