

LEAVE ACCRUAL REPORT INSTRUCTIONS

Link to PeopleSoft 8 - <https://my.uh.edu:7001/servlets/icservlet/saprd/?cmd=start&>

Step 1

Log in to PeopleSoft 8 using ALL CAPS.



Step 2

Select Uhs Hrms Benefits.

► UHS HRMS BENEFITS

► Reports



Step 3

After choosing **Reports**, **select** the **Leave Accrual Report**.



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Step 4

Select a Run Control ID by either entering it into the available field, or hit the **Search** button. From the search criteria, select the appropriate Run Control ID.

If this is the first time to run this report, a new Run Control ID will have to be added. Click [Add a New Value](#). Enter a new value or name and click on the **Add**.

PeopleSoft.

Home > Uhs Hrms Benefits > UHS HRMS BENEFITS > Reports > Leave Accrual Report

Leave Accrual Report

Find an Existing Value

Run Control ID:

Case Sensitive

Search [Advanced Search](#)

[Add a New Value](#)

PeopleSoft.

Home > Uhs Hrms Benefits > UHS HRMS BENEFITS > Reports > Leave Accrual Report

Leave Accrual Report

Add a New Value

Run Control ID:

Add

[Find an Existing Value](#)


Step 5

Select the parameters as follows:

Business Unit: HR765

Department: Enter Dept ID (V....).

Paygroup: It is suggested to select "Both" so Biweekly and Monthly are included.

As of Date: Enter in the first of the current month, or select the appropriate date by clicking on the calendar icon .

Click on the **Save** button.


PeopleSoft.

Home > Uhs Hrms Benefits > UHS HRMS BENEFITS > Reports > Leave Accrual Report

Leave Accrual Report

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

Leave Accrual Parameters

Business Unit: 

Department (Blank for all): 

PayGroup

BiWeekly Monthly Both

As of Date: 

Save [Return to Search](#) **Add** [Update/Display](#)

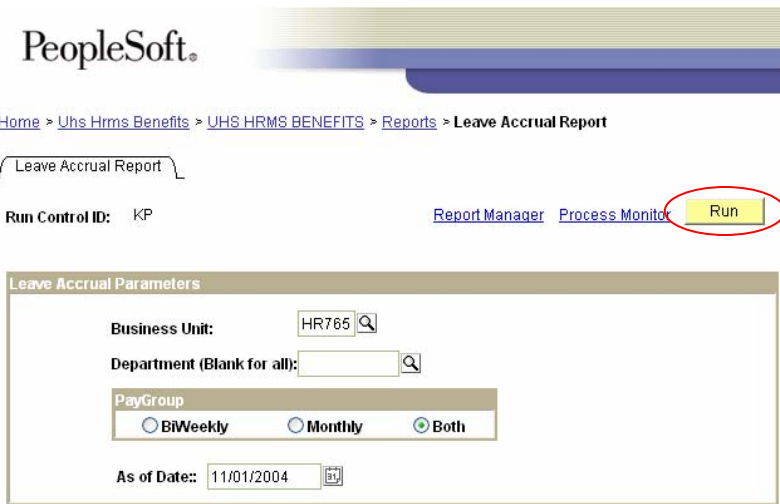
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Step 6

Click on the

Run

button.



Step 7

Select or confirm the following parameters -
Server Name: Leave blank.

Type: Web

Format: PDF

Note:

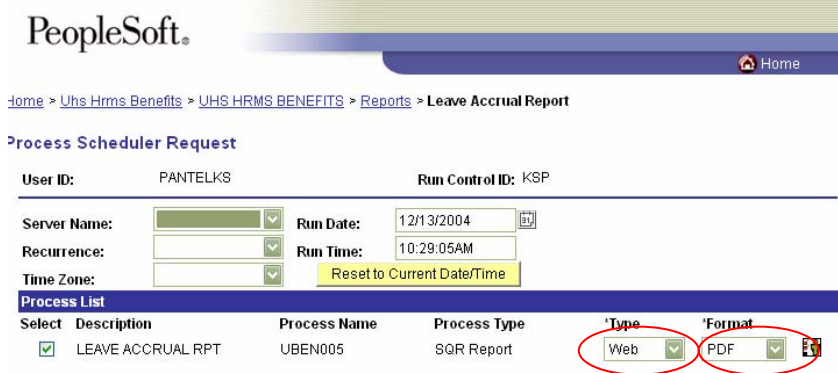
After running the report for the first time, the Type and Format should default to these parameters.

Click the

OK

button.

