

PeopleSoft Training

Human Resources 9.1 Payroll Reporting - HCSD

Version Date: July 2012

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Human Resources 9.1 Payroll Reporting - HCSD

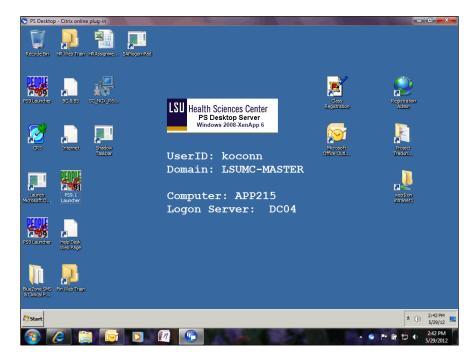
Crystal Reports

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.

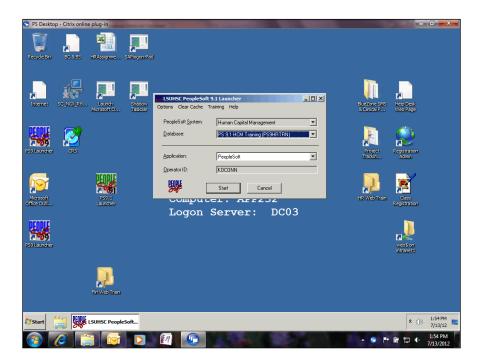
Procedure

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



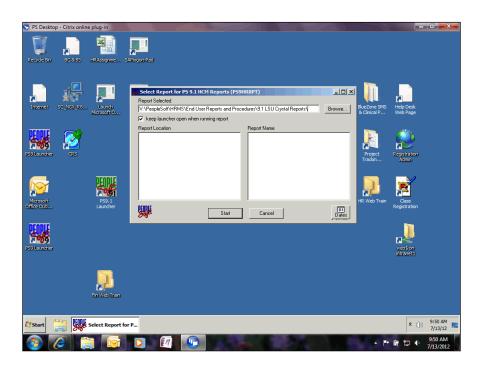
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1.	Double-click the PS9.1 Launcher button.





Step	Action
2.	Click the button to the right of the Database field.
3.	Click the PS 9 Higher Ed Reports (PS9HERPT) list item. PS 9.1 HCM Reports (PS9HRRPT)
4.	Click the button to the right of the Application field.
5.	Click the Crystal Reports list item.





Step	Action
6.	The navigation to access Crystal reports on the V:\ is as follows:
	V:\PeopleSoft > HRMS > End User Reports and Procedures > 9.1 LSU Crystal Reports
	Select the appropriate file or folder from the list provided.
7.	NOTE: Make sure the ''keep launcher open when running report'' option is selected before browsing for files and folders.
8.	Click the Browse button.



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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.



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	@City_ER	10 Dependent care benefits	11 Nonqualified plans	121
-		BOX10	BOX11	BOX12E
	e Employee's name address, and zip code	b Employer identification number FEDERAL EIN.	14 Other BOX14	12b BOX12G
	NAME	Buployee's social security number		12c
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Step	Action
14.	Click the Refresh button.
15.	Enter your PeopleSoft password.
16.	Click the OK button.



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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.



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			9 Advance EIC payment	5 Medicare wages and tips	6 Medicare tax withheld	
			10 Dependent care benefits	11 Nonqualified plans	12a	
			b Employer identification number	14 Other	126	
		e Employee's name address, and zip code				
			Employee's social security number	1	12c	
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Step	Action
21.	The printer icon may be used to print the W2. <i>NOTE: W-2s should not be saved to your desktop. W-2s will be either mailed or</i> <i>handed to the employee. W-2s should never be emailed or faxed.</i>
22.	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.
23.	Click the OK button.
24.	This completes W-2 Reprint. End of Procedure.

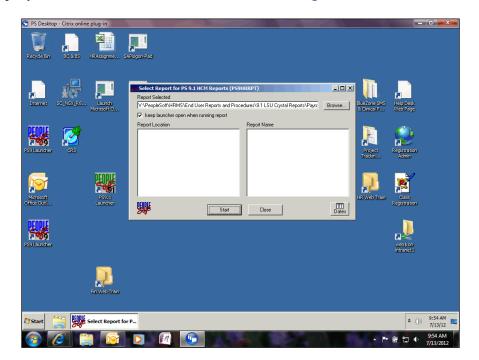




Leave Accrual Report

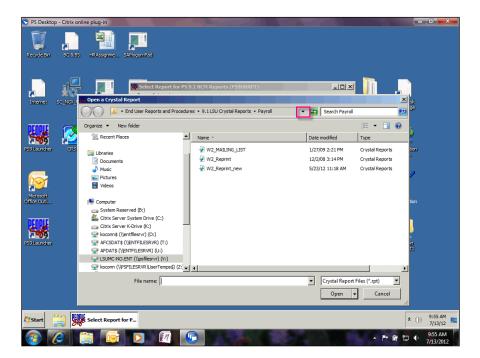
Procedure

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



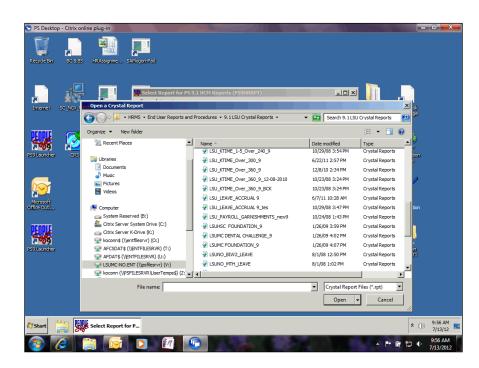
Step	Action
1.	Click the Browse button. Browse





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.
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6.	Click the Open button.
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7.	Click the Start button.
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8.	Click the OK button.
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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.



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



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



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Step	Action
19.	Click the Zoom Level button to view the Zoom dialogue box and resize the page. <i>NOTE: Employee information has been removed from the Preview pane for</i> <i>training purposes only.</i> 55%
20.	Click the Fit One Dimension option.
21.	Click the OK button.



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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.
	NOTE: Do not use the save icon to save the file. You may use the printer icon to print the report.
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.



