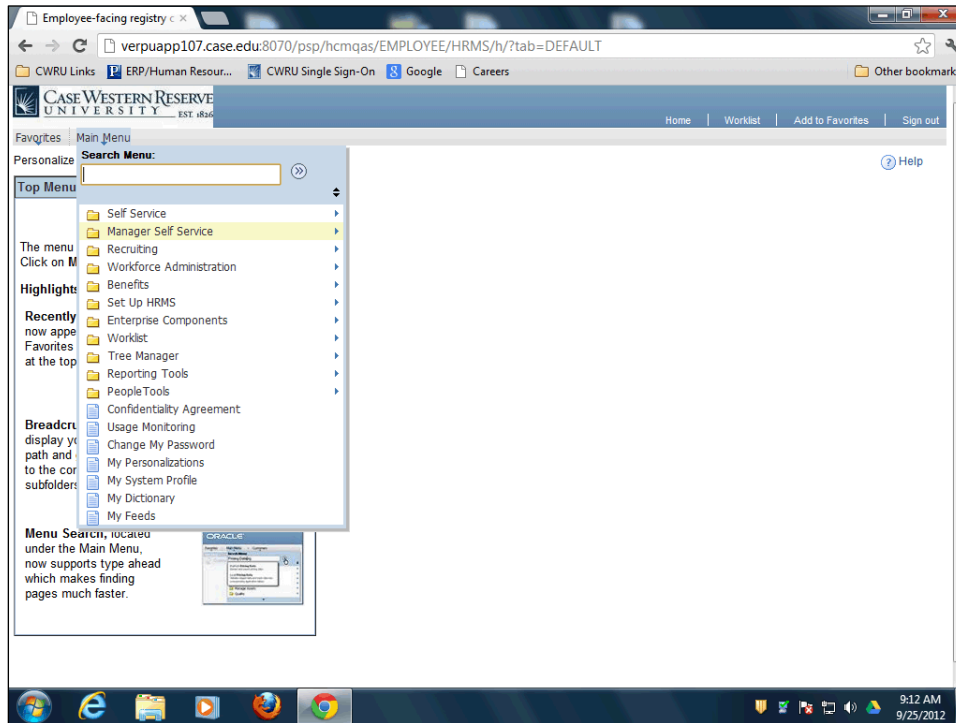
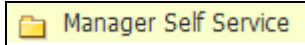
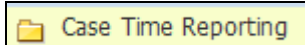
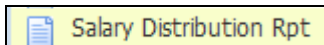


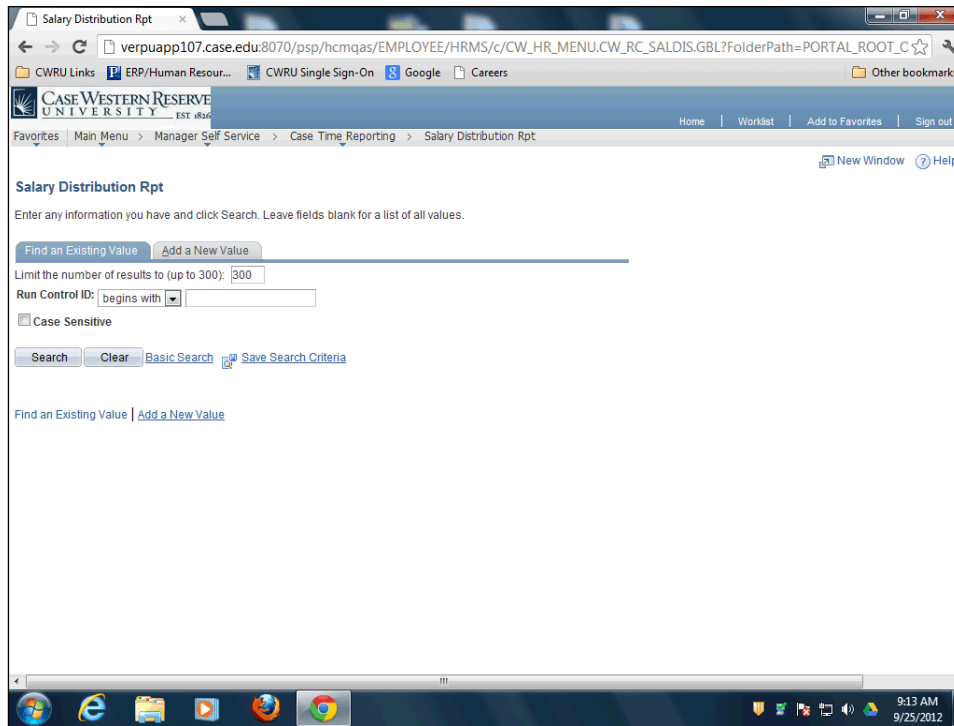
Salary Distribution Rpt

Procedure

The Salary Distribution Report displays employee salary distributions for a specific fiscal year/accounting period and by department.



