



PeopleSoft Training

Human Resources 9.1 Payroll Reporting - HCSD

Version Date: July 2012

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Human Resources 9.1 Payroll Reporting - HCSD

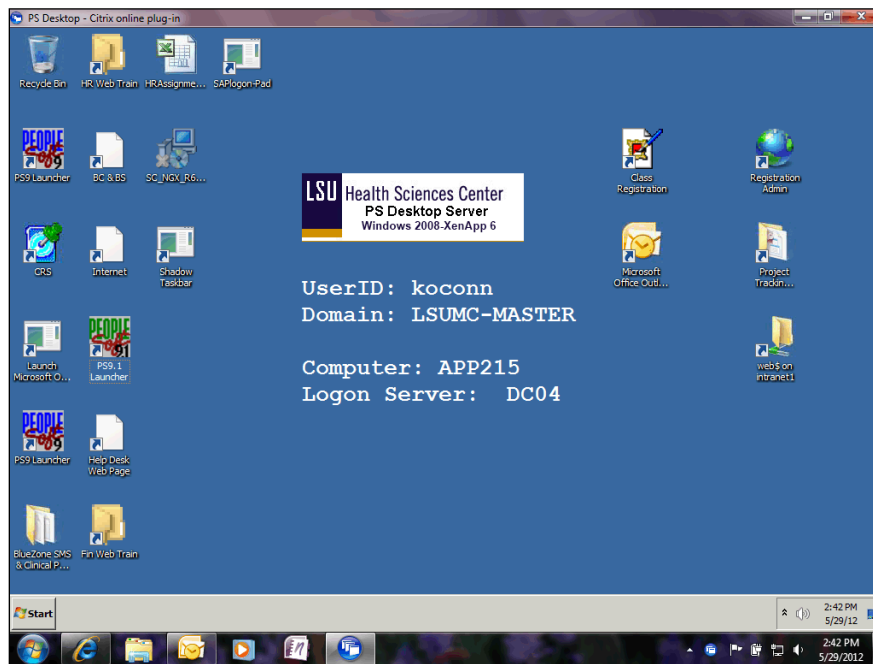
Crystal Reports

W-2 Reprint

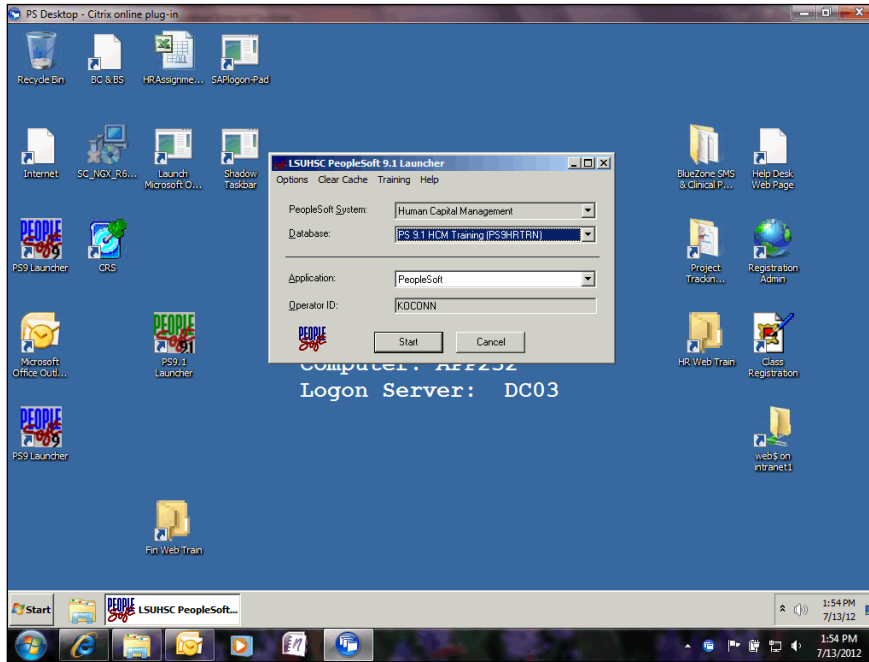
W2 reprint information may be printed and mailed, or handed, to the current/former employee. W2 reprint information should never be emailed, faxed, or given to anyone other than the current/former employee.




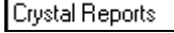
Procedure

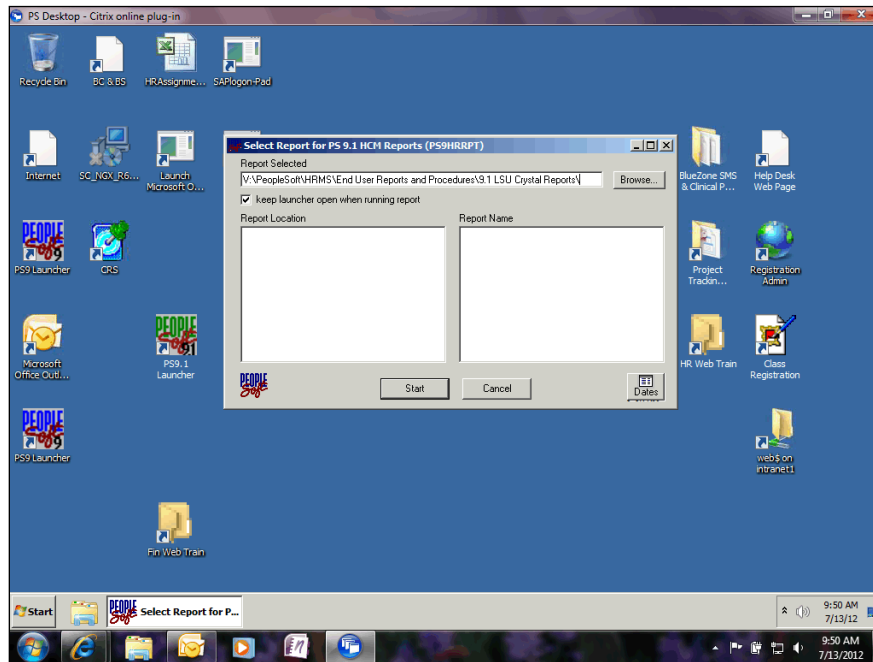
In this topic you will learn how to run the **W-2 Reprint** report.



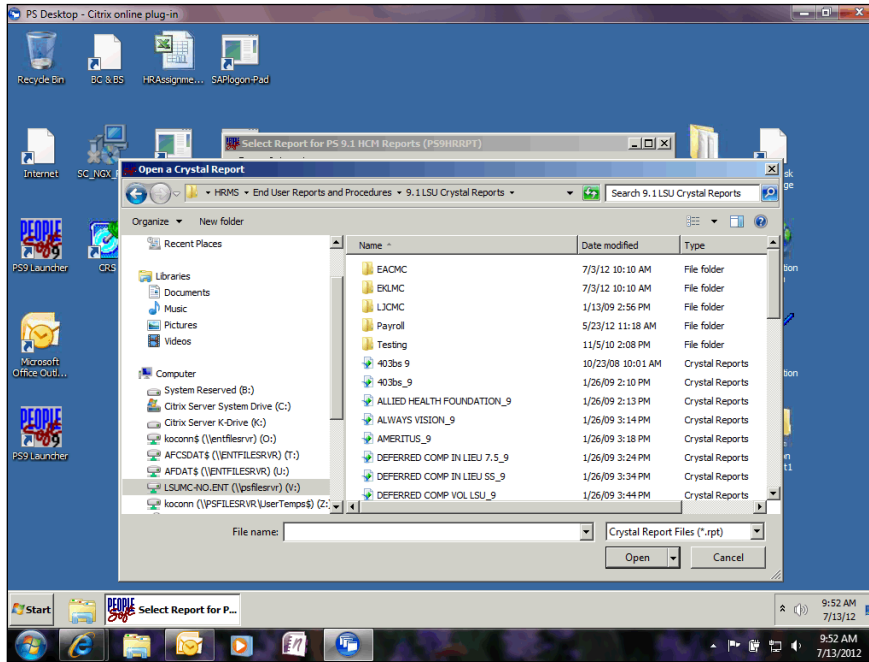
Step	Action
1.	Double-click the PS9.1 Launcher button.

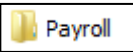

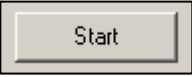
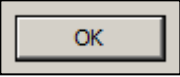
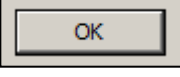


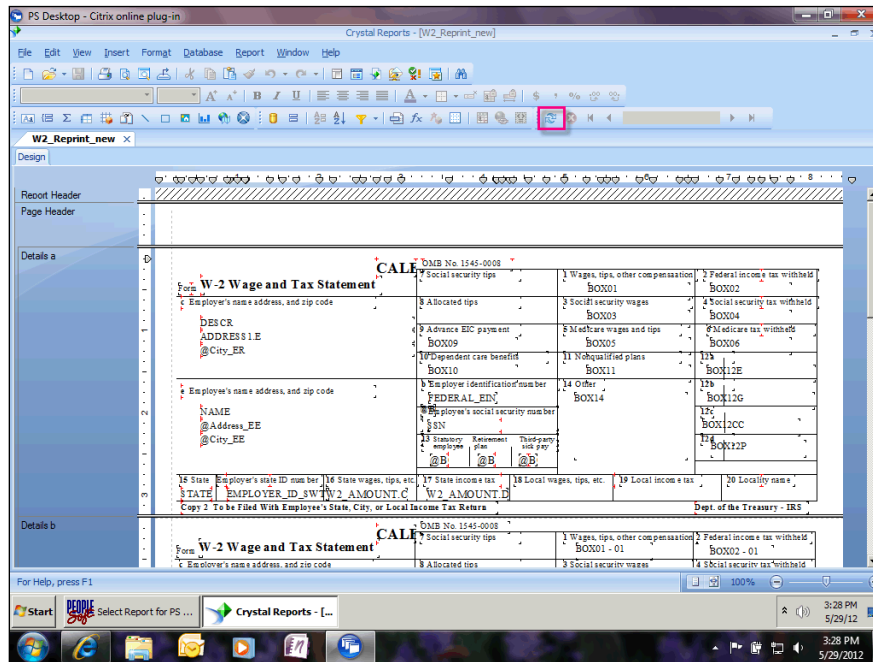
Step	Action
2.	Click the button to the right of the Database field. 
3.	Click the PS 9 Higher Ed Reports (PS9HERPT) list item. 
4.	Click the button to the right of the Application field. 
5.	Click the Crystal Reports list item. 





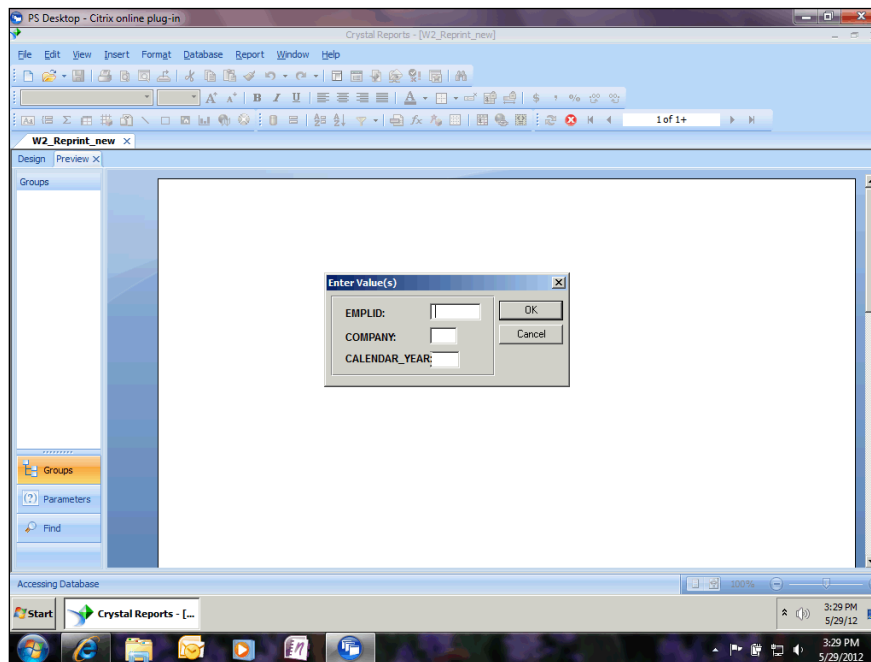
Step	Action
6.	<p>The navigation to access Crystal reports on the V:\ is as follows:</p> <p>V:\PeopleSoft > HRMS > End User Reports and Procedures > 9.1 LSU Crystal Reports</p> <p>Select the appropriate file or folder from the list provided.</p>
7.	<p><i>NOTE: Make sure the "keep launcher open when running report" option is selected before browsing for files and folders.</i></p>
8.	<p>Click the Browse button.</p> <div data-bbox="443 1318 594 1383" style="border: 1px solid gray; padding: 5px; width: fit-content; margin: 0 auto;"> Browse... </div>

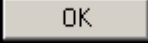


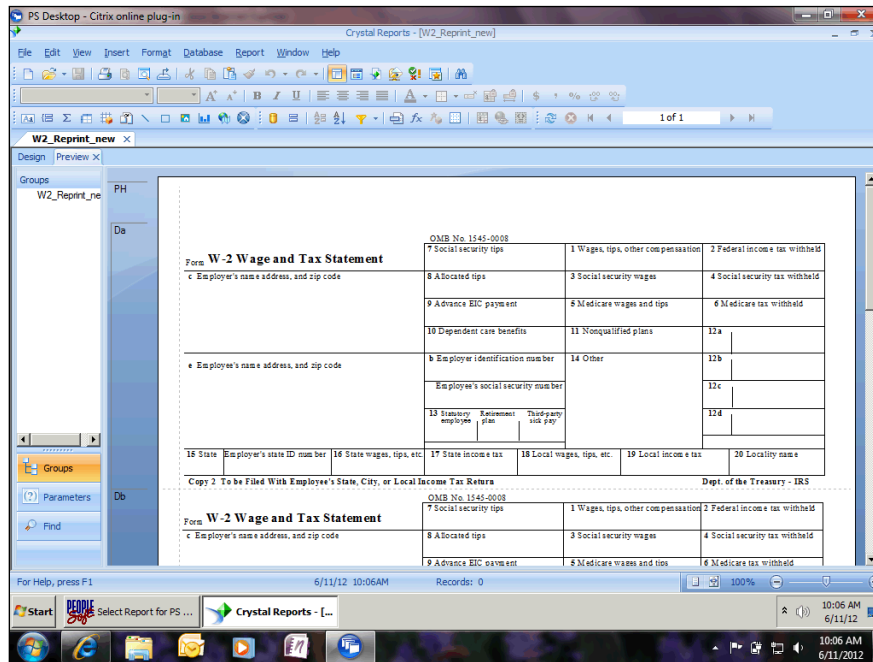
Step	Action
9.	Double-click the Payroll Folder list item. 
10.	Double-click the W2_Reprint_new option. 
11.	Click the Start button. 
12.	This warning message will display when opening any Crystal report. Click the OK button. 
13.	Click the OK button. 


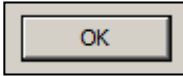


Step	Action
14.	Click the Refresh button. 
15.	Enter your PeopleSoft password.
16.	Click the OK button. 



Step	Action
17.	Enter the desired information into the EMPLID field. Enter " 7 - digit Employee ID Number ".
18.	Enter the desired information into the COMPANY field. Enter " 003 ".
19.	Enter the desired information into the CALENDAR_YEAR field. Enter " 2011 ".
20.	Click the OK button. 



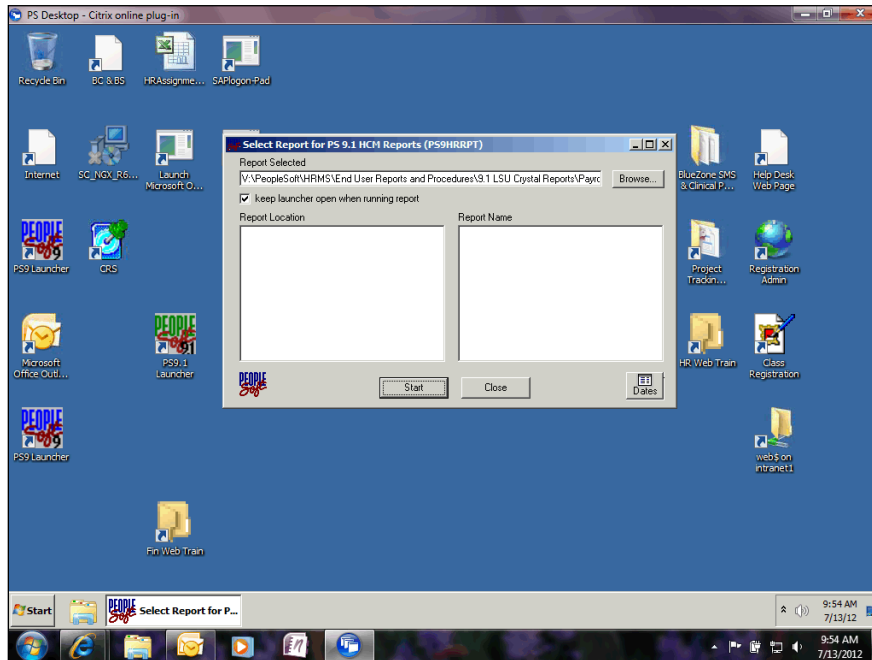
Step	Action
21.	<p>The printer icon may be used to print the W2.</p> <p><i>NOTE: W-2s should not be saved to your desktop. W-2s will be either mailed or handed to the employee. W-2s should never be emailed or faxed.</i></p>
22.	<p>Click the Refresh button to print another W-2, or click the X (not the red X) at the top right of the page to close the W-2.</p> 
23.	<p>Click the OK button.</p> 
24.	<p>This completes W-2 Reprint.</p> <p>End of Procedure.</p>

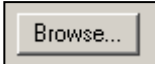


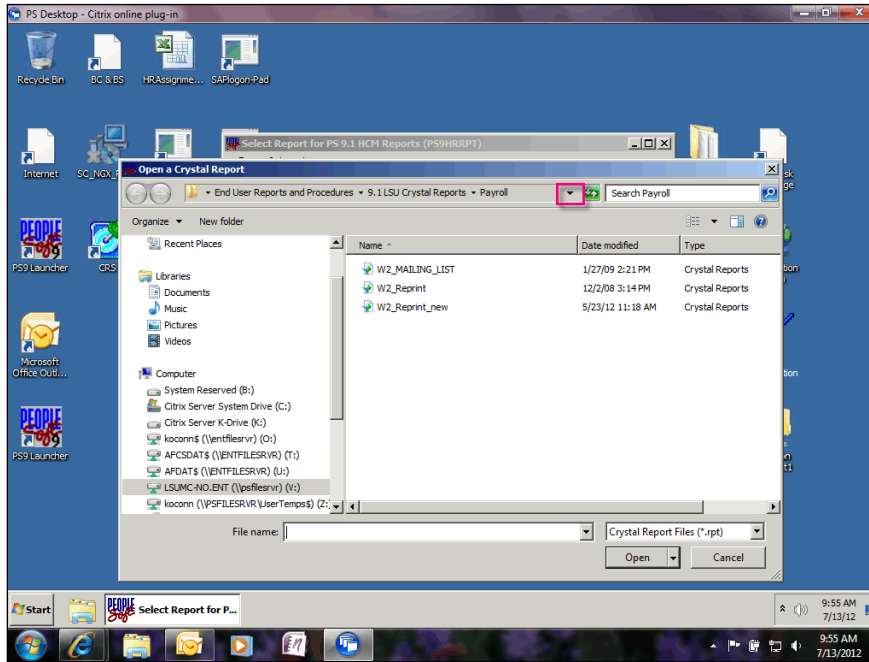
Leave Accrual Report



Procedure

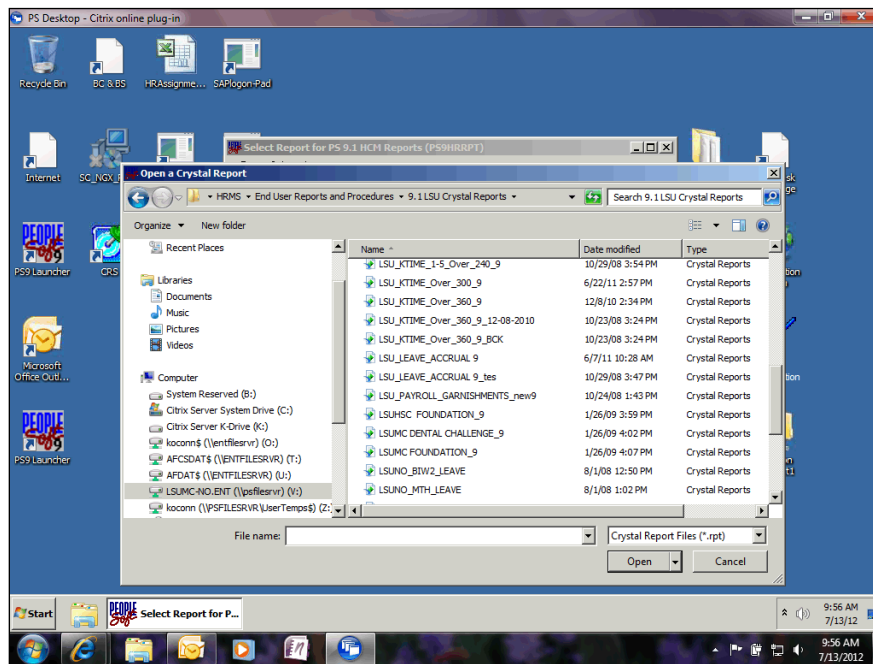
In this topic you will learn how to run the **Leave Accrual Report**.

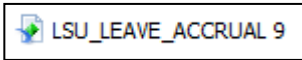
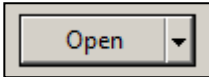
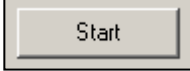
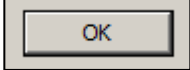
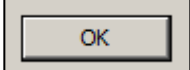


Step	Action
1.	Click the Browse button. 



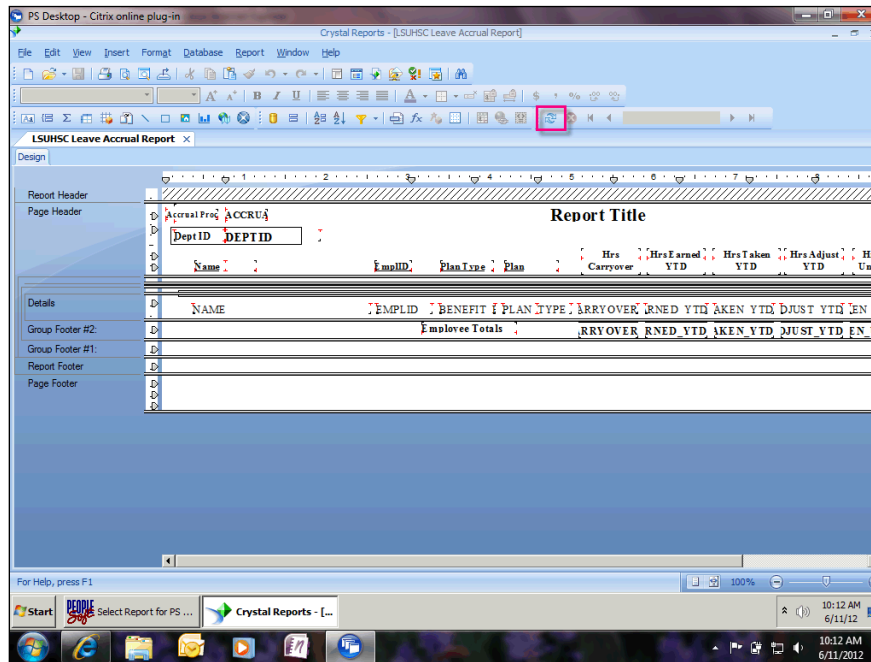
Step	Action
2.	Click the Web Address button. 
3.	Click the 9.1 LSU Crystal Reports list item.
4.	Click the Down button of the scrollbar. 





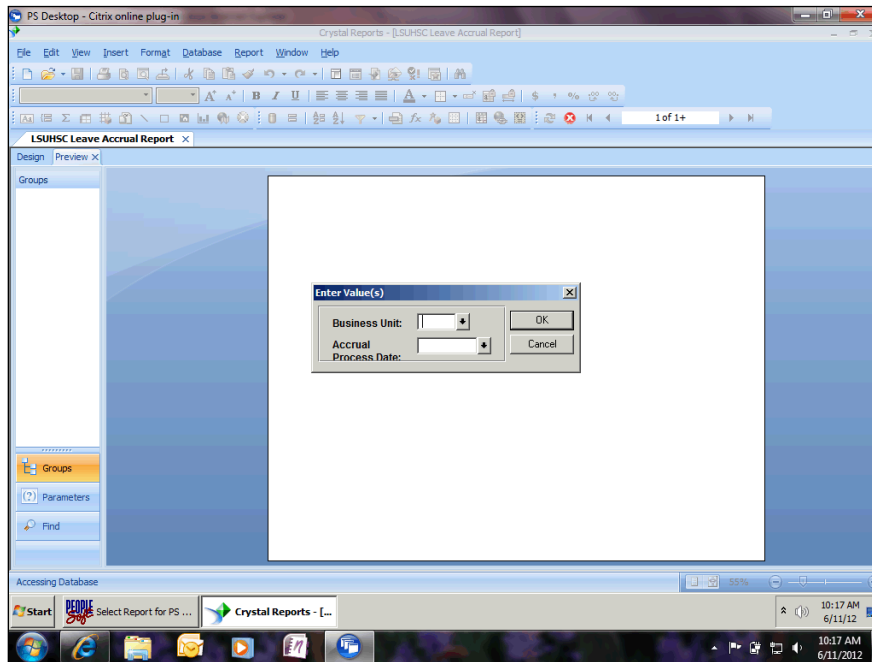
Step	Action
5.	Click the LSU_LEAVE_ACCRUAL 9 list item. 
6.	Click the Open button. 
7.	Click the Start button. 
8.	Click the OK button. 
9.	Click the OK button. 