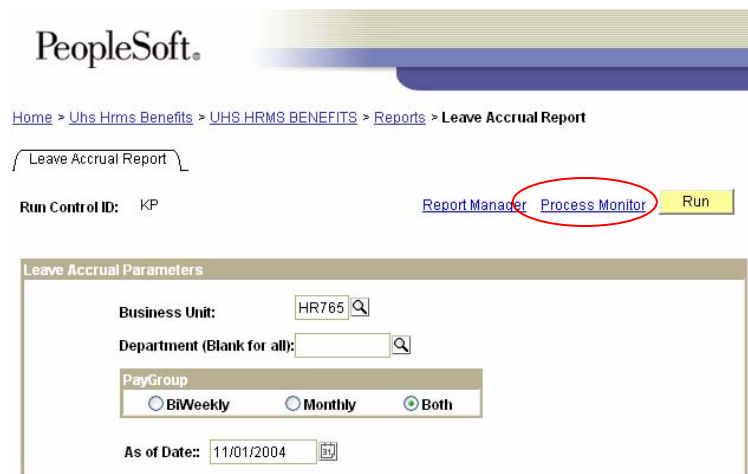
OK Cancel



Step 8

The Leave Accrual Report screen will appear again.

Next, click on the [Process Monitor](#) link.



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Step 9

The Process List screen will appear.
 The first report or **Instance** listed should be the pending Leave Accrual Report. **Click** on the **Refresh** button until the **Run Status** reads *Success*.
Click on the [Go back to Leave Accrual Report](#) link located at the bottom of the screen.

PeopleSoft.

Home > PeopleTools > Process Monitor > Inquire > Process Requests

Process List Server List

View Process Request For

UserID: PANTELKS Process: [] Last: [] None Refresh

Server: [] Type: Process Instance: [] to []

Name: [] Run Status: [] Save On Refresh

View Job Items

Instance Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Details
764454	SQR Report	UBEN005	PANTELKS	12/13/2004 10:29:05AM PST	Success	Details
763390	SQR Report	UBEN002	PANTELKS	12/10/2004 10:25:34AM PST	Success	Details
760555	SQR Report	UBUD013	PANTELKS	12/07/2004 2:35:20PM PST	Success	Details
760542	SQR Report	UBUD013	PANTELKS	12/07/2004 2:32:58PM PST	Success	Details

[Go back to Leave Accrual Report](#)

Step 10

The Leave Accrual Report screen will appear a third time.
Click on the [Report Manager](#) link.

PeopleSoft.

Home > Uhs Hrms Benefits > UHS HRMS BENEFITS > Reports > Leave Accrual Report

Leave Accrual Report

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

Leave Accrual Parameters

Business Unit: HR765

Department (Blank for all): []

PayGroup: BiWeekly Monthly Both

As of Date: 11/01/2004

Step 11

From the Report List screen, **click** on the [View](#) link to access the report.

PeopleSoft.

Home > PeopleTools > Report Manager > Inquire > Report List

Report List Archived Reports

View Reports For

UserID: PANTELKS Process Type: []

Status: [] Last: 1 Days Refresh

Select	Report ID	Prce Instance	Report Description	Request Date/Time	Format	Status	Details
<input type="checkbox"/>	65794	764454	LEAVE ACCRUAL RPT	12/13/2004 10:42:27AM	Acrobat (*.pdf)	Posted	Details View

Delete Click the delete button to delete the selected report(s)

[Go back to Leave Accrual Report](#)

Save

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Step 12

From the Report/Log Viewer, **click** on the link to the PDF file. Normally, this is the last link in the list. If there is not a PDF link, the report was not initiated correctly and will have to be reinitiated.



Report/Log Viewer

Instance:	764454	Type:	SQR Report
Name:	UBEN005	Run Cnt ID:	KSP
Status:	Success	Submitted By:	PANTELKS
Server:	PSNT	Recurrence:	

LEAVE ACCRUAL RPT

Name	Size	CreationDate
Message Log	1472 bytes	Mon Dec 13 10:42:34 2004
Trace File	185 bytes	Mon Dec 13 10:42:34 2004
UBEN005_764454.PDF	8452 bytes	Mon Dec 13 10:44:47 2004



Step 13

The report will open in PDF format. Click on the icon located in the tool bar, or click on File, then Print.

Peoplesoft
Leave Accrual Report

Employee	Employee Name	Plan Type	Benefit Plan	Last Date Processed	Hours Carried Over	Earned Curr	Taken Curr	Bought Curr	Sold Curr	Adjusted Curr	Balance Hours
0100303	Bagwell, Linda	50	SICK	11/01/2004	59.00	4.00	0.00	0.00	0.00	0.00	57.50
						12.00	4.00	0.00	0.00	0.00	
		51	VACAT	11/01/2004	100.00	4.50	0.00	0.00	0.00	0.00	113.50
0138067	Cernosek, June	50	SICK	11/01/2004	41.50	8.00	0.00	0.00	0.00	0.00	44.00
						24.00	0.00	0.00	0.00	0.00	
		51	VACAT	11/01/2004	95.70	8.00	0.00	0.00	0.00	0.00	119.20
0101859	Pantel, Karen Sue	50	SICK	11/01/2004	83.90	8.00	9.00	0.00	0.00	0.00	98.90
						24.00	0.00	0.00	0.00	0.00	
		51	VACAT	11/01/2004	95.70	8.00	0.00	0.00	0.00	0.00	119.20