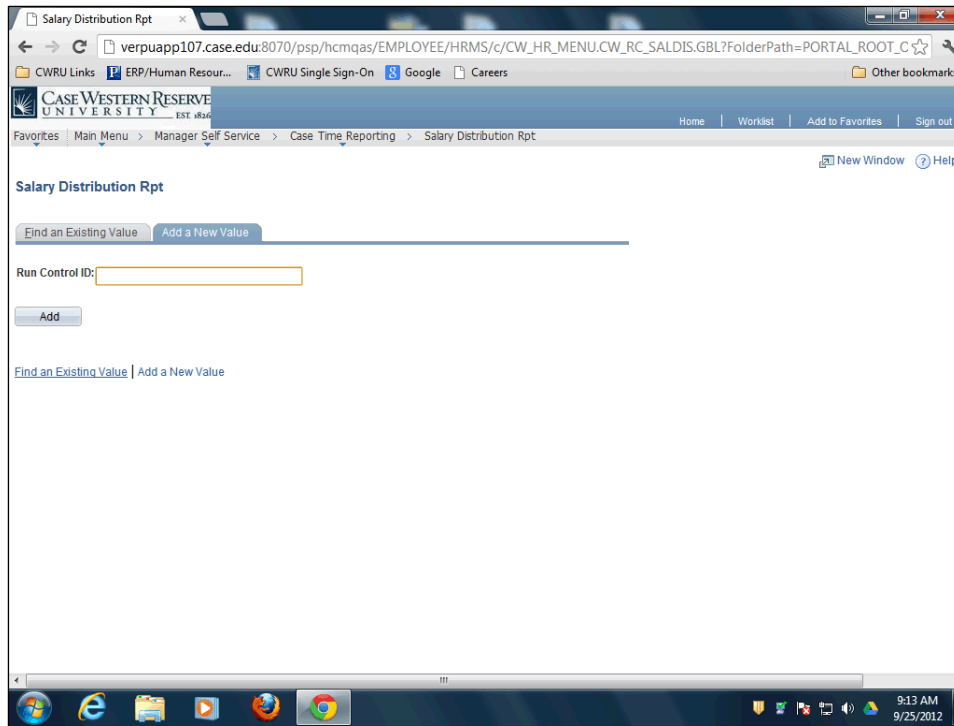
Step	Action
1.	From the HCM main menu, click the Manager Self Service link. 
2.	Click the Case Time Reporting link. 
3.	Click the Salary Distribution Rpt link. 




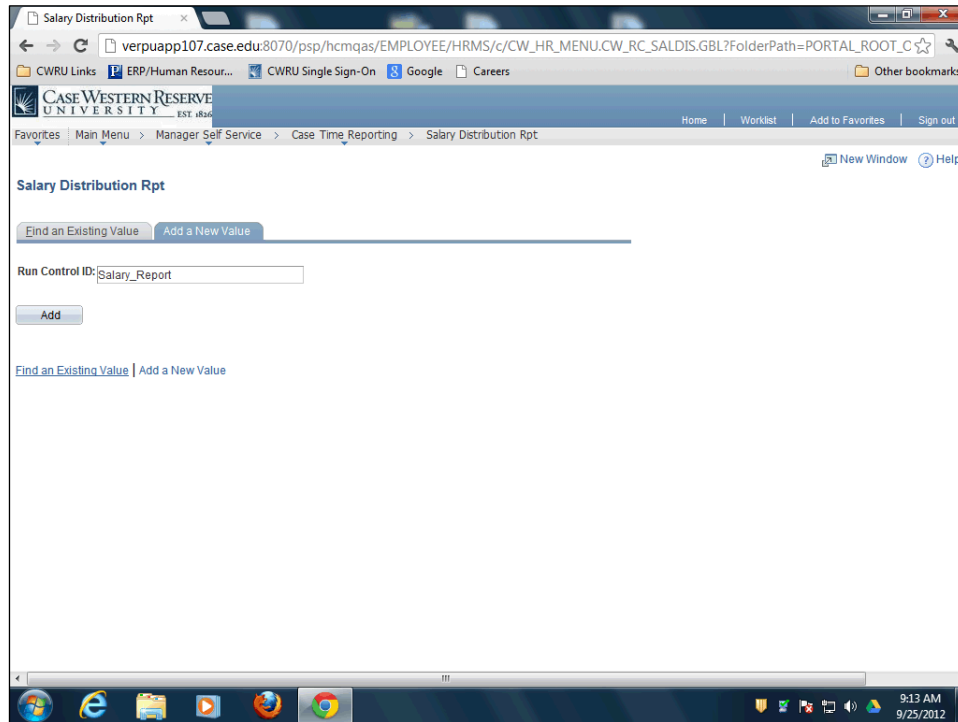
Step	Action
4.	<p>The Salary Distribution Report page appears and by default opens to the Find an Existing Value tab. If you have run this report previously, click the Search button to select the report name or Run Control ID from the list of saved reports.</p> <div data-bbox="370 1367 529 1432" style="border: 1px solid black; padding: 5px; width: fit-content; margin: 10px auto;"> <p style="text-align: center;">Search</p> </div>


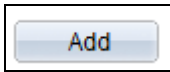
Run Control ID is the name created to represent a distinct Salary Distribution Report. Under each Run Control ID is a template which saves the report details so the query can be repeated when necessary. Each report should have its own Run Control ID to preserve individual search parameters.

