



**Procedure Manual
PeopleSoft Version 9.0**

Running Processes and Reports

Table of Contents

How to Run Processes and Reports	1
Process/Report Steps	1
Run Control ID	1
Populate Process Page	3
Process Scheduler Request	4
Process Monitor	6
Process/Report Output	8
Reviewing Process/Report Online	8
Process Detail Page	9
Report/Log Viewer	10
Reviewing the Process/Report via Email.....	11
Viewing and Printing Process/Report Output in PDF	12
Opening Process/Report Output Data File in CSV	13
Cost Center Report	17
Process Page	18
Sample Cost Center PDF Report	19
Sample Cost Center CSV Data File	19
Department Group Rate Report.....	20
Process Page	20
Sample Departmental Rate Report	21
Departmental Leave Report.....	22
Process Page	22
Sample Departmental Leave Report	23
Employee Timesheets.....	24
Process Page	24
Sample Employee Timesheet Reports	25
Employee Leave Reports	26
Process Page	26
Sample Employee Leave Reports	27

How to Run Processes and Reports

This manual provides an overview of running processes and reports in PeopleSoft. This manual is not intended to describe how the processes or reports are to be used nor how other procedures that occur outside of the system are managed.

Process/Report Steps

Each process/report is run in a similar manner. Below are the steps to run a process/report. More specific instructions for the steps follow the list below.

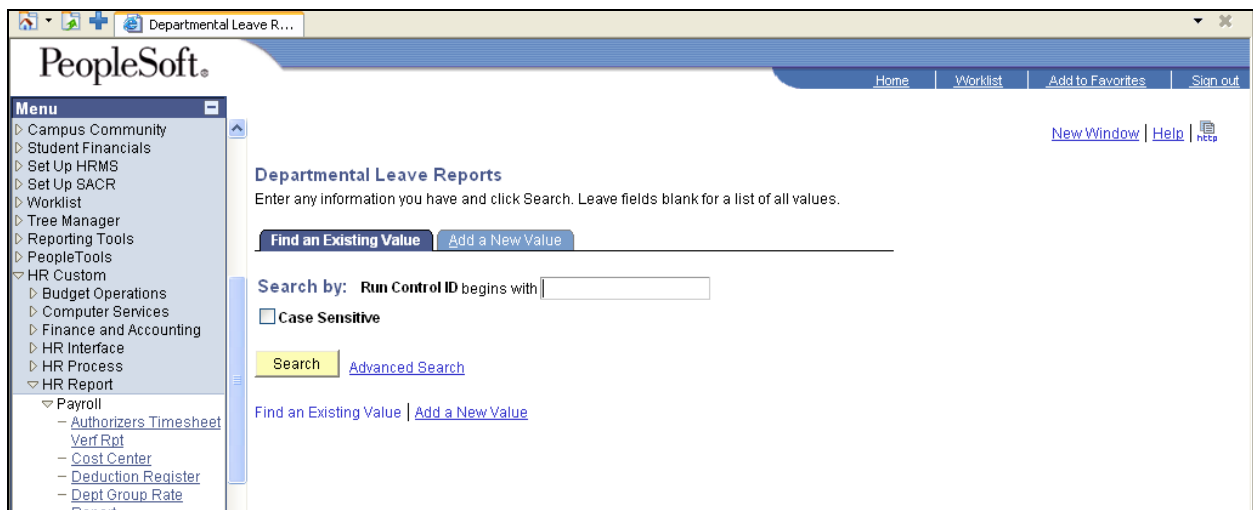
1. Open the process/report page using the applicable navigation.
2. Add or select a Run Control ID.
3. Populate the process/report page.
4. Click the run icon.
5. Populate Process Scheduler Request page.
6. Check the process status using the Process Monitor.
7. Review process/report output online or received an email from PeopleSoft Process Scheduler.

Run Control ID

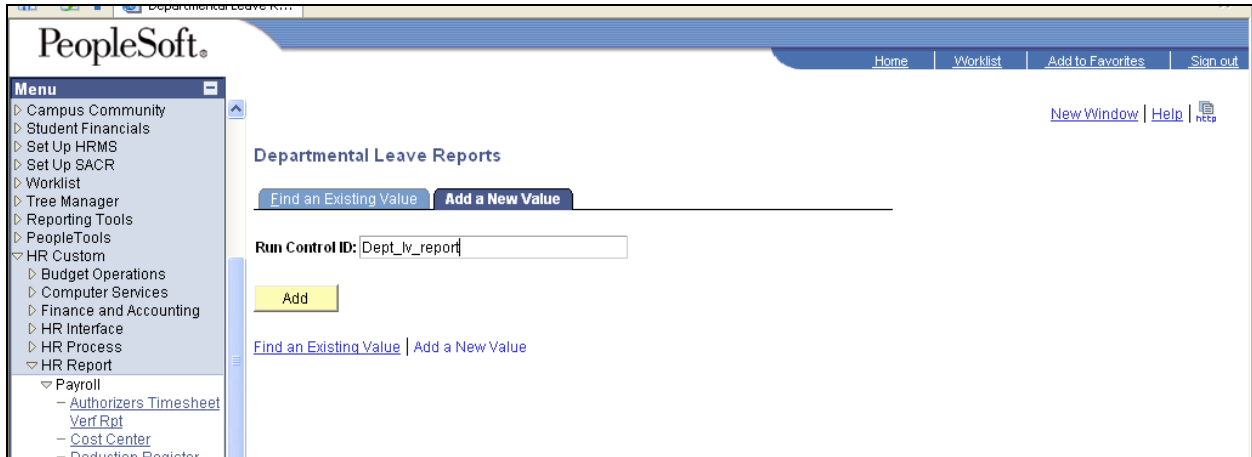
The first time a process/report is run in PeopleSoft, a Run Control ID must be established. The Run Control ID is simply an identifier so that PeopleSoft can recognize which process/report is being run. The first time a process/report is run, the following must take place:

- Choose the process/report (ex. Departmental Leave Reports)
- Choose Add a New Value (options will be Add a New Value or Find an Existing Value)
- Choose a name for the process (no spaces, no special characters)

Using the Departmental Leave Reports as an example, the following window will display.



Enter a name that meets your needs best. In the example below, the process is named 'Dept_lv_report.' Do not use special characters in the name. Only letters, numbers, and the underscore character should be used. Click on **Add**.