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

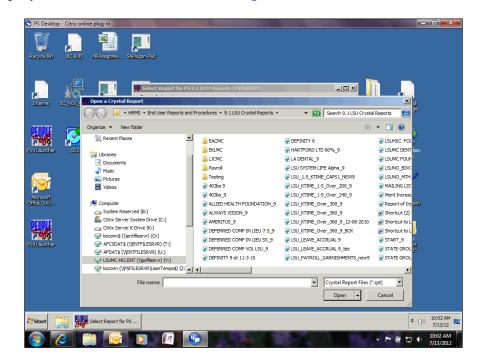




K-Time Reports

Procedure

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



Step	Action
1.	Double-click the LSU_KTIME_Over_360_9 report. NOTE: The LSU_KTIME_Over_360_9 will be demonstrated first, followed by the LSU_KTIME_1-5_Over_240_9. LSU_KTIME_Over_300_9
2.	Click the Start button.
3.	Click the OK button.
4.	Click the OK button.



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



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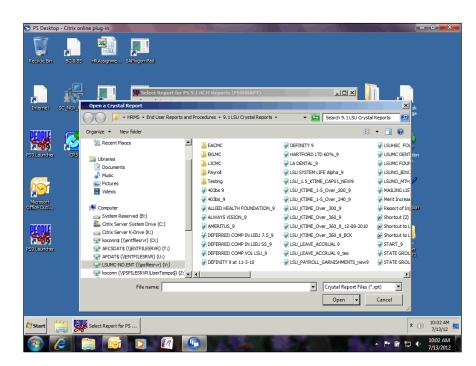
Step	Action
7.	Enter the desired information into the Business Unit field. Enter " EKLMC ".
8.	Click the button to the right of the Accrual Process Date field.
9.	Click the desired date. For this example 05/27/2012 will be used as the Accrual Process Date.
10.	Click the OK button.



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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.



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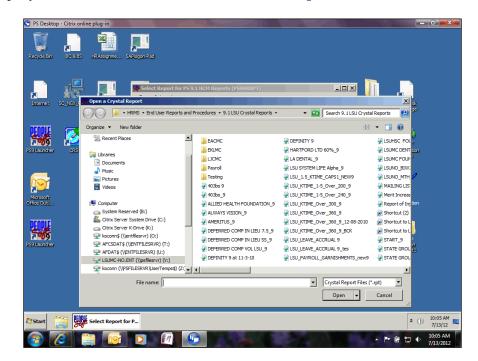
Step	Action
25.	Click the Close button.
26.	This completes K-Time Reports. End of Procedure.



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.
	LSU_PAYROLL_GARNISHMENTS_new9
2.	Click the Start button.
3.	Click the OK button.



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



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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.



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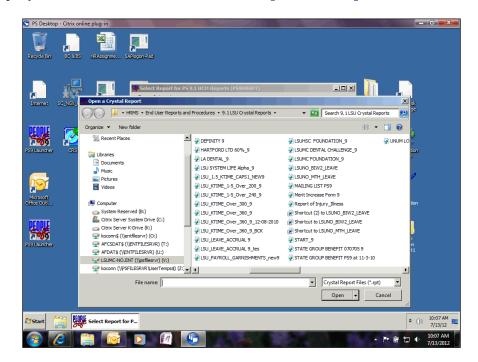
Step	Action
10.	For training purposes, the employees name and SSN have been deleted.
	Click the Close button.
11.	NOTE: <u>ALWAYS</u> click No or you will overwrite the file.
	Click the No button.
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12.	This completes Garnishment Report.
	End of Procedure.



State Group Benefits Report

Procedure

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



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



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



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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.



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



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** <u>must</u> 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.
	Main_Menu

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



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	New Window Help Customize Page 🔤
Query Manager	
Enter any information you have and click Search. Leave fields blank for a list of all values.	
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Step	Action
5.	Enter the desired information into the begins with field. Enter " HCSD ".
6.	Click the Search button.



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



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A.EMPLID - Empl ID	Char11				ID	94	Edit	-				
A.EMPL_RCD - Empl Record	Num3.0				Empl Record	9	Edit	-				
B.NAME - Name	Char50	3			Name	9	Edit	-				
A.POSITION_NBR - Position Number	Char8				Position	9	Edit	-				
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Save As New Query Preferences	Propertie	es f	Publish	<u>as Fe</u>	ed New Union	Ret	um To Se	arch				

Step	Action
8.	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.
	Click the Add Criteria button for the Business Unit field.



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



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Step	Action
11.	NOTE: 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.
	Queries should always be run to HTML format first so that all available rows and fields are displayed.
	Click the Run tab.



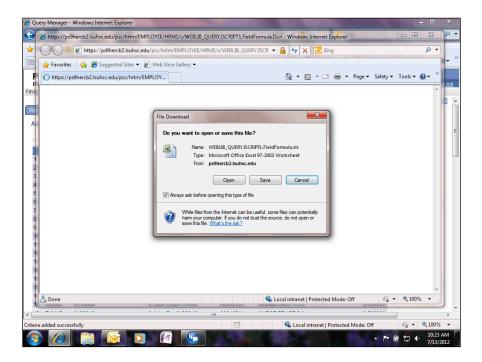
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Step	Action
12.	Enter the desired information into the As Of field. Enter "052712".
13.	Click the OK button.



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





Step	Action
15.	Click the Open button.



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Step	Action
16.	Click the Page Layout link. Page Layout



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Step	Action
17.	 The following changes to the spreadsheet will be made in Page Setup: Change page Orientation from Portrait to Landscape; Add Header and Footer information; and Repeat column titles on each page for printing purposes.
	Click the Print Titles button.
18.	Click the Landscape option.
19.	Click the Header/Footer tab. Header/Footer
20.	Click the Custom Header button.
21.	NOTE: Make sure the cursor is in the appropriate section (e.g. Left section, Center section or Right section). Click the Font button.
22.	Click the Bold option. Bold



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.



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



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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. Print Preview Preview and make changes to pages before printing.
38.	Click the Next Page button.
39.	NOTE: The column headers display on all pages of the report.Click the Close Print Preview button.



Step	Action
40.	The following changes will be made to the spreadsheet: • 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.	Click the Home tab.

