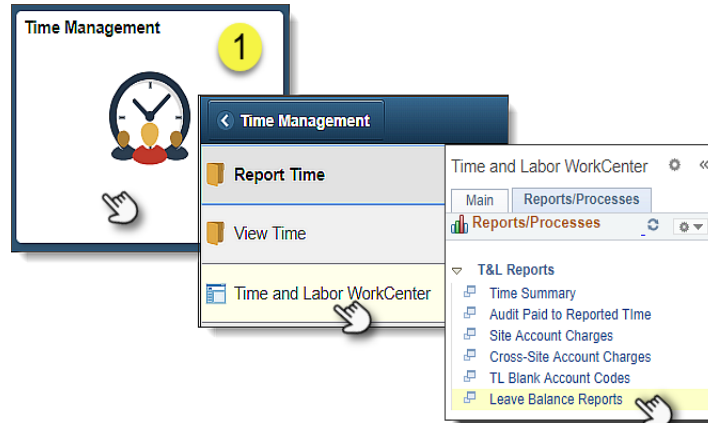


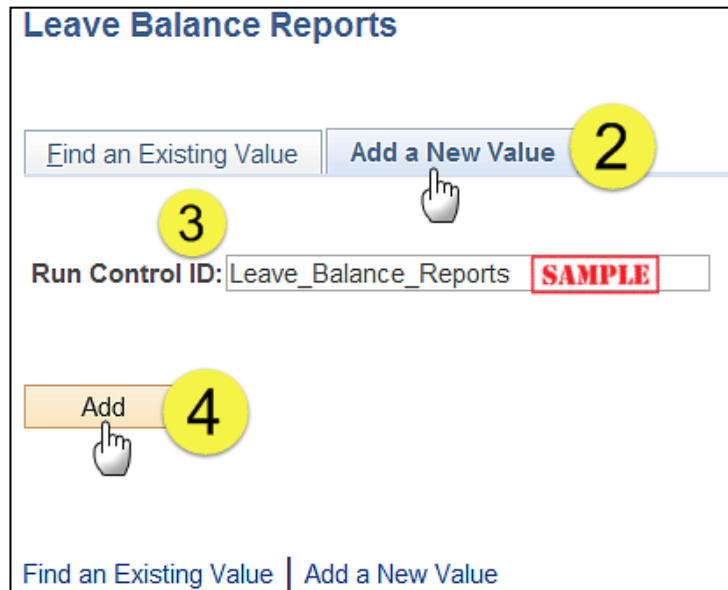
How to Run a Leave Balance Report

This report provides data for employees at your site with vacation balances over 300 hours. Use this report to monitor and notify employees at or near the August threshold of 328 hours.

1. Navigate to: PeopleSoft HCM > Time Management > Time and Labor WorkCenter > Reports/ Processes tab > Leave Balance Reports.

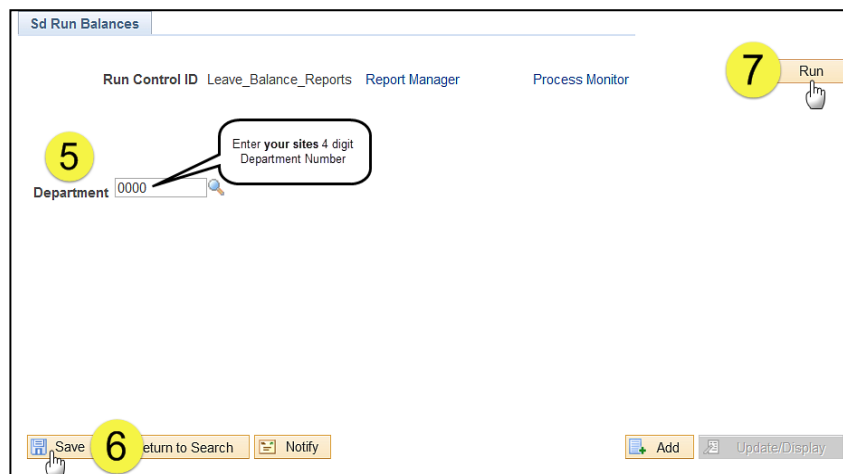


2. Click the Add a New Value tab.
3. Enter a Run Control ID. Name the report something unique that you will remember. You only need one Run Control ID for this report. There should be no spaces in the Run Control ID. Use () as a separator. As an example we entered the Run Control ID as Leave_Balance_Reports
4. Click the Add button.



NOTE: The next time you run a report you will use the default Find an Existing Value to search for your report. Do not click the Add a New Value tab unless you are setting up a new report template. Once you set up a template you cannot delete it.

5. In the Department field enter your sites 4 digit Department Number.
6. Click Save. (Only the first time you are setting up your report template.)
7. Click the Run button.