The screenshot shows the PeopleSoft interface for 'Departmental Leave Reports'. On the left is a navigation menu with categories like 'Campus Community', 'Student Financials', 'Set Up HRMS', 'Worklist', 'Tree Manager', 'Reporting Tools', 'PeopleTools', 'HR Custom', 'Payroll', and 'AuthORIZERS Timesheet'. The main content area is titled 'Departmental Leave Reports' and features two buttons: 'Find an Existing Value' and 'Add a New Value'. Below these is a text input field labeled 'Run Control ID:' containing the text 'Dept_lv_report'. A yellow 'Add' button is positioned below the input field. At the bottom of the main area, there are links for 'Find an Existing Value' and 'Add a New Value'. The top of the page includes the PeopleSoft logo, navigation links (Home, Worklist, Add to Favorites, Sign out), and a 'New Window | Help' link.

After the Run Control ID has been established, you can choose **Search** when running the process/report, as shown on the previous page.

Populate Process Page

ORACLE Home Worklist Add to Favorites Sign out

New Window Help Customize Page

Menu

- HR Custom
 - Academic Affairs
 - Budget Operations
 - Computer Services
 - Finance and Accounting
 - HR Interface
 - HR Process
 - HR Report
- Payroll
 - Authorizers Timesheet Verif Rpt
 - Cost Center
 - C&G Termination Pool Reports
 - Deduction Register
 - Dept Group Rate Report
 - Departmental Leave Report
 - Leave and Pay Exception Report
 - Employee Timesheets
 - Processors Timesheet Verif Rpt
- Records
- Training
- HR Setup
- HR Use
- HR Workflow
- Physical Plant Kiosk

Dept Leave Report

Run Control ID: Dept_lv_report Report Manager Process Monitor Run

Departmental Leave Report For The New Pay Period

Pay Begin Date: 05/29/2009 Pay End Date: 06/11/2009

Group: 0260 Human Resources

Workgroup:

Leave Group blank to select all groups.

Save Notify Add Update/Display

Complete all required fields. Each report is different and some reports will not have any input required.

Click on **Run**.

The window on the following page will display.

Process Scheduler Request

Process Scheduler Request

User ID: iguerer Run Control ID: Dept_lv_report

Server Name: PSUNX Run Date: 05/26/2009

Recurrence: Run Time: 1:02:23PM [Reset to Current Date/Time](#)

Time Zone: FTP Control Command:

Select	Description	Process Name	Process Type	Type	Format	Distribution
<input checked="" type="checkbox"/>	Departmental Leave Report	CFPAY490	SQR Report	Web	PDF	Distribution

OK Cancel

The Description section will vary depending on the process being run. At least one option in the description area must be highlighted; however, most processes/report will only have one option listed. If there is more than process/report option in the description area, you may select one or all of the options. Each option selected will be included in process/report output.

Populate the window as follows:

1. **Server Name:** Select server, PSUNX.
2. **Type:** To view the process/report output online, select Web.
3. **Format:** Select PDF. Some processes/reports will also return data files in the output; however, PDF is still the Format to select.
4. **Distribution:** Click on this link to allow other end users access to the output. The following page will display.

Folder Name – Use the drop down menu if applicable.

Email With Log – Turn the checkbox on if you would like an email notification, otherwise, leave blank.

Email Web Report – Turn the checkbox on if you would like an email notification, otherwise, leave blank.

Email Subject – Enter the desired text to appear in the subject of the email if Email checkboxes are on.

Message Text – A message may be sent to email recipients, if desired, only if the Email checkboxes are on.

Email Address List – Enter the email address(es) for the desired report recipient(s) separated by a semi colon (;) and a space. By using this box, you are only sending an email notification that a report is available to be seen. This will not give the recipient access to view the report. In order for the recipient to view the report, the Distribute To section must be completed.

Distribute To:

ID Type – either 'Role' or 'User'.

- Role is for a group that is already defined.
- User is for an individual.

*Distribution ID – enter the user's ID or role name. Use the lookup feature if necessary.

As the person running the process or report, the ID Type should always say 'User' and the *Distribution ID should always be your own.

Click on **OK**. The **Process Scheduler Request** Screen will display again.

5. Click the **OK** button.

The status of the process/report must be checked in the Process Monitor.



Do not another process/report using the same Run Control ID until Successful shows in the status column of the Process Monitor.

Process Monitor

A **Process Instance** number on the process page is an indication that the report is running. The user may monitor the progress of the report as follows:

The screenshot shows the Oracle PeopleSoft interface for the 'Dept Leave Report'. The 'Process Monitor' link is circled in red. The page displays the 'Run Control ID' as 'Dept_lv_report', the 'Process Instance' as '1247388', and the 'Pay Begin Date' as '05/29/2009' and 'Pay End Date' as '06/11/2009'. The 'Group' is set to '0260' and 'Human Resources'. The 'Workgroup' is blank. The page also shows a 'Save' button, a 'Notify' button, an 'Add' button, and an 'Update/Display' button.

Click on the **Process Monitor** link (circled above).

The following page will display.

Oracle

Home | Worklist | Add to Favorites | Sign out

New Window | Help | Customize Page |

Process List | [Server List](#)

View Process Request For

User ID: Type: Last: Days

Server: Name: Instance: to

Run Status: Distribution Status: Save On Refresh

Process List Customize | Find | View All | First Last

Select	Instance Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	1247388	SQR Report	CFPAY490	igurrer	05/26/2009 1:02:23PM EDT	Success	Posted	Details

[Go back to Departmental Leave Reports](#)

[Process List](#) | [Server List](#)

This page displays necessary information such as the process/report being run, the instance number, the run date and time, along with the status. If at any time the Run Status displayed is Error, email HRIS for further assistance. It is important to make note of the process name, run date/time, and the instance number.

In order to update the information in the Process Monitor, click the **Refresh** button. When the status changes to Success, the process/report has finished. Once the **Distribution Status** shows Posted, the output is ready to be reviewed online.

Process/Report Output

Reviewing Process/Report Online

To review the process/report output online, click on the Details link (circled below).

The screenshot shows the Oracle HR Custom menu on the left, with 'HR Report' expanded to show 'Departmental Leave Report'. The main area displays a 'Process List' with a search filter for 'User ID: iguerrer'. Below the search filters is a table with the following data:

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	1247388		SQR Report	CFPAY490	iguerrer	05/26/2009 1:02:23PM EDT	Success	Posted	Details

The 'Details' link in the last column of the table is circled in red. Other elements visible include a 'Menu' sidebar, a top navigation bar with 'Home', 'Worklist', 'Add to Favorites', and 'Sign out', and a 'Process List' header with 'Server List' selected.