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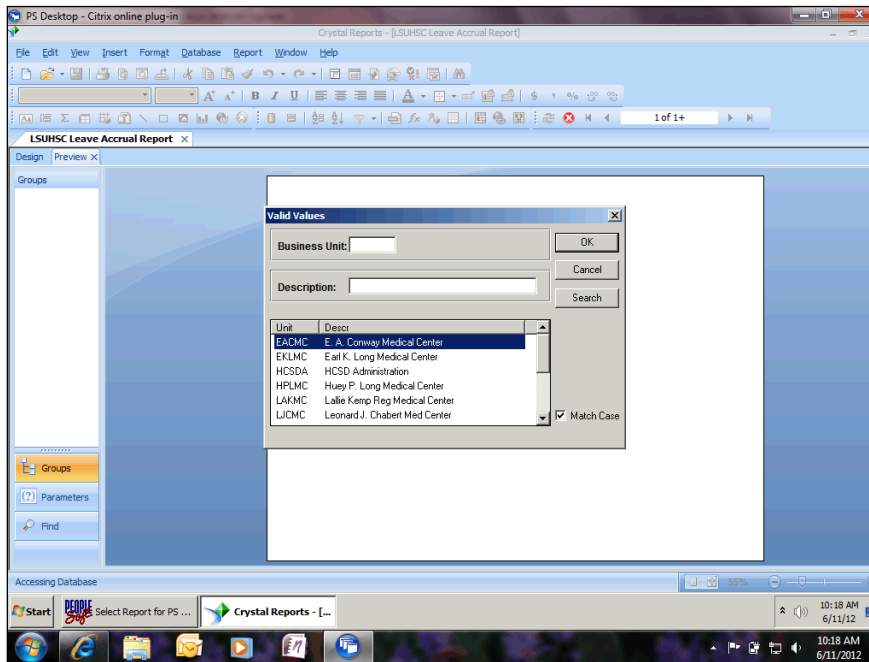
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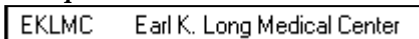






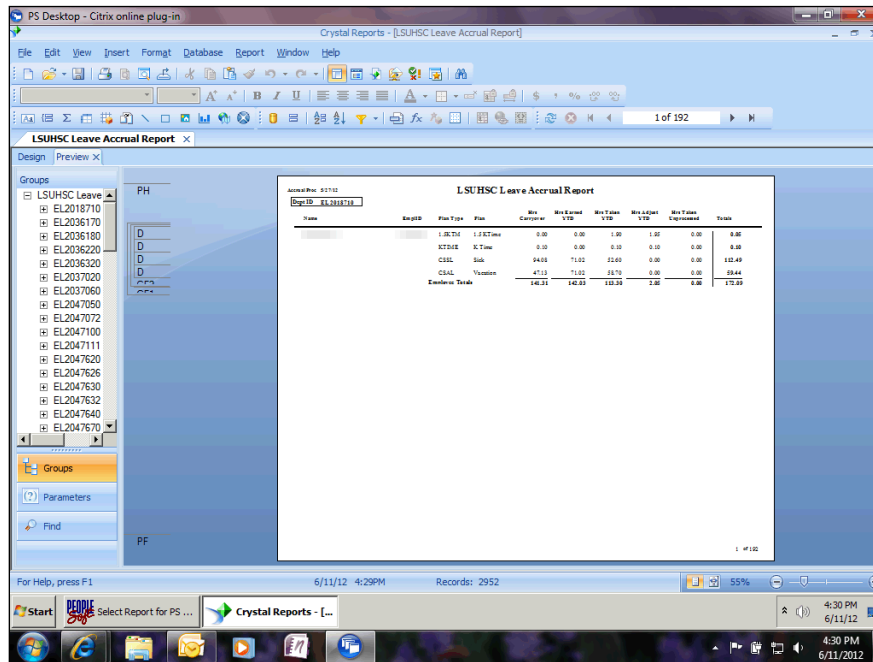
Step	Action
10.	Click the Refresh button to run a new report. 
11.	Enter your PeopleSoft password.
12.	Click the OK button. 


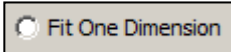
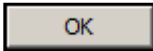


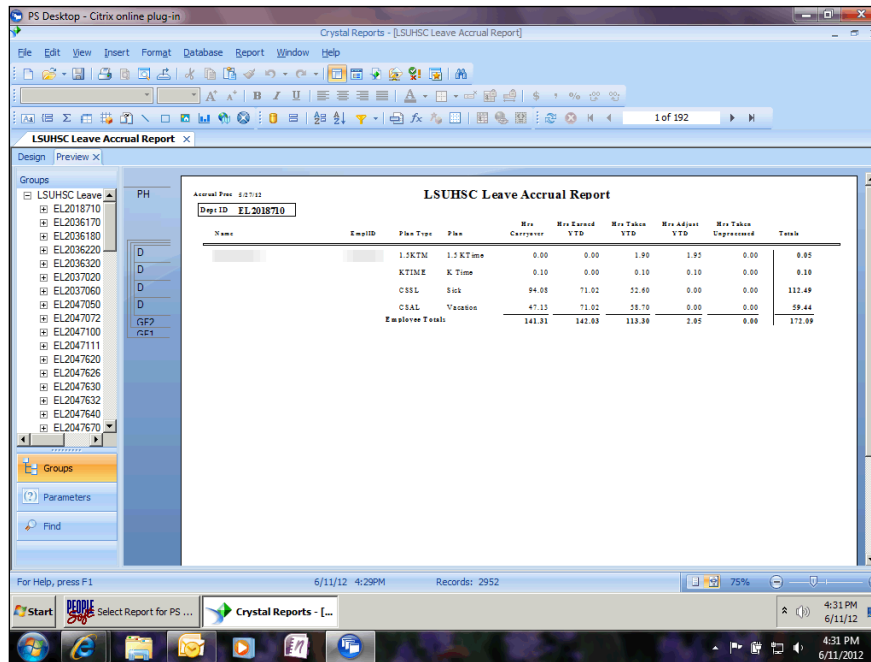
Step	Action
13.	Click the button to the right of the Business Unit field or type the Business Unit directly into the field. 


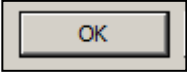
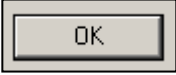


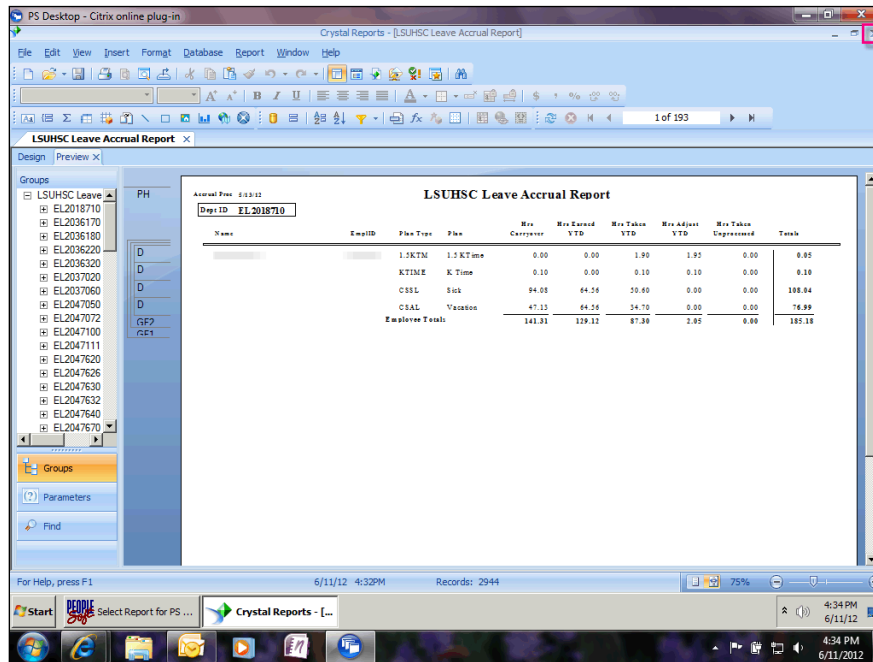
Step	Action
14.	<p>Click the Appropriate Business Unit list item.</p> <p><i>NOTE: For training purposes only EKLMC will be used as the BU for this example.</i></p> 
15.	<p>Click the OK button.</p> 
16.	<p>Click the button to the right of the Accrual Process Date field.</p> <p><i>NOTE: The Accrual Process Date is the last day of the pay period.</i></p> 
17.	<p>Click the desired date. For this example 05/27/2012 will be used as the Accrual Process Date.</p> 
18.	<p>Click the OK button.</p> 


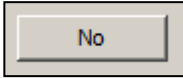


Step	Action
19.	<p>Click the Zoom Level button to view the Zoom dialogue box and resize the page.</p> <p><i>NOTE: Employee information has been removed from the Preview pane for training purposes only.</i></p> 
20.	<p>Click the Fit One Dimension option.</p> 
21.	<p>Click the OK button.</p> 



Step	Action
22.	You can view additional information by clicking on another department in the Groups section.
23.	Click the File option on the tool bar to either save or print the report. <i>NOTE: Do not use the save icon to save the file. You may use the printer icon to print the report.</i>
24.	Click the Refresh button to run another report. 
25.	Click the OK button. 
26.	Enter the desired information into the Business Unit field. Enter " WOMMC ".
27.	Enter the desired information into the Accrual Process Date field. Enter " 05/13/2012 ".
28.	Click the OK button. 



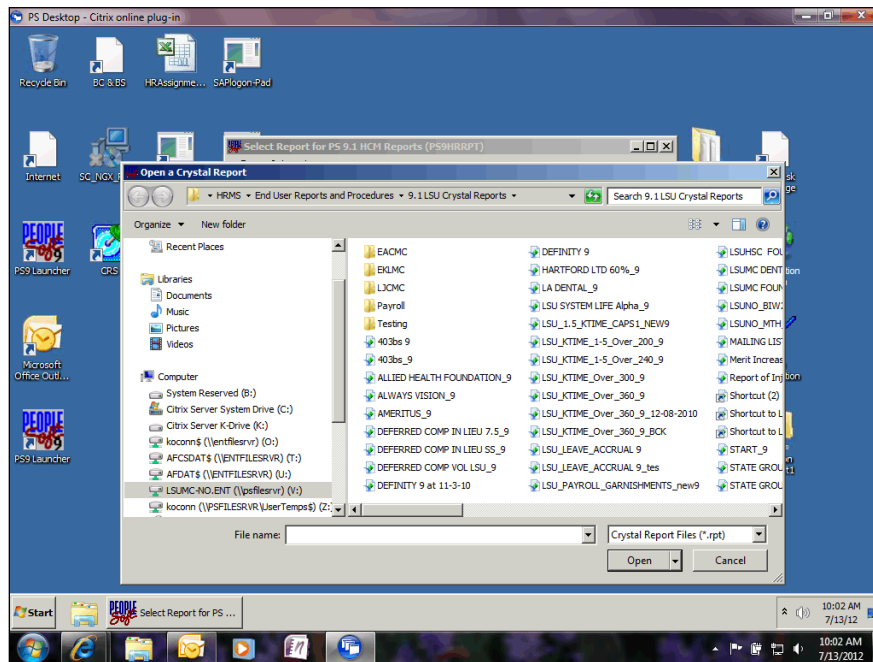
Step	Action
29.	Click the Close button. 
30.	A warning message displays. <i>NOTE: ALWAYS click NO or you will overwrite the file.</i> Click the No button. 
31.	This completes Leave Accrual Report . End of Procedure.

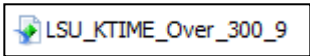
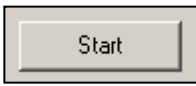
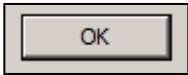
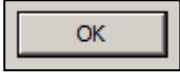


K-Time Reports

Procedure

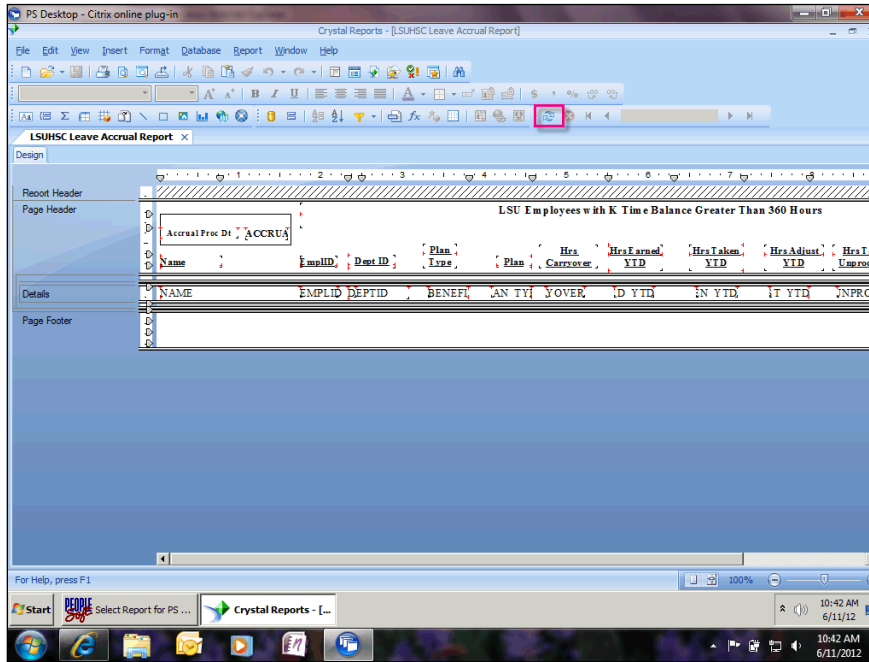
In this topic you will learn how to run **K-Time Reports**.





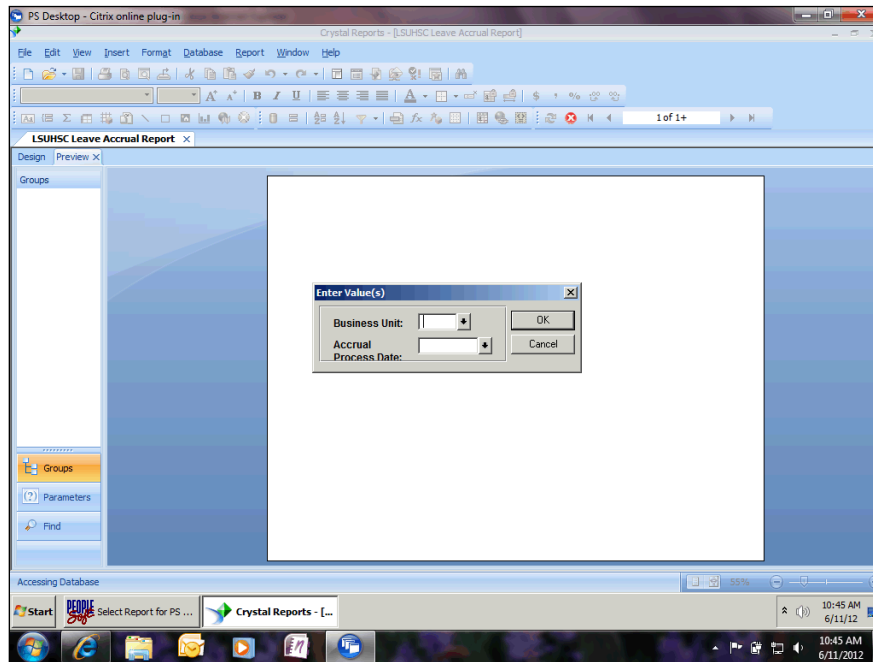
Step	Action
1.	<p>Double-click the LSU_KTIME_Over_360_9 report.</p> <p><i>NOTE: The LSU_KTIME_Over_360_9 will be demonstrated first, followed by the LSU_KTIME_1-5_Over_240_9.</i></p> 
2.	<p>Click the Start button.</p> 
3.	<p>Click the OK button.</p> 
4.	<p>Click the OK button.</p> 




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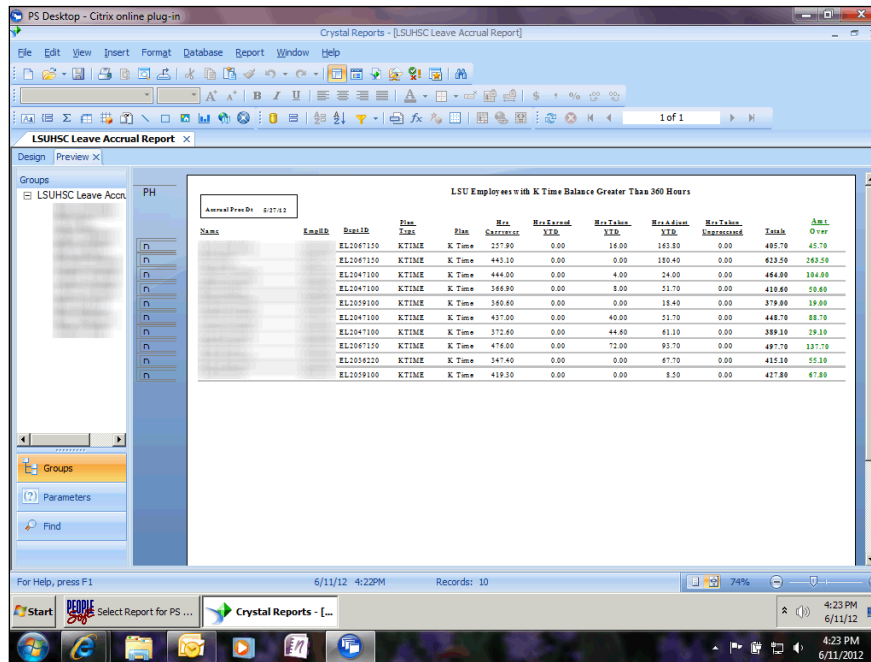
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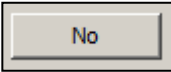



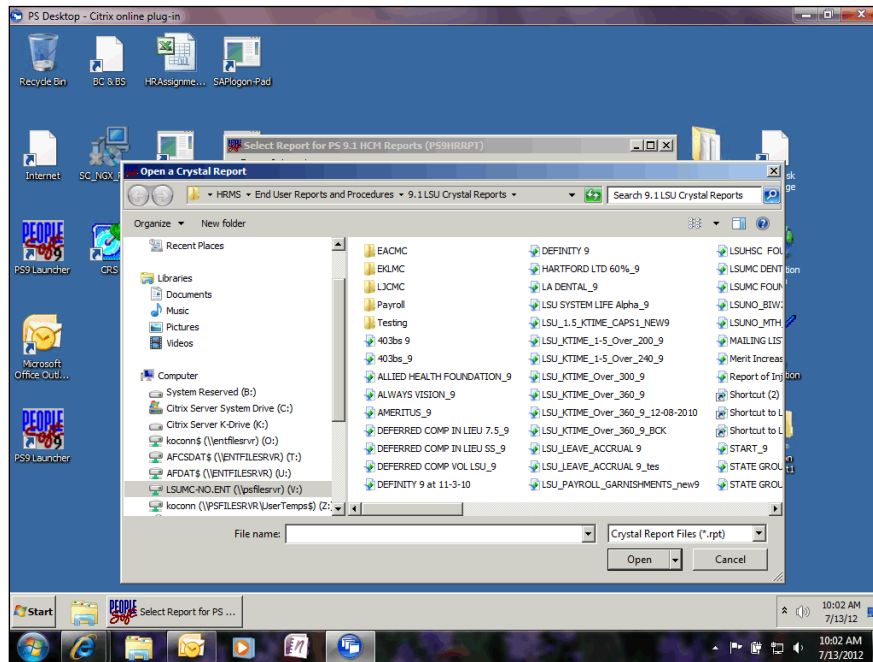
Step	Action
5.	Click the Refresh button. 
6.	Enter your PeopleSoft password. Click the OK button. 

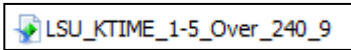
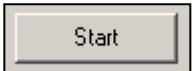
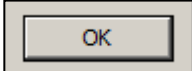
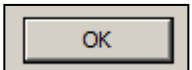


Step	Action
7.	Enter the desired information into the Business Unit field. Enter " EKLMC ".
8.	Click the button to the right of the Accrual Process Date field. 
9.	Click the desired date. For this example 05/27/2012 will be used as the Accrual Process Date. 
10.	Click the OK button. 



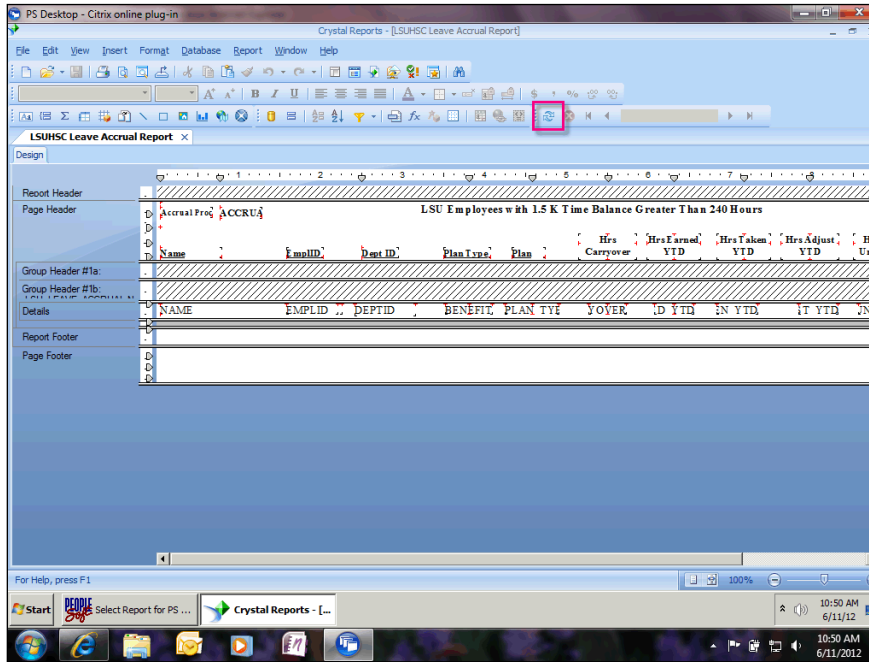
Step	Action
11.	NOTE: For training purposes the employee name has been hidden in the Design section and the Preview pane.
12.	Click the Close button. 
13.	NOTE: <u>ALWAYS</u> click NO or you will overwrite the file. Click the NO button. 
14.	The LSU_KTIME_1-5_Over_240_9 report will now be demonstrated. Click the Browse button. 





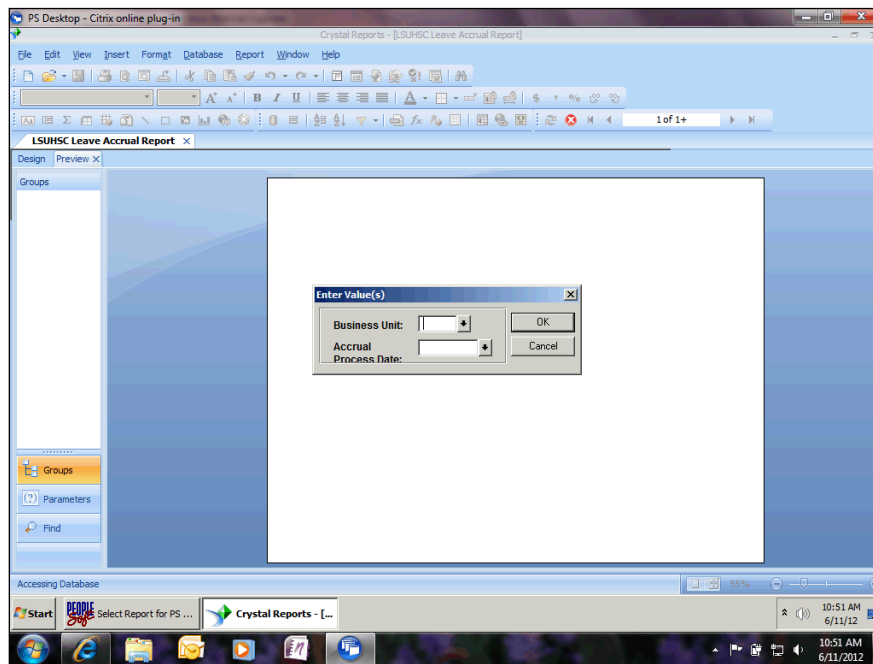
Step	Action
15.	Double-click the LSU_KTIME_1-5_Over_240_9 list item. 
16.	Click the Start button. 
17.	Click the OK button. 
18.	Click the OK button. 




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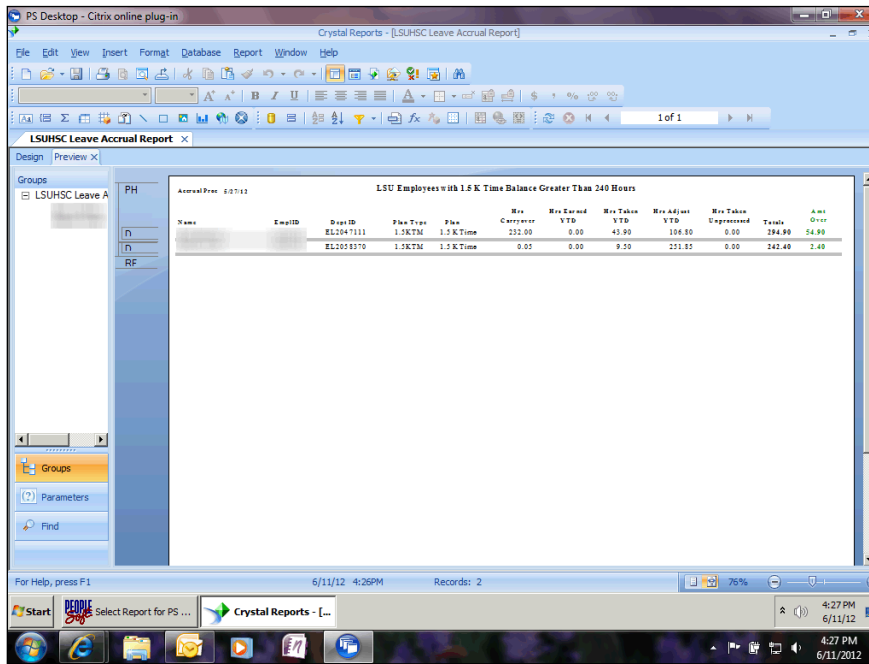
Step	Action
19.	Click the Refresh button. 
20.	Enter your PeopleSoft password. Click the OK button. 




Step	Action
21.	Enter the desired information into the field. Enter " EKLMC ".
22.	Click the button to the right of the Accrual Process Date field. 
23.	Click the desired date. For this example 05/27/2012 will be used as the Accrual Process Date. 
24.	Click the OK button. 