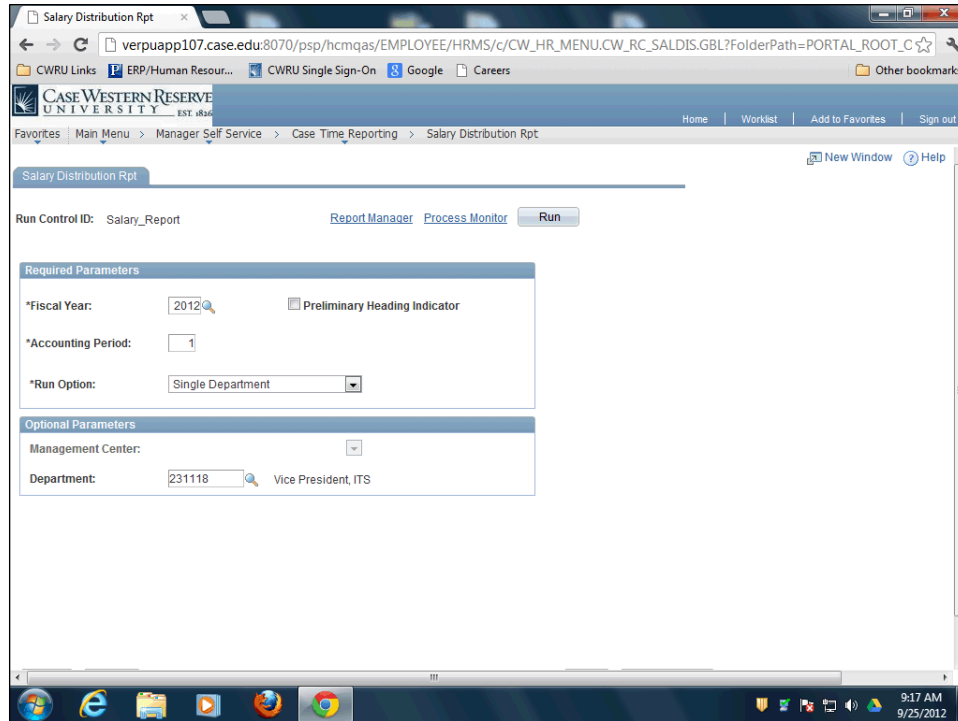
Once a Run Control ID is created, the name cannot be changed and the ID cannot be deleted from the user's profile. Run Control IDs cannot contain spaces or special characters. It is a best practice to name the Run Control ID after the process it represents so that it can be easily located.




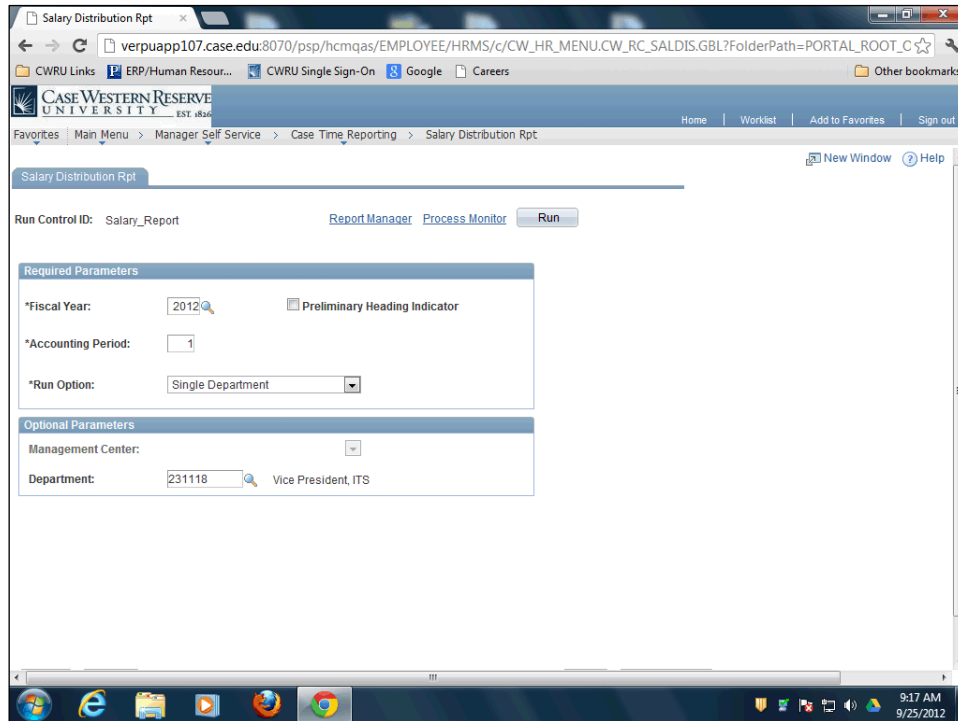
Step	Action
5.	If this is the first time you will run a report of this nature, click the Add a New Value tab. 