The following page will display.

Process Detail Page

The screenshot shows the Oracle PeopleSoft interface for the 'Process Detail' page. On the left is a 'Menu' tree with 'HR Report' expanded to 'Departmental Leave Report'. The main content area displays the following details:

- Process Information:** Instance: 1247388, Type: SQR Report, Name: CFPAY490, Description: Departmental Leave Report, Run Status: Success, Distribution Status: Posted.
- Run Information:** Run Control ID: Dept_lv_report, Location: Server, Server: PSUNX, Recurrence: (empty).
- Date/Time Information:** Request Created On: 05/26/2009 1:06:58PM EDT, Run Anytime After: 05/26/2009 1:02:23PM EDT, Began Process At: 05/26/2009 1:07:04PM EDT, Ended Process At: 05/26/2009 1:07:22PM EDT.
- Actions:** Parameters, Transfer, Message Log, Batch Timings, and View Log/Trace (circled in red).

At the bottom of the page, there are 'OK' and 'Cancel' buttons.

Click on the **View Log/Trace** link (circled above).

The following page will display.

Report/Log Viewer

ORACLE

Home | Worklist | Add to Favorites | Sign out

New Window | Help | Customize Page |

Menu

- HR Custom
 - Academic Affairs
 - Budget Operations
 - Computer Services
 - Finance and Accounting
 - HR Interface
 - HR Process
 - HR Report
 - Payroll
 - Authorizers Timesheet
 - Verf Rpt
 - Cost Center
 - C&G Termination Pool
 - Reports
 - Deduction Register
 - Dept Group Rate Report
 - Departmental Leave Report
 - Leave and Pay Exception Report
 - Employee Timesheets
 - Processors Timesheet
 - Verf Rpt
 - Records
 - Training
 - HR Setup
 - HR Use
 - HR Workflow
 - Physical Plant Kiosk
 - Housing Applications
 - ISC Custom
 - SF Custom
 - SR Custom

View Log/Trace

Report

Report ID: 928375 **Process Instance:** 1247388 [Message Log](#)

Name: CFPAY490 **Process Type:** SQR Report

Run Status: Success

Departmental Leave Report

Distribution Details

Distribution Node: reportnew **Expiration Date:** 06/09/2009

File List

Name	File Size (bytes)	Datetime Created
SQR_CFPAY490_1247388.log	1,996	05/26/2009 1:07:22.000000PM EDT
cfpay490_1247388.PDF	41,957	05/26/2009 1:07:22.000000PM EDT
cfpay490_1247388.out	30	05/26/2009 1:07:22.000000PM EDT

Distribute To

Distribution ID Type	Distribution ID
User	igurrer

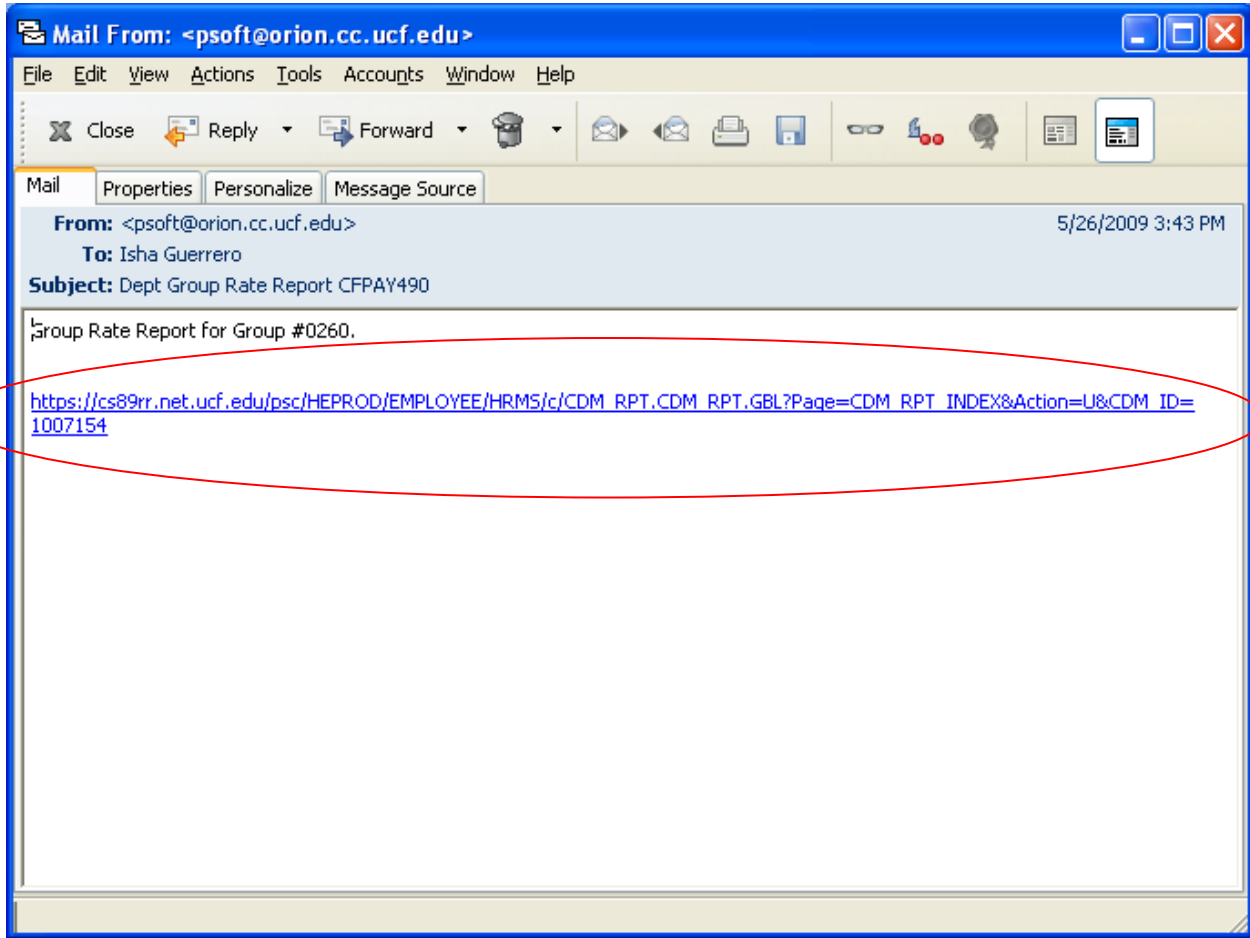
Return

To view the report, click on the link that contains the process name. In this example, the process name is cfpay490 (circled above).

