

NAVIGATION / PATH

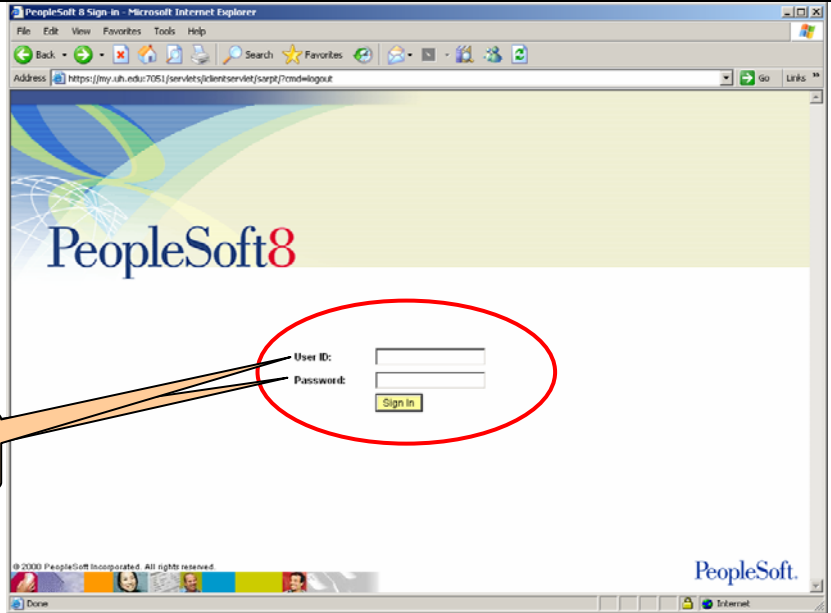
To access the 8.4 HR Production database,

➤ Click on the following link:
<https://my.uh.edu/hr>

➤ Enter: User Id
Password

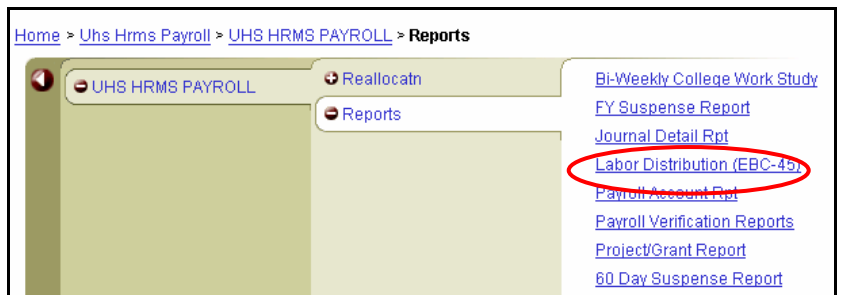
➤ Click:

(USE ALL CAPS)



From Home select:

- ▶ Uhs Hrms Payroll
 - ▶ UHS HRMS PAYROLL
 - ▶ Reports
 - ▶ Labor Distribution (EBC-45)



INSTRUCTIONS

To Run a Labor Distribution Report:

[If you have already set up a Run Control, skip to Step 2. Otherwise, create a Run Control ID.]

STEP 1: Select Add a New Value link:

➤ **Enter** a Run Control ID name with a meaningful and specific name. *(No spaces, please use underscore instead.)*

➤ **Click** .

[Home](#) > [Uhs Hrms Payroll](#) > [UHS HRMS PAYROLL](#) > [Reports](#) > [Labor Distribution \(EBC-45\)](#)

Labor Distribution (EBC-45)

Add a New Value

Run Control ID:

[Find an Existing Value](#)

STEP 2: Under Find an Existing Value:

➤ **Click** to search for a Run Control ID.

➤ **Click** on the link of appropriate name from list once.

[Home](#) > [Uhs Hrms Payroll](#) > [UHS HRMS PAYROLL](#) > [Reports](#) > [Labor Distribution \(EBC-45\)](#)

Labor Distribution (EBC-45)

Find an Existing Value

Run Control ID:

Case Sensitive

[Advanced Search](#)

[Add a New Value](#)

Labor Distribution (EBC-45)

Find an Existing Value

Run Control ID:

Case Sensitive

[Advanced Search](#)

[Add a New Value](#)

Search Results

View All First ◀ 1-3 of 3 ▶ Last

Run Control ID	Language Code
LABOR_DIST_ALL_UHV	English
LABOR_DIST_KC	English
Labor_Distribution_AllUHV	English

Under Uhs Runcctl Upay044 tab:

STEP 3: Fill in/check parameter information:

- **As of Date:** end of desired month.
- **Business Unit:** *HR765*
- **Department:** Blank (default)
- **HR Cost Center:** Blank (default) [For a specific cost center, enter chartfield information.]
- **Sort Order:** *Department by Cost Center* (default)

STEP 4: Save Parameters.