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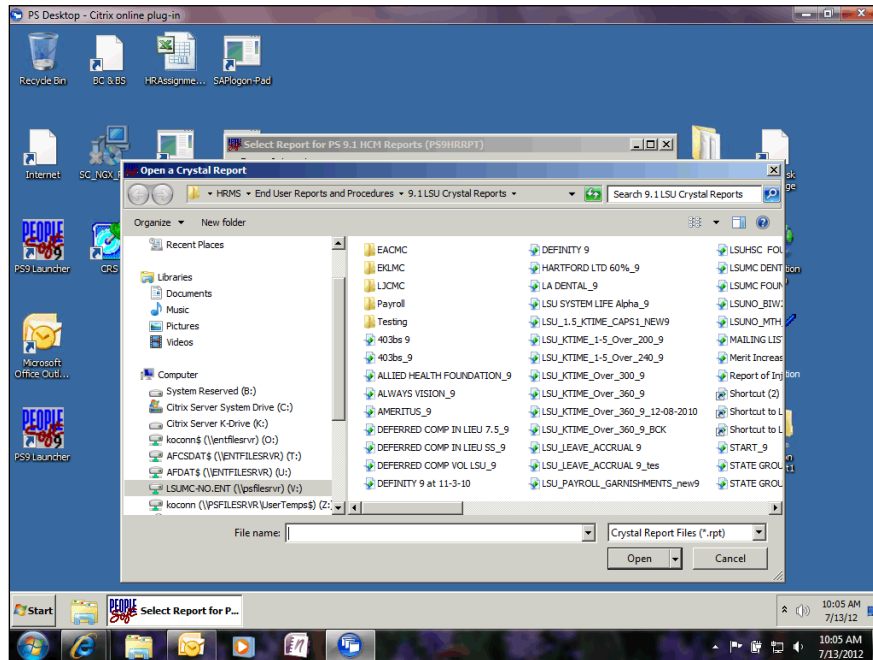


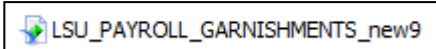
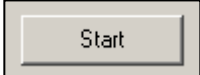
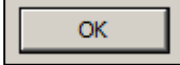
Step	Action
25.	Click the Close button. 
26.	This completes K-Time Reports . End of Procedure.

Garnishment Report

Procedure

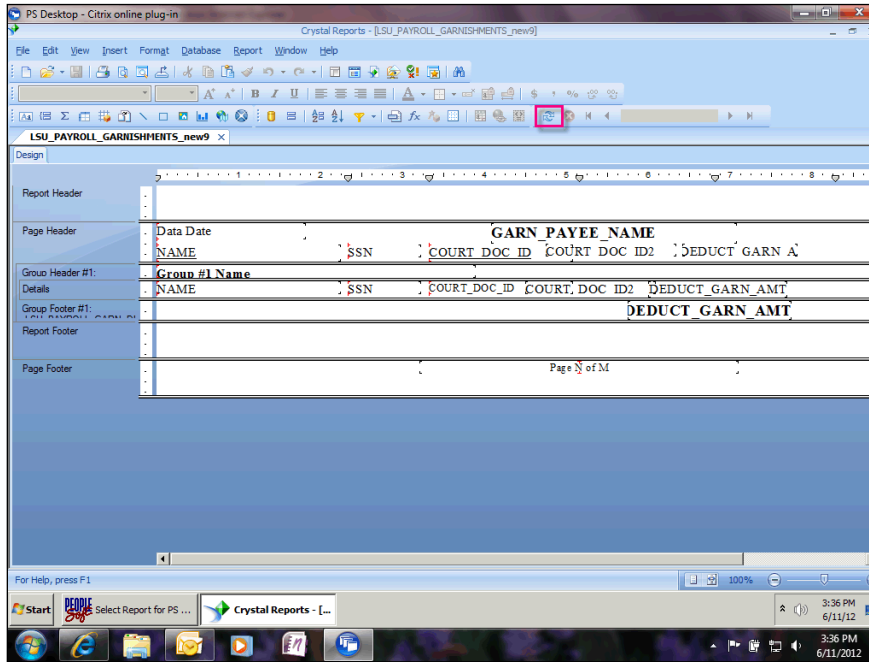
In this topic you will learn how to run the **Garnishment Report**.





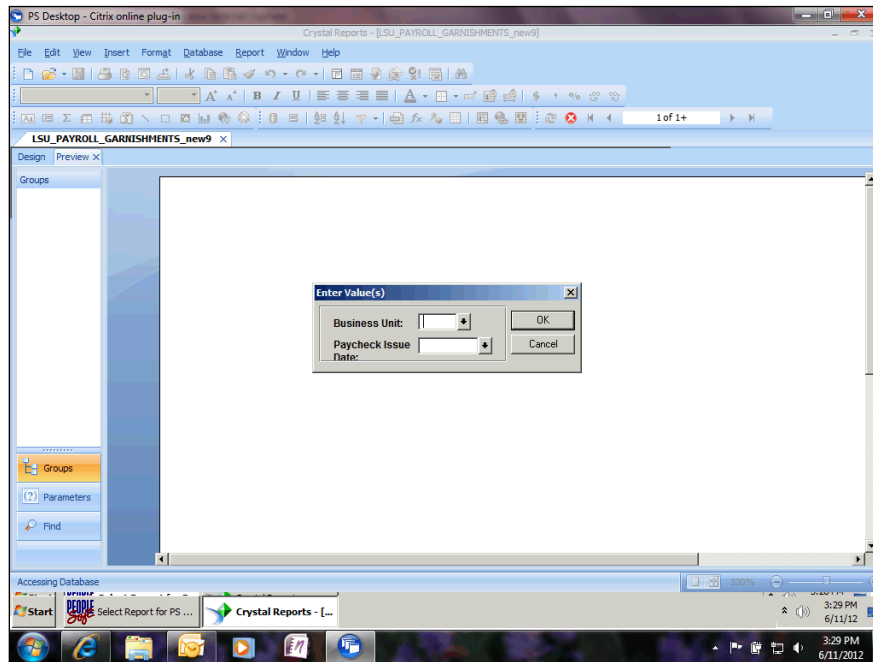
Step	Action
1.	Double-click the LSU_PAYROLL_GARNISHMENTS_new9 report. 
2.	Click the Start button. 
3.	Click the OK button. 



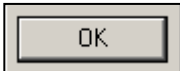
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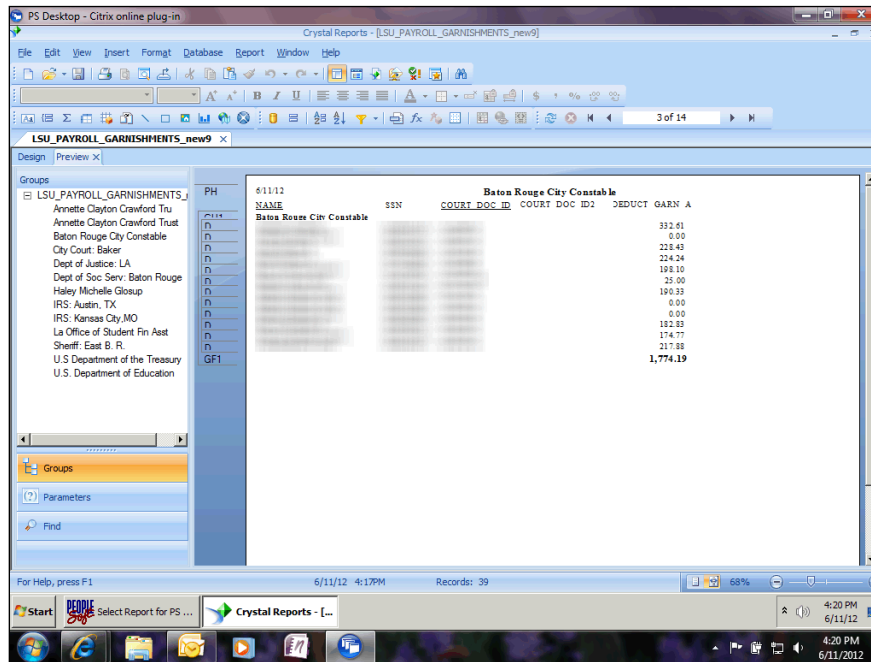
Human Resources 9.1 Payroll Reporting - HCSD


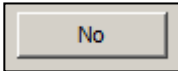


Step	Action
4.	Click the Refresh button. 
5.	Enter your PeopleSoft password. Click the OK button. 



Step	Action
6.	Enter the desired information into the field. Enter " EKLMC ".
7.	Click the button to the right of the Paycheck Issue Date field. 
8.	Click the desired date. In this example the Paycheck Issue Date will be 06/01/2012. 
9.	Click the OK button. 

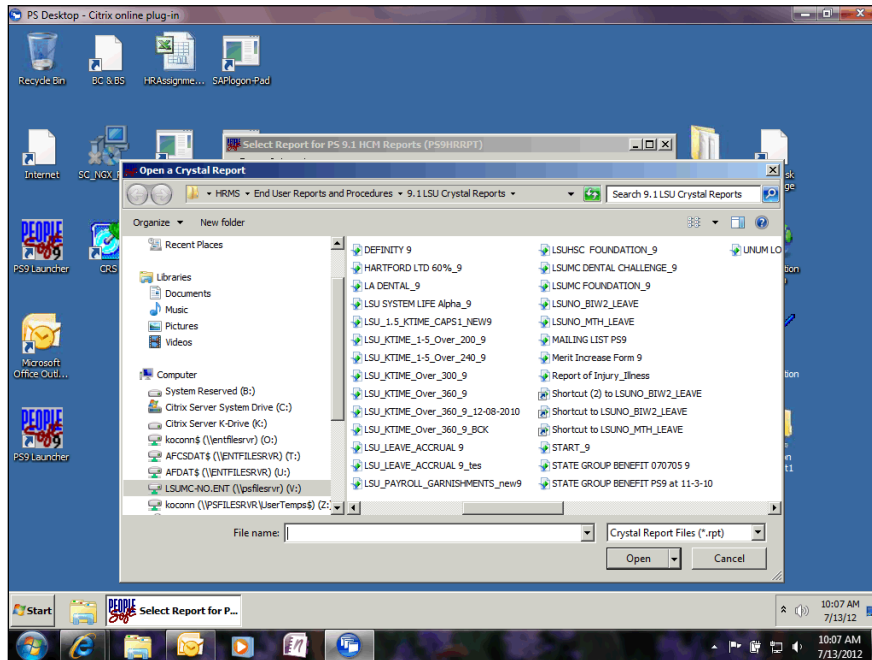


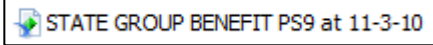

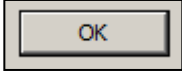
Step	Action
10.	For training purposes, the employees name and SSN have been deleted. Click the Close button. 
11.	NOTE: ALWAYS click No or you will overwrite the file. Click the No button. 
12.	This completes Garnishment Report . End of Procedure.

State Group Benefits Report

Procedure

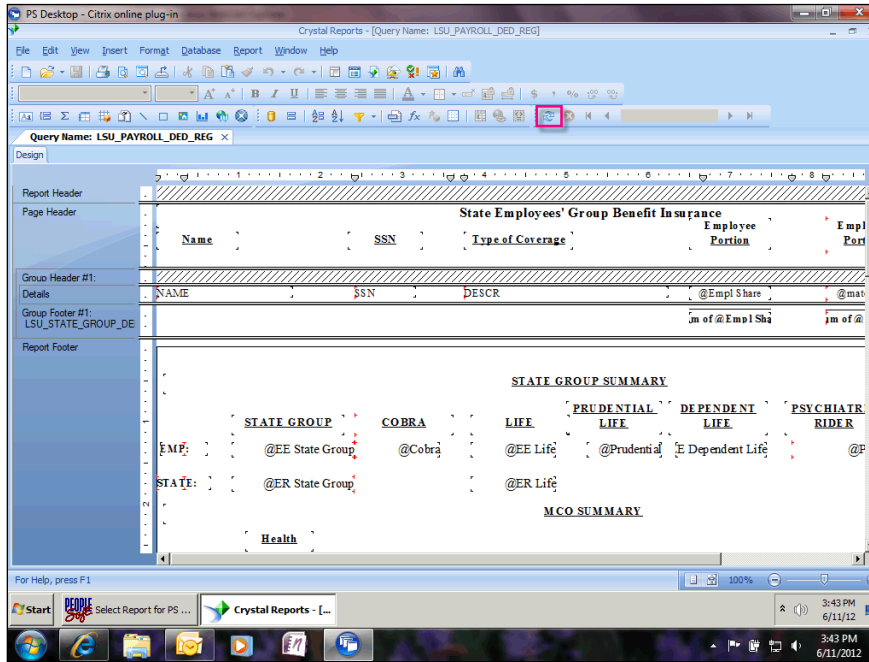
In this topic you will learn how to run the **State Group Benefits Report**.





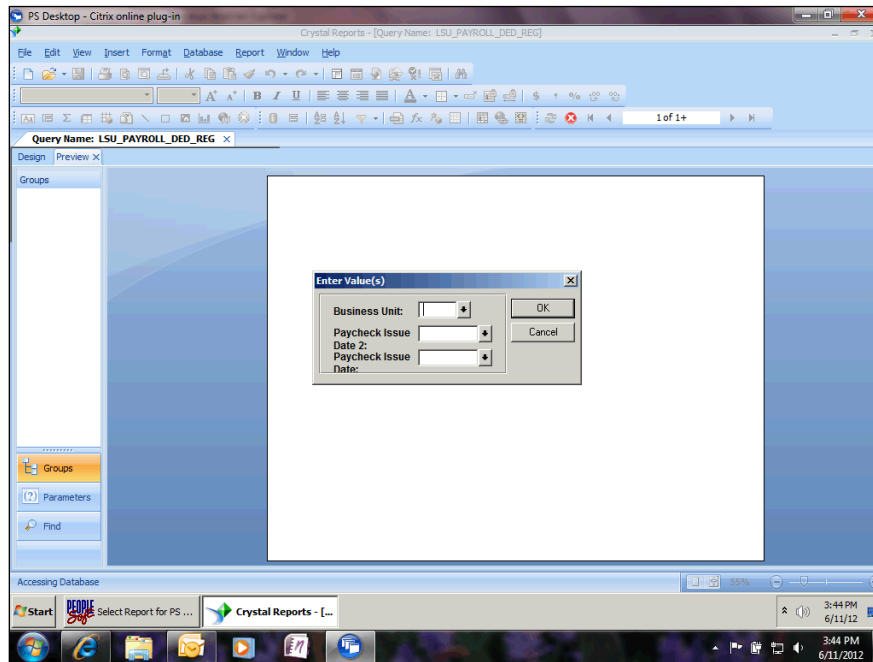
Step	Action
1.	<p>Double-click the STATE GROUP BENEFIT PS9 at 11-3-10 report.</p> <p>WARNING: Do not select the STATE GROUP BENEFITS 070705 9 option. No results will display using this option.</p> 
2.	<p>Click the Start button.</p> 
3.	<p>Click the OK button.</p> 





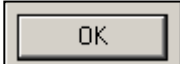
Training Guide

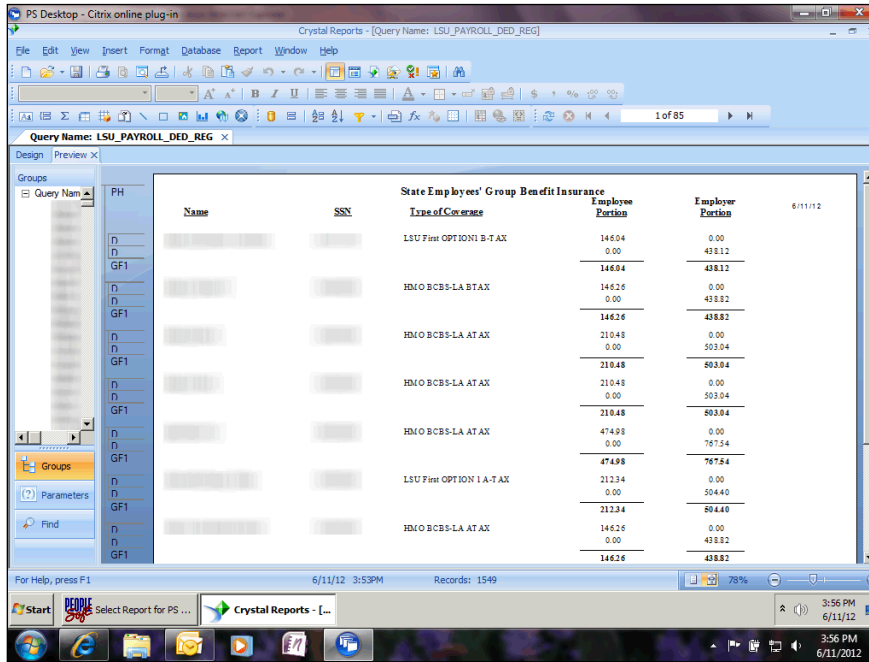
Human Resources 9.1 Payroll Reporting - HCSD


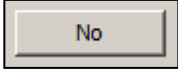


Step	Action
4.	Click the Refresh button. 
5.	Enter your PeopleSoft password. Click the OK button. 



Step	Action
6.	Enter the desired information into the Business Unit field. Enter " EKLMC ".
7.	Click the button to the right of the Paycheck Issue Date 2 field. 
8.	Click the desired date. For this example the 18th will be used. 
9.	Click the button to the right of the Paycheck Issue Date field. 
10.	Click the desired date. For this example the 18th will be used. 
11.	Click the OK button. 



Step	Action
12.	<p>NOTE: For training purposes the employee name has been hidden in the Design section and in the Preview pane.</p> <p>Click the Close button.</p> 
13.	<p>NOTE: <u>ALWAYS</u> click No or you will overwrite the file.</p> <p>Click the No button.</p> 
14.	<p>This completes State Group Benefits Report. End of Procedure.</p>

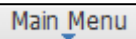
Query Reports

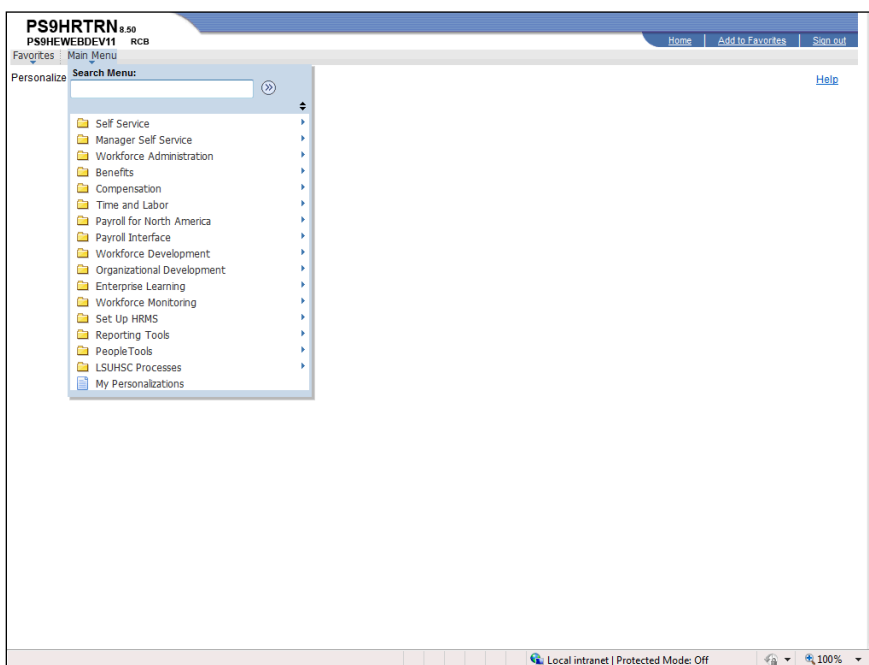
When running Query reports that require the use of a Run Control ID, you cannot use the same Run Control ID to run multiple reports at the same time. Reports should be run one at a time. **You must wait for the first report to finish running before requesting another report to run.**

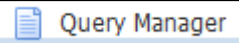
HCSD_FTE_HCP_ACTIVE Report

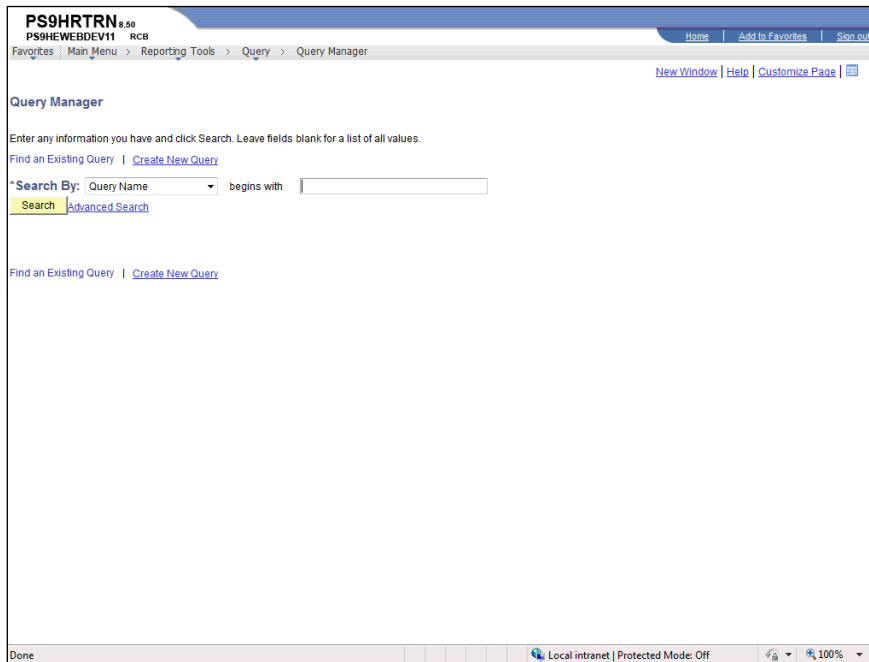
Procedure

In this topic you will learn how to run the **HCSD_FTE_HCP_ACTIVE Report**.

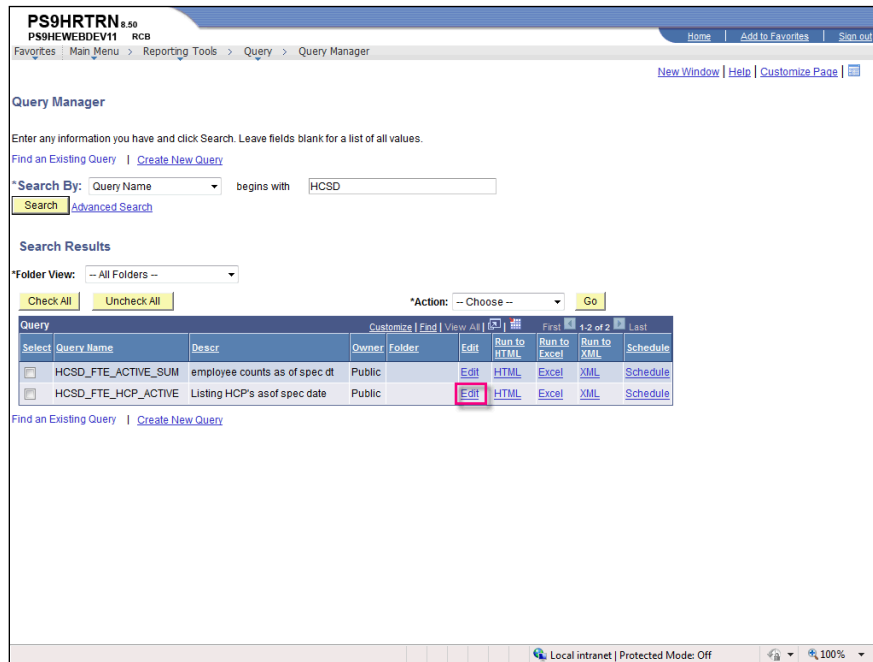
Step	Action
1.	Click the Main Menu button. 




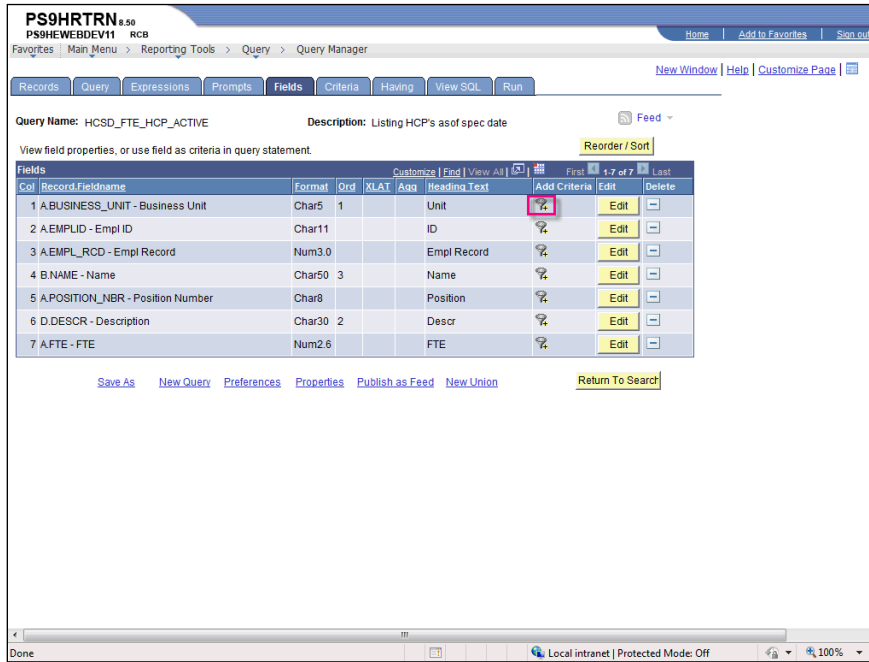
Step	Action
2.	Point to the Reporting Tools menu.
3.	Point to the Query menu.
4.	Click the Query Manager menu. 