The report will now display.

Reviewing the Process/Report via Email

The process/report output will be sent as an attachment to the email and will be in the format selected on the **Process Scheduler Request** page.



To open the process/report, click on the link. You and/or other recipients of the email may have to log into PeopleSoft in order to access the output.

Viewing and Printing Process/Report Output in PDF

The process/report will display in Adobe Reader.

Explanation of the Reader

1. The report may be printed by clicking this icon or by selecting **File, Print** from the menu bar.
2. The **Page Up** or **Page Down** keys on the keyboard may also be used to page through the report, as well as the icons on the bottom of the page.
3. The number of pages in the report is displayed at the bottom of the page.

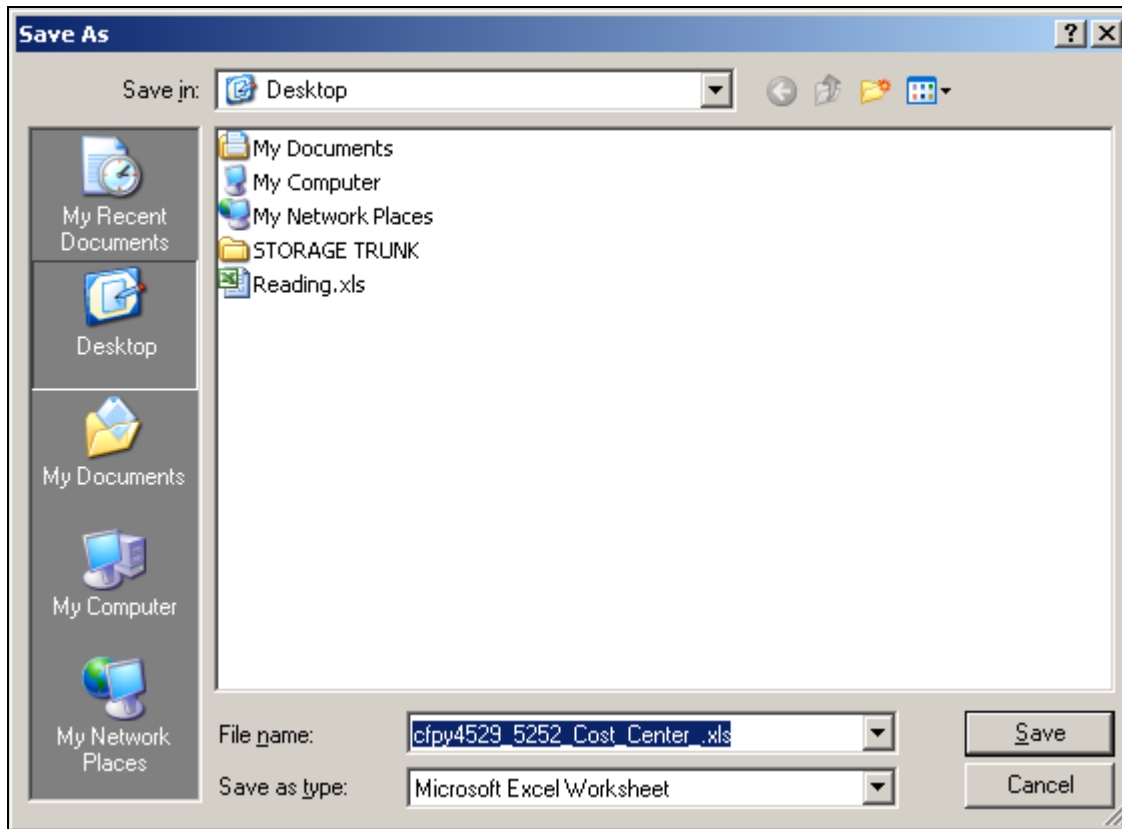
Opening Process/Report Output Data File in CSV

Some processes/reports include a data file in CSV format. To open these files, following the procedures below. The Cost Center Report is used in this example.

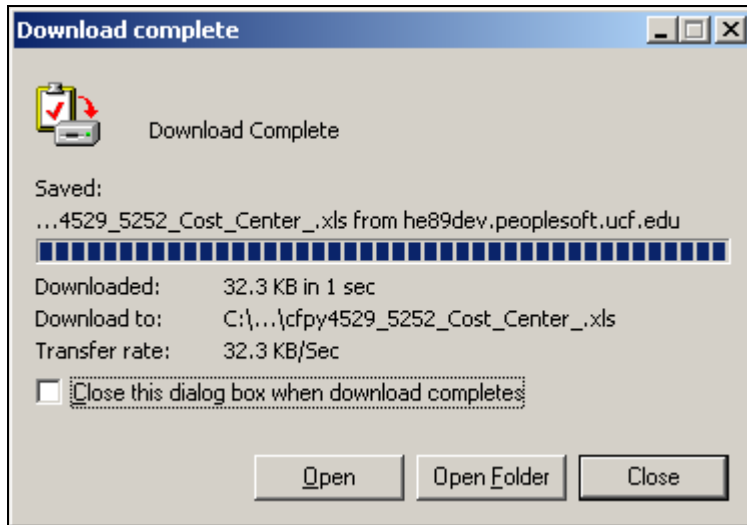
From an email attachment: Right-click the CSV attachment in the email. Select **Save As**.

From the Report/Log Viewer: Click on the link that contains the process name (Cost Center) with the .CSV extension. In the resulting dialog box, select **Save**.