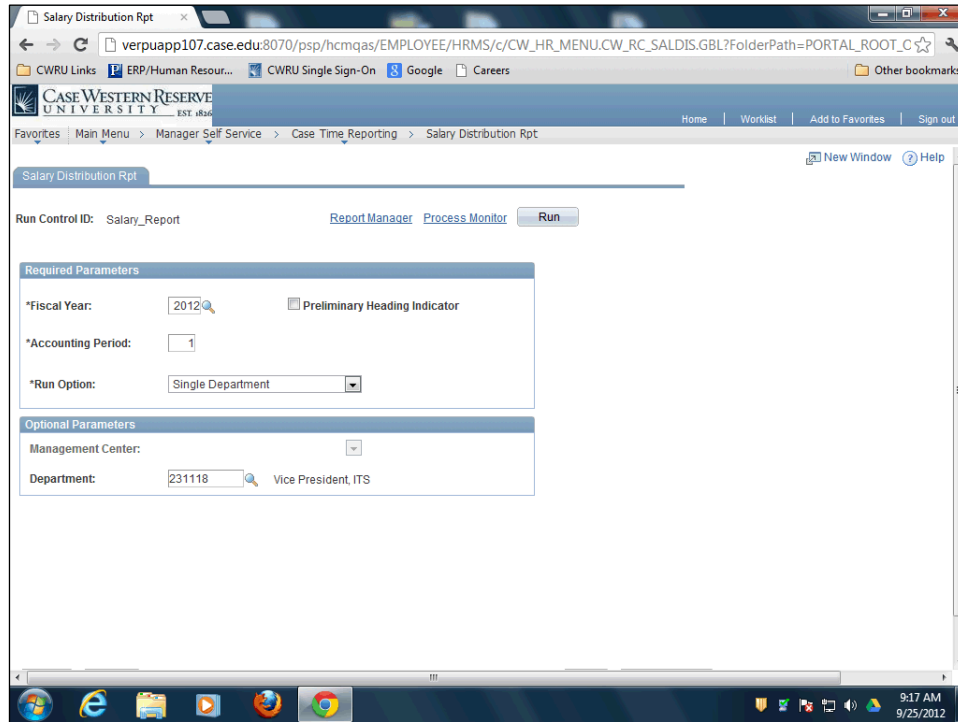
Step	Action
6.	Enter a name for the report in the Run Control ID field. Choose a name that will help you to remember the report parameters. 
7.	Click the Add button. 


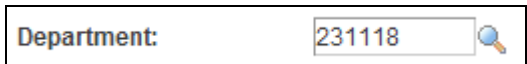


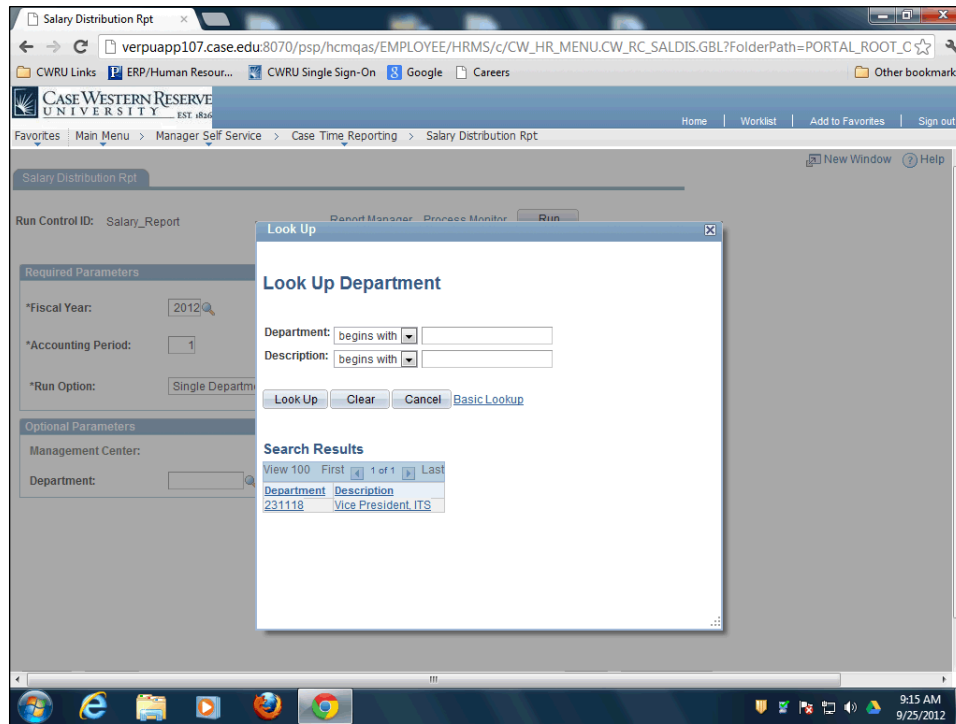
Step	Action
8.	<p>You can enter a Fiscal Year into the field provided or use the Look Up button (magnifying glass) to select the fiscal year from a list.</p> <div data-bbox="370 1377 800 1444" style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p>*Fiscal Year: <input type="text" value="2012"/> </p> </div>