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3	EKLMC			John Doe			00046812	ASSISTANT			0.
4	EKLMC		0	John Doe			00046580	ASSISTANT			0.
5	EKLMC		0	John Doe			00044348	ASSISTANT			0.
6	EKLMC		0	John Doe			00047219	ASSISTANT			0.
7	EKLMC		0	John Doe			00049553	ASSISTANT			0
в	EKLMC		0	John Doe			00049296	EEG TECH			0
9	EKLMC		0	John Doe			00031067	LAB TECHNOL	OGIST		0
0	EKLMC		0	John Doe			00003365	LAB TECHNOL	OGIST		0
1	EKLMC		0	John Doe			00003373	LAB TECHNOL	OGIST		0
2	EKLMC		0	John Doe			00003399	LAB TECHNOL	OGIST		0
3	EKLMC		0	John Doe			00046039	LABORATORY	ASSISTANT		0
4	EKLMC		0	John Doe			00049391	MEDICAL ASSI	STANT		0
5	EKLMC		0	John Doe			00049493	MEDICAL ASSI	STANT		0
6	EKLMC		0	John Doe			00046645	NURSE ASSIS	TANT		0
7	EKLMC		0	John Doe			00041453	NURSE PRACT	ICAL		0
8	EKLMC		0	John Doe			00031338	NURSE PRACT	ICAL		0
19	EKLMC		0	John Doe			00049568	NURSE PRACT	ICAL		0.
20	EKLMC		0	John Doe			00049322	NURSE PRACT	ICAL		0
1	EKLMC		0	John Doe			00049511	NURSE PRACT	ICAL		0
22	EKLMC		0	John Doe			00044492	NURSE PRACT	ICAL		0
3	EKLMC		0	John Doe			00034292	NURSE REGIS	TERED		0
4	EKLMC		0	John Doe			00003394	NURSE REGIS	TERED		0
5	EKLMC		0	John Doe			00035132	NURSE REGIS	TERED		0.
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Step	Action
42.	Wrap Text Highlight the A1 - G2 cells.



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2	Unit	ID	Empl Record	Name	Position	Descr	FTE
3	EKLMC		0	John Doe	00046812	ASSISTANT	0.6
4	EKLMC		0	John Doe	00046580	ASSISTANT	0.6
5	EKLMC		0	John Doe	00044348	ASSISTANT	0.6
6	EKLMC		0	John Doe	00047219	ASSISTANT	0.8
7	EKLMC		0	John Doe	00049553	ASSISTANT	0.8
8	EKLMC		0	John Doe	00049296	EEG TECH	0.5
9	EKLMC		0	John Doe	00031067	LAB TECHNOLOGIST	0.8
10	EKLMC			John Doe	00003365	LAB TECHNOLOGIST	0.6
11	EKLMC		-	John Doe	00003373	LAB TECHNOLOGIST	0.6
12	EKLMC			John Doe	00003399	LAB TECHNOLOGIST	0.6
13	EKLMC			John Doe	00046039	LABORATORY ASSISTANT	0.6
14	EKLMC			John Doe	00049391	MEDICAL ASSISTANT	0.6
15	EKLMC			John Doe	00049493	MEDICAL ASSISTANT	0.6
16	EKLMC			John Doe	00046645	NURSE ASSISTANT	9.0
17	EKLMC			John Doe	00041453	NURSE PRACTICAL	9.0
18	EKLMC			John Doe	00031338 00049568	NURSE PRACTICAL	0.6
19	EKLMC			John Doe John Doe	00049568	NURSE PRACTICAL NURSE PRACTICAL	0.6 0.6
20 21	EKLMC			John Doe	00049322	NURSE PRACTICAL	0.0
21	EKLMC			John Doe	00049511	NURSE PRACTICAL	0.6
22	EKLMC			John Doe	00044492	NURSE REGISTERED	0.0
23	EKLMC			John Doe	000034292	NURSE REGISTERED	0.1
24	EKLMC			John Doe	000035132	NURSE REGISTERED	0.0
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Step	Action
43.	Click the Wrap Text button.



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3	EKLMC		0	John Doe	00046812	ASSISTANT	(
	EKLMC		0	John Doe	00046580	ASSISTANT	
5	EKLMC		0	John Doe	00044348	ASSISTANT	(
6	EKLMC		0	John Doe	00047219	ASSISTANT	(
7	EKLMC		0	John Doe	00049553	ASSISTANT	(
3	EKLMC		0	John Doe	00049296	EEG TECH	(
)	EKLMC		0	John Doe	00031067	LAB TECHNOLOGIST	(
-	EKLMC		0	John Doe	00003365	LAB TECHNOLOGIST	
1	EKLMC		0	John Doe	00003373	LAB TECHNOLOGIST	(
2	EKLMC		0	John Doe	00003399	LAB TECHNOLOGIST	(
3	EKLMC		0	John Doe	00046039	LABORATORY ASSISTANT	(
4	EKLMC		0	John Doe	00049391	MEDICAL ASSISTANT	(
5	EKLMC		0	John Doe	00049493	MEDICAL ASSISTANT	(
6	EKLMC		0	John Doe	00046645	NURSE ASSISTANT	(
7	EKLMC		0	John Doe	00041453	NURSE PRACTICAL	(
	EKLMC			John Doe	00031338	NURSE PRACTICAL	(
-	EKLMC		-	John Doe	00049568	NURSE PRACTICAL	(
	EKLMC			John Doe	00049322	NURSE PRACTICAL	(
	EKLMC			John Doe	00049511	NURSE PRACTICAL	
	EKLMC			John Doe	00044492	NURSE PRACTICAL	(
	EKLMC		0	John Doe	00034292	NURSE REGISTERED	(
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Step	Action
44.	Resize Columns Change the width of the column using your mouse. Point to the border between columns A and B.
45.	Press the left mouse button on border line and drag the mouse left until column is desired width.
46.	Change the width of the column using the Format option. Click the C cell to highlight the entire column.
47.	Click the button to the right of the Format field.
48.	Click the Column Width list item.
49.	Enter the desired information into the Column width field. Enter "8".
50.	Click the OK button.