The following dialog box will display:

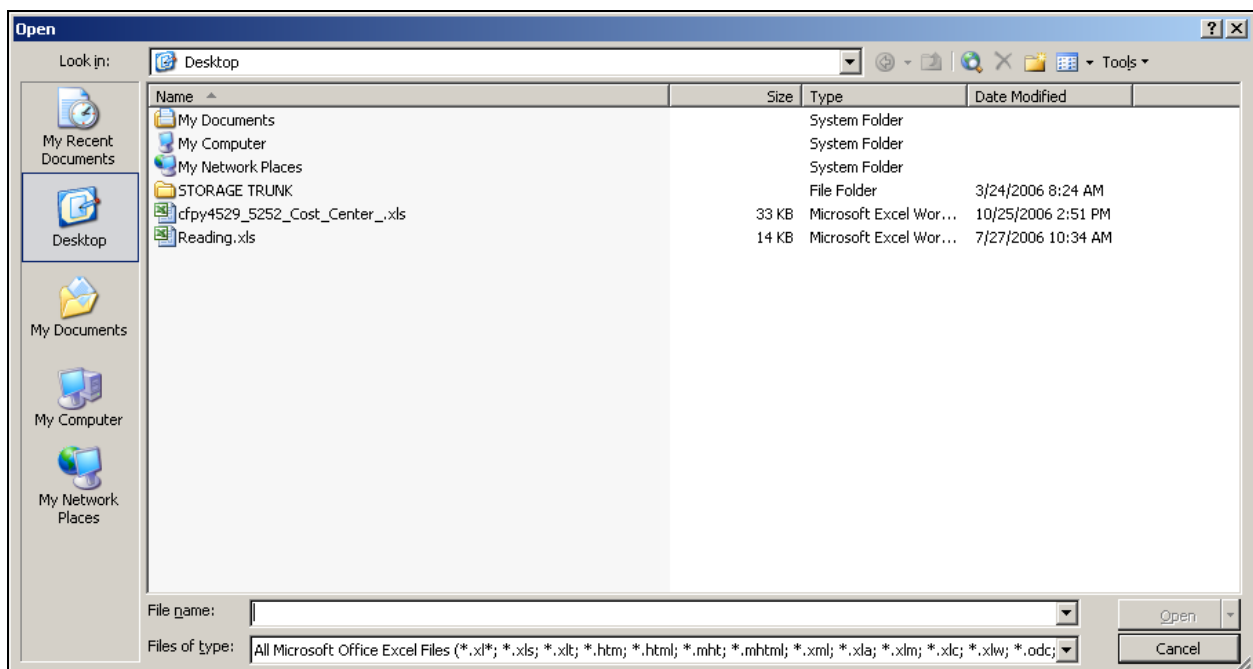


Enter the file name you wish to save the file as and change the 'Save in' drop down box to the folder in which you wish to save the file. The following dialog box will display.



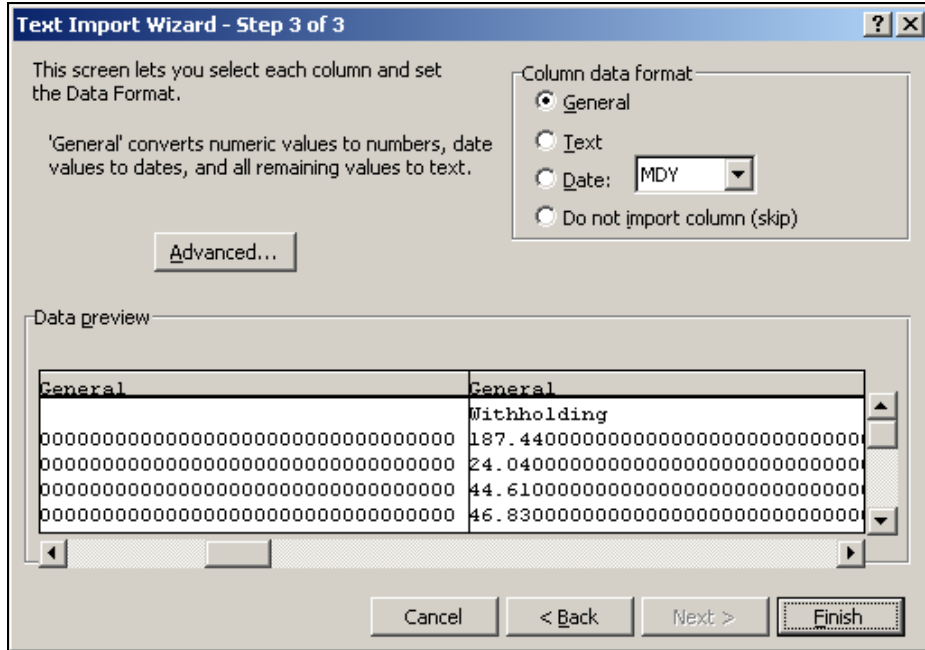
Click on **Close**.

To open the file in Excel, open Excel then select File, Open from the menu. The following dialog box will display.



Navigate to the folder in which the file has been saved in the 'Look in:' drop down box.

Open Excel. Click on the saved file, then click the **Open** button. The following dialog box will display.



Click on the **Finish** button. The data will now be loaded to an Excel worksheet as shown in the example below.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
1	Department	Emplid	Name	Hours	Gross	Withholding	FICA	Net	FICA	Retirement	PreTax	SHL/Home	SLife	ST Disability	Total Match
2	02602001 HM RES-PAYROLL	1234567	Knight Ima	80	2088.12	187.44	151.44	1536.38	151.44	217.79	8.3	357.96	0	0	71.79
3	02602001 HM RES-PAYROLL	1234568	Knight-Too Ima	40	748.88	24.04	52.78	593.57	52.78	58.64	4.5	166.4	1.79	0	20.79
4	02602001 HM RES-PAYROLL	1234569	Aknight Wanda B	80	921.56	44.61	61.49	644.89	61.49	72.16	9.01	357.96	2.07	0	50.79
5	02602001 HM RES-PAYROLL	1234570	Black Andgold	80	919.34	46.83	59.36	648.83	59.36	71.98	10.96	357.96	0	0	50.79
6															
7															

Cost Center Report

This report is available for employees who have responsibility for maintaining the departmental budget. To obtain access to this report, the employee must complete and submit a **Departmental Cost Center Authorization List** form, which is available on the Human Resources website at <http://hr.ucf.edu>, under Forms. Upon receipt of the form, a Human Resources Payroll Services staff member will provide the security that is necessary to access this report.

The Cost Center Report lists all employee payroll charges that were made for the pay period for each department number. This report can be accessed at anytime; however, cost data for each pay period will not be available until Tuesday of pay week.

The report comes in two formats, PDF and a data file (CSV). Both reports are included in the output when the process is run. Refer to the **Viewing and Printing Process/Report Output in PDF** and **Opening Process/Report Output Data File in CSV** sections of this manual for instructions on how to open and view the report in the different formats.