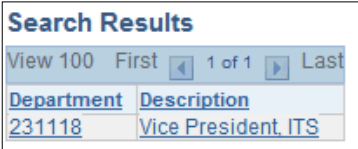


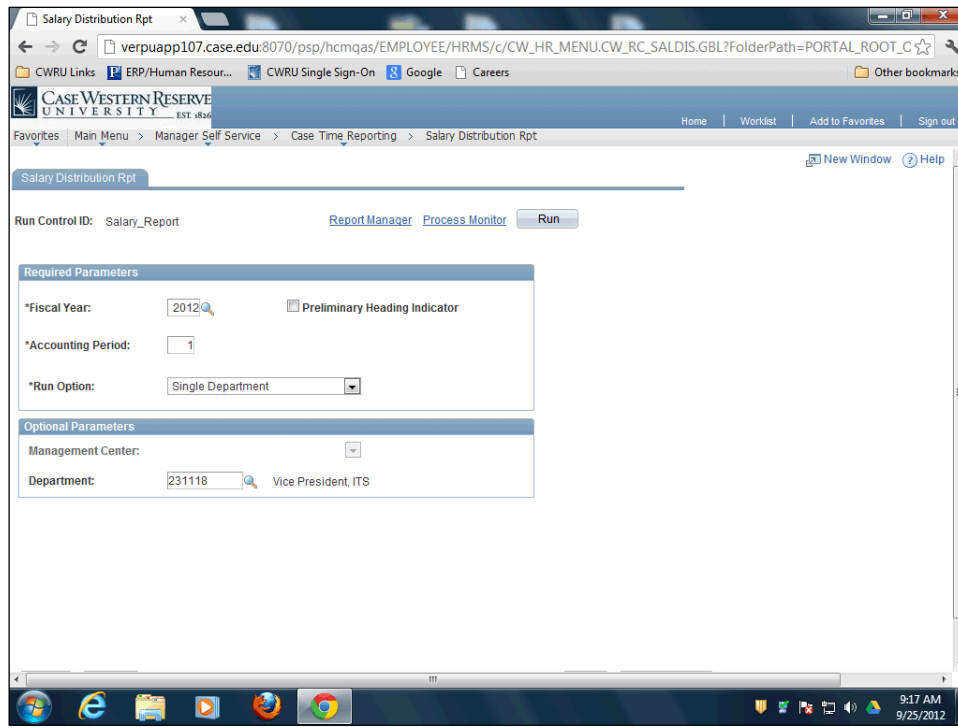
Step	Action
9.	<p>Enter the desired accounting period:</p> <p>July = 1 August = 2 September = 3 October = 4 November = 5 December = 6 January = 7 February = 8 March = 9 April = 10 May = 11 June = 12</p> <div style="border: 1px solid black; padding: 5px; width: fit-content; margin-top: 20px;"> <p>*Accounting Period: <input style="width: 40px;" type="text" value="1"/></p> </div>

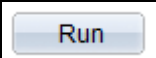


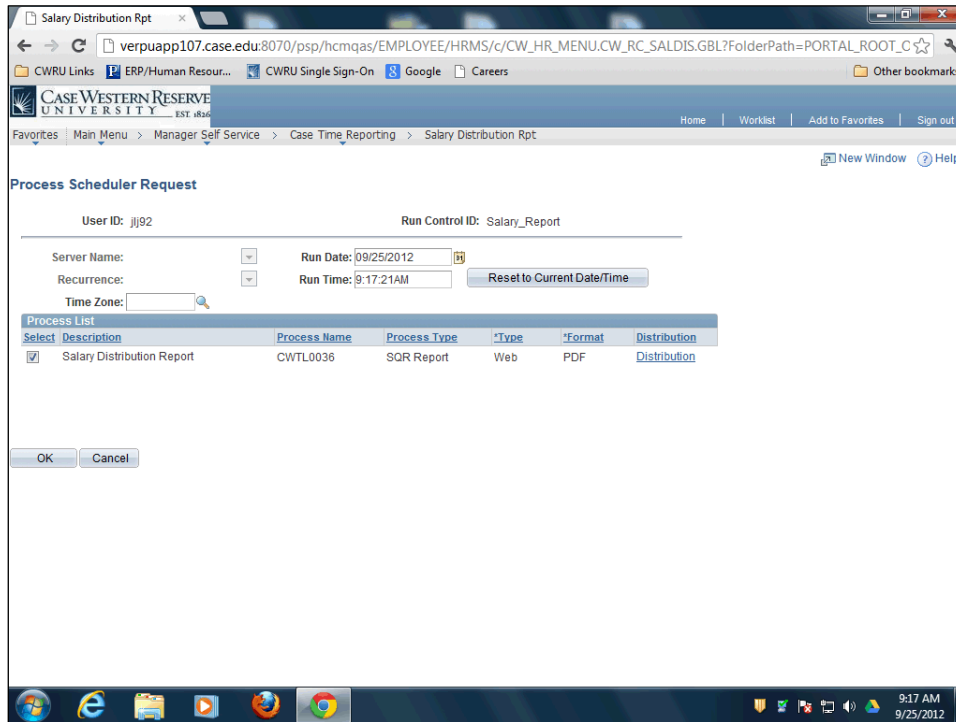
Step	Action
10.	<p>Select the Run Option from the drop down list.</p>  <p>Note: If the Single Department option is selected, you must enter a Department number under the Optional Parameters block.</p>
11.	<p>Enter the Department number or use the Look Up button (magnifying glass) to select the number from a list.</p> 