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4	EKLMC		0	John Doe				00046580	ASSISTANT		
5	EKLMC		0	John Doe				00044348 00047219	ASSISTANT		
6	EKLMC			John Doe				00047219	ASSISTANT		
8	EKLMC			John Doe John Doe				00049553	ASSISTANT EEG TECH		
9	EKIMC		0					00049296	LAB TECHNOLO	OIST	_
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11				John Doe				00003373	LAB TECHNOLO		
12				John Doe				00003399	LAB TECHNOLO		
13			0	John Doe				00046039	LABORATORY A		_
14			0	John Doe				00049391	MEDICAL ASSIS		
15	-		0	John Doe				00049493	MEDICAL ASSIS	TANT	
16	EKLMC		0	John Doe				00046645	NURSE ASSIST	ANT	
17	EKLMC		0	John Doe				00041453	NURSE PRACTI		
18	EKLMC		0	John Doe				00031338	NURSE PRACTI	CAL	
19	EKLMC		0	John Doe				00049568	NURSE PRACTI	CAL	
20	EKLMC		0	John Doe				00049322	NURSE PRACTI	CAL	
21	EKLMC		0	John Doe				00049511	NURSE PRACTI	CAL	
22	EKLMC		0	John Doe				00044492	NURSE PRACTI	CAL	
23			0	John Doe				00034292	NURSE REGIST	ERED	-
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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.



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

Step	Action				
59.	Click the button to the right of the Format field.				
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60.	Click the Format Cells option.				
	Format C <u>e</u> lls				
61.	Click the Number option. Number				



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22 EKLMC	0 John Doe 00044492 NURSE PRACTICAL	0.500000				
23 EKLMC	0 John Doe 00034292 NURSE REGISTERED	0.250000				
24 EKLMC	0 John Doe 00003394 NURSE REGISTERED	0.500000				
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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. EKLMC
65.	Click the View tab.



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2		Unit	ID	Record	Name	Position	Descr	FTE	
3	EKLMC			0	John Doe	00046812	ASSISTANT	0.500	
	EKLMC		ſ	0	John Doe	00046580	ASSISTANT	0.500	
5	EKLMC			0	John Doe	00044348	ASSISTANT	0.500	
6	EKLMC			0	John Doe	00047219	ASSISTANT	0.500	
·	EKLMC			0	John Doe	00049553	ASSISTANT	0.500	
3	EKLMC			0	John Doe	00049296	EEG TECH	0.500	
)	EKLMC			0	John Doe	00031067	LAB TECHNOLOGIST	0.500	
0	EKLMC			0	John Doe	00003365	LAB TECHNOLOGIST	0.500	
1	EKLMC			0	John Doe	00003373	LAB TECHNOLOGIST	0.500	
	EKLMC			_	John Doe	00003399	LAB TECHNOLOGIST	0.500	
3	EKLMC				John Doe	00046039	LABORATORY ASSISTANT	0.500	
4	EKLMC			0	John Doe	00049391	MEDICAL ASSISTANT	0.500	
5	EKLMC			0	John Doe	00049493	MEDICAL ASSISTANT	0.500	
6	EKLMC			-	John Doe	00046645	NURSE ASSISTANT	0.500	
7	EKLMC			0	John Doe	00041453	NURSE PRACTICAL	0.500	
8	EKLMC			0	John Doe	00031338	NURSE PRACTICAL	0.500	
	EKLMC				John Doe	00049568	NURSE PRACTICAL	0.500	
	EKLMC			_	John Doe	00049322	NURSE PRACTICAL	0.500	
	EKLMC				John Doe	00049511	NURSE PRACTICAL	0.500	
	EKLMC				John Doe	00044492	NURSE PRACTICAL	0.500	
	EKLMC				John Doe	00034292	NURSE REGISTERED	0.250	
	EKLMC			0	John Doe	00003394	NURSE REGISTERED	0.500	
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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.
	Freeze Panes Keep rows and columns visible while the rest of the worksheet scrolls (based on current selection).
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 ")".



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2	Unit	ID	Empl Record	Name	Position	Descr	FTE
	EKLMC			John Doe	00045676	NURSE REGISTERED	0.250
	EKLMC			John Doe	00003356	NURSE REGISTERED	0.500
52	EKLMC		0	John Doe	00047265	NURSING ASSISTANT	0.500
53	EKLMC		0	John Doe	00044745	PHARMACIST	0.500
54	EKLMC		0	John Doe	00044186	PHARMACIST	0.500
55	EKLMC		1	John Doe	00002884	PHARMACIST	0.500
	EKLMC			John Doe	00043994	PHARMACIST	0.500
	EKLMC			John Doe	00003335	PHARMACIST	0.500
	EKLMC			John Doe	00003353	PHARMACIST	0.500
	EKLMC		0	John Doe	00003385	PHARMACIST	0.500
60							=SUM(G3:G59)
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Step	Action
72.	Press [Enter].
73.	Insert a Column
	Click the F cell to highlight the entire column.
74.	Right-click in the highlighted cells.
75.	Click the Insert option. Insert
76.	Enter the desired information into the F2 cell. Enter "Name, Desc, Position".
77.	Concatenate (Merge) Cells Right-click the F3 cell.
78.	Click the Format Cells option.
79.	Click the General option.



Step	Action
80.	Click the OK button.