How to Run a Leave Balance Report

8. Select PSNT as the Server Name from the drop-down menu. You only need to do this the first time you are setting up your report.

Process Scheduler Request

User ID: _____ Run Control ID: Leave_Balance_Reports

Server Name: **PSNT** (8) Run Date: 06/12/2014 (By) Run Time: 10:45:11AM [Reset to Current Date/Time]

Recurrence: _____ Time Zone: _____

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input type="checkbox"/>	Leave Information by Dept	SDHR868	SQR Report	Web	PDF	Distribution
<input checked="" type="checkbox"/>	Vacation Balances of 300 or >	SDHR868A	SQR Report	Web	PDF	Distribution

[OK] (10) [Cancel]

9. Select either the option Leave Information by Dept or Vacation Balances of 300 or >. For this example we selected Vacation Balances of 300 or >

10. Click the OK button.

11. After you clicked OK, you will be given a Process Instance Number and returned to the Report Screen. Click the Process Monitor hyperlink to view the status of the report.

Sd Run Balances

Run Control ID: Leave_Balance_Reports Report Manager Process Monitor (11) [Run]

Process Instance: 1320103

Department: 0000

[Save] [Return to Search] [Notify] [Add] [Update/Display]

12. Your report is done processing when the Run Status reads "Success" and the Distribution Status reads "Posted" (If not, click the Refresh button, wait a few seconds, about 8-10, click the Refresh button again until they change to the correct status.)

Process List | Server List

View Process Request For

User ID: _____ Type: _____ Last: _____ 30 Minutes [Refresh] (12)

Server: PSNT Name: _____ Instance: _____ to: _____

Run Status: _____ Distribution Status: _____ [Save On Refresh]

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	1320103		SQR Report	SDHR868A		06/12/2014 10:45:11AM PDT	Success	Posted	Details (13)

Go back to Leave Balance Reports

[Save] [Notify]

Process List | Server List

13. Click the Details hyperlink. This will take you to the Process Detail page.

How to Run a Leave Balance Report

14. Click the **View Log/Trace** hyperlink. This will bring you to the **View Log/Trace** page that shows you the file list.

Process Detail

Process	
Instance: 1320103	Type: SQR Report
Name: SDHR868A	Description: Vacation Balances of 300 or >
Run Status: Success	Distribution Status: Posted
Run	
Run Control ID: Leave_Balance_Reports	<input type="radio"/> Hold Request <input type="radio"/> Queue Request <input type="radio"/> Cancel Request <input type="radio"/> Delete Request <input type="radio"/> Restart Request
Location: Server	
Server: PSNT	
Recurrence:	
Date/Time	
Request Created On: 06/12/2014 10:59:31AM PDT	Parameters
Run Anytime After: 06/12/2014 10:45:11AM PDT	Message Log
Began Process At: 06/12/2014 10:59:45AM PDT	Batch Timings
Ended Process At: 06/12/2014 11:00:00AM PDT	View Log/Trace 14
<input type="button" value="OK"/> <input type="button" value="Cancel"/>	

15. Of the three files shown under **File List**, choose the one with the **.PDF** extension. The name of the report will also contain the **Process Instance Number** that was assigned to your report in step 11. The report will open in Adobe Acrobat Reader. (See example below) You can now view, print or save your report.

View Log/Trace

Report

Report ID: 898940 Process Instance: 1320103 Message Log
 Name: SDHR868A Process Type: SQR Report
 Run Status: Success

Vacation Balances of 300 or >

Distribution Details

Distribution Node: PSREPORTS Expiration Date: 06/19/2014

File List

Name	File Size (bytes)	Datetime Created
SDHR868A_1320103.PDF 15	4,195	06/12/2014 11:00:00.433000AM PDT
SDHR868A_1320103.out	0	06/12/2014 11:00:00.433000AM PDT
SQR_SDHR868A_1320103.log	1,728	06/12/2014 11:00:00.433000AM PDT

Distribute To

Distribution ID Type *Distribution ID

User

NOTE: If there is no .PDF file, that means no one at your site has over 300 hours for the current month.

16. Vacation Balances 300 or More Report Sample

Report ID: SDHR868A Dept ID: **16**

PeopleSoft VACATION BALANCES 300 OR MORE Page No. 1
 Run Date 01/23/2014
 Run Time 14:27:55

EMPLID	Employee Name	Plan Type	Accrual Date	Balance
111446	Doe, Chris	Vacation	07/15/2013	370.00
109550	Doe, Chris	Vacation	07/15/2013	326.00
103461	Doe, Chris	Vacation	07/15/2013	321.97
117463	Doe, Chris	Vacation	07/15/2013	311.50

SAMPLE

Time and Labor