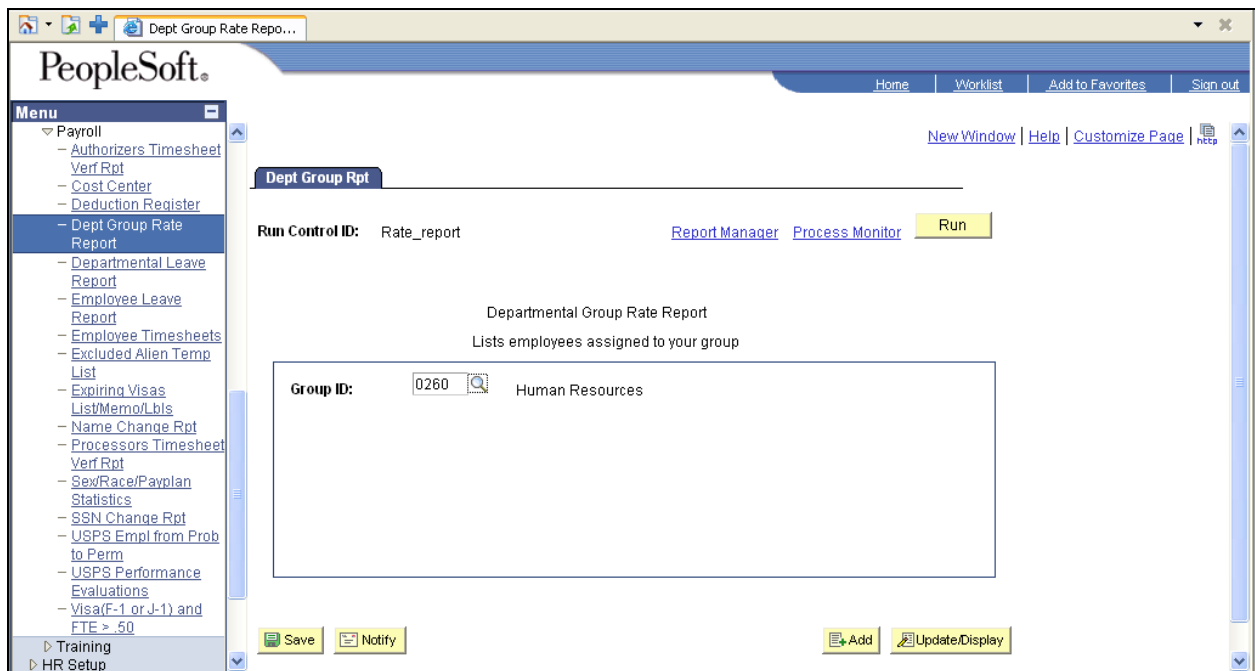
Information displayed in the report includes:

- Employee ID#
- Employee Name
- Hours paid
- Gross amount
- Withholding tax
- FICA tax
- Net amount
- Employer matching
 - FICA tax
 - Retirement
 - Pretax (FICA savings)
 - SHL/Home (Health insurance)
 - SLife (Life insurance)
 - Disability
 - Total matching
- Total Payroll Cost

The navigation to access the report is as follows:

HR Custom>HR Report>Payroll>Cost Center Report

Process Page



Enter the **Group ID** for the department for which the report is to be generated.

Follow the steps outlined in the **How to Run Processes and Reports** section of this manual.

Sample Cost Center PDF Report

Report ID: CFPY4529
 Client Title: Pay Period End: 05/23/2004

University of Central Florida
 Department of Human Resources
 PB HR - Department Cost Center Report

Page No: 1
 Run Date: 05/18/2004
 Run Time: 15:52:08

EMPID	Base	Account #	Hours	T11222 Gross	Withholding	FICA	Net	T11400 FICA	T11500 Retirement	T11450 PreTax	T11452 SHL/Home	T11453 SLife	T11454 ST Disability	Total Match	Total Payroll Cost
Grand Total															
AAP, Faculty, US00			0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

EMPID	Base	Account #	Hours	T11222 Gross	Withholding	FICA	Net	T11301 FICA	T11302 Retirement	T11303 PreTax	T11304 SHL/Home	T11305 SLife	T11306 ST Disability	Total Match	Total Payroll Cost
Grand Total															
Temporary/000			0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Grand Total
 AAP, Faculty, US00
 Temporary/000

Sample Cost Center CSV Data File

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
1	Department	Empid	Name	Hours	Gross	Withholding	FICA	Net	FICA	Retirement	PreTax	SHL/Home	SLife	ST Disability	Total Match
2	02602001	HM RES-PAYROLL	1234567	Knight Ima	80	2088.12	187.44	151.44	1536.38	151.44	217.79	8.3	357.96	0	7.7
3	02602001	HM RES-PAYROLL	1234568	Knight-Too Ima	40	748.88	24.04	52.78	593.57	52.78	58.64	4.5	166.4	1.79	2.0
4	02602001	HM RES-PAYROLL	1234569	Aknight Wanda B	80	921.56	44.61	61.49	644.89	61.49	72.16	9.01	357.96	2.07	5.0
5	02602001	HM RES-PAYROLL	1234570	Black Andgold	80	919.34	46.83	59.36	648.83	59.36	71.98	10.96	357.96	0	5.0
6															
7															

Department Group Rate Report

All departmental processors and authorizers will have access to the **Department Group Rate Report**. This report can be accessed at any time and will display valuable employee information, including name, emplid ID #, record #, pay group, hourly rate (for USPS and OPS employees), biweekly rate (for USPS, A&P, and Faculty employees), department number and other department information, the effective date of the last payroll activity, and employee status.

The navigation is as follows:

Home>HR Custom>HR Report>Payroll>Dept Group Rate Report

Process Page

The screenshot shows the Oracle PeopleSoft interface for the Department Group Rate Report. The top navigation bar includes "Home", "Worklist", "Add to Favorites", and "Sign out". A "Menu" sidebar on the left lists various HR and Payroll options, with "Dept Group Rate Report" highlighted. The main content area displays the report title "Departmental Group Rate Report" and a description "Lists employees assigned to your group". A "Run Control ID" of "1042_Data_Summary" is shown, along with "Report Manager" and "Process Monitor" links and a "Run" button. A search box for "Group ID" contains the value "0260" and is associated with "Human Resources". At the bottom, there are buttons for "Save", "Return to Search", "Notify", "Add", and "Update/Display".