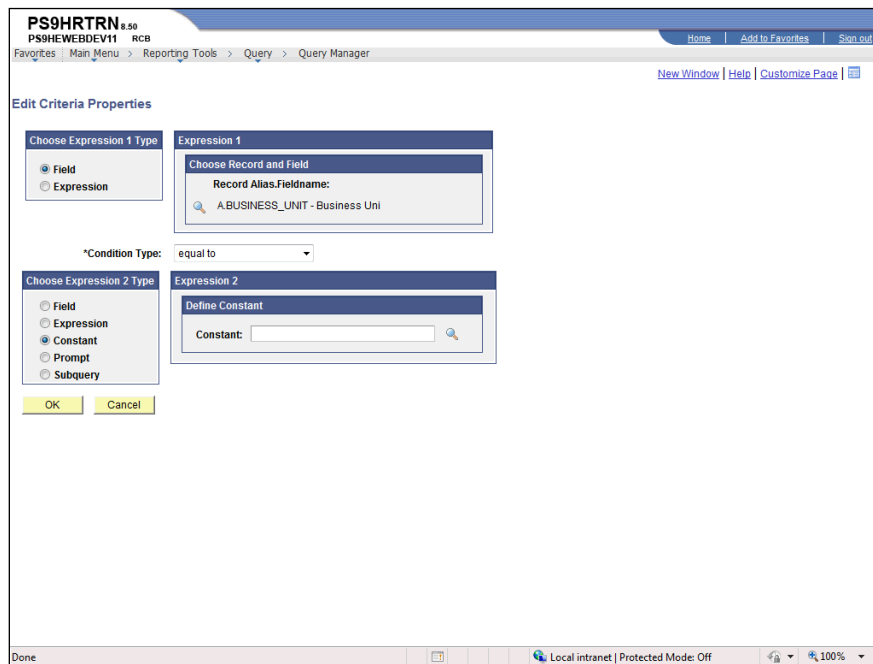
Step	Action
5.	Enter the desired information into the begins with field. Enter " HCSD ".
6.	Click the Search button. <div style="border: 1px solid black; padding: 2px; display: inline-block; margin-top: 5px;">Search</div>

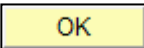


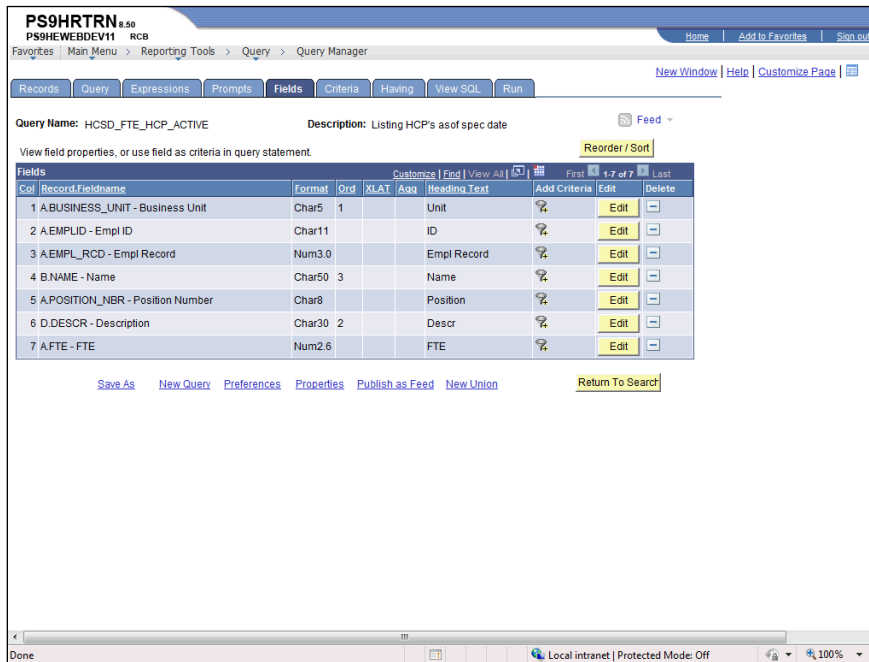
Step	Action
7.	<p>Public queries can be edited and saved as private queries. Depending on your access, it may be helpful to narrow your results.</p> <p>Click the Edit link for the HCSD_FTE_HCP_ACTIVE query.</p> 

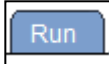


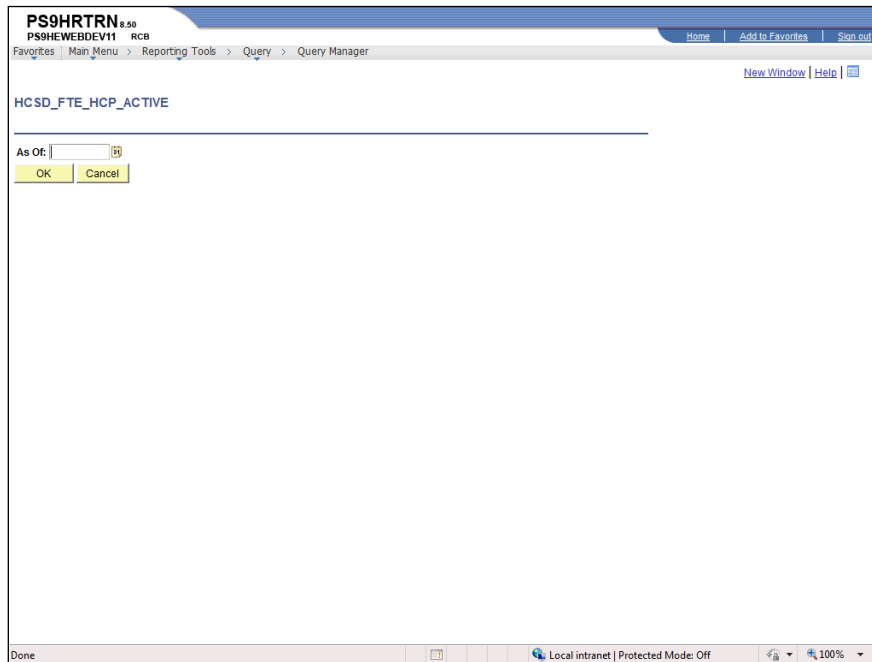
Step	Action
8.	<p>Criteria can be added to narrow the number of results retrieved by the system. In this example, you will add a constant value for the Business Unit so that only results for the specified BU are retrieved.</p> <p>Click the Add Criteria button for the Business Unit field.</p> 

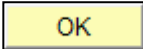


Step	Action
9.	Enter the desired information into the Constant field. Enter " 5 - character Business Unit ". <i>NOTE: In this example the EKLMC business unit is used.</i>
10.	Click the OK button. 



Step	Action
11.	<p>NOTE: <i>If you wish to save the change made to the query, you must use the Save As link and re-name the query as a private query.</i></p> <p>Queries should always be run to HTML format first so that all available rows and fields are displayed.</p> <p>Click the Run tab.</p> 



Step	Action
12.	Enter the desired information into the As Of field. Enter " 052712 ".
13.	Click the OK button. 

PS9HRTRN 8.50
PS9HEWEBDEV11 RCB

Home | Add to Favorites | Sign out

Favorites | Main Menu > Reporting Tools > Query > Query Manager

Records | Query | Expressions | Prompts | Fields | Criteria | Having | View SQL | Run

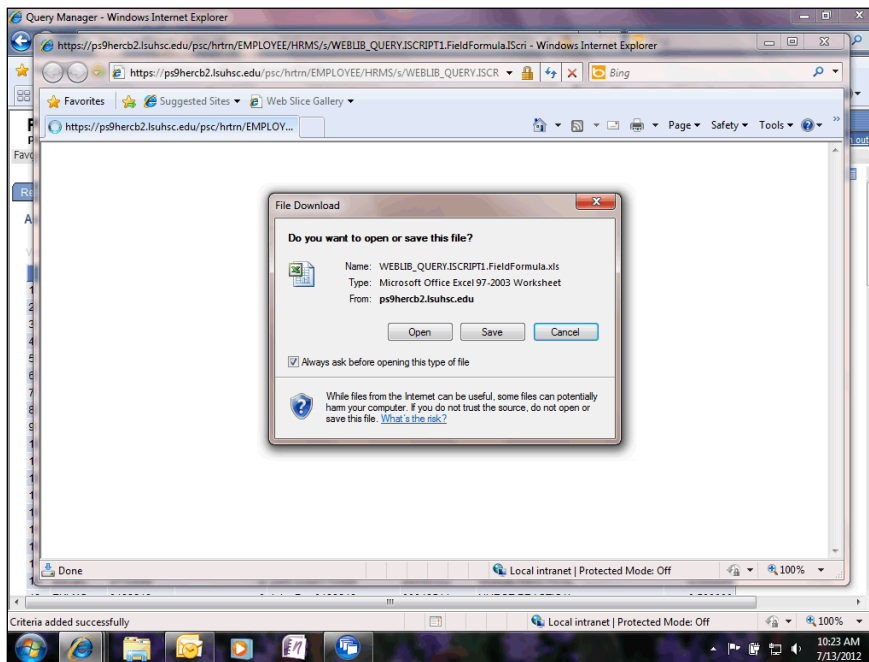
As Of = 2012-05-27

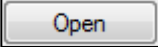
View All | [Run Query](#) | [Download to Excel](#) | [Download to XML](#) First 1-84 of 84 Last

	Unit	ID	Empl Record	Name	Position	Descr	FTE
1	EKLMC	00001120	0	John Doe	00046812	ASSISTANT	0.500000
2	EKLMC	00001120	0	John Doe	00046580	ASSISTANT	0.500000
3	EKLMC	00001120	0	John Doe	00044348	ASSISTANT	0.500000
4	EKLMC	00001120	0	John Doe	00047219	ASSISTANT	0.500000
5	EKLMC	00001120	0	John Doe	00049553	ASSISTANT	0.500000
6	EKLMC	00001120	0	John Doe	00049296	EEG TECH	0.500000
7	EKLMC	00001120	0	John Doe	00031067	LAB TECHNOLOGIST	0.500000
8	EKLMC	00001120	0	John Doe	00003365	LAB TECHNOLOGIST	0.500000
9	EKLMC	00001120	0	John Doe	00003373	LAB TECHNOLOGIST	0.500000
10	EKLMC	00001120	0	John Doe	00003399	LAB TECHNOLOGIST	0.500000
11	EKLMC	00001120	0	John Doe	00046039	LABORATORY ASSISTANT	0.500000
12	EKLMC	00001120	0	John Doe	00049391	MEDICAL ASSISTANT	0.500000
13	EKLMC	00001120	0	John Doe	00049493	MEDICAL ASSISTANT	0.500000
14	EKLMC	00001120	0	John Doe	00046645	NURSE ASSISTANT	0.500000
15	EKLMC	00001120	0	John Doe	00041453	NURSE PRACTICAL	0.500000
16	EKLMC	00001120	0	John Doe	00031338	NURSE PRACTICAL	0.500000
17	EKLMC	00001120	0	John Doe	00049568	NURSE PRACTICAL	0.500000
18	EKLMC	00001120	0	John Doe	00049322	NURSE PRACTICAL	0.500000
19	EKLMC	00001120	0	John Doe	00049511	NURSE PRACTICAL	0.500000
20	EKLMC	00001120	0	John Doe	00044492	NURSE PRACTICAL	0.500000
21	EKLMC	00001120	0	John Doe	00034292	NURSE REGISTERED	0.250000
22	EKLMC	00001120	0	John Doe	00003394	NURSE REGISTERED	0.500000
23	EKLMC	00001120	0	John Doe	00035132	NURSE REGISTERED	0.500000
24	EKLMC	00001120	0	John Doe	00032092	NURSE REGISTERED	0.500000
25	EKLMC	00001120	0	John Doe	00042302	NURSE REGISTERED	0.500000
26	EKLMC	00001120	0	John Doe	00040146	NURSE REGISTERED	0.500000
27	EKLMC	00001120	0	John Doe	00000000	NURSE REGISTERED	0.500000

Local intranet | Protected Mode: Off

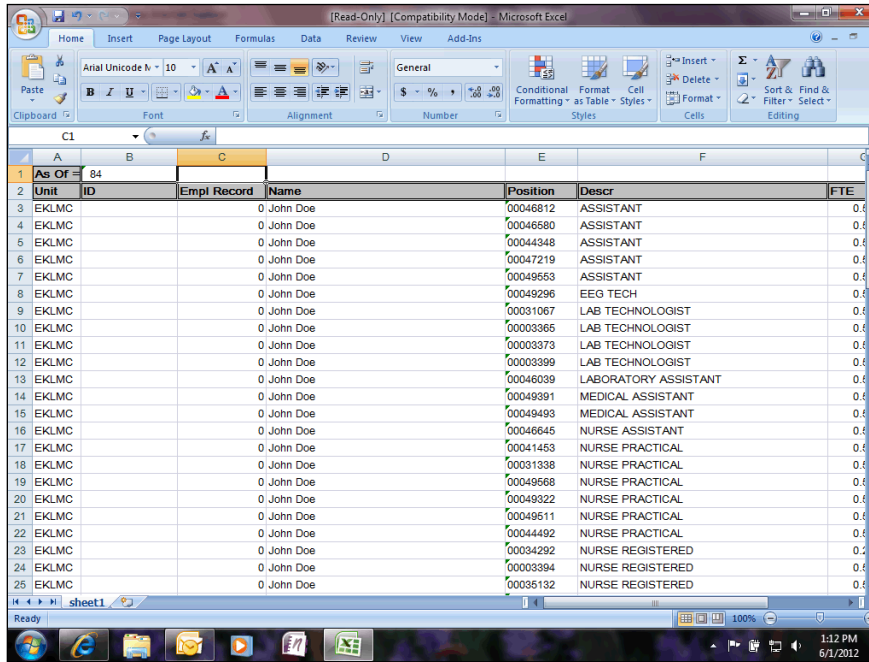
Step	Action
14.	<p>Click the Download to Excel link.</p> <p>This will open a new window.</p> <p>Download to Excel</p>



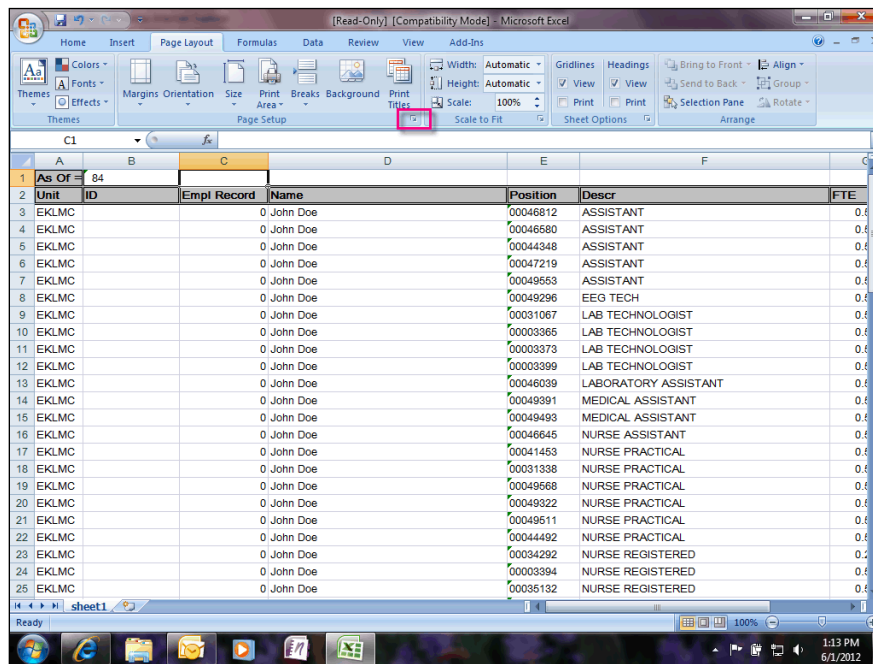
Step	Action
15.	Click the Open button.  A rectangular button with a light gray background and a thin black border, containing the word "Open" in a dark gray font.







Training Guide

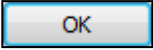
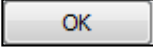
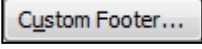

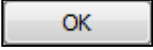
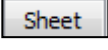
Human Resources 9.1 Payroll Reporting - HCSD

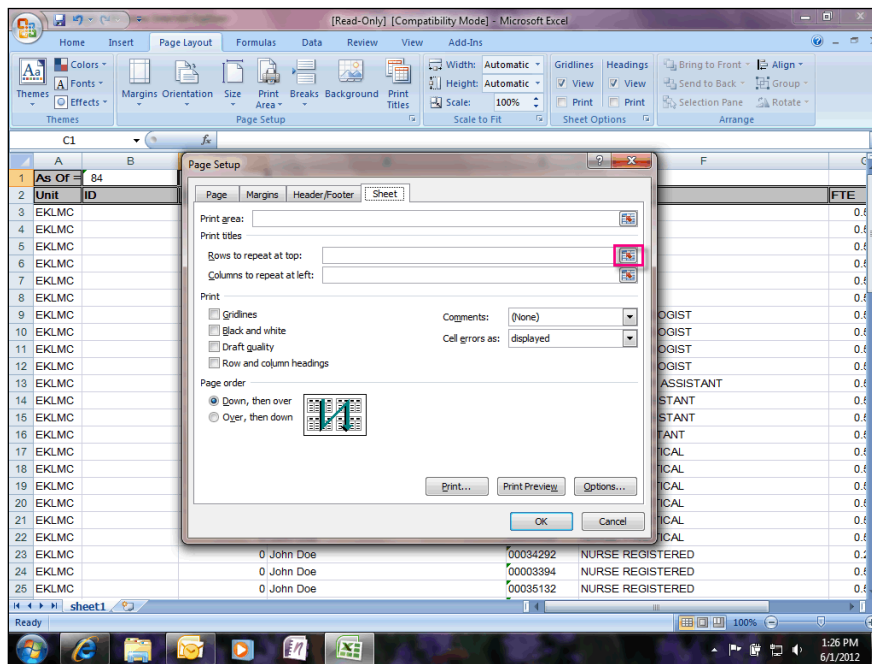




Step	Action
16.	Click the Page Layout link. <div style="border: 1px solid black; padding: 2px; display: inline-block; margin-top: 5px;">Page Layout</div>

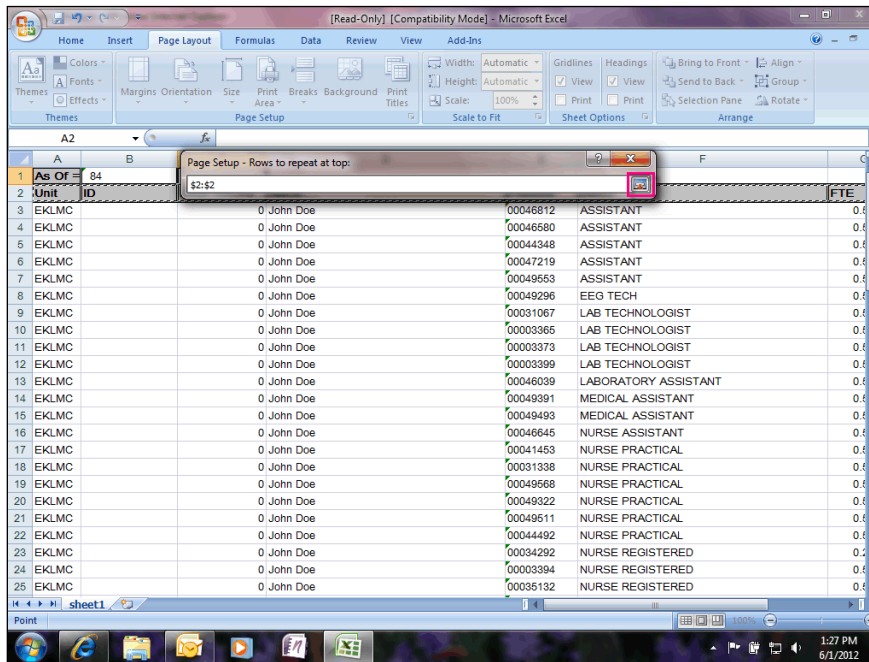


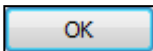

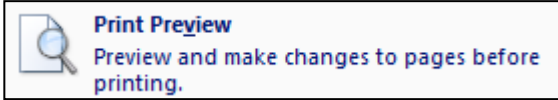
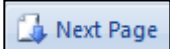
Step	Action
17.	<p>The following changes to the spreadsheet will be made in Page Setup:</p> <ul style="list-style-type: none"> • Change page Orientation from Portrait to Landscape; • Add Header and Footer information; and • Repeat column titles on each page for printing purposes. <p>Click the Print Titles button.</p> 
18.	<p>Click the Landscape option.</p> 
19.	<p>Click the Header/Footer tab.</p> 
20.	<p>Click the Custom Header button.</p> 
21.	<p><i>NOTE: Make sure the cursor is in the appropriate section (e.g. Left section, Center section or Right section).</i></p> <p>Click the Font button.</p> 
22.	<p>Click the Bold option.</p> 


Step	Action
23.	Click the OK button. 
24.	Enter the desired information into the Center Section field. Enter " HPC QUARTERLY REPORT ".
25.	Click the OK button. 
26.	Click the Custom Footer button. 
27.	Click in the Right Section field.
28.	Click the Insert Page Number button. 
29.	Click the OK button. 
30.	Click the Sheet tab. 

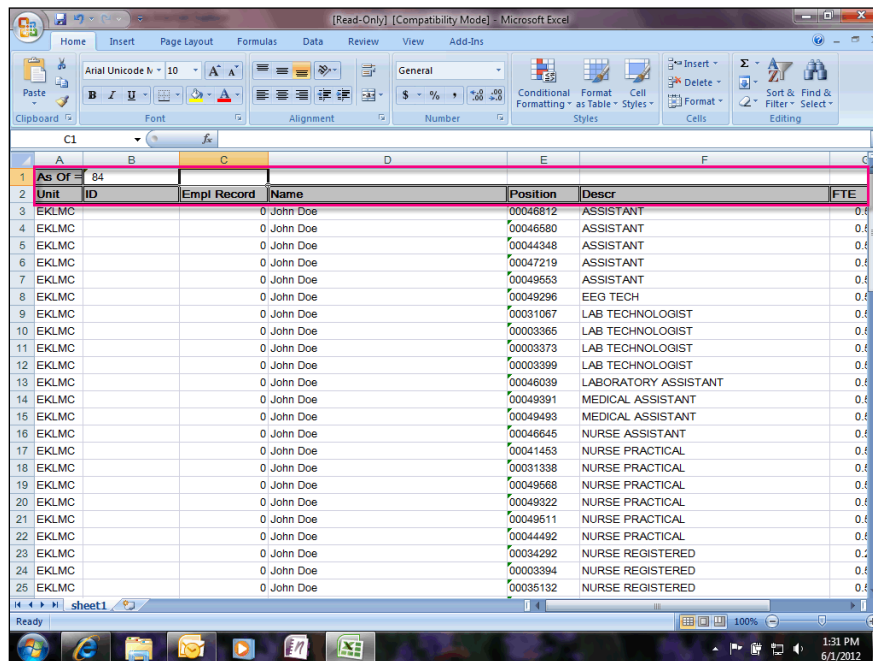


Step	Action
31.	Click the Rows to repeat at top button. 
32.	Click the 2 cell. 



Step	Action
33.	Click the Rows to repeat at top button. 
34.	The A2 row will be repeated on each page for printing purposes. <i>NOTE: The column headers will not display on your monitor for each page.</i> Click the OK button. 
35.	Click the Office Button . 
36.	Point to the Print menu.
37.	Click the Print Preview menu. 
38.	Click the Next Page button. 
39.	<i>NOTE: The column headers display on all pages of the report.</i> Click the Close Print Preview button.

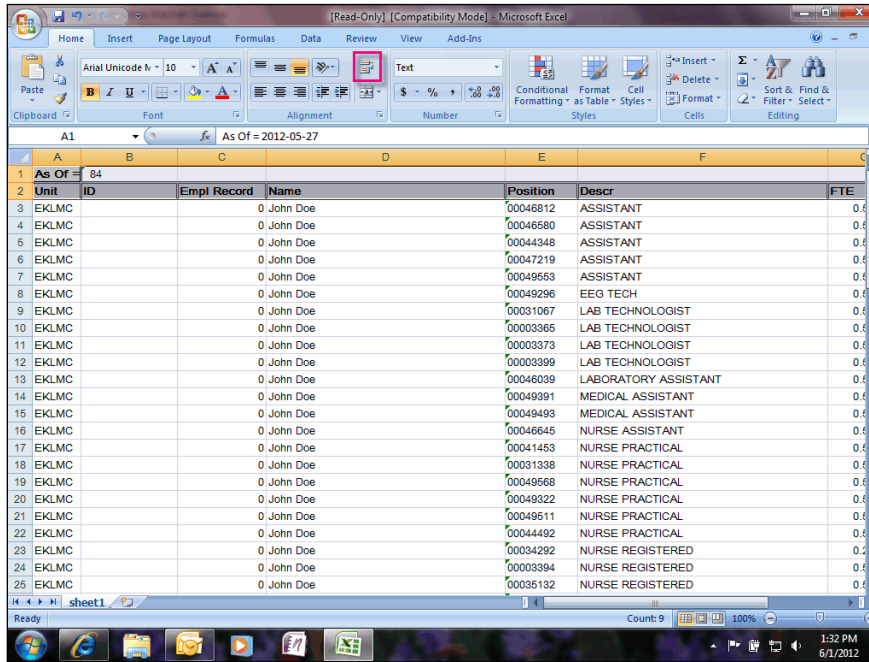
Step	Action
40.	<p>The following changes will be made to the spreadsheet:</p> <ul style="list-style-type: none"> • Wrap text; • Resize columns; • Change number of decimal places; • Align column headers; • Insert row borders; • Freeze column headers for scrolling; • Sum a column; • Insert a column/row; • Insert column/row header; • Concatenate (merge) columns; • Hide/Unhide columns/rows; and • Print spreadsheet.
41.	<p>Click the Home tab.</p> 




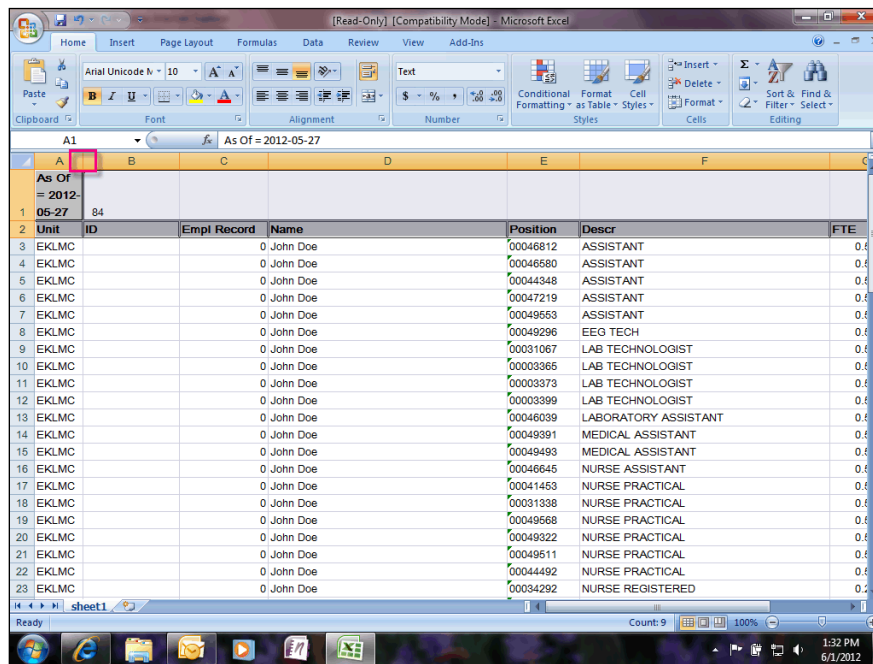
Step	Action
42.	<p>Wrap Text Highlight the A1 - G2 cells.</p>


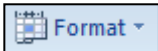

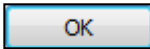
Training Guide

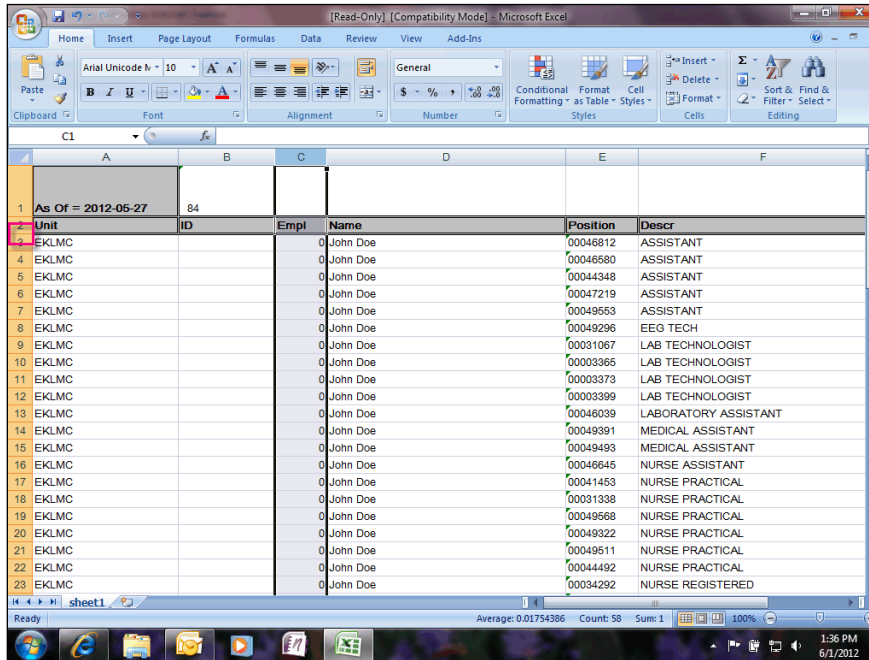
Human Resources 9.1 Payroll Reporting - HCSD







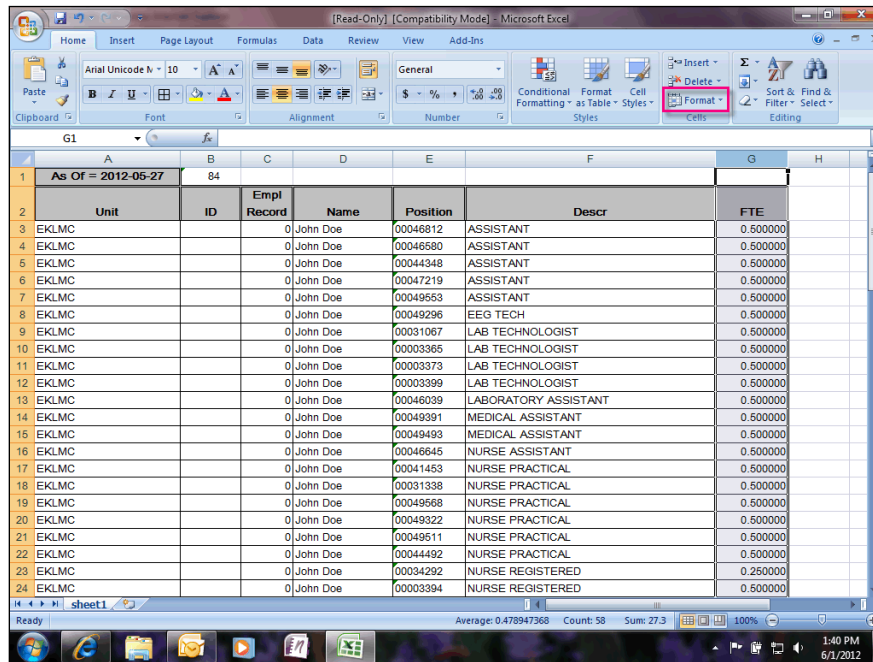
Step	Action
43.	Click the Wrap Text button. 