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3	EKLMC		0	John Doe	00046812		ASSISTANT	0.500	
1	EKLMC		0	John Doe	00046580		ASSISTANT	0.500	
5	EKLMC		0	John Doe	00044348		ASSISTANT	0.500	
6	EKLMC		0	John Doe	00047219		ASSISTANT	0.500	
7	EKLMC		0	John Doe	00049553		ASSISTANT	0.500	
В	EKLMC		0	John Doe	00049296		EEG TECH	0.500	
Э	EKLMC		0	John Doe	00031067		LAB TECHNOLOGIST	0.500	
0	EKLMC		0	John Doe	00003365		LAB TECHNOLOGIST	0.500	
1	EKLMC		0	John Doe	00003373		LAB TECHNOLOGIST	0.500	
2	EKLMC		0	John Doe	00003399		LAB TECHNOLOGIST	0.500	
3	EKLMC		0	John Doe	00046039		LABORATORY ASSISTANT	0.500	
4	EKLMC		0	John Doe	00049391		MEDICAL ASSISTANT	0.500	
5	EKLMC		0	John Doe	00049493		MEDICAL ASSISTANT	0.500	
6	EKLMC		0	John Doe	00046645		NURSE ASSISTANT	0.500	
7	EKLMC		0	John Doe	00041453		NURSE PRACTICAL	0.500	
8	EKLMC			John Doe	00031338		NURSE PRACTICAL	0.500	
	EKLMC			John Doe	00049568		NURSE PRACTICAL	0.500	
	EKLMC			John Doe	00049322		NURSE PRACTICAL	0.500	
	EKLMC			John Doe	00049511		NURSE PRACTICAL	0.500	
-	EKLMC			John Doe	00044492		NURSE PRACTICAL	0.500	
	EKLMC			John Doe	00034292		NURSE REGISTERED	0.250	
	EKLMC		0	John Doe	00003394		NURSE REGISTERED	0.500	
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Step	Action
81.	Click the Formulas tab.
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	EKLMC			John Doe	00046812		,.	ASSISTANT	0.500		
4	EKLMC		0	John Doe	00046580			ASSISTANT	0.500		
6	EKLMC		0	John Doe	00044348			ASSISTANT	0.500		
6	EKLMC		0	John Doe	00047219			ASSISTANT	0.500		
7	EKLMC		0	John Doe	00049553			ASSISTANT	0.500		
8	EKLMC		0	John Doe	00049296			EEG TECH	0.500		
9	EKLMC		0	John Doe	00031067			LAB TECHNOLOGIST	0.500		
10	EKLMC		0	John Doe	00003365			LAB TECHNOLOGIST	0.500		
11	EKLMC		0	John Doe	00003373			LAB TECHNOLOGIST	0.500	_	
12	EKLMC		0	John Doe	00003399			LAB TECHNOLOGIST	0.500	_	
13	EKLMC		0	John Doe	00046039			LABORATORY ASSISTANT	0.500	_	
14	EKLMC		0	John Doe	00049391			MEDICAL ASSISTANT	0.500		
15	EKLMC		0	John Doe	00049493			MEDICAL ASSISTANT	0.500		
16	EKLMC		0	John Doe	00046645			NURSE ASSISTANT	0.500		
	EKLMC		0	John Doe	00041453			NURSE PRACTICAL	0.500		
	EKLMC			John Doe	00031338			NURSE PRACTICAL	0.500		
19	EKLMC		0	John Doe	00049568			NURSE PRACTICAL	0.500		
20	EKLMC		0	John Doe	00049322			NURSE PRACTICAL	0.500		
21	EKLMC		0	John Doe	00049511			NURSE PRACTICAL	0.500		
22	EKLMC		0	John Doe	00044492			NURSE PRACTICAL	0.500		
	EKLMC			John Doe	00034292			NURSE REGISTERED	0.250		
	EKLMC		0	John Doe	00003394			NURSE REGISTERED	0.500	-	
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Step	Action
82.	Click the Insert Function list item.



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



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23	EKLMC		0	John Doe	00034292			NURSE R	EGISTERED	0.250	
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Step	Action
86.	For the Text 1 field, click the D3 cell. John Doe
87.	For the Text 2 field, click the G3 cell. ASSISTANT



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



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13	EKLMC			John Doe		00046039			LABORATORY ASSISTANT	0.500		
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15	EKLMC		-	John Doe		00049493			MEDICAL ASSISTANT	0.500		
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Step	Action						
90.	Insert commas and spaces between the Name, Desc and Position information.						
	Click in the Formula Bar field. Click behind " D3 ," in the cell. =CONCATENATE(D3,G3,E3)						
91.	Place a comma and space between Name and Desc.						
	Enter the desired information into the field. Enter "","," "," (Quotation mark, comma, quotation mark, comma, quotation mark, space bar, quotation mark and comma).						



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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, space bar, quotation mark and comma).
94.	Press [Enter].
95.	Copy Formula Right-click on the F3 cell. John Doe, ASSISTANT, 00046812
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. Hide & Unhide
107.	Click the Hide Columns list item. Hide <u>C</u> olumns
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.



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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. Unhide Columns
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.

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



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Step	Action
2.	Click the Search button.



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Step	Action
3.	Click the Edit link.



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4 A.BUSINESS_UNIT - Business Unit	Char5				Unit	94	Edit	-				
5 A.DEPTID - Department	Char10				Dept ID	9	Edit	-				
6 A.MONTHLY_RT - Monthly Rate	Num16.3				Monthly Rt	94	Edit	-				
7 A.GRADE - Salary Grade	Char3				Grade	9	Edit	-				
8 D.DESCR - Description	Char30				Descr	8	Edit	-				
9 AJOBCODE - Job Code	Char6				Job Code	8	Edit	-				
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Step	Action
4.	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. Click the Query tab.



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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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2 B.EMPLID - Empl ID	Char11				ID	94	Edit	•				
3 C.NATIONAL_ID - National ID	Char20				NID	9	Edit					
4 A.BUSINESS_UNIT - Business Unit	Char5					94	Edit	-				
5 A.DEPTID - Department	Char10				Dept ID	4	Edit	-				
6 A.MONTHLY_RT - Monthly Rate	Num16.3				Monthly Rt	9	Edit	Ξ				
7 A.GRADE - Salary Grade	Char3				Grade	9	Edit	Ξ				
8 D.DESCR - Description	Char30				Descr	8	Edit	Ξ				
9 AJOBCODE - Job Code	Char6				Job Code	8	Edit	Ξ				
10 B.COUNTY - County	Char30				County	8	Edit	-				
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Step	Action
11.	Click the Add Criteria button.



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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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3 C.NATIONAL_ID - National ID	Char20				NID	9	Edit	=				
4 A.BUSINESS_UNIT - Business Unit	Char5				Unit	9	Edit	=				
5 A.DEPTID - Department	Char10				Dept ID	9	Edit	-				
6 A.MONTHLY_RT - Monthly Rate	Num16.3				Monthly Rt	9	Edit	-				
7 A.GRADE - Salary Grade	Char3				Grade	9	Edit	-				
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Step	Action
14.	FTE displays as a Record.Fieldname.
	Click the Run tab.