Enter the **Group ID** for the department for which the report is being generated.

Follow the steps outlined in the **How to Run Processes and Reports** section of this manual.

Sample Departmental Rate Report

Report ID: CFF72333

Page No. 1
Run Date: 05/26/2009
Run Time: 13:40:19

Group: 0200

Name	EmplID	Rcd#	Pay Group	Hourly Rate	Biweekly Rate	Dept ID	Dist Percent	Primary Dept	EffDt	Employee Status
Anderson, Aimee	1234567	0	12M Fac/AF	.000000	2157.70	02602001	100.00	P	01-07-2008	Active
Baldwin, Barry	2345678	0	09PS NonEx	15.853114	1014.67	02602001	100.00	P	21-FEB-2008	Active
Carson, Connie	3456789	0	12M Fac/AF	.000000	1826.52	02602001	100.00	P	04-MAR-2009	Active
Darling, Donna	2222222	0	09PS NonEx	15.062425	1045.01	02602001	100.00	P	05-JAN-2009	Active
Evans, Eva	1111111	0	09PS NonEx	13.247124	1059.77	02602001	100.00	P	27-JAN-2009	Leave W/Pay

- Name: Name of the employee.
- EmplID: The employee's ID number, assigned by PeopleSoft.
- Rcd#: The record number assigned to an employee; 0-3 (line positions), 4-7 OPS positions.
- Pay Group: The employee's pay group, i.e, OPS, USPS, etc.
- Hourly Rate: Hourly rate of pay displayed for USPS and OPS hourly employees.
- Biweekly Rate: Biweekly rate of pay displayed for all pay groups except OPS hourly.
- Dept ID: The account number from which the employee is being paid.
- Dist Percent: The percentage of pay coming from the account.
- Primary Dept: Indicates which account is the primary account for an employee.
- EffDt: Indicates the date effective date of the most recent payroll action for the employee.
- Employee Status: Indicates if the employee is Active, on Short Work Break, on Leave W/Pay or Leave W/O Pay.

Departmental Leave Report

All departmental processors/authorizers will have access to generate **Departmental Leave Reports** in PeopleSoft. This report should be run three workdays, usually Tuesday, after the end of the pay period. The report should be printed, and the person who has responsibility for maintaining leave and attendance records for the department must check the report to verify that the leave balances for each employee are correct. This report should be kept in the department for at least three fiscal years.

The navigation is as follows:

Home>HR Custom>HR Report>Payroll>Departmental Leave Reports

Process Page

The screenshot shows the PeopleSoft interface for the 'Dept Leave Report' process. The left-hand menu is expanded to 'Payroll' > 'Departmental Leave Report'. The main content area displays the following information:

- Run Control ID:** Dept_lv_report
- Buttons:** Report Manager, Process Monitor, Run
- Title:** Departmental Leave Report For The New Pay Period
- Pay Begin Date:** 06/30/2006
- Pay End Date:** 07/13/2006
- Group:** 0260 (Human Resources)
- Workgroup:** (blank)
- Instruction:** Leave Group blank to select all groups.
- Buttons:** Save, Notify, Add, Update/Display

The **Pay Begin Date** will default to the beginning date for the previous pay period. If you need to view the report for a pay period other than the previous pay period, change the date to the **Pay Begin Date** for that pay period. The **Pay End Date** will automatically correspond to the **Pay Begin Date**.

Enter the **Group ID** for the department for which the report is being generated. If the report is being run for the entire department, leave the **Workgroup** field blank.

Follow the steps outlined in the **How to Run Processes and Reports** section of this manual.

Sample Departmental Leave Report

Report ID: CFPAY490

University of Central Florida
 Department of Human Resources
 Departmental Leave Report
 For Pay Period Ending: 06/11/2009
 Group: 0260-Human Resources

Page No. 1
 Run Date: 05/26/2009
 Run Time: 13:07:04

Name	EmplID	Rcd#	Type		Old Balance	Hours Adjusted	Hours Used	Hours Earned	New Balance	Balance In Days
Anderson, Aimee	1234567	0	A&P	Annual:	126.12	0.00	0.00	0.00	126.12	15.77
				Reg Sick:	109.60	0.00	0.00	0.00	109.60	13.70
				Pw-73 Sick:	0.00	0.00	0.00	0.00	0.00	0.00
Baldwin, Barry	2345678	0	USPS	Annual:	48.65	0.00	0.00	0.00	48.65	6.08
				Reg Sick:	37.15	0.00	0.00	0.00	37.15	4.64
				Pw-73 Sick:	0.00	0.00	0.00	0.00	0.00	0.00
				Spcl Comp:	0.00	0.00	0.00	0.00	0.00	0.00
				OT Comp:	0.00	0.00	0.00	0.00	0.00	0.00
				Personal:	16.00	0.00	0.00	0.00	16.00	2.00
Carson, Connie	3456789	1	A&P	Annual:	185.61	0.00	0.00	0.00	185.61	23.20
				Reg Sick:	319.55	0.00	0.00	0.00	319.55	39.94
				Pw-73 Sick:	0.00	0.00	0.00	0.00	0.00	0.00
				Sick Lv Pool:	0.00	0.00	0.00	0.00	0.00	0.00
Darling, Donna	2222222	0	USPS	Annual:	56.76	0.00	0.00	0.00	56.76	7.10
				Reg Sick:	49.01	0.00	0.00	0.00	49.01	6.13
				Pw-73 Sick:	0.00	0.00	0.00	0.00	0.00	0.00
				Spcl Comp:	0.00	0.00	0.00	0.00	0.00	0.00
				OT Comp:	0.00	0.00	0.00	0.00	0.00	0.00
				Personal:	8.00	0.00	0.00	0.00	8.00	1.00
Evans, Eva	1111111	0	USPS	Annual:	29.23	0.00	0.00	0.00	29.23	3.65
				Reg Sick:	8.30	0.00	0.00	0.00	8.30	1.04

- Name: Name of the employee
- EmplID: The employee's ID number, assigned by PeopleSoft
- Rcd#: The record number assigned to an employee; 0-3 (line positions), 4-7 OPS positions
- Type: The employee's pay group, i.e., USPS, A&P, etc.
- Old Balance: The employee's leave balance [hours] at the beginning of the pay period
- Hour Adjusted: Reflects any leave adjustments during the current pay period
- Hours Used: Reflects leave hours used during the current pay period
- Hours Earned: Reflects leave hours earned during the current pay period
- New Balance: The employee's leave balance [hours] at the end of the current pay period
- Balance in Days: The employee's leave balance [days] at the end of the current pay period

Employee Timesheets

All departmental payroll processors/authorizers will have access to generate **Employee Timesheets** in PeopleSoft. The **Employee Timesheets** may be run at any time, but should be run and distributed to the employees prior to the beginning of each pay period.