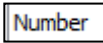


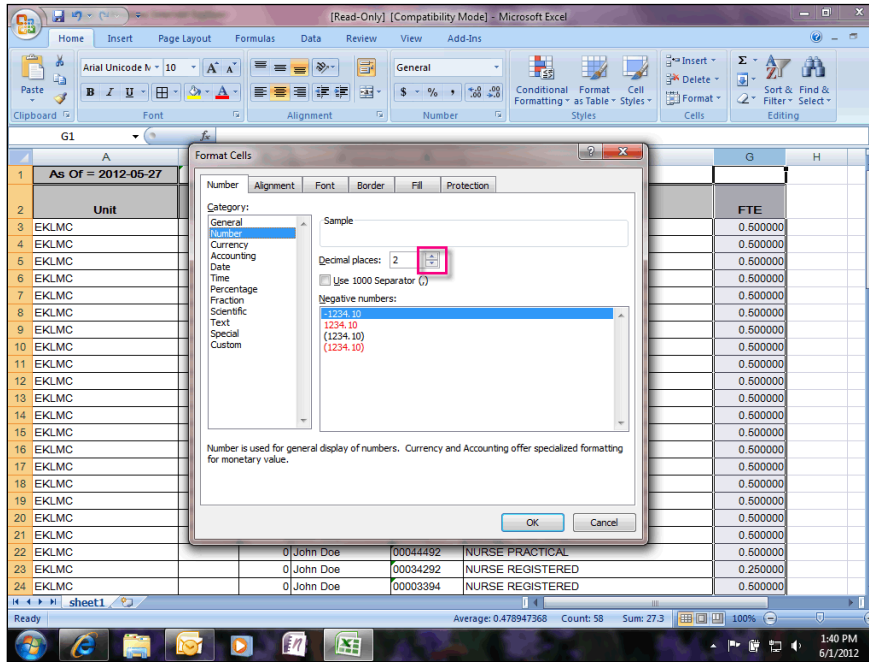
Step	Action
44.	<p>Resize Columns Change the width of the column using your mouse.</p> <p>Point to the border between columns A and B.</p>
45.	Press the left mouse button on border line and drag the mouse left until column is desired width.
46.	<p>Change the width of the column using the Format option.</p> <p>Click the C cell to highlight the entire column.</p> 
47.	<p>Click the button to the right of the Format field.</p> 
48.	<p>Click the Column Width list item.</p> 
49.	Enter the desired information into the Column width field. Enter " 8 ".
50.	<p>Click the OK button.</p> 




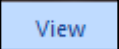


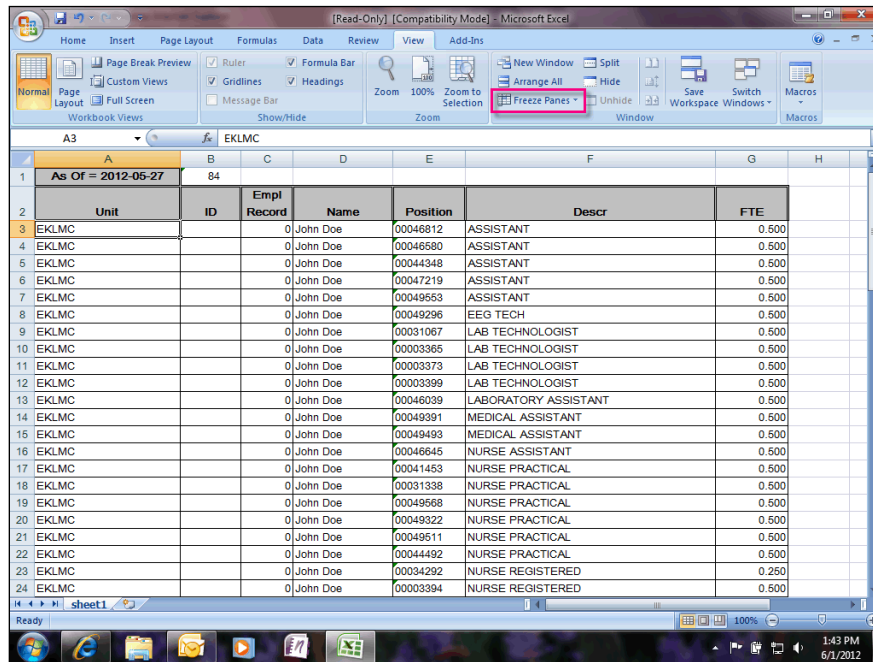
Step	Action
51.	Resize Rows Point to the border between rows 2 and 3 .
52.	Press the left mouse button on the border line and drag the mouse down until the row is the desired width.
53.	Align Column Headers Highlight the A1 thru G2 cells.
54.	Click the Center button. 
55.	Highlight the A3 thru G59 cells.
56.	Click the button to the right of the Borders field. 
57.	Click the All Borders list item. 
58.	Change Number of Decimal Places Click the G cell to highlight the entire column. 

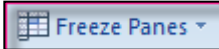
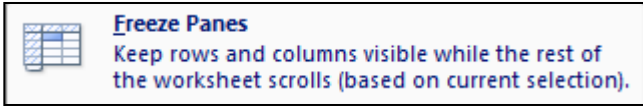



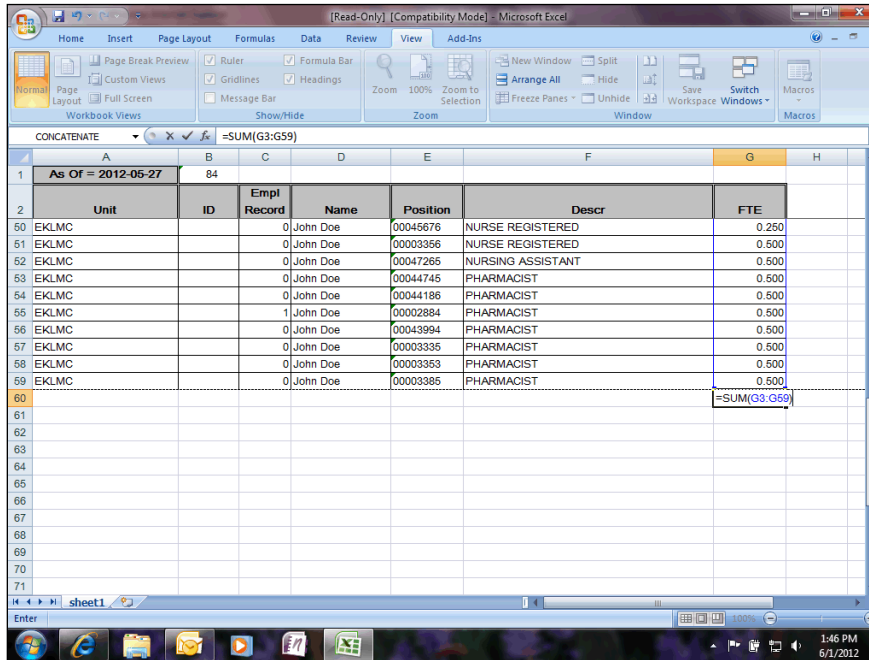
Step	Action
59.	Click the button to the right of the Format field. 
60.	Click the Format Cells option. 
61.	Click the Number option. 



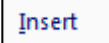
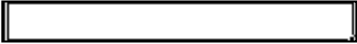
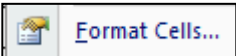



Step	Action
62.	Click the Up arrow to change the decimal places to 3. 
63.	Click the OK button. 
64.	Freeze Rows/Columns Click the A3 cell. 
65.	Click the View tab. 

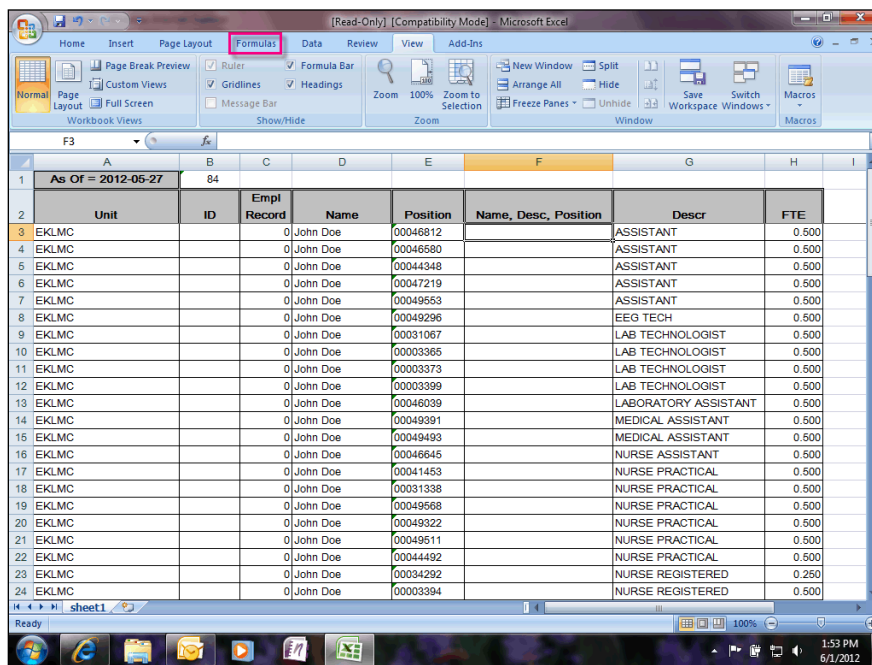


Step	Action
66.	Click the Freeze Panes option so that column titles will remain displayed when scrolling down the page. 
67.	Click the Freeze Panes option. 
68.	Sum the FTE Column Click the Down button of the scrollbar. 
69.	Enter the desired information into the G59 field. Enter " =SUM(".
70.	Highlight the G3 thru G59 cells.
71.	Enter the desired information at the end of the formula. Enter) ".



Step	Action
72.	Press [Enter] .
73.	<p>Insert a Column</p> <p>Click the F cell to highlight the entire column.</p> 
74.	<p>Right-click in the highlighted cells.</p> 
75.	<p>Click the Insert option.</p> 
76.	Enter the desired information into the F2 cell. Enter " Name, Desc, Position ".
77.	<p>Concatenate (Merge) Cells</p> <p>Right-click the F3 cell.</p> 
78.	<p>Click the Format Cells option.</p> 
79.	<p>Click the General option.</p> 

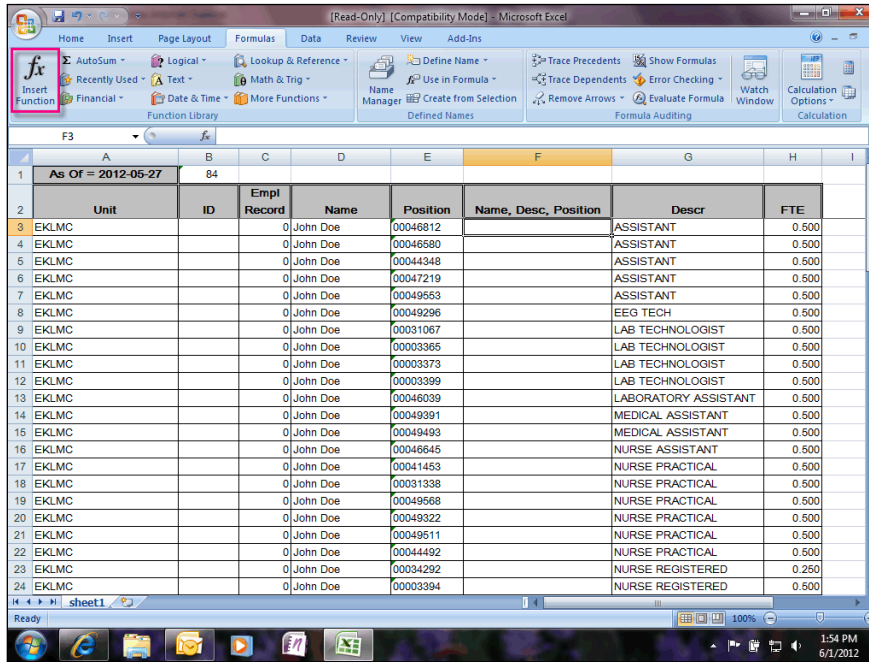
Step	Action
80.	Click the OK button. <div style="border: 1px solid black; padding: 5px; margin: 10px auto; width: 100px; text-align: center;"> OK </div>



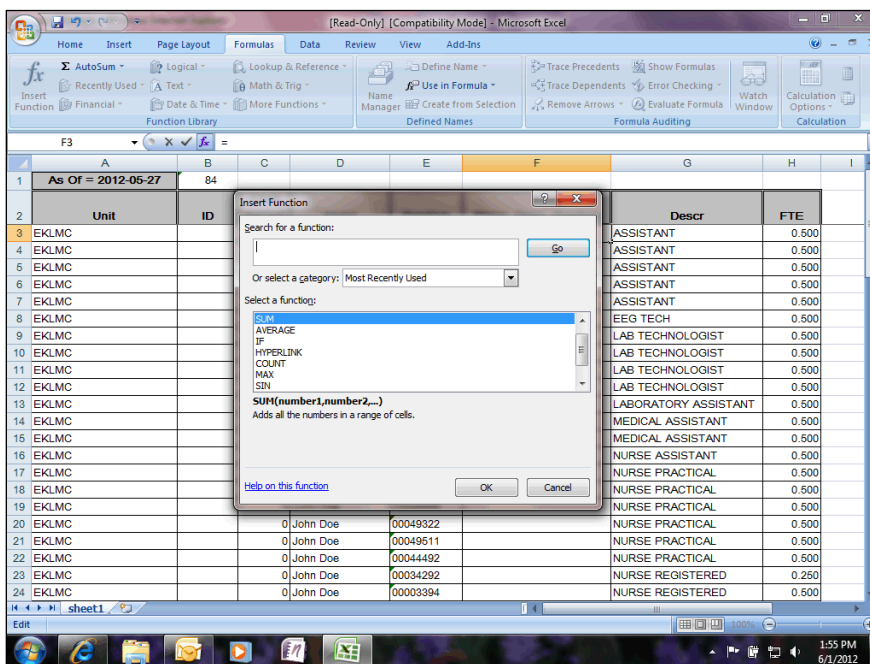
Step	Action
81.	Click the Formulas tab. <div style="border: 1px solid black; padding: 5px; margin: 10px auto; width: 100px; text-align: center;"> Formulas </div>

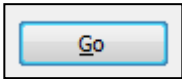
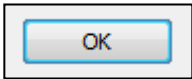
Training Guide

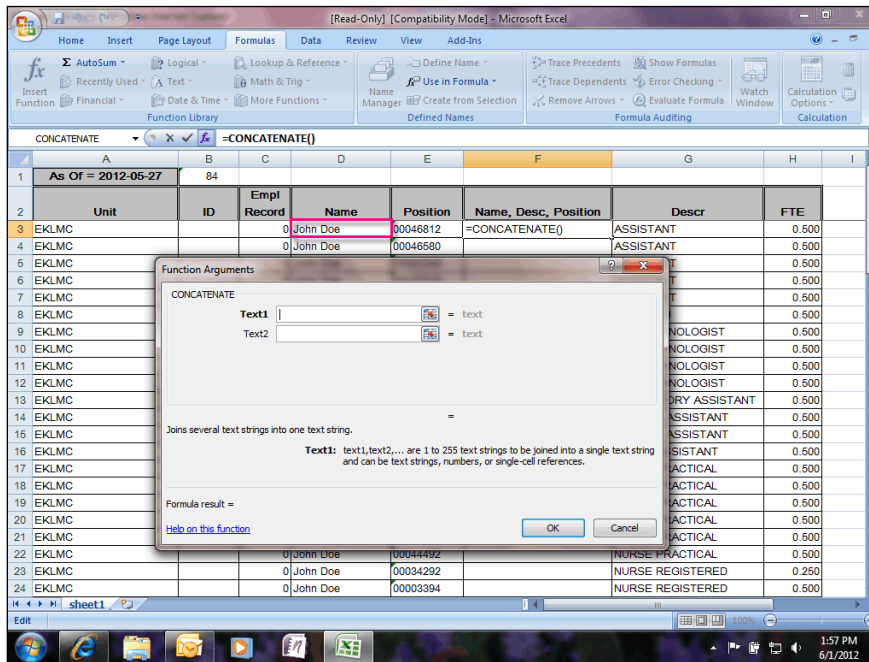
Human Resources 9.1 Payroll Reporting - HCSD



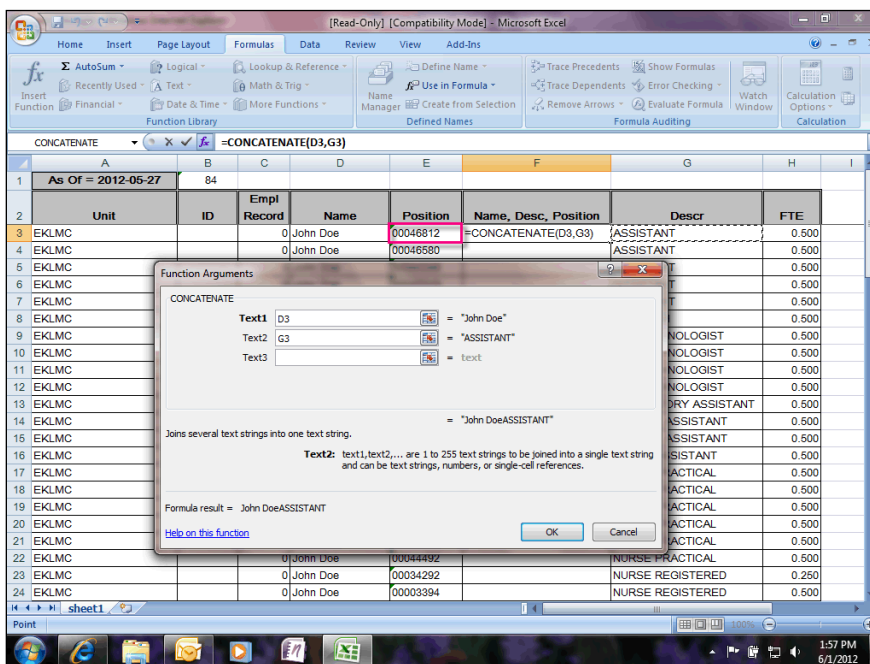
Step	Action
82.	Click the Insert Function list item.


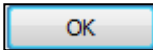


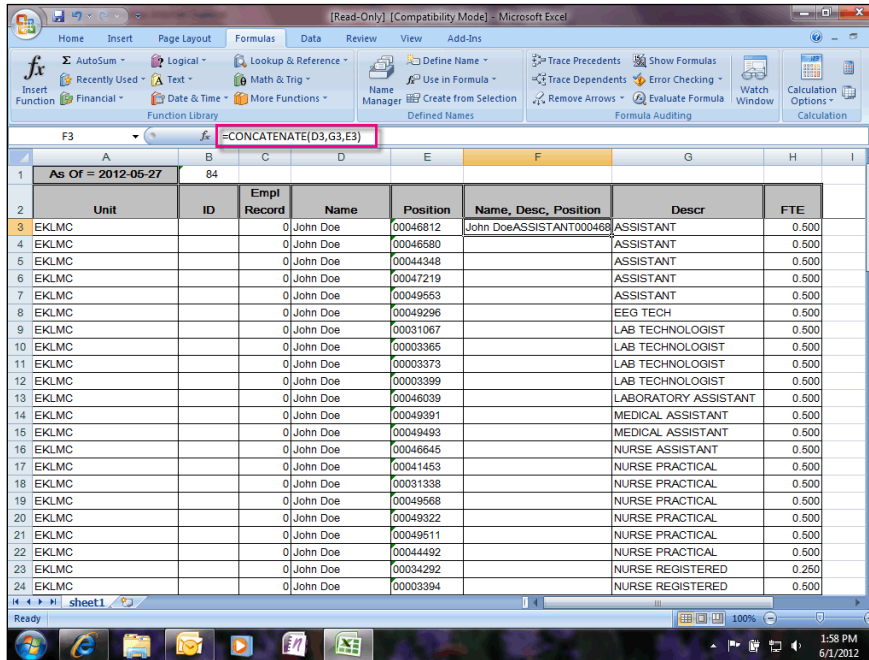
Step	Action
83.	<p>NOTE: If the Concatenate option does not display in the Select a function section, type concatenate into the Search for a function section.</p> <p>Enter the desired information into the Search for a function field. Enter "concatenate".</p>
84.	<p>Click the Go button.</p> 
85.	<p>Click the OK button.</p> 



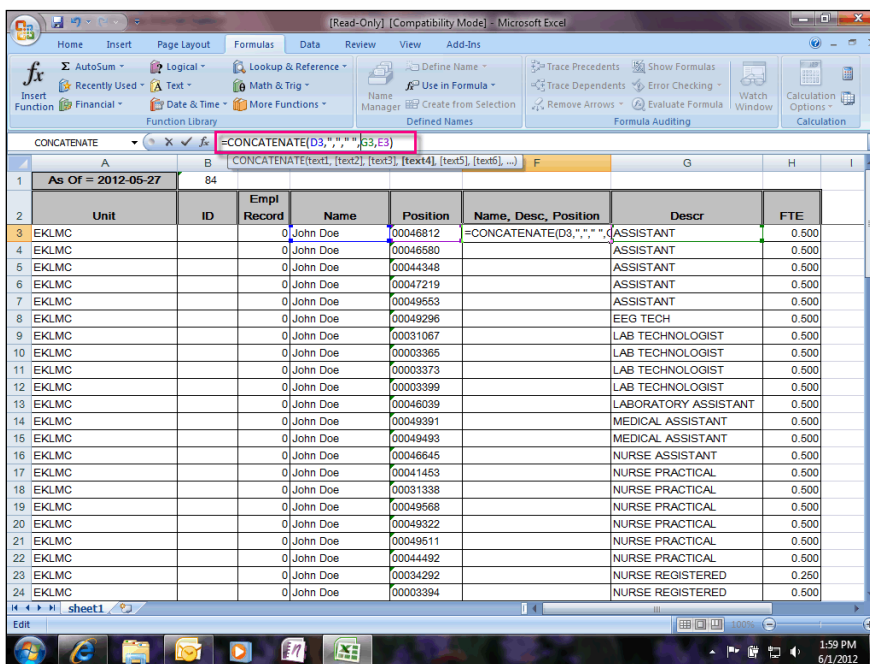
Step	Action
86.	For the Text 1 field, click the D3 cell. <div style="border: 1px solid black; padding: 2px; display: inline-block;">John Doe</div>
87.	For the Text 2 field, click the G3 cell. <div style="border: 1px solid black; padding: 2px; display: inline-block;">ASSISTANT</div>


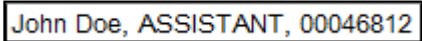
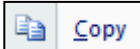

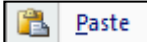


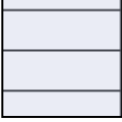




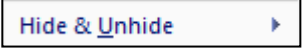
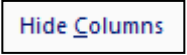


Step	Action
88.	For the Text 3 field, click the E3 cell. 
89.	Click the OK button. 