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	Cabrillo,Juan	046227	357249168	EKLMC	EL2058790	1000-001		DIRECTOR OF BUDGET AND FINANCE	155	East Baton Rouge	0.01108	1.000000		
2	Dallas,Eve	111228	243560987	EKLMC	EL2047830	817-73	510	PRACTICAL NURSE LICENSED, 2	150010	East Baton Rouge	E-11999	1.000000		
8	Dallas,Eve	048228	243560987	EKLMC	EL2047830	1847-731	511	PRACTICAL NURSE LICENSED, 3	150020	East Baton Rouge	51.86000	1.000000		
Ļ	John Doe	000011	110000011	EKLMC	EL2058890		619	ACCOUNTANT MANAGER 2	159720	Orleans	2140002	1.000000		
5	John Doe	000015	110000915	EKLMC	EL2047050	179147	516	RN 2	112240	Orleans	17122546	1.000000		
3	John Doe	001152	110001932	EKLMC	EL2058790	1007100	614	ADMIN PRG MANAGER 1	170680	Orleans	2182285	1.000000		
7	John Doe	001153	110001936	EKLMC	EL2059100	10001100	203	CUSTODIAN 2	100270	Orleans	9/731985	1.000000		
3	John Doe	001316	110001940	EKLMC	EL2047072	188185		ASSISTANT	510240	Orleans	1-2200	0.500000		
)	John Doe	001745	110001942	EKLMC	EL2059080	1877(188)		SECURITY OFFICER	506640	Orleans	2:0000	0.330000		
0	John Doe	001388	110001946	EKLMC	EL2047620	172.48	510	PRACTICAL NURSE LICENSED, 2	150010	Orleans	a series	1.000000		
11	John Doe	001101	110001951	EKLMC	EL2047670	-	607	ADMINISTRATIVE COORDINATOR 2	168050	Orleans	1.081995	1.000000		
12	John Doe	001103	110001954	EKLMC	EL2047680	-	510	PRACTICAL NURSE LICENSED, 2	150010	Orleans	011986	1.000000		
13	John Doe	001105	110001955	EKLMC	EL2067340	1020-001	524	PHARMACIST 3	168960	Orleans	41.0000	1.000000		
4	John Doe	001100	110001956	EKLMC	EL2047050	179-11	517	RN 3	112260	Orleans	3-3134	1.000000		
15	John	-			EL2047730	-		PRACTICAL NURSE		Orleans		1.000000		

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



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: • Find and Replace; • Sort; • Subtotal; • Formulas; • Add/Delete Sheet; and • Add/Delete columns.
24.	Find and Replace Click the Home tab. Home
25.	Click in the H3 field. DIRECTOR OF BUDGET AND FINANCE



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2	Name	ID	NID	Unit	Dept ID	Monthly Rt	Grade	Descr
3	Cabrillo, Juan			EKLMC	EL2058790			DIRECTOR OF BUDGET AND FINANCE
4	Dallas,Eve			EKLMC	EL2047830		610	PRACTICAL NURSELICENSED, 2
5	Dallas,Eve			EKLMC	EL2047830		511	PRACTICAL NURSELICENSED, 3
6	John Doe			EKLMC	EL2058890		619	ACCOUNTANT MANAGER 2
7	John Doe			EKLMC	EL2047050		516	RN 2 ADMIN PRG MANAGER 1
8	John Doe			EKLMC	EL2058790		614	ADMIN PRG MANAGER 1
9	John Doe			EKLMC	EL2059100		203	CUSTODIAN 2 ASSISTANT
10	John Doe			EKLMC	EL2047072			ASSISTANT
11	John Doe			EKLMC	EL2059080			SECURITY OFFICER
12	John Doe			EKLMC	EL2047620		510	SECURITY OFFICER PRACTICAL NURSELICENSED, 2
13	John Doe			EKLMC	EL2047670		607	ADMINISTRATIVE COORDINATOR 2
14	John Doe			EKLMC	EL2047680		510	PRACTICAL NURSELICENSED, 2
15	John Doe			EKLMC	EL2067340		524	PHARMACIST 3
16	John Doe			EKLMC	EL2047050		517	RN 3
17	John Doe			EKLMC	EL2047730		511	PRACTICAL NURSELICENSED, 3
18	John Doe			EKLMC	EL2067150		517	MEDICAL LAB TECHNO SUPV
19	John Doe			EKLMC	EL2067150		509	LAB TECH 2
20	John Doe			EKLMC	EL2058980			DIRECTOR OF HUMAN RESOURCE MAN
21	John Doe			EKLMC	EL2058870		605	ADMINISTRATIVE COORDINATOR 1
22	John Doe			EKLMC	EL2036220		521	RN-MANAGER
23	John Doe			EKLMC	EL2067250		516	NUCLEAR MEDICINE TECHNO 2
24	John Doe			EKLMC	EL2058900		609	ADMINISTRATIVE COORDINATOR 3
25	John Doe			EKLMC	EL2067460		515	RESPIR CARE THERAPIST 2 -REG
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Step	Action
26.	Click the Find & Select button.
27.	Click the Replace menu.

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2	John Doe								510	PRACTICAL NURSELIC			
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	John Doe				EKLMC	EL2047680	-		510	PRACTICAL NURSELIC			
5	John Doe				EKLMC	EL2067340			524	PHARMACIST 3			
	John Doe				EKLMC	EL2047050			517	RN 3			
	John Doe				EKLMC	EL2047730			511	PRACTICAL NURSELIC			
	John Doe				EKLMC	EL2067150			517	MEDICAL LAB TECHNO			
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)	John Doe					EL2058980				DIRECTOR OF HUMAN F			
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	John Doe				EKLMC	EL2036220			521	RN-MANAGER			
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•	John Doe				EKLMC	EL2067460			515	RESPIR CARE THERAPI			
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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.

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3	Cabrillo,Juan			EKLMC	EL2058790			DIRECTOR OF BUDG		
4	Dallas,Eve			EKLMC	EL2047830		510	PRACTICAL NURSE		
5	Dallas,Eve			EKLMC	EL2047830		511	PRACTICAL NURSE		
6	John Doe			EKLMC	EL2058890		619	ACCOUNTANT MAN		
7	John Doe			EKLMC	EL2047050		516	REG NURSE 2	[1	
8	John Doe			EKLMC	EL2058790		614	ADMIN PRG MANAG		
9	John Doe			EKLMC	EL2059100		203	CUSTODIAN 2	1	
10	John Doe			EKLMC	EL2047072			ASSISTANT	5	
11	John Doe			EKLMC	EL2059080			SECURITY OFFICER		
12	John Doe			EKLMC	EL2047620		510	PRACTICAL NURSE		
13	John Doe			EKLMC	EL2047670		607	ADMINISTRATIVE C		
14	John Doe			EKLMC	EL2047680		510	PRACTICAL NURSE	-LICENSED, 2	
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16	John Doe			EKLMC	EL2047050		517	RN 3	1	
17	John Doe			EKLMC	EL2047730		511	PRACTICAL NURSE		
18	John Doe			EKLMC	EL2067150		517	MEDICAL LAB TECH		
19	John Doe			EKLMC	EL2067150		509	LAB TECH 2	1	
20	John Doe			EKLMC	EL2058980			DIRECTOR OF HUM	AN RESOURCE MAN	
21	John Doe			EKLMC	EL2058870		605	ADMINISTRATIVE C		
22	John Doe			EKLMC	EL2036220		521	RN-MANAGER	1	
23	John Doe			EKLMC	EL2067250		516	NUCLEAR MEDICINE	TECHNO 2	
24	John Doe			EKLMC	EL2058900		609	ADMINISTRATIVE C	OORDINATOR 3	
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Step	Action
34.	Click the Sort option. $A \downarrow A \downarrow A$