- **Click**

STEP 5: To get to Run Parameters.

- **Click**

PeopleSoft HR – Running the Labor Distribution Report

Under Process Scheduler Request panel:

STEP 6: Change parameters:

- **Server:** leave blank
- **Type:** **Web** (change to)
- **Format:** **PDF** (change to)
- **Click** in the **Select** box next to Labor Distribution (Lbr Hist) or UPAY044.
- **Click**

Home > Uhs Hrms Payroll > UHS HRMS PAYROLL > Reports > Labor Distribution (EBC-45)

Process Scheduler Request

User ID: CAYLORK Run Control ID: LABOR_DIST_ALL_UHV

Server Name: Run Date: 03/17/2005

Recurrence: Run Time: 10:06:39AM

Time Zone:

Process List

Select	Description	Process Name	Process Type	Type	Format
<input checked="" type="checkbox"/>	Labor Distribution (Lbr Hist)	UPAY044	SQR Report	Web	PDF
<input type="checkbox"/>	Labor Distribution (Pay Act)	UPAY067	SQR Report	Web	PDF

Under Uhs Runctl Upay044 tab:

STEP 7: To check the run status:

- **Click** [Process Monitor](#) link.

Home > Uhs Hrms Payroll > UHS HRMS PAYROLL > Reports > Labor Distribution (EBC-45)

Uhs Runctl Upay044

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

Process Instance: 743650

Report Request Parameters

As Of Date: 10/31/2004

Business Unit: HR765 U of H Victoria

Department: V0010 Administration & Finance

Under Process List tab:

STEP 8: To update run status.

- **Click** (until Run Status for your report shows Success).
- After Success in Run Status click on [Details](#) link to the right for that Instance Seq.

Home > PeopleTools > Process Monitor > Inquire > Process Requests

Process List

View Process Request For

User ID: CAYLORK Process: Last: 1 Days

Server Name: Process Type: Instance: to

View Job Items Save On Refresh

Instance Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Details
743650	SQR Report	UPAY044	CAYLORK	11/15/2004 3:38:57PM PST	Success	Details
749510	Crystal	UPER056	CAYLORK	11/15/2004 2:53:39PM PST	Success	Details

[Go back to Labor Distribution \(EBC-45\)](#)

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

Under Process Detail panel:

STEP 9: To view and/or print report.

➤ Click on [View Log/Trace](#) link for the Run ID.

[Home](#) > [PeopleTools](#) > [Process Monitor](#) > [Inquire](#) > [Process Requests](#)

Process Detail

Process	
Instance: 767907	Type: SQR Report
Name: UPAY044	Description: Labor Distribution (Lbr Hist)

Run	Update Process
Run Control ID: LABOR_DIST_ALL_UHV	<input type="radio"/> Hold Request
Location: Server	<input type="radio"/> Queue Request
Server: PSUNX	<input type="radio"/> Cancel Request
Recurrence:	<input checked="" type="radio"/> Delete Request
	<input type="radio"/> Restart Request

Date/Time	Actions
Request Created On: 12/15/2004 3:27:45PM PST	Parameters Transf
Run Anytime After: 12/15/2004 3:25:53PM PST	Message Log
Began Process At: 12/15/2004 3:28:00PM PST	Batch Timings
Ended Process At: 12/15/2004 3:29:18PM PST	View Log/Trace

OK Cancel

Under Report/Log Viewer:

STEP 10: To view and/or print report.

➤ Click on the [UPAY044 \(Runid\).PDF](#) file to view your report and/or print.

PEOPLE Soft Report/Log Viewer

Instance: 767907	Type: SQR Report
Name: UPAY044	Run Cntl ID: LABOR_DIST_ALL_UHV
Status: Success	Submitted By: CAYLORK
Server: PSUNX	Recurrence:

Labor Distribution (Lbr Hist)

Name	Size	CreationDate
Message Log	1179 bytes	2004-12-15 15:28:48
Trace File	497 bytes	2004-12-15 15:28:33
upay044_767907.PDF	706031 bytes	2004-12-15 15:28:48