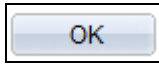


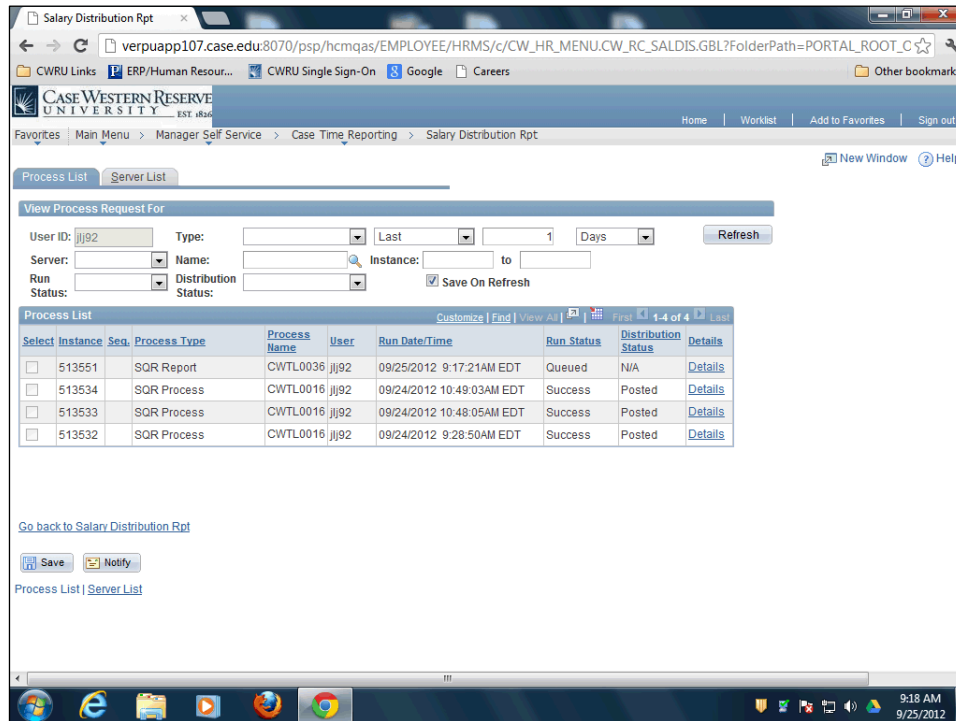
Step	Action
12.	Click on the Department number link (in blue) to populate the field. 



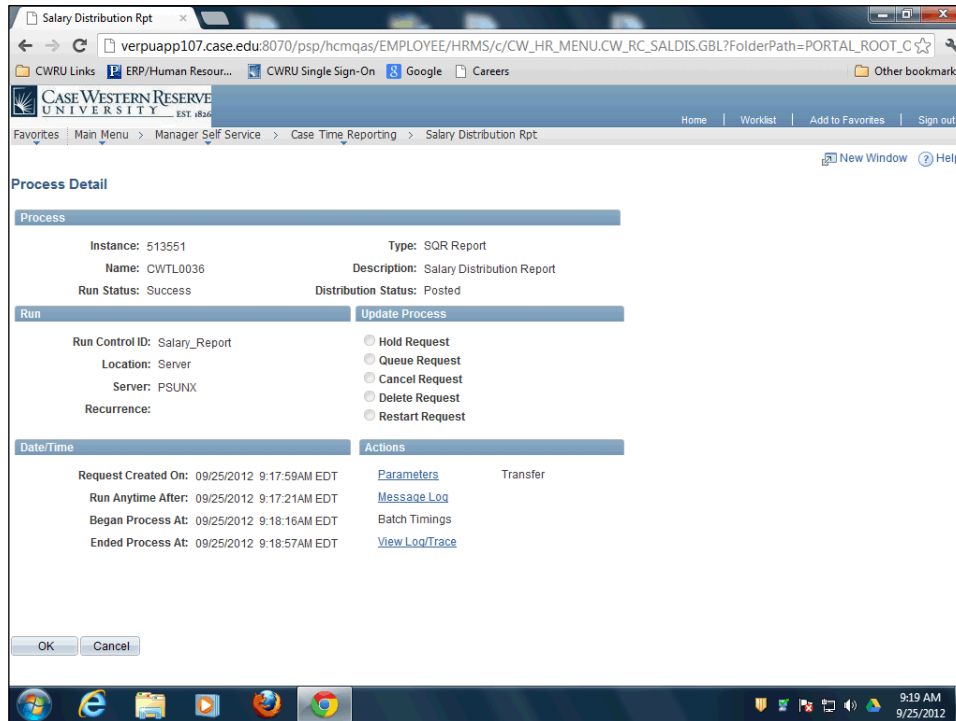
Step	Action
13.	Click the Run button. <div style="text-align: center; margin-top: 10px;">  </div>