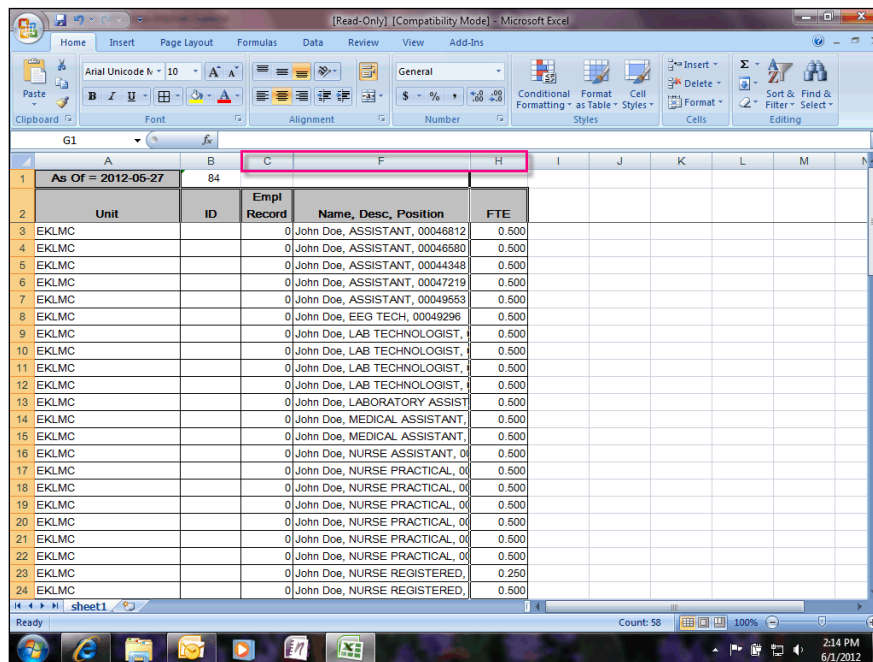


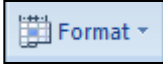

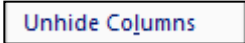
Step	Action
90.	<p>Insert commas and spaces between the Name, Desc and Position information.</p> <p>Click in the Formula Bar field. Click behind "D3," in the cell.</p> <p>=CONCATENATE(D3,G3,E3)</p>
91.	<p>Place a comma and space between Name and Desc.</p> <p>Enter the desired information into the field. Enter "",";"," " (Quotation mark, comma, quotation mark, comma, quotation mark, space bar, quotation mark and comma).</p>



Step	Action
92.	Click behind "G3," in the formula bar. 
93.	Place a comma and space between Desc and Position. Enter the desired information into the field. Enter "",""," " (Quotation mark, comma, quotation mark, comma, quotation mark, space bar, quotation mark and comma).
94.	Press [Enter] .
95.	Copy Formula Right-click on the F3 cell. 
96.	Click the Copy option. 
97.	Press the left mouse button in the F4 cell and drag the mouse down to highlight cells F4 thru F59.
98.	Right-click in the highlighted area. 
99.	Click the Paste option. 

Step	Action
100.	Hide Columns/Rows Press the left mouse button on the D cell and drag the mouse to the right to highlight cells D and E .
101.	Right-click in the highlighted area. 
102.	Click the Hide option. 
103.	Click the G cell. 
104.	Click the Home tab. 
105.	Click the Format button. 
106.	Click the Hide & Unhide list item. 
107.	Click the Hide Columns list item. 
108.	Click the Office button. 
109.	Click the Print list item. 
110.	You will click the Print option to print the report. For training purposes only, do not print the report.



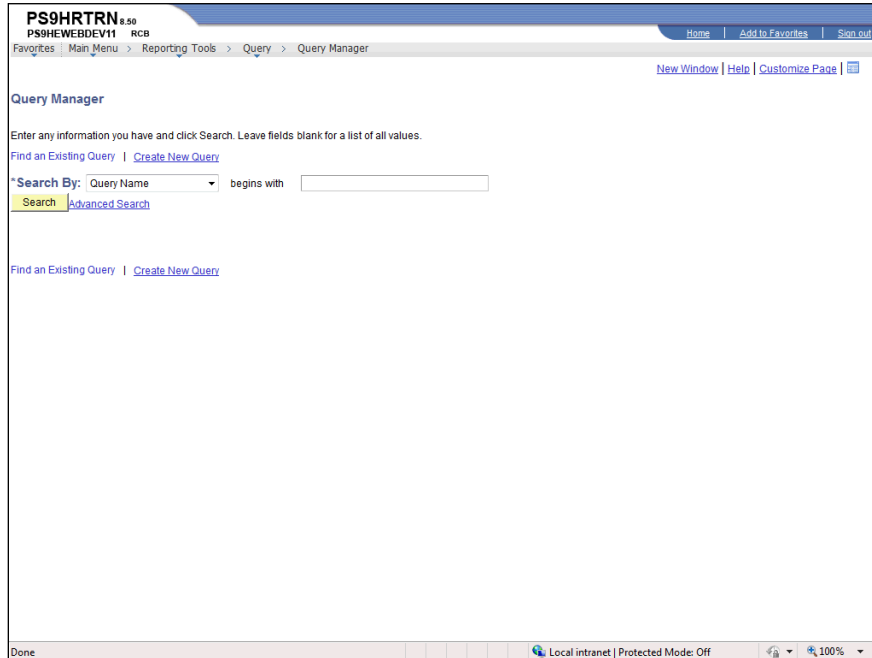
Step	Action
111.	Press the left mouse button on the C cell and drag the mouse to right to highlight cells F and H .
112.	Click the Format button. 
113.	Click the Hide & Unhide pointer. 
114.	Click the Unhide Columns list item. 
115.	The previously hidden columns display.
116.	This completes HCSD_FTE_HCP_ACTIVE Report . End of Procedure.



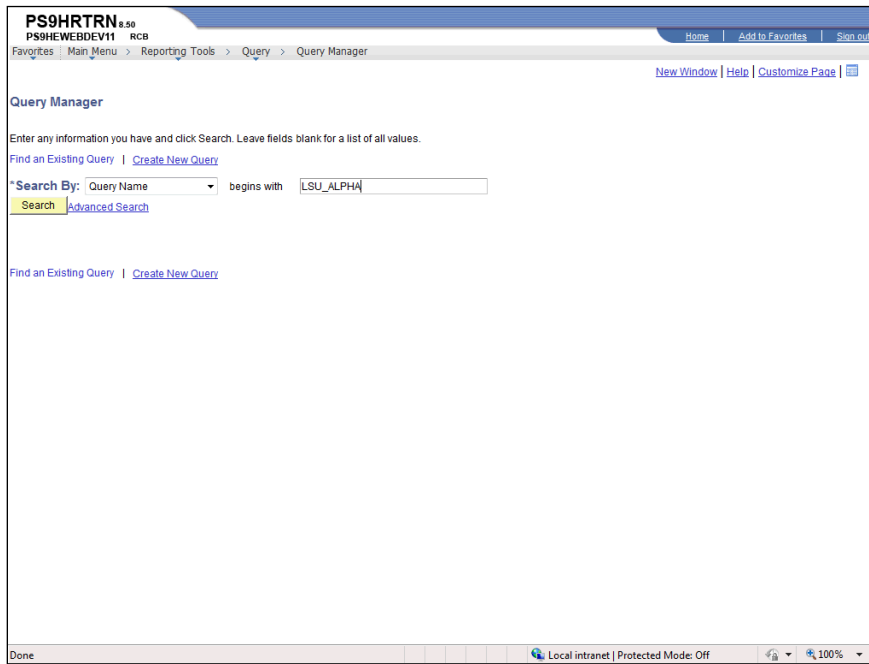
LSU_ALPHA_LIST Report

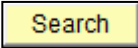
Procedure

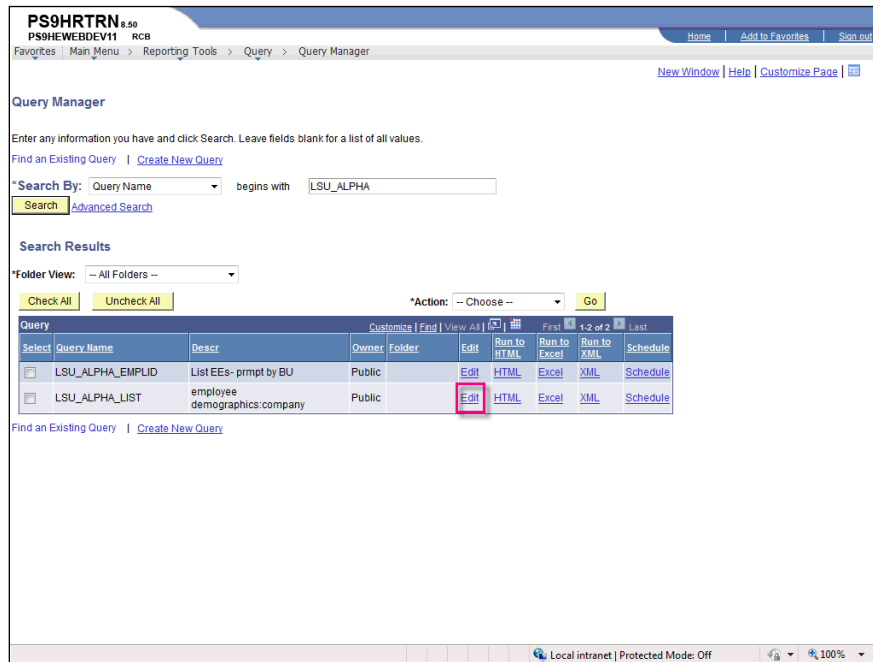
In this topic you will learn how to run the **LSU_ALPHA_LIST Report**.



Step	Action
1.	Enter the desired information into the begins with field. Enter " LSU_ALPHA ".



Step	Action
2.	Click the Search button. 



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Home | Add to Favorites | Sign out

Favorites | Main Menu > Reporting Tools > Query > Query Manager

New Window | Help | Customize Page

Query Manager

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Query | Create New Query

*Search By: Query Name begins with LSU_ALPHA

Search | Advanced Search

Search Results


*Folder View: -- All Folders --

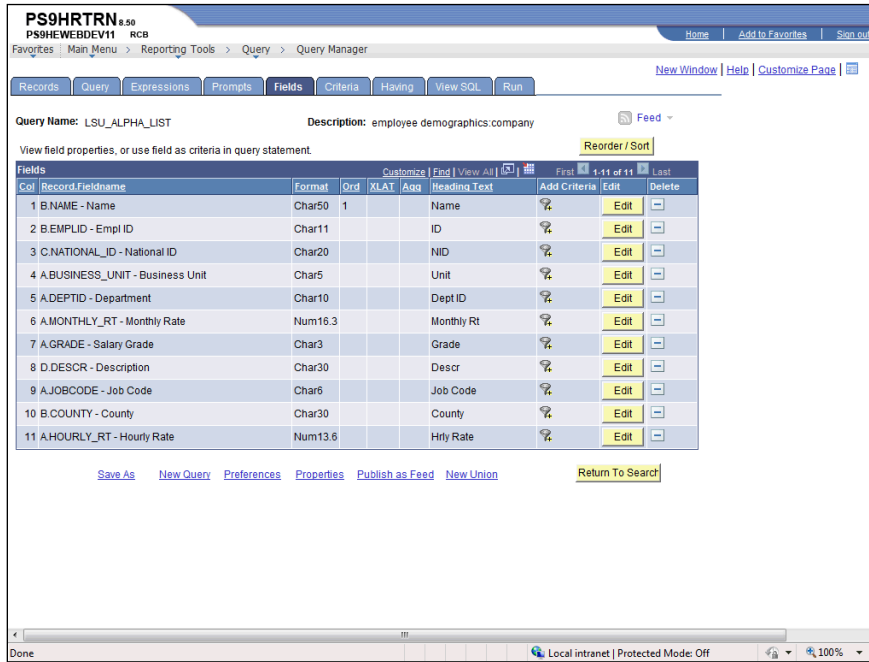
Check All | Uncheck All | *Action: -- Choose -- | Go

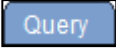
Select	Query Name	Descr	Owner	Folder	Edit	Run to HTML	Run to Excel	Run to XML	Schedule
<input type="checkbox"/>	LSU_ALPHA_EMPLID	List EEs- prmpt by BU	Public		Edit	HTML	Excel	XML	Schedule
<input type="checkbox"/>	LSU_ALPHA_LIST	employee demographics:company	Public		Edit	HTML	Excel	XML	Schedule

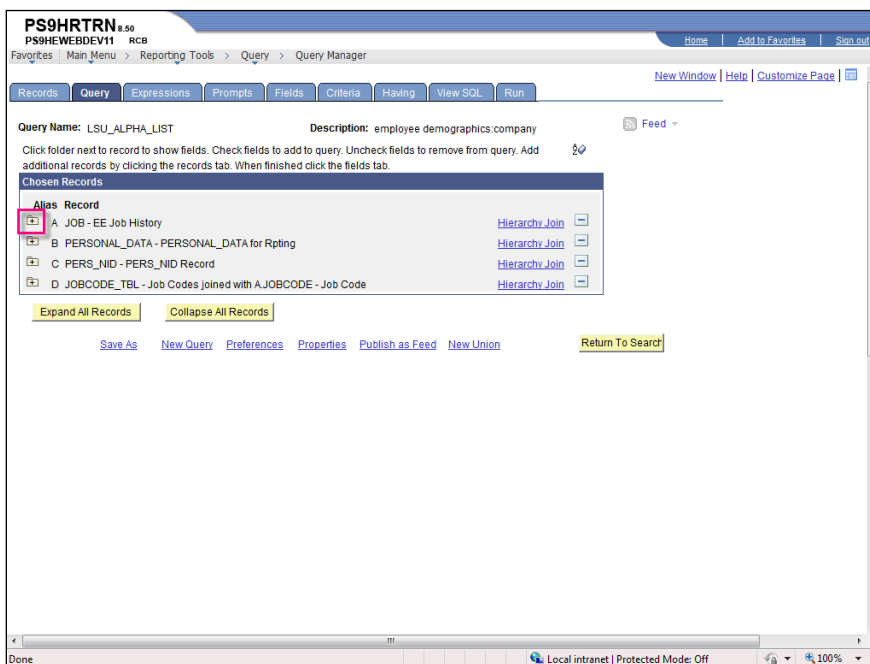
Find an Existing Query | Create New Query







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Step	Action
3.	Click the Edit link. 



Step	Action
4.	<p>You will add a column to the existing query. On the Query tab, select record A: Job - EE Job History record and check the FTE option.</p> <p>Click the Query tab.</p> 



Step	Action
5.	Click the Show Fields button for Record A Job - EE Job History. 
6.	Click the Sort fields alphabetically button. 
7.	Click the View 100 link. 
8.	Click the Down button of the scrollbar. 
9.	Click the Select option for FTE - FTE. 
10.	Click the Fields tab. 

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















Favorites | Main Menu > Reporting Tools > Query > Query Manager

New Window | Help | Customize Page

Records | Query | Expressions | Prompts | Fields | Criteria | Having | View SQL | Run


Query Name: LSU_ALPHA_LIST Description: employee demographics company Feed

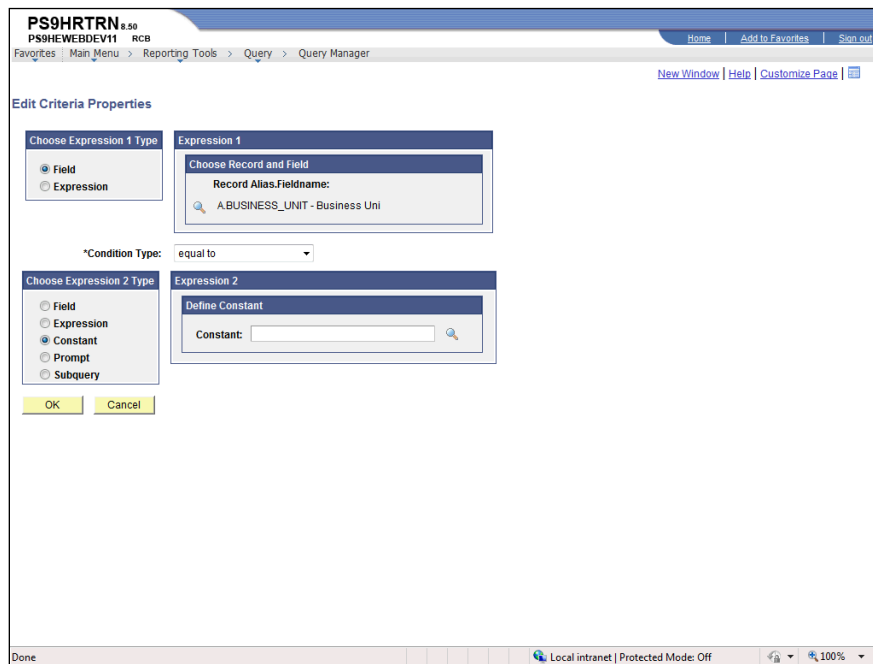
View field properties, or use field as criteria in query statement. Reorder / Sort

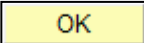
Col	Record.FieldName	Format	Ord	XLAT	App	Headina Text	Add Criteria	Edit	Delete
1	B.NAME - Name	Char50	1			Name		Edit	
2	B.EMPLID - Empl ID	Char11				ID		Edit	
3	C.NATIONAL_ID - National ID	Char20				NID		Edit	
4	A.BUSINESS_UNIT - Business Unit	Char5				Unit		Edit	
5	A.DEPTID - Department	Char10				DeptID		Edit	
6	A.MONTHLY_RT - Monthly Rate	Num16.3				Monthly Rt		Edit	
7	A.GRADE - Salary Grade	Char3				Grade		Edit	
8	D.DESCR - Description	Char30				Descr		Edit	
9	A.JOBCODE - Job Code	Char6				Job Code		Edit	
10	B.COUNTY - County	Char30				County		Edit	
11	A.HOURLY_RT - Hourly Rate	Num13.6				Hrly Rate		Edit	
12	A.FTE - FTE	Num2.6				FTE		Edit	

Save As New Query Preferences Properties Publish as Feed New Union Return To Search

Done Local intranet | Protected Mode: Off 100%

Step	Action
11.	Click the Add Criteria button. 



Step	Action
12.	Enter the desired information into the Constant field. Enter " 5 - character Business Unit ". <i>NOTE: In this example the EKLMC BU is used.</i>
13.	Click the OK button. 

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PS9HEWBEDEV11 RCB

Home | Add to Favorites | Sign out

Favorites | Main Menu > Reporting Tools > Query > Query Manager

New Window | Help | Customize Page

Records | Query | Expressions | Prompts | Fields | Criteria | Having | View SQL | Run


Query Name: LSU_ALPHA_LIST Description: employee demographics company Feed

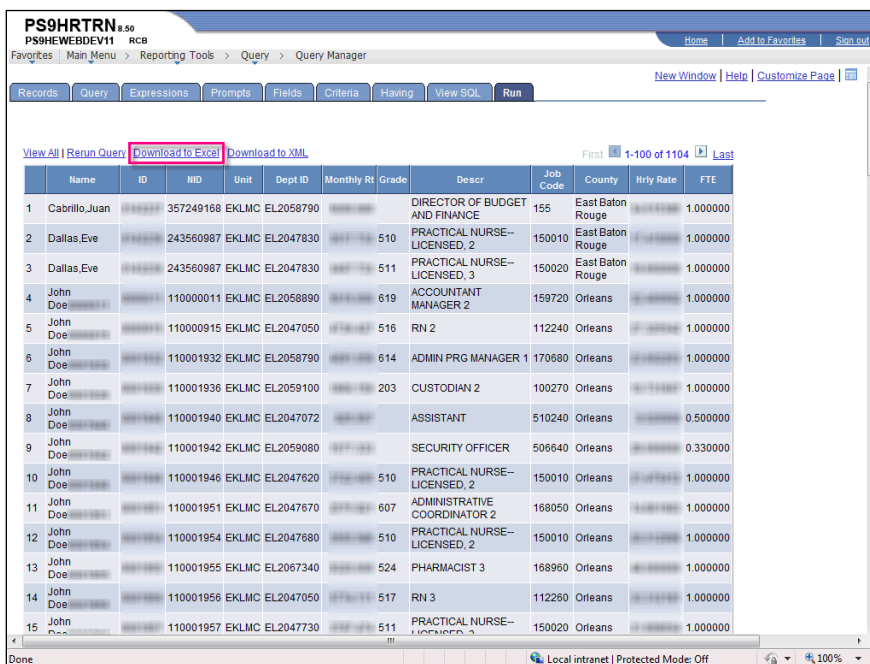
View field properties, or use field as criteria in query statement. Reorder / Sort

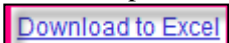
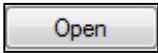
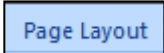
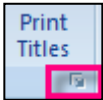

Col	Record.FieldName	Format	Ord	XLAT	App	Headline Text	Add Criteria	Edit	Delete
1	B.NAME - Name	Char50	1			Name		Edit	
2	B.EMPLID - Empl ID	Char11				ID		Edit	
3	C.NATIONAL_ID - National ID	Char20				NID		Edit	
4	A.BUSINESS_UNIT - Business Unit	Char5				Unit		Edit	
5	A.DEPTID - Department	Char10				DeptID		Edit	
6	A.MONTHLY_RT - Monthly Rate	Num16.3				Monthly Rt		Edit	
7	A.GRADE - Salary Grade	Char3				Grade		Edit	
8	D.DESCR - Description	Char30				Descr		Edit	
9	A.JOBCODE - Job Code	Char6				Job Code		Edit	
10	B.COUNTY - County	Char30				County		Edit	
11	A.HOURLY_RT - Hourly Rate	Num13.6				Hrly Rate		Edit	
12	A.FTE - FTE	Num2.6				FTE		Edit	



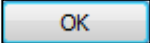

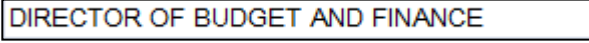
Save As New Query Preferences Properties Publish as Feed New Union Return To Search

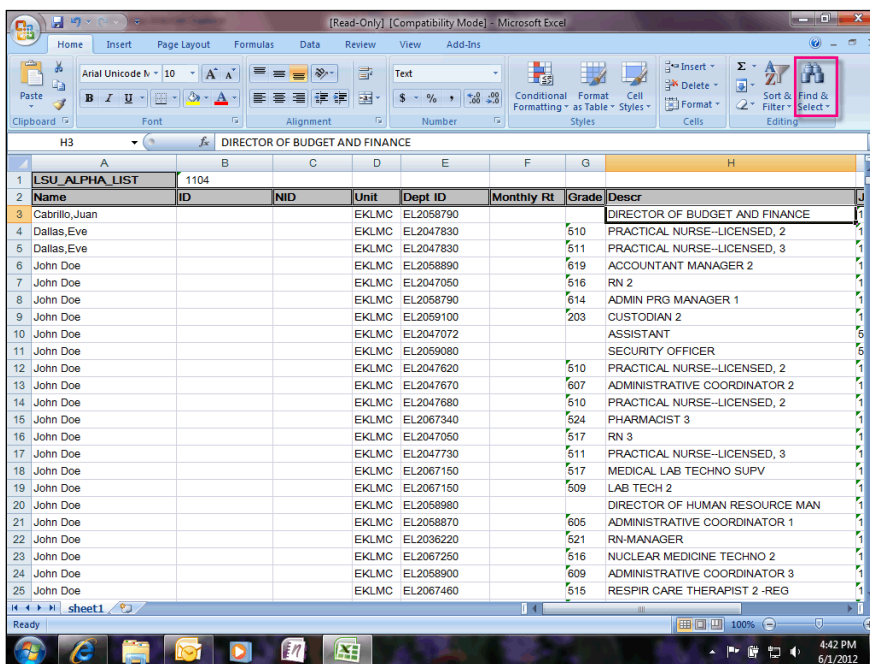
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Step	Action
14.	<p>FTE displays as a Record.FieldName.</p> <p>Click the Run tab.</p> 

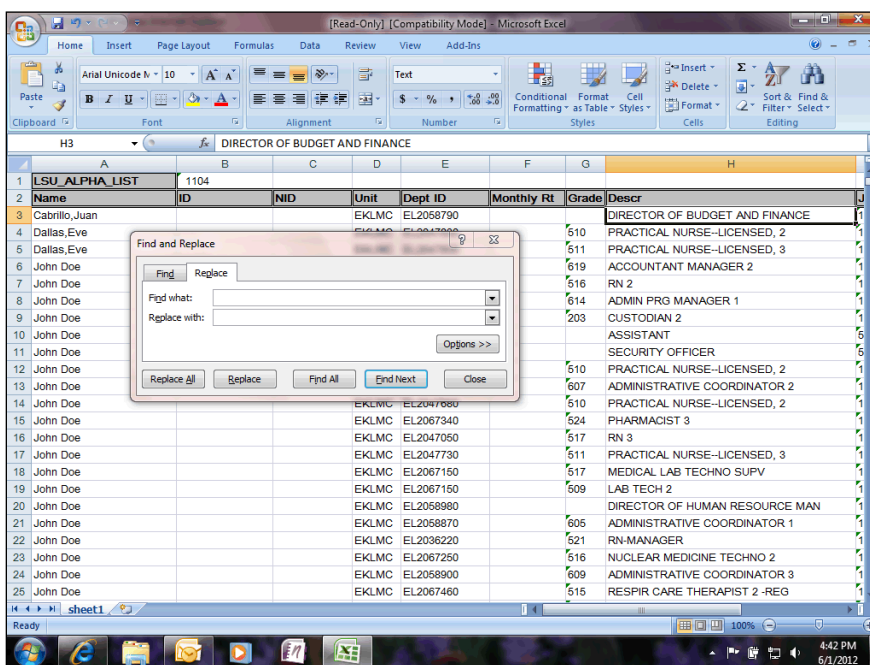



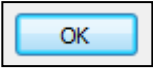
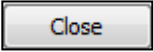

Step	Action
15.	<p>NOTE: Queries should always be run in HTML format first to ensure that all data is viewed.</p> <p>Click the Download to Excel link.</p> <p>This will open a new window.</p> 
16.	<p>Click the Open button.</p> 
17.	<p>NOTE: Employee names, NIDs, Monthly Rates and Hrly Rates have been removed for training purposes only.</p> <p>Click the Page Layout tab.</p> 
18.	<p>Click the Print Titles button.</p> 
19.	<p>Click the Landscape option.</p> 

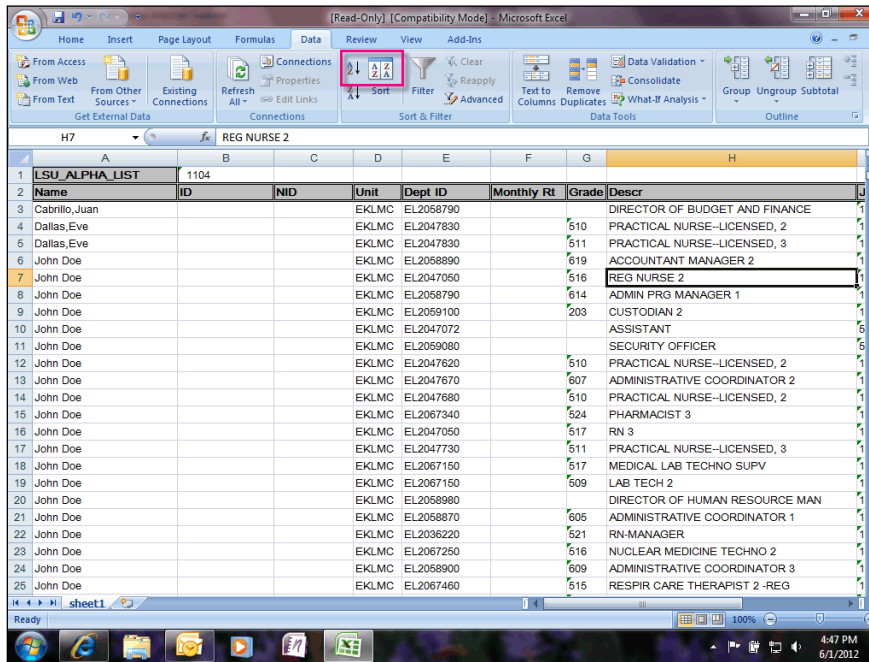
Step	Action
20.	Click the button to the right of the Paper size field. 
21.	Click the Legal option. 
22.	Click the OK menu. 
23.	The following topics will be demonstrated in this topic: <ul style="list-style-type: none"> • Find and Replace; • Sort; • Subtotal; • Formulas; • Add/Delete Sheet; and • Add/Delete columns.
24.	Find and Replace Click the Home tab. 
25.	Click in the H3 field. 

