

Salary Distribution Reports

URL: www.case.edu/erp/hcm

- **1.** From the left-hand navigation menu, select **Manager Self Service**.
- 2. Select Case Time Reporting.
- 3. Select Salary Distribution Report.

The Salary Distribution Rpt search page appears.

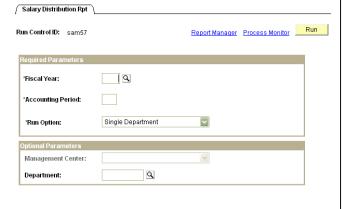


4. If this is your first time entering a Run Control ID, click the "Add a New Value" tab. Enter your Case ID as the Run Control ID.

Once you create a Run Control ID, it will be available for use under the "Find an Existing Value" tab.Click Search to find a list of Run Controls you've created.

5. Click Add

The Salary Distribution Rpt page will appear.



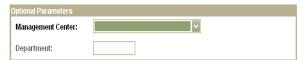
- **6.** Enter the **Fiscal Year** or use the **Q**.
- 7. Enter the Accounting Period.

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8. Using the drop down box, select a **Run Option**.



If **single department** is selected as the run option, you must enter a department number under optional parameters.



9. Click Save

10.Click Run

The Process Scheduler Request page will appear.





The following fields must be completed:

- Server Name (PSNT)
- Type (Web)
- Format (PDF)

11. Click OK

The Salary Distribution Rpt page will appear.

12. Click Process Monitor.

The Process Monitor page appears.



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