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

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Step	Action
36.	Click the DeptID option.
	Dept ID



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12 13	John Doe John Doe										ELICENSED, 2 COORDINATOR 2	
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17	John Doe						_		911		ELICENSED, 3	1
18	John Doe		-		EKLMC	EL2067150			517	MEDICAL LAB TEC		1
19	John Doe				EKLMC	EL2067150			509	LAB TECH 2		1
20	John Doe				EKLMC	EL2058980				DIRECTOR OF HUI	MAN RESOURCE MAI	
21	John Doe				EKLMC	EL2058870			605	ADMINISTRATIVE	COORDINATOR 1	1
22	John Doe				EKLMC	EL2036220			521	RN-MANAGER		1
23	John Doe				EKLMC	EL2067250			516	NUCLEAR MEDICIN	NE TECHNO 2	1
24	John Doe				EKLMC	EL2058900			609	ADMINISTRATIVE	COORDINATOR 3	1
25	John Doe				EKLMC	EL2067460			515	RESPIR CARE THE	ERAPIST 2 -REG	1 -
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Step	Action
37.	Click the Add Level button.
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38.	Click the button to the right of the Then by field.
39.	Click the Desc option.
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40.	Click the OK button.
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41.	Subtotal
	Click the Subtotals button.
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	Name		ID	N	ID	Subtotal		(<u> </u>	Grade			
3	John Doe				_	At each change	in:			510	PRACTICAL NURSE	LICENSED, 2	
1	John Doe				- 1	Name				516	REG NURSE 2		
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5	John Doe				- 1	Sum			-	505	NURSING ASST 2		
	John Doe				_	Add subtotal to:				518	RN-SUPERVISOR 1		
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)	John Doe					Descr				516	REG NURSE 2		
0	John Doe					Job Code County				517	RN 3		
1	John Doe					Hrly Rate					ASSISTANT		
2	John Doe					FTE			-	516	REG NURSE 2		
3	John Doe				_	Replace curr	ent subtotals			510	PRACTICAL NURSE	LICENSED, 2	
4	John Doe				_	📃 Page break l	between groups			516	REG NURSE 2		
5	John Doe				_	🔽 Summary be	low data			517	RN 3		
6	John Doe					Remove All	ОК	C		607	ADMINISTRATIVE C		
7	John Doe					Remove All	OK	Car		607	ADMINISTRATIVE C	OORDINATOR 2	
8	John Doe				C	ENEMIO	LL2047000			510	PRACTICAL NURSE	LICENSED, 2	
9	John Doe						EL2047680			516	REG NURSE 2		
0	John Doe						EL2047730			511	PRACTICAL NURSE	,	
1	John Doe					EKLMC	EL2047760				NURSE PRACTITION	NER	
2	Dallas,Eve					EKLMC	EL2047830			510	PRACTICAL NURSE	LICENSED, 2	
3	Dallas,Eve					EKLMC	EL2047830			511	PRACTICAL NURSE	LICENSED, 3	
4	John Doe					EKLMC	EL2047840			516	REG NURSE 2		
5	John Doe					EKLMC	EL2058440			511	HOSP ADMISSIONS	TECHNICIAN 4	
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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. G
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.	Formulas
	You will multiply the number of hours worked in a year (2080) by the FTE and Hrly Rt to calculate the Yearly Rt.
	Enter the desired information into the G3 field. Enter "=2080*".

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=2080*	J	1			
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NID Unit E	Dept ID Yearly Ra	ate Grad	eDescr	Hrly Rate	TE
	L2036170 =2080*	510	PRACTICAL NURSELICENSED, 2	7.250000	1.000000
EKLMC E		516	REG NURSE 2	7.250000	0.900000
	L 2036170 Total				1,900000
EKLMC E	L2036220	521	RN-MANAGER	7.250000	1.000000
E	L2036220 Total				1.000000
EKLMC E	EL2036320	505	NURSING ASST 2	7.250000	1.000000
E	L2036320 Total				1.000000
EKLMC E	EL2037060	518	RN-SUPERVISOR 1	7.250000	1.000000
E	L2037060 Total				1.000000
EKLMC E	EL2047050	505	NURSING ASST 2	7.250000	1.000000
EKLMC E	EL2047050	516	REG NURSE 2	7.250000	1.000000
EKLMC E	EL2047050	517	RN 3	7.250000	1.000000
E	EL2047050 Total				3.000000
EKLMC E	EL2047072		ASSISTANT	7.250000	0.500000
E	EL2047072 Total				0.500000
EKLMC E	EL2047100	516	REG NURSE 2	7.250000	1.000000
E	EL2047100 Total				1.000000
EKLMC E	EL2047620	510	PRACTICAL NURSELICENSED, 2	7.250000	1.000000
EKLMC E	EL2047620	516	REG NURSE 2	7.250000	1.000000
E	L2047620 Total				2.000000
EKLMC E	EL2047632	517	RN 3	7.250000	1.000000
E	EL2047632 Total				1.000000
EKLMC E	EL2047640	607	ADMINISTRATIVE COORDINATOR 2	7.250000	1.000000
		EKLMC EL2047632 EL2047632 Total EKLMC EL2047640	EL2047632 Total	EL2047632 Total EKLMC EL2047640 607 ADMINISTRATIVE COORDINATOR 2	EL2047632 Total EKLMC EL2047640 607 ADMINISTRATIVE COORDINATOR 2 7.250000