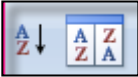



Step	Action
26.	Click the Find & Select button.
27.	Click the Replace... menu.

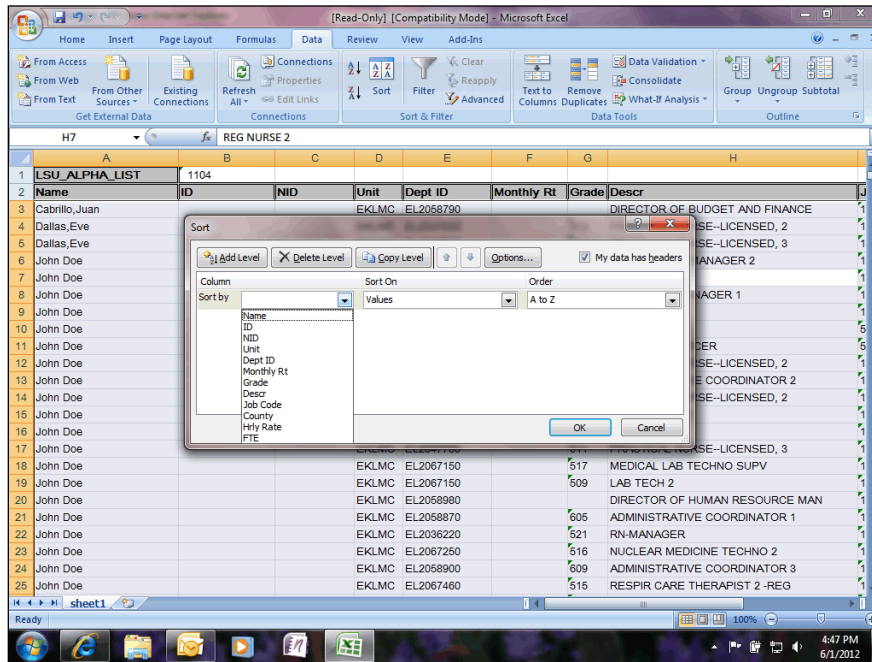


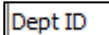
Step	Action
28.	Enter the desired information into the Find what field. Enter " RN 2 ".
29.	Enter the desired information into the Replace with field. Enter " REG NURSE 2 ".
30.	Click the Replace All button. 
31.	Click the OK button. 
32.	Click the Close button. 
33.	Sort Click the Data option. 

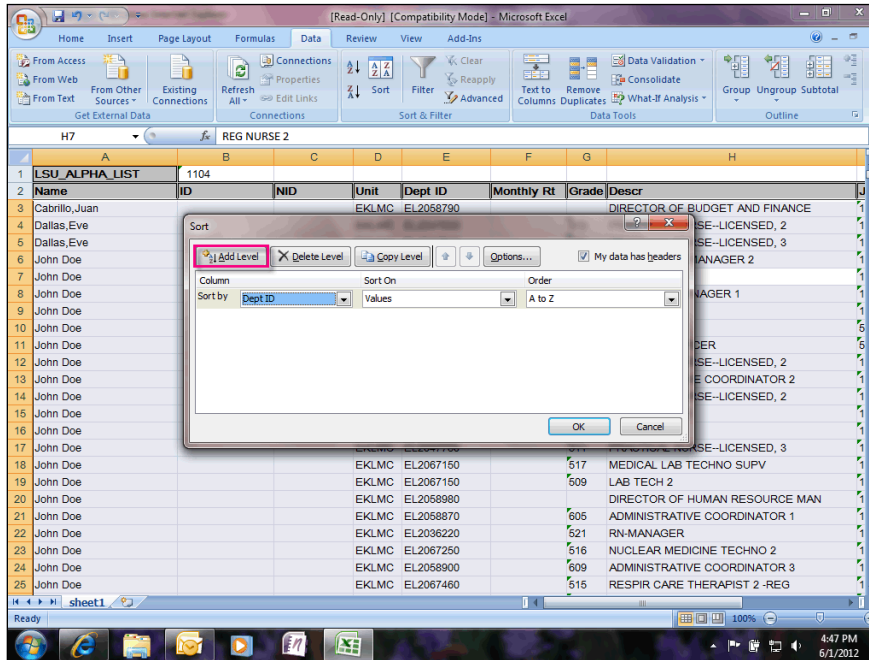





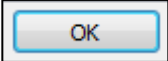
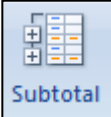
Step	Action
34.	Click the Sort option. 

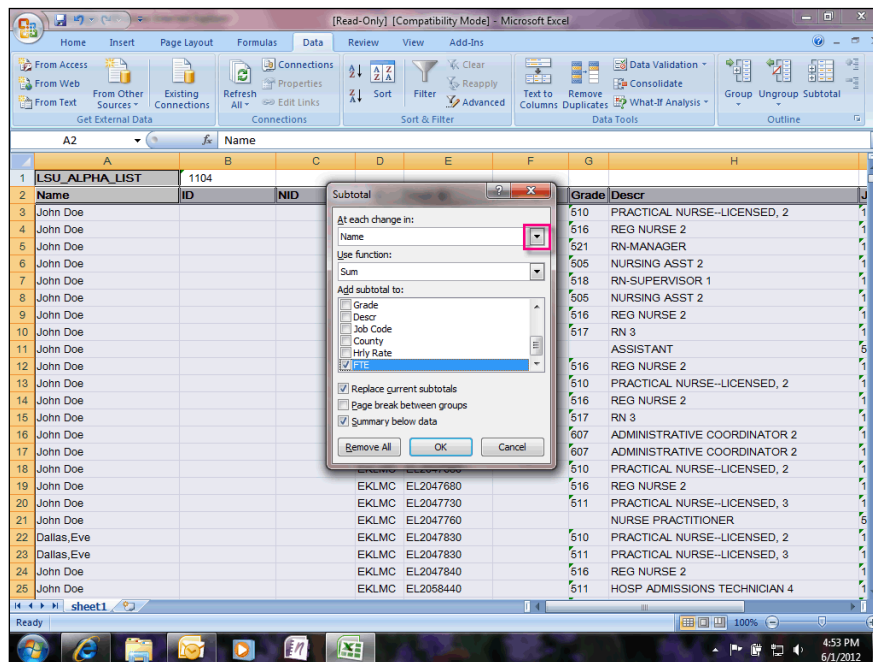
Step	Action
35.	Click the button to the right of the Sort by field. 



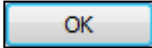

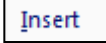


Step	Action
36.	Click the DeptID option. 

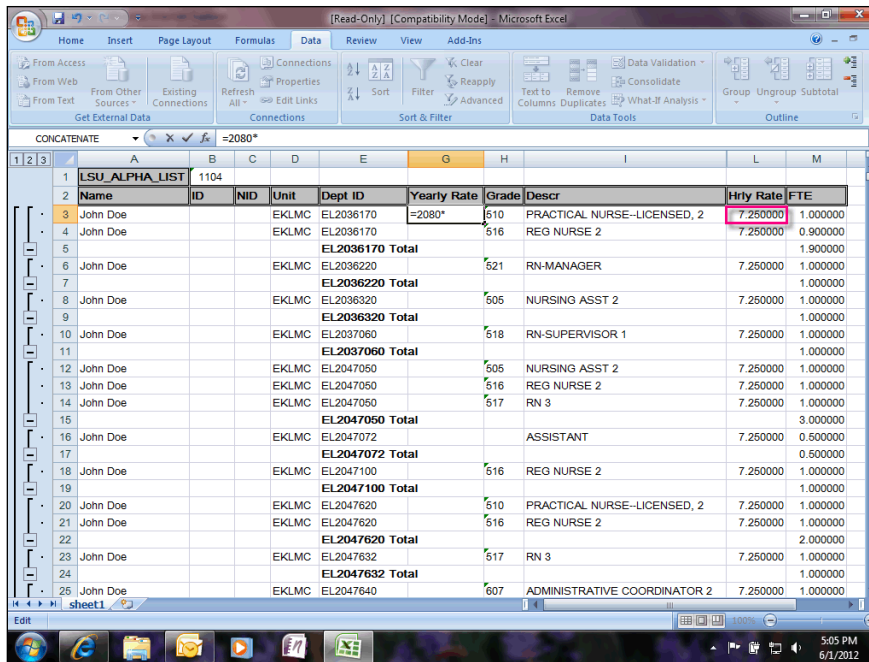


Step	Action
37.	Click the Add Level button. 
38.	Click the button to the right of the Then by field. 
39.	Click the Desc option. 
40.	Click the OK button. 
41.	Subtotal Click the Subtotals button. 

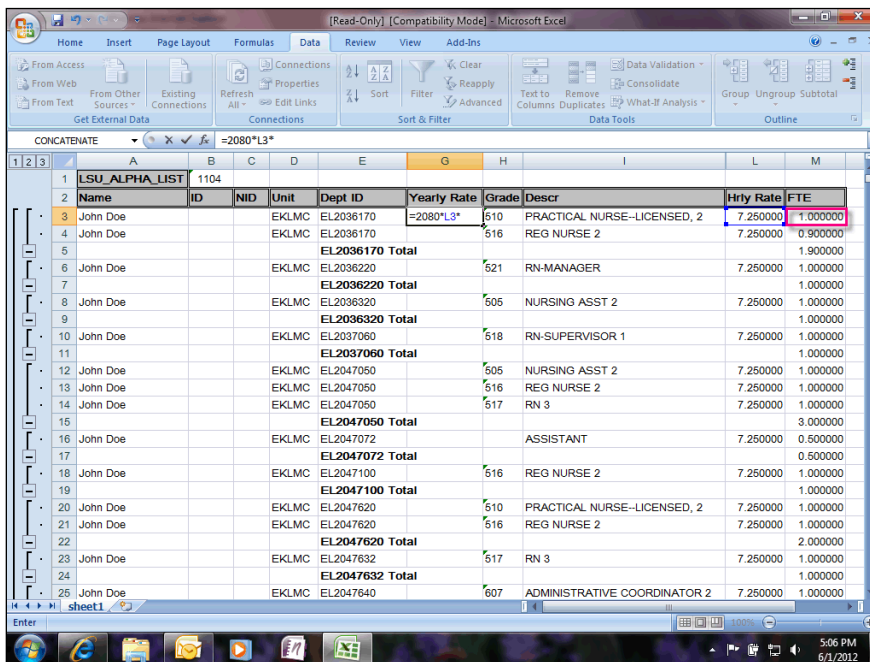


Step	Action
42.	Click the button to the right of the At each change in: field. 
43.	Click the DeptID option. 
44.	Click the OK button. 
45.	Add a Column Click the G cell to highlight the entire column. 
46.	Right-click the highlighted area.
47.	Click the Insert option. 
48.	Click the G2 cell. Enter the desired information into the G2 field. Enter " Yearly Rt ".

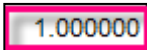
Step	Action
49.	<p>Formulas</p> <p>You will multiply the number of hours worked in a year (2080) by the FTE and Hry Rate to calculate the Yearly Rt.</p> <p>Enter the desired information into the G3 field. Enter "=2080*".</p>

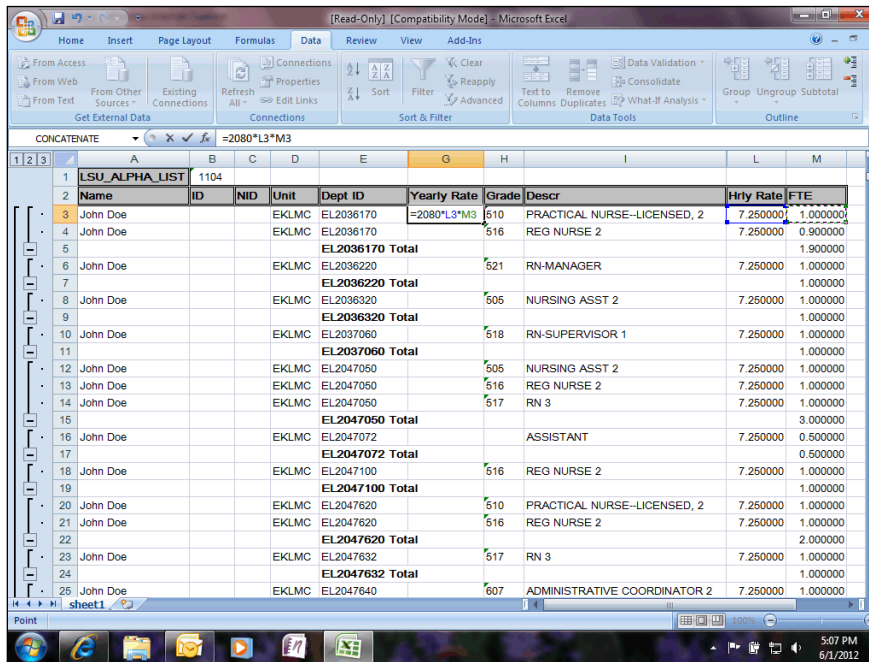


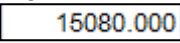
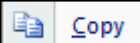

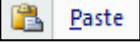

Step	Action
50.	<p>Click the L3 cell.</p> <p>7.250000</p>
51.	<p>Enter the desired information into the field. Enter "*".</p>

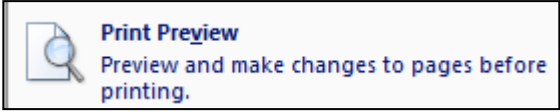



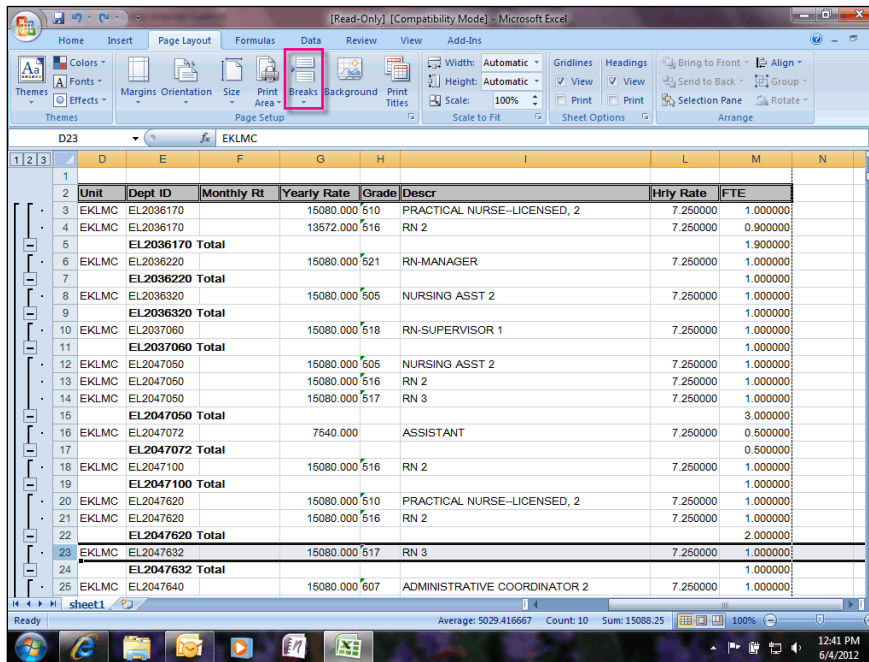
	A	B	C	D	E	G	H	I	L	M
1	LSU_ALPHA_LIST	1104								
2	Name	ID	NID	Unit	Dept ID	Yearly Rate	Grade	Descr	Hrly Rate	FTE
3	John Doe			EKLMC	EL2036170	=2080*L3*	510	PRACTICAL NURSE--LICENSED, 2	7.250000	1.000000
4	John Doe			EKLMC	EL2036170		516	REG NURSE 2	7.250000	0.900000
5					EL2036170 Total					1.900000
6	John Doe			EKLMC	EL2036220		521	RN-MANAGER	7.250000	1.000000
7					EL2036220 Total					1.000000
8	John Doe			EKLMC	EL2036320		505	NURSING ASST 2	7.250000	1.000000
9					EL2036320 Total					1.000000
10	John Doe			EKLMC	EL2037060		518	RN-SUPERVISOR 1	7.250000	1.000000
11					EL2037060 Total					1.000000
12	John Doe			EKLMC	EL2047050		505	NURSING ASST 2	7.250000	1.000000
13	John Doe			EKLMC	EL2047050		516	REG NURSE 2	7.250000	1.000000
14	John Doe			EKLMC	EL2047050		517	RN 3	7.250000	1.000000
15					EL2047050 Total					3.000000
16	John Doe			EKLMC	EL2047072			ASSISTANT	7.250000	0.500000
17					EL2047072 Total					0.500000
18	John Doe			EKLMC	EL2047100		516	REG NURSE 2	7.250000	1.000000
19					EL2047100 Total					1.000000
20	John Doe			EKLMC	EL2047620		510	PRACTICAL NURSE--LICENSED, 2	7.250000	1.000000
21	John Doe			EKLMC	EL2047620		516	REG NURSE 2	7.250000	1.000000
22					EL2047620 Total					2.000000
23	John Doe			EKLMC	EL2047632		517	RN 3	7.250000	1.000000
24					EL2047632 Total					1.000000
25	John Doe			EKLMC	EL2047640		607	ADMINISTRATIVE COORDINATOR 2	7.250000	1.000000



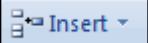
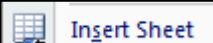

Step	Action
52.	Click the M3 cell. 

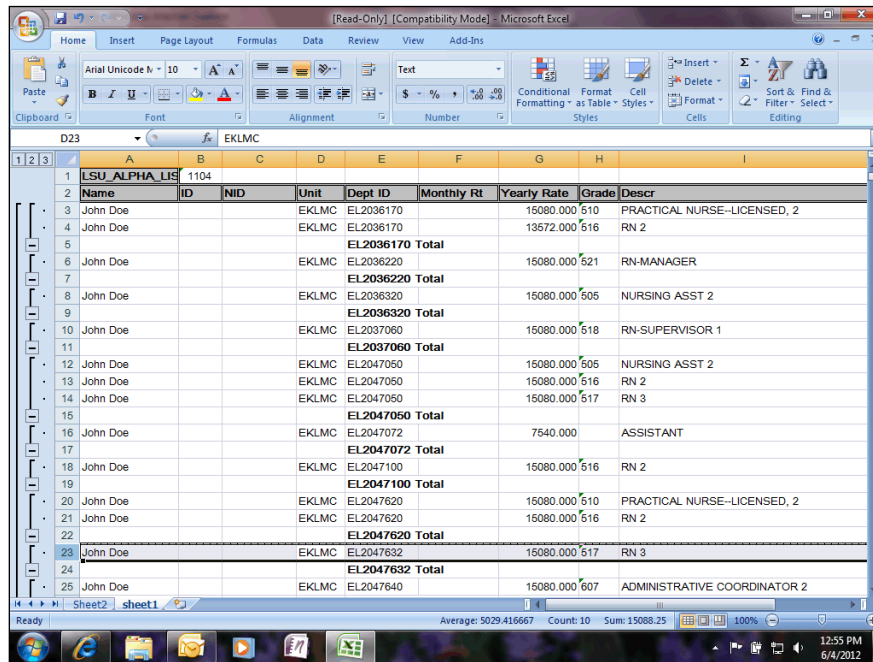


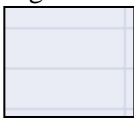

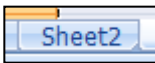

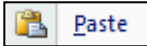
Step	Action
53.	Press [Enter] .
54.	Right-click the G3 cell. 
55.	Click the Copy option. 
56.	In the G4 cell, press the left mouse button and drag the mouse down to highlight cells G4 thru G96 .
57.	Right-click the desired object. 
58.	Click the Paste option. 
59.	Click the Office button. 
60.	Point to the Print menu.

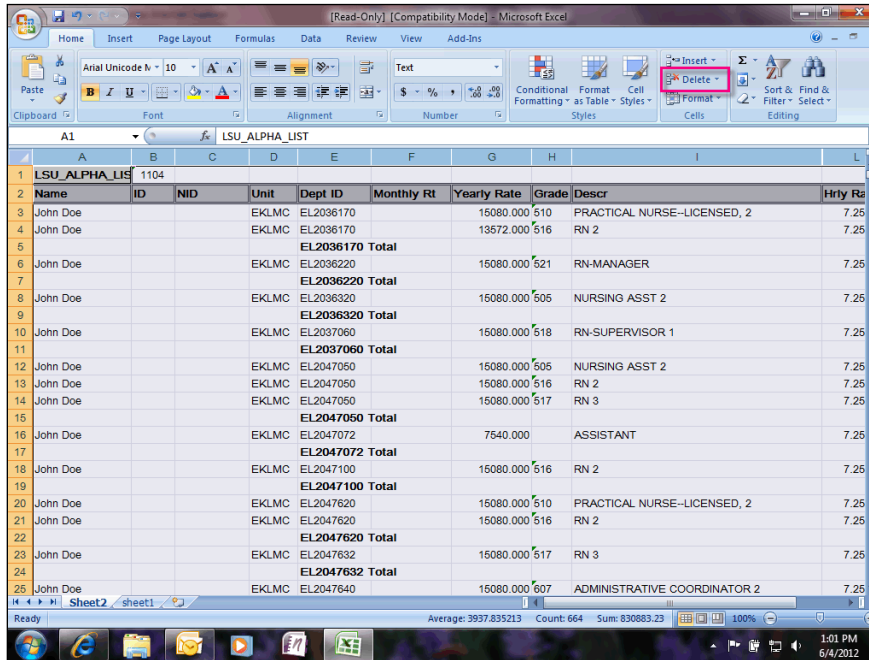
Step	Action
61.	Click the Print Preview menu. 
62.	Click the Close Print Preview button.
63.	Page Breaks Click the 23 cell. 

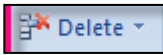


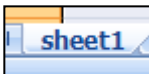


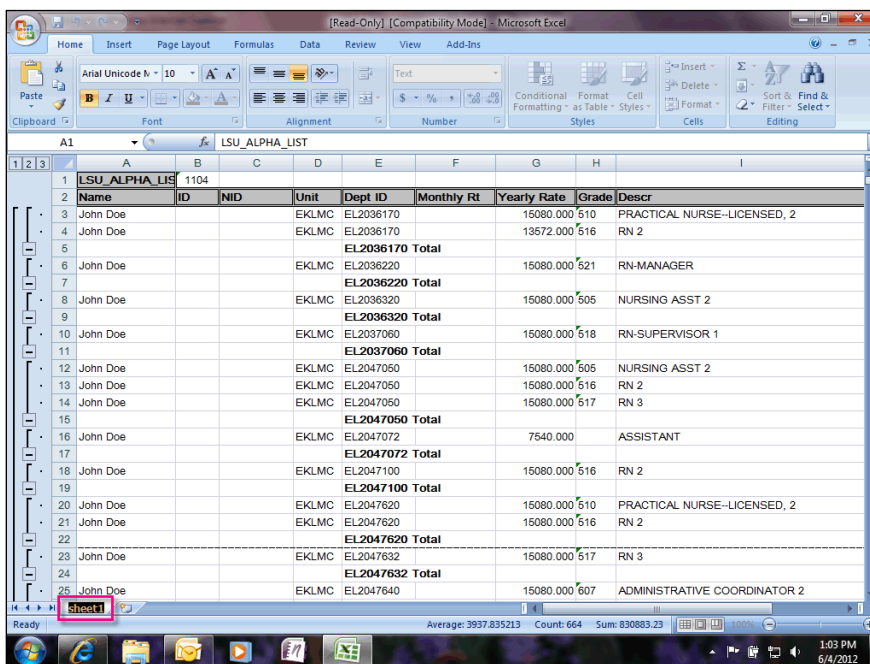
Step	Action
64.	Click the Breaks button.
65.	Click the Insert Page Break list item. 
66.	The page break is inserted above line 23 on the worksheet. The page break is designated by the dashed line.
67.	Add Sheet Click the Home button. 
68.	Click the button to the right of the Insert field. 
69.	Click the Insert Sheet list item. 
70.	Click the sheet 1 horizontal tab. 







Step	Action
71.	Click on cell A , press the left mouse button and drag the mouse to the right to highlight columns A thru M .
72.	Right-click the highlighted area. 
73.	Click the Copy option. 
74.	Click the Sheet 2 horizontal tab. 
75.	Right-click the A1 cell. 
76.	Click the Paste option. 
77.	You may need to resize the columns so that the data will display properly.



Step	Action
78.	Click the button to the right of the Delete field. 
79.	Click the Delete Sheet list item. 
80.	Click the Delete button. 
81.	Sheet Title Double-click the sheet 1 horizontal tab. 

