

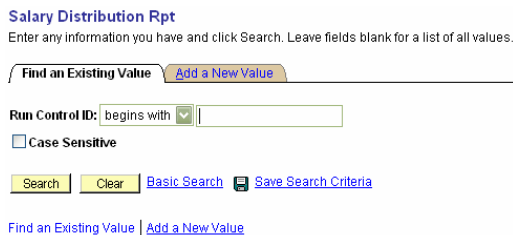
PeopleSoft 8.8 Quick Reference Guide: Salary Distribution Reports - DRAFT

Salary Distribution Reports

URL: www.case.edu/erp/hcm

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

The *Salary Distribution Rpt search page* appears.

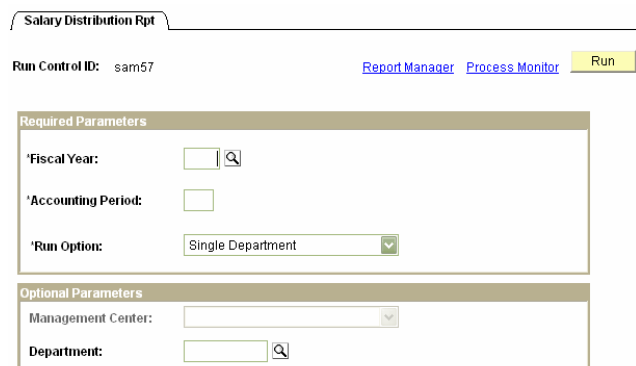



5. If this is your first time entering a **Run Control ID**, click the “Add a New Value” tab. Enter your Case ID as the Run Control ID.

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 .

6. Click **Add** .

The *Salary Distribution Rpt page* will appear.



7. Enter the **Fiscal Year** or use the .
8. Enter the **Accounting Period**.
9. Using the drop down box, select a **Run Option**.



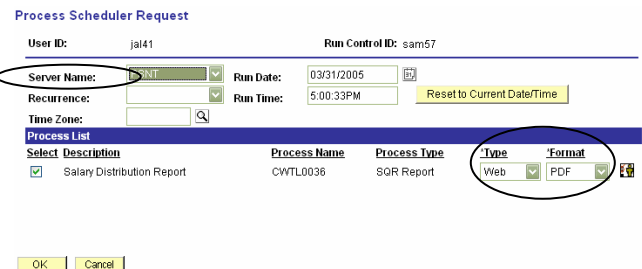
If **single department** is selected as the run option, you must enter a department number under optional parameters.



10. Click **Save** .

11. Click **Run** .

The *Process Scheduler Request page* will appear.




The following fields must be completed:

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

12. Click **OK** .

The *Salary Distribution Rpt page* will appear.

13. Click [Process Monitor](#).

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The Process Monitor page appears.

Process List **Server List**

View Process Request For

User ID: jal41 Type: Last: 2 Days Refresh

Server: Name: Instance: to

Run Status: Save On Refresh

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	Details
15012		SQR Report	CWTL0036	jal41	03/31/2005 5:00:33PM EST	Success	Details

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

15. 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	Details

16. 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
Location: Server
Server: PSNT
Recurrence:

Hold Request
 Queue Request
 Cancel Request
 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](#)

17. 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
CWTL0036_15013.PDF	74,203	03/31/2005 5:06:27.000000PM EST
Trace File	340	03/31/2005 5:06:27.000000PM EST
Message Log	1,558	03/31/2005 5:06:27.000000PM EST



Your report will open in Adobe.



Need Additional Help?
Please contact the Help Desk at x4357.