The navigation is as follows:

Home>HR Custom>HR Report>Payroll>Employee Timesheets

Process Page

The screenshot displays the PeopleSoft interface for the 'Employee Time Shts' process. The left-hand menu is expanded to show the 'Payroll' section, with 'Employee Timesheets' highlighted. The main content area includes a 'Run Control ID' of 'Emp_Timesheet' and a 'Run' button. Below this, the 'Employee Time Sheet' form is visible, featuring input fields for 'Pay Begin Date' (08/11/2006) and 'Pay End Date' (08/24/2006), a 'Blank timesheet?' checkbox, and a 'Group' field. Further down, there are fields for 'EmplID' and 'Empl Rcd Nbr' (0). A note below the 'Empl Rcd Nbr' field reads: 'If multiple Empl Rcd#s exist for this employee, enter the correct Empl Rcd#'.

The **Pay Begin Date** will default to the begin date for the current pay period. If the report is being run for a pay period other than the current pay period, you will need to change the **Pay Begin Date** to the begin date for the pay period for which the report is being run. The **Pay End Date** will default to end date for the selected pay period.

Enter the **Group** for the department for which the report is being generated. If the report is being run for the entire department, leave the **EmplID** field blank.

If the report is being run for a specific employee, you must also enter the employee's **EmplID** and **Empl Rcd Nbr**.

Follow the steps outlined in the **How to Run Processes and Reports** section of this manual.

Sample Employee Timesheet Reports

The screenshot shows the Adobe Acrobat Professional interface with a PDF document titled "University of Central Florida Employee Time Sheet". The document header includes the university name, employee name "Employee, Ima", ID "0123456", and dates "PP Begin: 08/11/2006" and "PP End: 08/24/2006". It also lists "Empl Red#: 0", "Work Group: USNEK", and "Group:0260". The primary department is "02602001".

		Hours Worked													
	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	
	08/11	08/12	08/13	08/14	08/15	08/16	08/17	08/18	08/19	08/20	08/21	08/22	08/23	08/24	
In															
Out															
In															
Out															
In															
Out															
In															
Out															
Total															
His															
Total Hours Worked Week 1:								Total Hours Worked Week 2:							

Leave and Pay Exceptions Report Attached? Yes No

Students: Leave and Pay Exceptions Report not applicable. Students should not be allowed to work during

Employee Leave Reports

All departmental payroll processors/authorizers will have access to generate **Employee Leave and Pay Exceptions Reports** in PeopleSoft. The reports should be run three workdays, usually Tuesday, after the end of the pay period. Processors must print the reports and distribute to employees.

The navigation is as follows:

Home>HR Custom>HR Report>Payroll>Employee Leave Report

Process Page

PeopleSoft. Home Worklist Add to Favorites Sign out

Menu

- Payroll
 - Authorizers Timesheet
 - Verf Rpt
 - Cost Center
 - Deduction Register
 - Dept Group Rate Report
 - Departmental Leave Report
 - Employee Leave Report
 - Employee Timesheets
 - Excluded Alien Temp List
 - Expiring Visas List/Memo/LtIs
 - Name Change Rpt
 - Processors Timesheet
 - Verf Rpt
 - Sex/Race/Payplan Statistics
 - SSN Change Rpt
 - USPS Empl from Prob to Perm
 - USPS Performance Evaluations
 - Visa(F-1 or J-1) and FTE > .50
- Training
- HR Setup

Leave and Pay Rpt

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

Leave and Pay Exceptions Report for New Pay Period

'Pay Begin Date: 07/14/2006 Pay End Date: 07/27/2006

Group: 0260 Human Resources

Workgroup:

EmpID: Select?

Check the Select? box for the appropriate employee record.

The **Pay Begin Date** will default to the beginning date for the previous pay period. If you need to run the report for a pay period other than the previous pay period, change the date to the **Pay Begin Date** for that pay period. The **Pay End Date** will automatically correspond to the **Pay Begin Date**.

Enter the **Group ID** for the department for which the report is being generated. If the report is being run for the entire department, leave the **Workgroup** field blank.

To run a **Leave and Pay Exceptions Report** for one employee, enter the employee's **EmpID**.

Follow the steps outlined in the **How to Run Processes and Reports** section of this manual.

Sample Employee Leave Reports

Adobe Acrobat Professional - [cfpay491_1247393_Leave_Exceptions_Rpt[1].pdf]

File Edit View Document Comments Tools Advanced Window Help

Search Create PDF Comment & Markup Send for Review Secure Sign Forms

Select 100%

Bookmarks Signatures Pages Attachments

University of Central Florida Leave and Pay Exception Report (LAPER) Print date: 05/26/2009

Employee, Ima ID: 0123456 Empl Rcd#: 0 Work Grp: USNEX Group: 0260

Primary Department: 02602001

Prior Pay Period - Begin: 04/17/2009 End: 04/30/2009						
Old Leave Balances:	Annual:	56.76	Reg Sick:	49.01	Pre-73 Sick:	0.00
Used:		0.00		0.00		0.00
Adjusted:		0.00		0.00		0.00
Earned:		0.00		0.00		0.00
New Leave Balances:		56.76		49.01		0.00
Old Leave Balances:	OT Comp:	0.00	Personal:	8.00		
Used:		0.00		0.00		
Adjusted:		0.00		0.00		
Earned:		0.00		0.00		
New Leave Balances:		0.00		8.00		

Current Pay Period - Begin: 05/01/2009 End: 05/14/2009					
	Sched Hours	*Actual Hrs	OVT	OCE	SCE
Week 1 Total	40.00				
Week 2 Total	40.00				

Enter Biweekly On-call Amount: \$ _____

* Represents hours worked + holidays + personal holiday + administrative leave

Show Leave Used for Week 1 Below								Show Leave Used for Week 2 Below							
Leaves	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Leaves	Fri	Sat	Sun	Mon	Tue	Wed	Thu