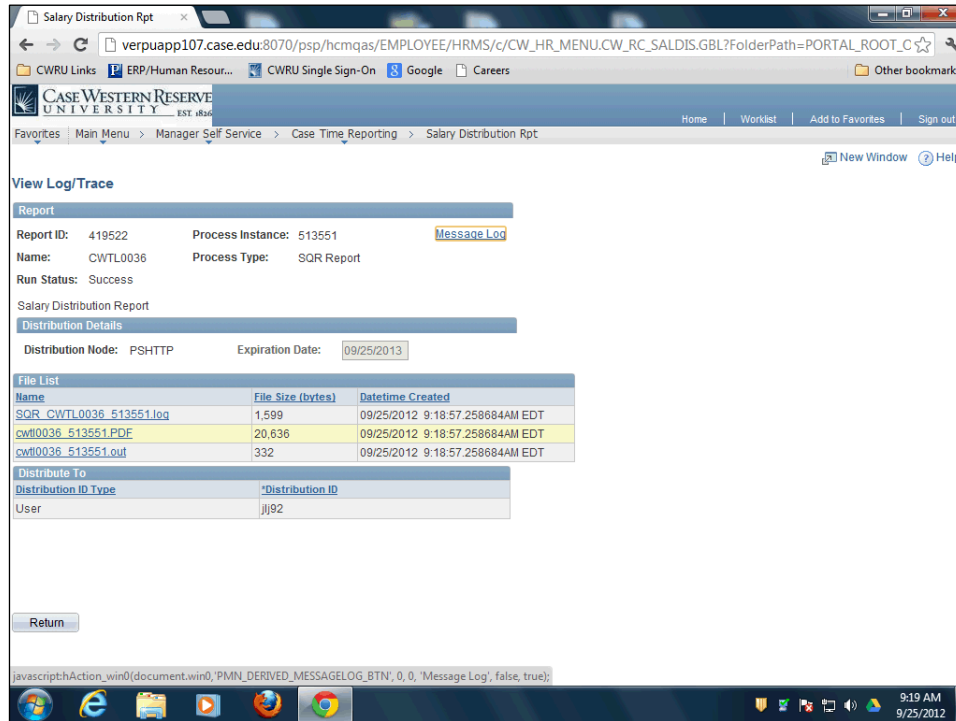
Step	Action
14.	The Process Scheduler Request page appears. Click the OK button. <div style="text-align: center; margin-top: 10px;">  </div>



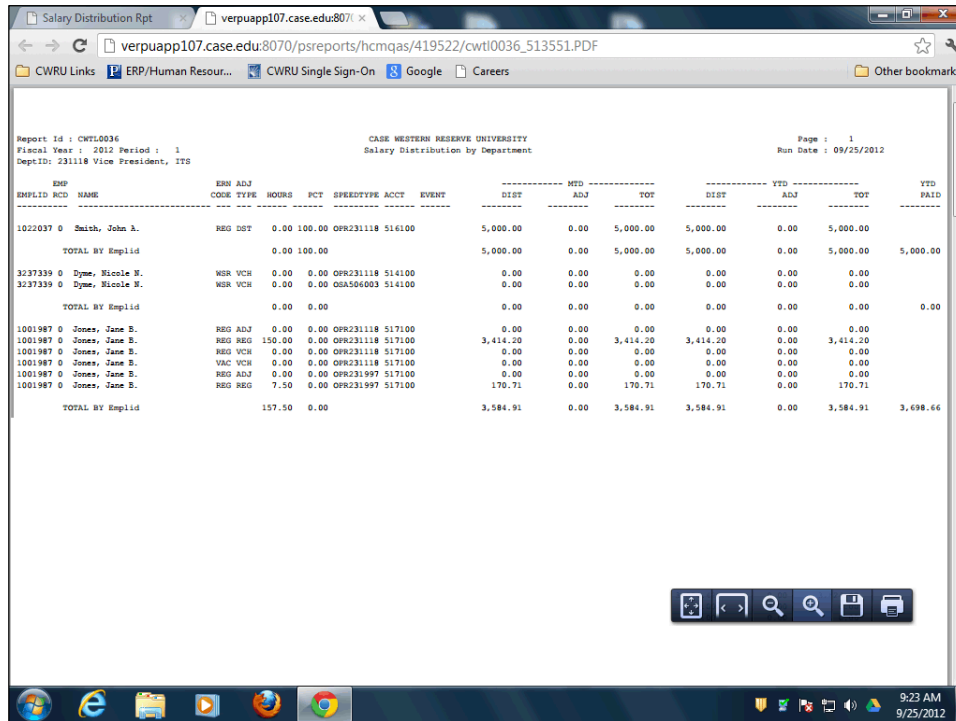
Step	Action				
15.	<p>The Process List page appears. When the report is finished, the Run Status column will display Success and the Distribution Status column will display Posted.</p> <table border="1"> <thead> <tr> <th>Run Status</th> <th>Distribution Status</th> </tr> </thead> <tbody> <tr> <td>Queued</td> <td>N/A</td> </tr> </tbody> </table>	Run Status	Distribution Status	Queued	N/A
Run Status	Distribution Status				
Queued	N/A				
16.	<p>If the status displays N/A, click the Refresh button until Success and Posted display.</p> <p>Note: If you receive an Error status, the report did not process.</p> <table border="1"> <tr> <td>Refresh</td> </tr> </table>	Refresh			
Refresh					
17.	<p>When the status is correct, click the Details link.</p> <table border="1"> <tr> <td>Details</td> </tr> </table>	Details			
Details					



Step	Action
18.	Click the View Log/Trace link from the Date/Time category. <div style="border: 1px solid black; padding: 2px; display: inline-block;">View Log/Trace</div>



