Quick Tips for Experienced Users

• Timesheet audit reports are now being run on a different server. As a result, you will experience the following changes:
  o The server name on existing Run Control IDs will need to be changed to PSUNX.
  o To see the current status of the report, click “Refresh”. When the status changes to “Success” the report has run to completion.

Please IGNORE the “Not Posted” status at this time. This is a known issued within the PeopleSoft tool.

PLEASE BE PATIENT AND DO NOT RUN THE PROGRAM AGAIN UNTIL IT HAS FINISHED PROCESSING.

• The new reports have the same information as the previous reports with a more consistent layout of the data (i.e. leave types present in a consistent order)
How to run reports

Note: Processing steps are the same for the Bi-weekly and Monthly Leave Reports.

Names of Reports:
Timesheet Audit Report
Biweekly Leave Balance Report
Monthly Leave Balance Report

Running a report

1. After logging into PeopleSoft, click “Main Menu” at the top of the screen and follow the navigation path below and select the report of your choice.

Main Menu > Payroll for North America > Payroll Processing USA > Pay Period Reports

2. You will be prompted to enter a Run Control ID associated with this report.

Note: If this is the first time running this report, click the “ADD a new value” tab and enter a value to use as a run control id, such as, your initials. It
doesn’t matter what value you use, this is something that will be connected with your user id to run this report in the future. It do not appear on the report.

3. Enter “Pay Run ID” (payroll) you wish to run the report for. Click <Run>.
The Process Scheduler Request screen –

**Verify the server name is PSUNX.**

This screen will give you information about the report job. Click <OK>.

4. Validating the program status –

You will be returned to the previous screen. Click on “Process Monitor”.

![Image of Process Scheduler Request screen]

![Image of Process Monitor screen]
Time Sheet Audit & Leave Report Instructions

5. To see the current status of the report, click “Refresh” this will show processing. When the status changes to “Success” the report has run to completion.

Please IGNORE the “Not Posted” status at this time. This is a known issued within the PeopleSoft tool.

PLEASE BE PATIENT AND DO NOT RUN THE PROGRAM AGAIN UNTIL IT HAS FINISHED PROCESSING.
6. To see the report, click on “Details” and then click on the .pdf and the report will open.
### Time Sheet Audit & Leave Report Instructions

Examples of Timesheet Audit Report & Monthly Leave Balances Report

#### BIWEEKLY TIMESHEET AUDIT REPORT

- **Report ID:** L_TSHET_BWK
- **Run Date:** 7/29/2016
- **Run Time:** 6:32 AM

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<tr>
<th>Name (Employee)</th>
<th>EMPID</th>
<th>RecID</th>
<th>Position No</th>
<th>Job Code</th>
<th>Title</th>
<th>Hourly Rate</th>
<th>Pay Grade</th>
<th>Name Code</th>
<th>Rate Code</th>
<th>Earn Code</th>
<th>Other Hours</th>
<th>Total Hours</th>
<th>Total</th>
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<tr>
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<td>027380</td>
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<td>00006029</td>
<td>00021</td>
<td>Network Sys Tech I</td>
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<td>B24</td>
<td>REG</td>
<td>75.00</td>
<td>HOL</td>
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<td>00001</td>
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<td>1 Casual/Seasonal</td>
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**Prepared By:** [Signature]
**Date:** [Date]

#### MONTHLY LEAVE BALANCES REPORT

- **Report ID:** L_LEAVEMN
- **Run Date:** 8/2/2016
- **Run Time:** 8:01 AM

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<td>Sick</td>
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<tr>
<td>Test, Employee 3</td>
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