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





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	2	Name	ID	NID	Unit	Dept ID	Yearly Rate	Grade	Descr	Hrly Rate	TE
F۰	3	John Doe			EKLMC	EL2036170	=2080*L3*	510	PRACTICAL NURSELICENSED, 2	7.250000	1.000000
	4	John Doe			EKLMC	EL2036170		516	REG NURSE 2	7.250000	0.900000
-	5					EL2036170 To	tal				1.900000
۰.	6	John Doe			EKLMC	EL2036220		521	RN-MANAGER	7.250000	1.000000
-	7					EL2036220 To	tal				1.000000
	8	John Doe			EKLMC	EL2036320		505	NURSING ASST 2	7.250000	1.000000
-	9					EL2036320 To	tal				1.000000
•	10	John Doe			EKLMC	EL2037060		518	RN-SUPERVISOR 1	7.250000	1.000000
-	11					EL2037060 To					1.000000
	12	John Doe			EKLMC	EL2047050		505	NURSING ASST 2	7.250000	1.000000
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· -	16	John Doe			EKLMC	EL2047072			ASSISTANT	7.250000	0.500000
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	18	John Doe			EKLMC	EL2047100		516	REG NURSE 2	7.250000	1.000000
-	19					EL2047100 To	tal				1.000000
•	20	John Doe			EKLMC	EL2047620		510	PRACTICAL NURSELICENSED, 2	7.250000	1.000000
•	21	John Doe			EKLMC	EL2047620		516	REG NURSE 2	7.250000	1.000000
-	22					EL2047620 To					2.000000
	23	John Doe			EKLMC	EL2047632		517	RN 3	7.250000	1.000000
-	24					EL2047632 To	tal				1.000000
		John Doe			EKLMC	EL2047640		607	ADMINISTRATIVE COORDINATOR 2	7.250000	1.000000
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Step	Action
52.	Click the M3 cell. 1.000000



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. 1	_	John Doe				EL2036170		510	PRACTICAL NURSELICENSED, 2	_	1.000000
. 1		John Doe				EL2036170		516	REG NURSE 2	7.250000	0.900000
	5					EL2036170 To	tal				1.900000
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•	18	John Doe			EKLMC	EL2047100		516	REG NURSE 2	7.250000	1.000000
	19					EL2047100 To	tal				1.000000
• [20	John Doe			EKLMC	EL2047620		510	PRACTICAL NURSELICENSED, 2	7.250000	1.000000
• [21	John Doe			EKLMC	EL2047620		516	REG NURSE 2	7.250000	1.000000
	22					EL2047620 To	tal				2.000000
• [23	John Doe			EKLMC	EL2047632		517	RN 3	7.250000	1.000000
	24					EL2047632 To	tal				1.000000
		John Doe			EKLMC	EL2047640		607	ADMINISTRATIVE COORDINATOR 2	7.250000	1.000000
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Step	Action
53.	Press [Enter].
54.	Right-click the G3 cell. 15080.000
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.
	Print Preview Preview and make changes to pages before printing.
62.	Click the Close Print Preview button.
63.	Page Breaks
	Click the 23 cell.



1 2 Unit Dept ID Monthly Rt Yearly Rate Grade Descr Hrly Rate FTE 3 EKLMC EL2036170 16080.000 610 PRACTICAL NURSE-LICENSED, 2 7.250000 1.000000 4 EKLMC EL2036170 13572.000 516 RN 2 7.250000 1.900000 5 EKLMC EL2036270 Total 15080.000 521 RN-MANAGER 7.250000 1.000000 7 EL2036220 Total 15080.000 505 NURSING ASST 2 7.250000 1.000000 9 EL2036320 Total 15080.000 505 NURSING ASST 2 7.250000 1.000000 10 EKLMC EL2037080 15080.000 505 NURSING ASST 2 7.250000 1.000000 11 EL2037050 Total 7.250000 1.000000 1.000000 12 EKLMC EL2047050 15080.000 505 NURSING ASST 2 7.250000 1.000000 13 EKLMC EL2047050 15080.000 516 RN 3 7.250000 1.0000000 14	A F O E	ffects * s	Margins Orientation Size A Page	irea * 🔹 👘 Ti	Griddines Heading	Send to B	Front Y 📄 Align Y Back Y 💾 Group Y Pane 🎒 Rotate Y Arrange
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Step	Action
64.	Click the Breaks button.
65.	Click the Insert Page Break list item. Insert Page Break
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. Home
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.



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	24					EL2047632	Total			
• [25	John Doe			EKLMC	EL2047640		15080.000	607	ADMINISTRATIVE COORDINATOR 2
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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.



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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.



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	8	John Doe			EKLMC	EL2036320		15080.000	505	NURSING ASST 2
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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.

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



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Step	Action
2.	Click the Search button.



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



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Step	Action
5.	Click the View Results button. View Results



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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

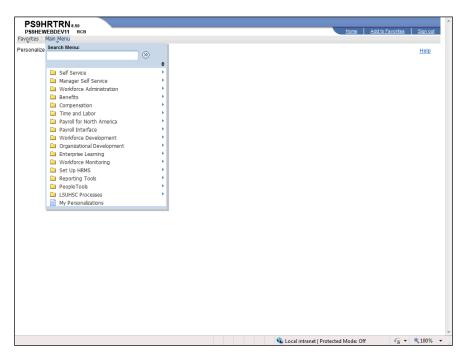
When running the Time and Labor reports that require the use of a Run Control ID, you cannot use the same Run Control ID to run multiple reports at the same time. Reports should be run one at a time. You <u>must</u> wait for the first report to finish running before requesting another report to run.

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.
	Main_Menu



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.



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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.



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PS9HEWEBDEV11 RCB Favorites Main Menu > LSUHSC Processes > Time and Labor > Report > Time Sheet Audit	Home Add to Favorites Sign out
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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.	NOTE: All Department codes begin with the two-character BU designation and include the seven digit number.
	Enter the desired information into the Department field. Enter " EL2036320 ".
12.	Click the Save button.
13.	Click the Run button.



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



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



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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.



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Step	Action
19.	Click the Time Sheet Audit RPT link. <u>Time Sheet Audit RPT</u>



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1111000	0 In	04/30/2012	12:01AM Add		KOCON1	
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Step	Action
20.	Click the Close button.



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Step	Action
21.	Click the Go back to Time Sheet Audit Report link.
	Go back to Time Sheet Audit Report
22.	This completes Time Sheet Audit Report . End of Procedure.
	End of Procedure.