

# PEOPLESOFT HCM REPORTS & QUERIES

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## Overview

This user guide includes information on reports and queries for collecting data from the PeopleSoft Human Resources. It does not discuss how to run reports and queries. Consult the [General Information on Running Reports and Queries \(PDF\)](#) guide for specific information on how to run reports and queries.

This document covers information on the essential HR Reports and Queries. A complete list of available queries and reports can be found in the document: [Available Reports and Queries \(PDF\)](#).

## Security

All data in PeopleSoft HR is filtered through individual security permissions. These permissions control access to menu options as well as data. Reports, queries and searches are all limited to data attached to particular departments. For example, if a student has two jobs, one in Chemistry and one in Biology, the student's Chemistry record can only be seen by the Chemistry supervisor and vice versa.

## Extracting Information Using Reports

Most of the reports in HR are custom reports and have been developed with input from UVM staff. In order to run reports, it is necessary to set up a run control id. If unsure on how to set up a run control id, consult the [General Information on Running Reports and Queries \(PDF\)](#) guide for help.

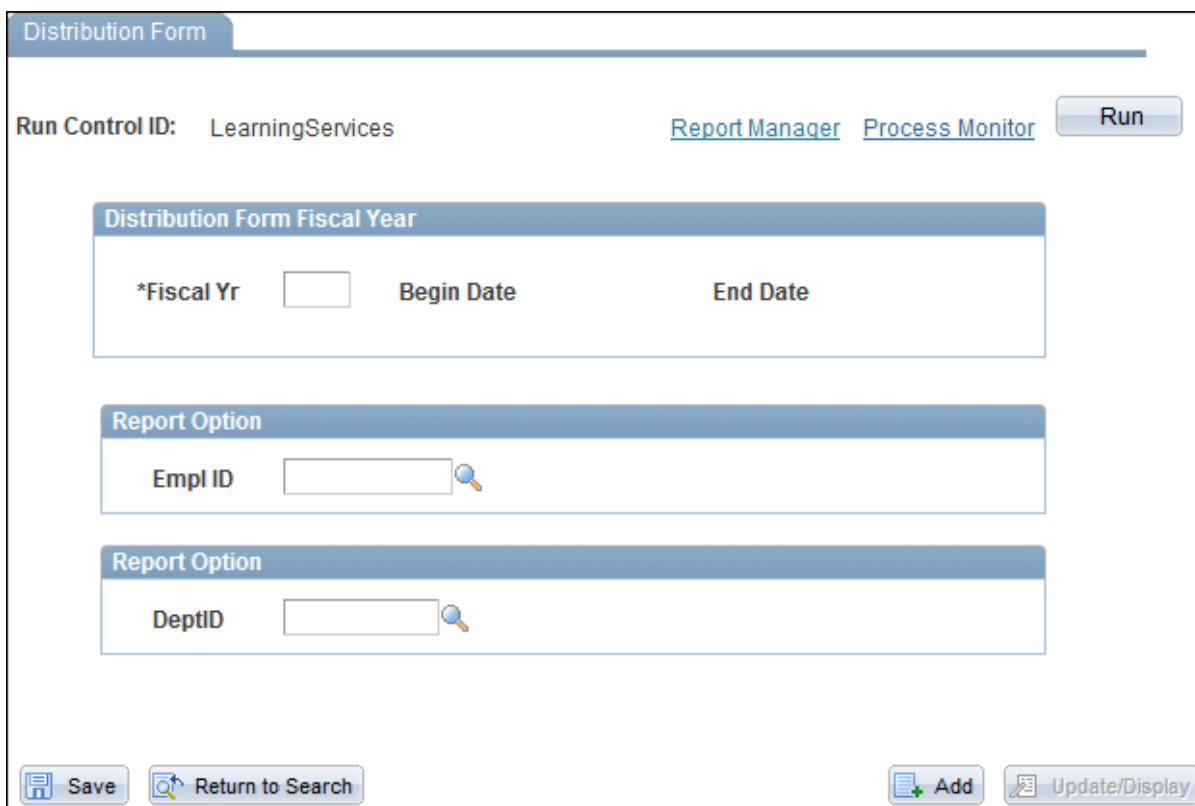
## Commonly Used Reports

### Distribution Form

The distribution form is used for processing changes to an existing distribution.