Step	Action
19.	<p>From the File List, click the link to the document with the .PDF file extension.</p> <p>Note: You must have pop-up blockers disabled in your internet browser to view the report.</p> <p>cwtl0036_513551.PDF</p>




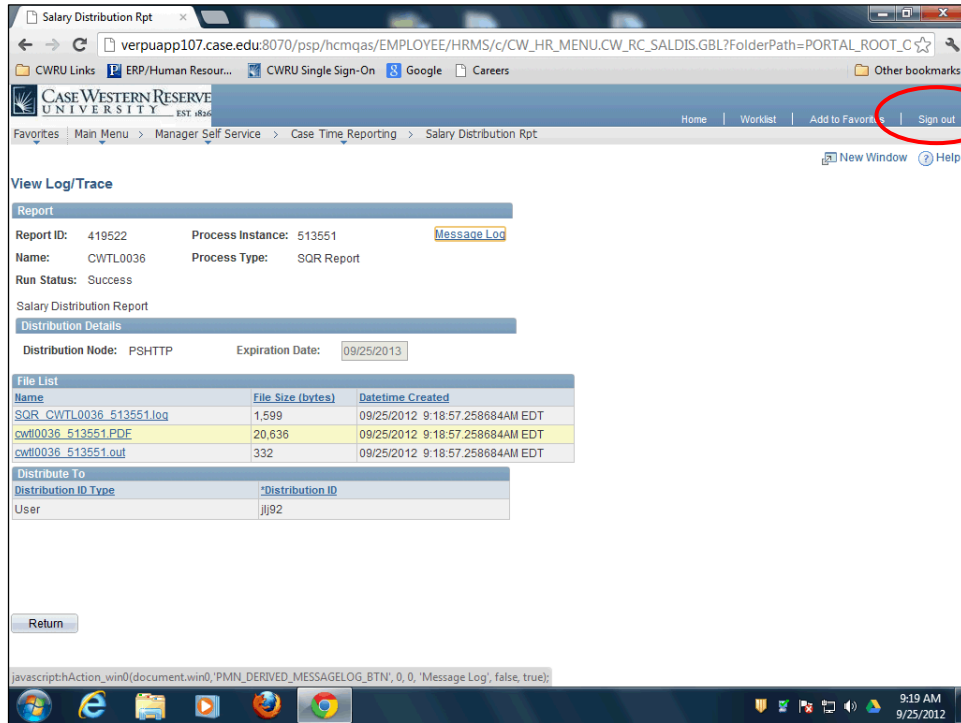
Report Id : CWT0036
 Fiscal Year : 2012 Period : 1
 DeptID: 231118 Vice President, ITS

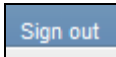
CASE WESTERN RESERVE UNIVERSITY
 Salary Distribution by Department

Page : 1
 Run Date : 09/25/2012

EMP	EMPID	ACD	NAME	CODE	TYPE	HOURS	PCT	SPEEDTYPE	ACCT	EVENT	BASE	ADJ	TOT	BASE	ADJ	TOT	PAID		
	1022037	0	Smith, John A.	REG	DST	0.00	100.00	OPR231118	514100		5,000.00	0.00	5,000.00	5,000.00	0.00	5,000.00			
TOTAL BY EmpId											5,000.00	0.00	5,000.00	5,000.00	0.00	5,000.00	5,000.00		
	3237339	0	Dyme, Nicole H.	NSR	VCH	0.00	0.00	OPR231118	514100		0.00	0.00	0.00	0.00	0.00	0.00			
	3237339	0	Dyme, Nicole H.	NSR	VCH	0.00	0.00	OSA504003	514100		0.00	0.00	0.00	0.00	0.00	0.00			
TOTAL BY EmpId											0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
	1001987	0	Jones, Jane B.	REG	ADJ	0.00	0.00	OPR231118	517100		0.00	0.00	0.00	0.00	0.00	0.00			
	1001987	0	Jones, Jane B.	REG	REG	150.00	0.00	OPR231118	517100		3,414.20	0.00	3,414.20	3,414.20	0.00	3,414.20			
	1001987	0	Jones, Jane B.	REG	VCH	0.00	0.00	OPR231118	517100		0.00	0.00	0.00	0.00	0.00	0.00			
	1001987	0	Jones, Jane B.	VAC	VCH	0.00	0.00	OPR231118	517100		0.00	0.00	0.00	0.00	0.00	0.00			
	1001987	0	Jones, Jane B.	REG	ADJ	0.00	0.00	OPR231997	517100		0.00	0.00	0.00	0.00	0.00	0.00			
	1001987	0	Jones, Jane B.	REG	REG	7.50	0.00	OPR231997	517100		170.71	0.00	170.71	170.71	0.00	170.71			
TOTAL BY EmpId											157.50	0.00	3,584.91	0.00	3,584.91	3,584.91	0.00	3,584.91	3,698.66

Step	Action
20.	<p>Your PDF file will open to display the report details you selected.</p> <p>You can use the Toolbar to Fit the Report Page to your Screen, Scroll through Multiple Pages, Zoom In/Out and Save/Print your report.</p> <p>Note: If the Toolbar does not appear, move your cursor around the bottom, right area of the screen until it is visible.</p> 



Step	Action
21.	Please remember to click the Sign Out link when finished with your session. 
22.	End of Procedure.