

# HCM Quick Reference Guide: Salary Distribution Reports

## Salary Distribution Reports

URL: [www.case.edu/erp/hcm](http://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.

### Salary Distribution Rpt

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](#)

Run Control ID: begins with

Case Sensitive

[Basic Search](#)

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

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  to find a list of Run Controls you’ve created .

5. Click  .

The *Salary Distribution Rpt page* will appear.

Salary Distribution Rpt

Run Control ID: sam57 [Report Manager](#) [Process Monitor](#)

**Required Parameters**

\*Fiscal Year:

\*Accounting Period:

\*Run Option:

**Optional Parameters**

Management Center:

Department:

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

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.

**Optional Parameters**

Management Center:

Department:

9. Click  .

10. Click  .

The *Process Scheduler Request page* will appear.

Process Scheduler Request

User ID: jja41 Run Control ID: sam57

Server Name:  Run Date:

Recurrence:  Run Time:

Time Zone:

Select	Description	Process Name	Process Type	Type	Format
<input checked="" type="checkbox"/>	Salary Distribution Report	CWTL0036	SQR Report	<input type="text" value="Web"/>	<input type="text" value="PDF"/>



The following fields must be completed:

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

11. Click  .

The *Salary Distribution Rpt page* will appear.

12. Click [Process Monitor](#).

The *Process Monitor page* appears.

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Process List **Server List**

View Process Request For

User ID:  Type:  Last:  Days

Server:  Name:  Instance:  to

Run Status:   Save On Refresh

Customize | Find | View All | First | 1-29 of 29 | Last

Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Details
15013		SQR Report	CWTL0036	jal41	03/31/2005 5:05:28PM EST	Success	<a href="#">Details</a>
15017		SQR Report	CWTL0036	jal41	03/31/2005 5:00:33PM EST	Success	<a href="#">Details</a>

13. Click **Refresh** until your report has a **Run Status** of "Success".

14. In the **Details** column, click [Details](#).

Customize | Find | View All | First | 1-29 of 29 | Last

Run Date/Time	Run Status	Details
03/31/2005 5:05:28PM EST	Success	<a href="#">Details</a>

15. Click [View Log/Trace](#).

Process Detail

Process

Instance: 15013      Type: SQR Report  
 Name: CWTL0036      Description: Salary Distribution Report

Run      Update Process

Run Control ID: sam57       Hold Request  
 Location: Server       Queue Request  
 Server: PSNT       Cancel Request  
 Recurrence:       Delete Request  
                                   Restart Request

Date/Time      Actions


Request Created On: 03/31/2005 5:06:09PM EST      [Parameters](#)      Transfer  
 Run Anytime After: 03/31/2005 5:05:28PM EST      [Message Log](#)  
 Began Process At: 03/31/2005 5:06:20PM EST      Batch Timings  
 Ended Process At: 03/31/2005 5:06:36PM EST      [View Log/Trace](#)

16. Click on blue underlined hyperlink with your file name. The file name will contain your report ID and end in ".PDF".

[View Log/Trace](#)

Report ID: 12636      Process Instance: 15013  
 Name: CWTL0036      Process Type: SQR Report  
 Run Status: Success

Name	File Size (bytes)	Datetime Created
<a href="#">CWTL0036_15013.PDF</a>	74,203	03/31/2005 5:06:27.000000PM EST
<a href="#">Trace File</a>	340	03/31/2005 5:06:27.000000PM EST
<a href="#">Message Log</a>	1,558	03/31/2005 5:06:27.000000PM EST

 Your report will open in Adobe.