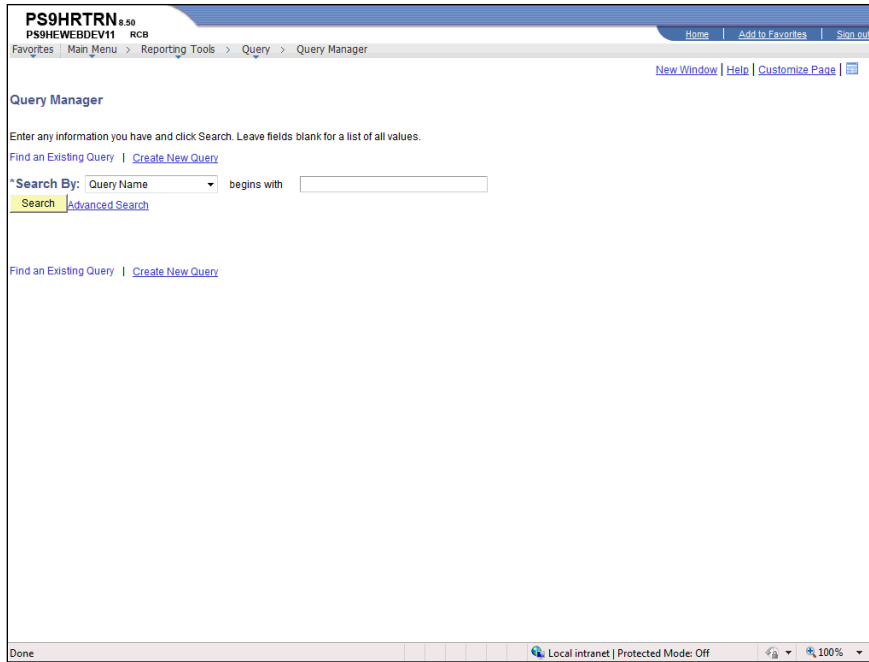


Step	Action
82.	Enter the desired information into the sheet 1 field. Enter " ALPHA LIST ".
83.	Click the G cell to highlight the entire column. 
84.	Right-click the highlighted area.
85.	Click the Delete option. 
86.	Unhide Click the A cell, press the left mouse button and drag the mouse to the right to highlight all columns.
87.	Right-click the highlighted area. 
88.	Click the Unhide option. 
89.	This completes LSU_ALPHA_LIST Report . End of Procedure.

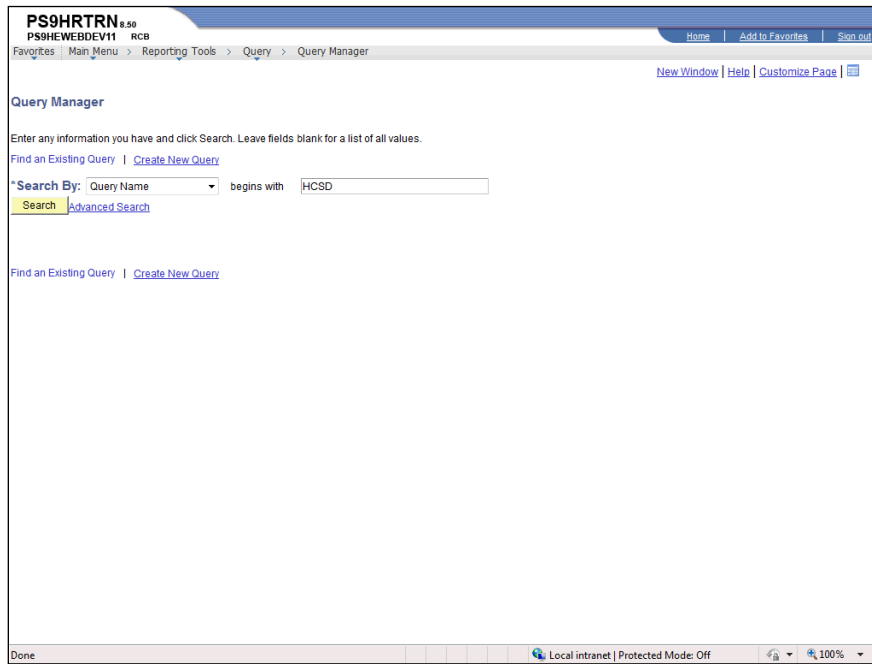
HCSD_FTE_ACTIVE_SUM Report

Procedure

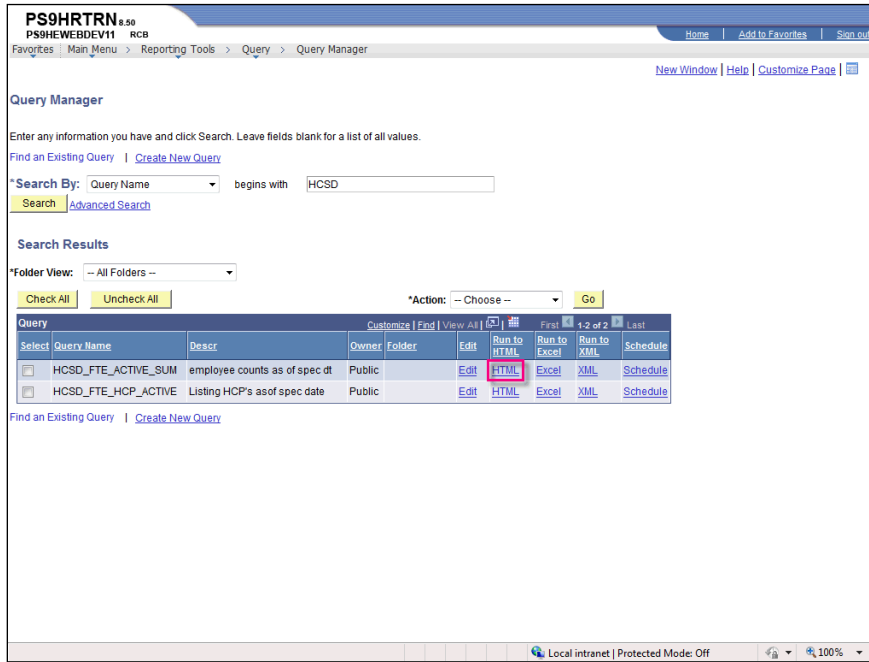
In this topic you will learn how to run the **HCSD_FTE_ACTIVE_SUM Report**.




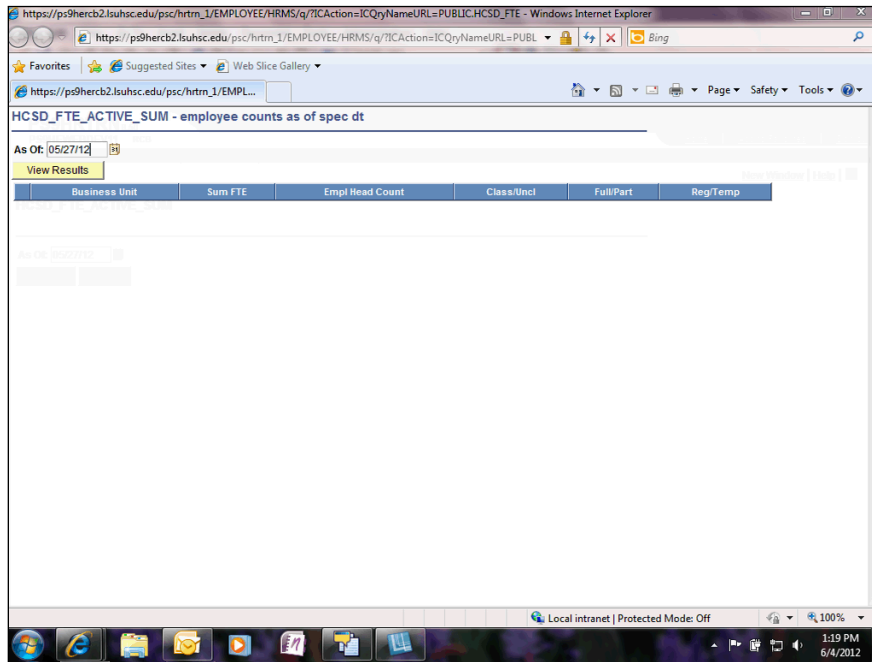
Step	Action
1.	Enter the desired information into the begins with field. Enter " HCSD ".

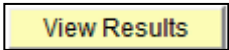


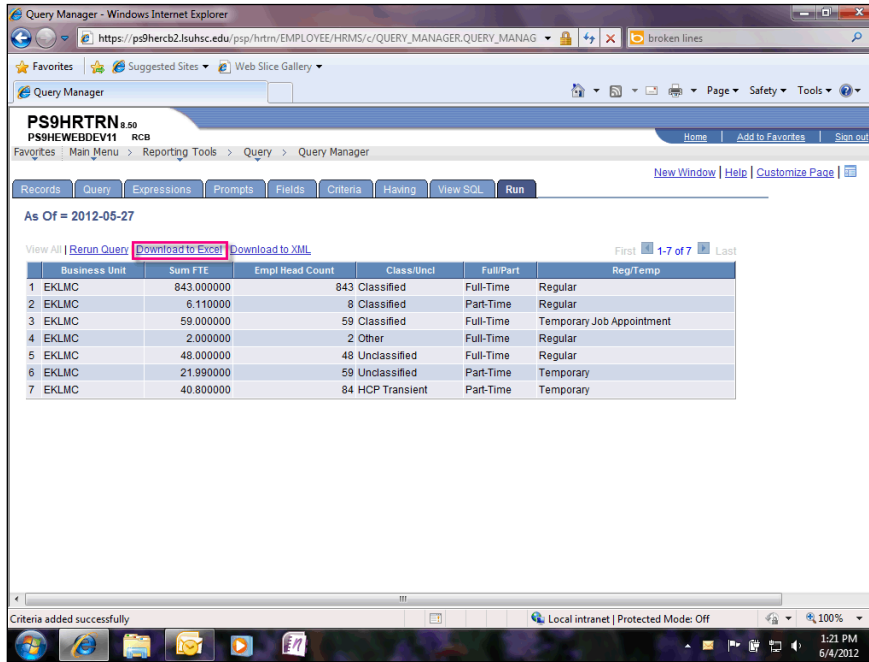
Step	Action
2.	Click the Search button. <div style="border: 1px solid black; padding: 2px; display: inline-block; margin-top: 5px;"> Search </div>



Step	Action
3.	<p>Click the HTML link for the HCSO_FTE_ACTIVE_SUM query.</p> <p><i>NOTE: This will open a new window.</i></p> 
4.	<p>Enter the desired information into the As Of field. Enter "05/27/12".</p>



Step	Action
5.	Click the View Results button. 



Step	Action
6.	Click the Download to Excel link. This will open a new window. Download to Excel
7.	Click the Open button. Open
8.	Report displays.
9.	This completes HCSD_FTE_ACTIVE_SUM Report . End of Procedure.


Time & Labor Reports

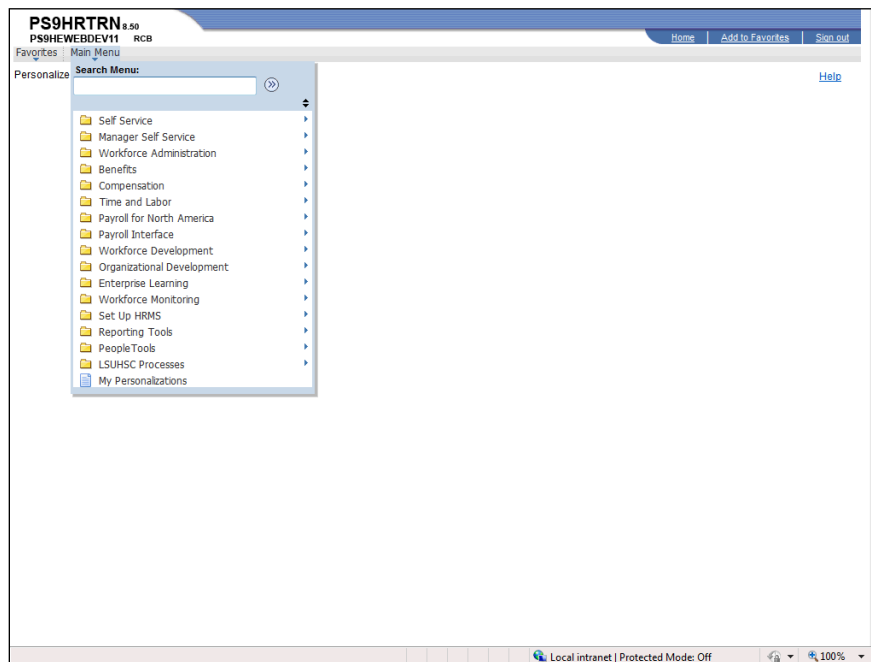
When running the Time and Labor reports that require the use of a Run Control ID, you cannot use the same Run Control ID to run multiple reports at the same time. Reports should be run one at a time. **You must wait for the first report to finish running before requesting another report to run.**

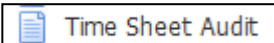
Time Sheet Audit Report

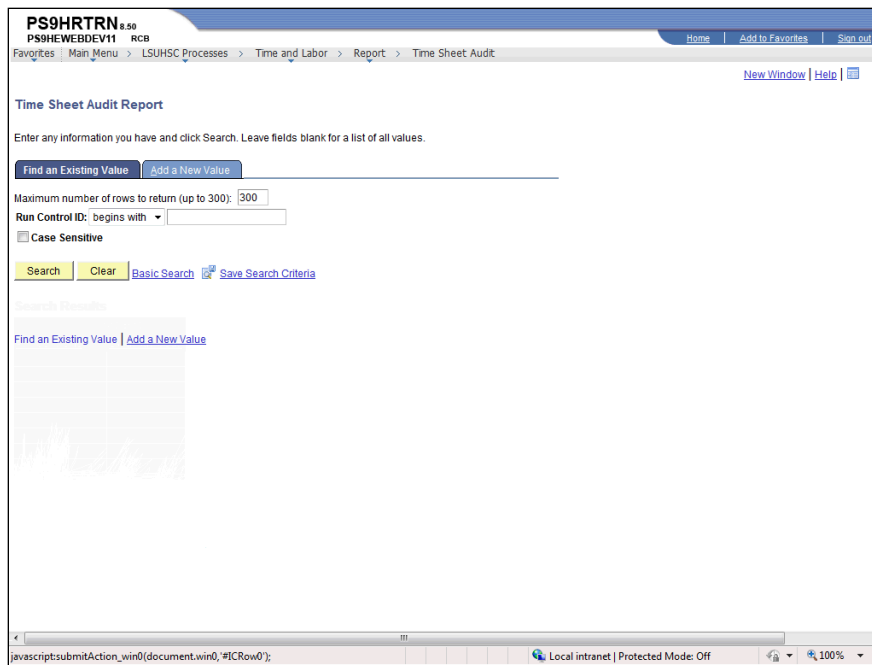
Procedure

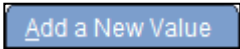

In this topic you will learn how to run the **Time Sheet Audit Report**.

Step	Action
1.	Click the Main Menu link. 



Step	Action
2.	Point to the LSUHSC Processes menu.
3.	Point to the Time and Labor menu.
4.	Point to the Report menu.
5.	Click the Time Sheet Audit menu. 



Step	Action
6.	Click the Add a New Value tab. 
7.	Enter the desired information into the Run Control ID field. Enter " time_audit ".
8.	Click the Add button. 

Training Guide

Human Resources 9.1 Payroll Reporting - HCSD



PS9HRTRN 8.50
PS9HEWBEV11 RCB

Home | Add to Favorites | Sign out

Favorites | Main Menu | LSUHSC Processes > Time and Labor > Report > Time Sheet Audit

New Window | Help | Customize Page

Time Sheet Audit

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

Run Control Parameters

Start Date: End Date:

Employees To Process

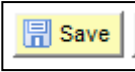
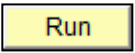
EmpID	Emp Record	Group ID
	0	

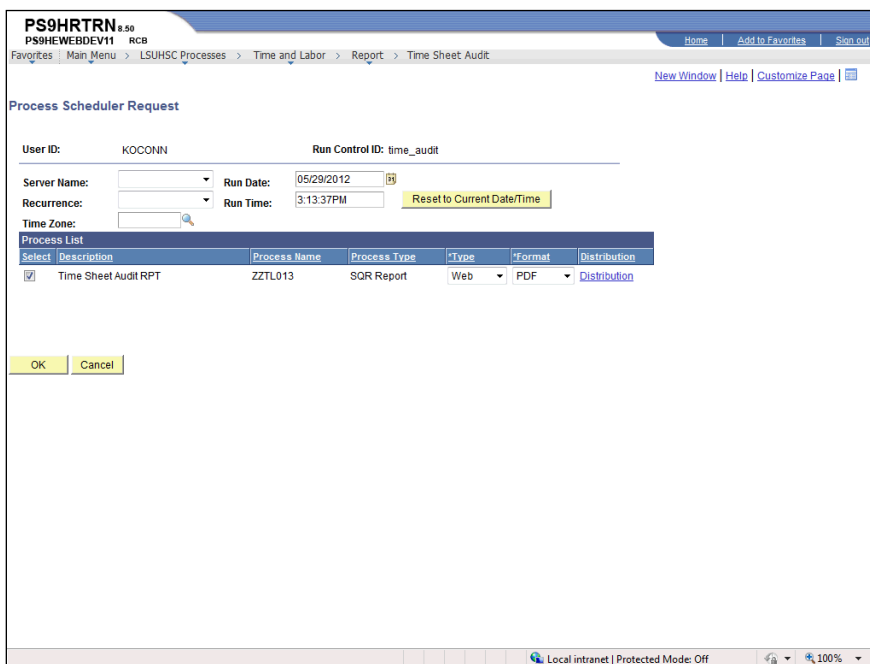
Departments to Include

Department	Description
1	

[Save](#) [Notify](#) [Add](#) [Update/Display](#)

Local intranet | Protected Mode: Off

Step	Action
9.	Enter the desired information into the Start Date field. Enter " 043012 ".
10.	Enter the desired information into the End Date field. Enter " 050412 ".
11.	<i>NOTE: All Department codes begin with the two-character BU designation and include the seven digit number.</i> Enter the desired information into the Department field. Enter " EL2036320 ".
12.	Click the Save button. 
13.	Click the Run button. 



PS9HRTRN 8.50
PS9HEWEBDEV11 RCB

Home | Add to Favorites | Sign out

Favorites | Main Menu > LSUHSC Processes > Time and Labor > Report > Time Sheet Audit

[New Window](#) | [Help](#) | [Customize Page](#)

Process Scheduler Request

User ID: KOCINN Run Control ID: time_audit

Server Name: [dropdown] Run Date: 05/29/2012 [calendar icon]



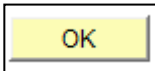
Recurrence: [dropdown] Run Time: 3:13:37PM [Reset to Current Date/Time]

Time Zone: [dropdown]

Select	Description	Process Name	Process Type	Type	Format	Distribution
<input checked="" type="checkbox"/>	Time Sheet Audit RPT	ZZTL013	SQR Report	Web	PDF	Distribution

OK Cancel

Local intranet | Protected Mode: Off | 100%

Step	Action
14.	Click the button to the right of the Server Name field. 
15.	Click the PSNT option. 
16.	Click the OK button. 

Training Guide

Human Resources 9.1 Payroll Reporting - HCSD



PS9HRTRN 8.50
PS9HEWBEDEV11 RCB

Home | Add to Favorites | Sign out

Favorites | Main Menu > LSUHSC Processes > Time and Labor > Report > Time Sheet Audit

New Window | Help | Customize Page

Time Sheet Audit

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

Process Instance: 1216306

Run Control Parameters

Start Date: 04/30/2012 End Date: 05/04/2012

Employees To Process

Empl ID	Empl Record	Group ID
	0	

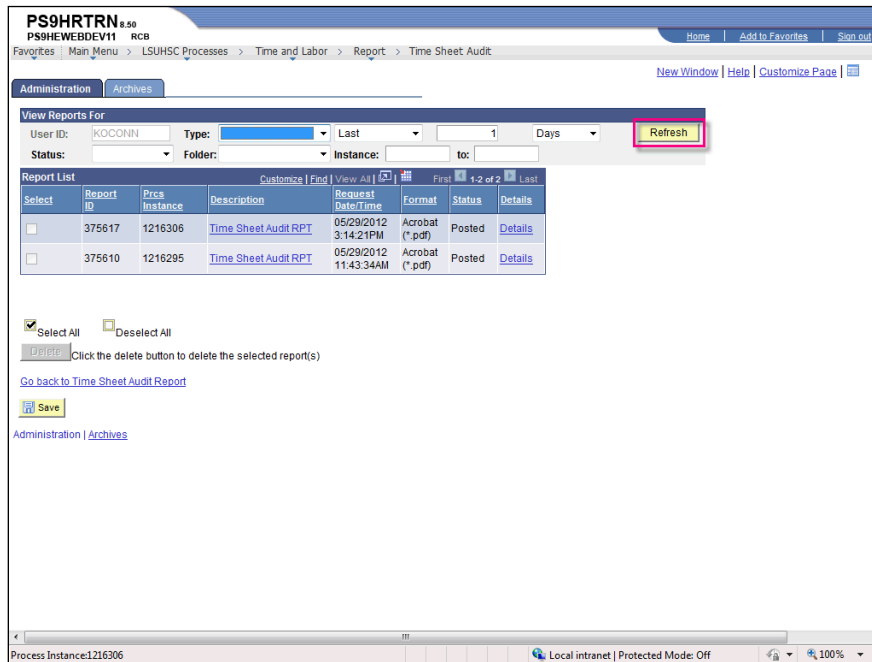
Departments to Include

Department	Description
1 EL2036320	INTENSIVE CARE UNIT

Save | Return to Search | Previous in List | Next in List | Notify | Add | Update/Display

Process Instance: 1216306 Local intranet | Protected Mode: Off | 100%

Step	Action
17.	Click the Report Manager link. Report Manager



Step	Action
18.	If the Status is not Posted, click the Refresh button until Status = Posted and the Time Sheet Audit RPT in the Description column turns into a blue link.

Training Guide

Human Resources 9.1 Payroll Reporting - HCSD



PS9HRTRN 8.50
PS9HEWBEV11 RCB

Home | Add to Favorites | Sign out

Favorites | Main Menu | LSUHSC Processes > Time and Labor > Report > Time Sheet Audit

New Window | Help | Customize Page

Administration | Archives

View Reports For

User ID: KOC0NN | Type: | Last: | 1 | Days: | Refresh

Status: | Folder: | Instance: | to: |

Select	Report ID	Prce Instance	Description	Request Date/Time	Format	Status	Details
<input type="checkbox"/>	375617	1216306	Time Sheet Audit RPT	05/29/2012 3:14:21PM	Acrobat (*.pdf)	Posted	Details
<input type="checkbox"/>	375610	1216295	Time Sheet Audit RPT	05/29/2012 11:43:34AM	Acrobat (*.pdf)	Posted	Details

Select All Deselect All

[Delete](#) Click the delete button to delete the selected report(s)

[Go back to Time Sheet Audit Report](#)

[Save](#)

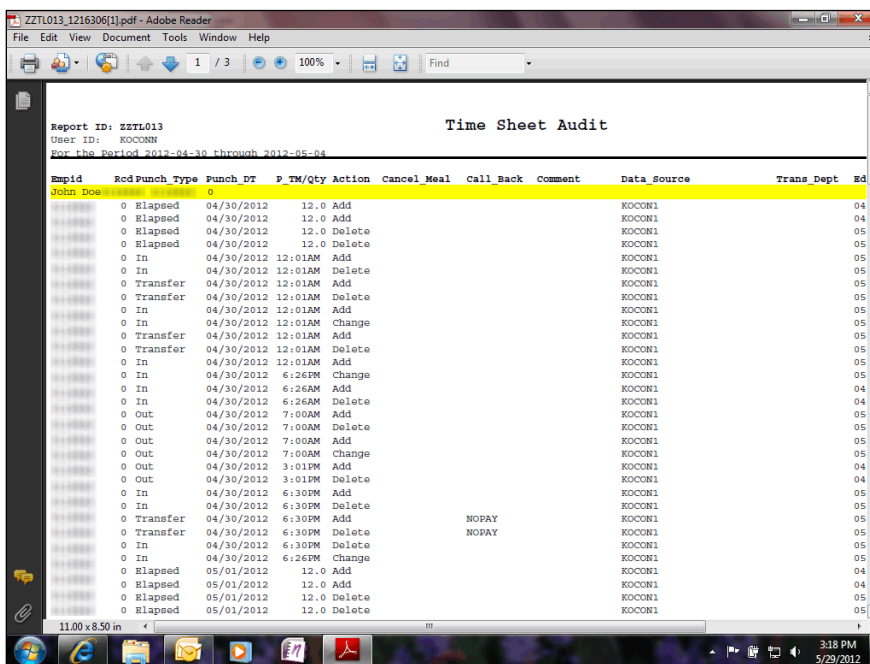
Administration | Archives


Process Instance:1216306

Local intranet | Protected Mode: Off

100%

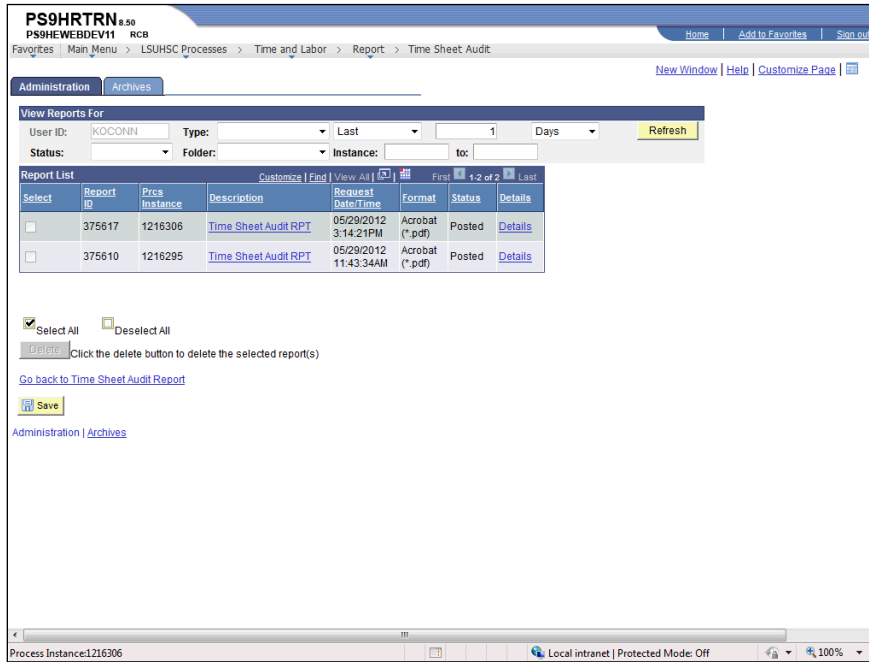
Step	Action
19.	Click the Time Sheet Audit RPT link. Time Sheet Audit RPT



Step	Action
20.	Click the Close button. 

Training Guide

Human Resources 9.1 Payroll Reporting - HCSD



Step	Action
21.	Click the Go back to Time Sheet Audit Report link. <div style="border: 1px solid black; padding: 2px; display: inline-block;"> Go back to Time Sheet Audit Report </div>
22.	This completes Time Sheet Audit Report . End of Procedure.