### *Step-by-Step Instructions: Creating a Distribution Form*

1. Log in to PeopleSoft through the **Human Resources Login** ([www.uvm.edu/~erp/portal](http://www.uvm.edu/~erp/portal)).
2. Navigation: **UVM Reports > Commitment Accounting > Distribution Form**
3. The Run Control ID screen will populate. Enter an existing Run Control ID or create a new one. If unsure on how to set up a Run Control ID, consult the [General Information on Running Reports and Queries \(PDF\)](#) guide for help.
4. Click **Search**.
5. The criteria entry screen will appear. There are several ways to run this report. It is possible to run this report by single employee or by department. Choosing department will bring back a distribution form for each employee in the department.




**Distribution Form**

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


**Distribution Form Fiscal Year**





\*Fiscal Yr  Begin Date End Date

**Report Option**

Empl ID  

**Report Option**

DeptID  

 Save  Return to Search  Add  Update/Display

6. Click the **Save** button, and then click the **Run** button.
7. The process scheduler request screen will open. Click **OK**.
8. This previous screen will appear. Click the **Process Monitor** link in the upper right corner of the screen. If unsure on how to use the process monitor, consult the [General information on Running Reports and Queries \(PDF\)](#) guide for help.

## Blank Distribution Form

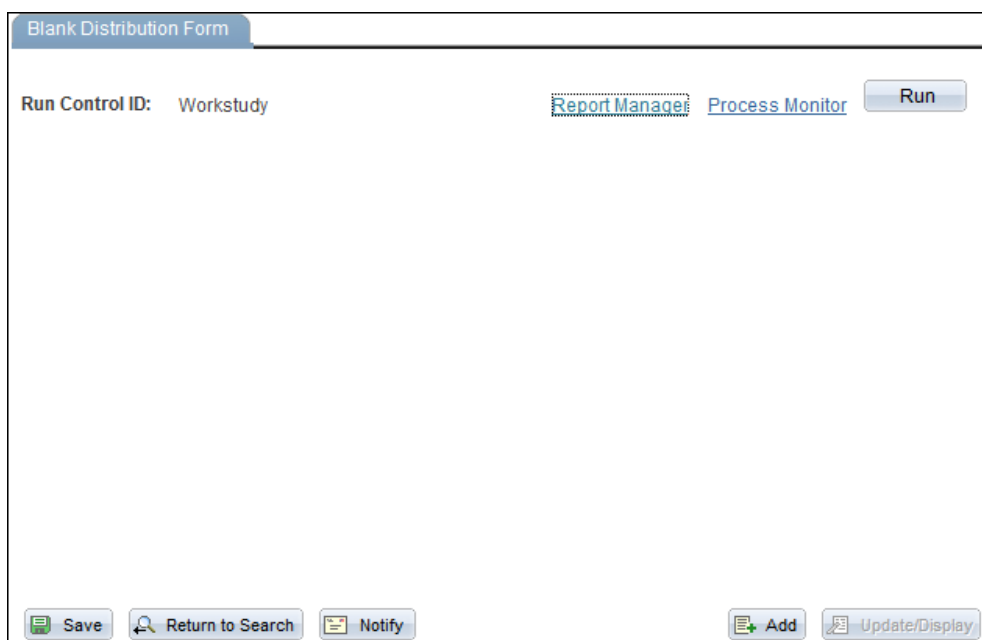
- This is the form used for processing distribution for new hires
- Produces a blank sheet for the distribution form

### *Step-by-Step Instructions: Creating a Blank Distribution Form*

1. Log in to PeopleSoft through the **Human Resources Login** ([www.uvm.edu/~erp/portal](http://www.uvm.edu/~erp/portal)).
2. Navigation: **UVM Reports > Commitment Accounting > Blank Distribution Form**
3. The Run Control ID screen will populate. Enter an existing Run Control ID or create a new one. If unsure on how to set up a run control id, consult the [General information on Running Reports and Queries \(PDF\)](#) guide for help.

Click **Search**.

4. The **Blank Distribution Form** page will open.



5. Click the **Run** button.
6. The process scheduler request screen will open. Click **OK**.
7. The previous screen will appear. Click the **Process Monitor** link in the upper right corner of the screen. If unsure of how to use the process monitor, consult the [General information on Running Reports and Queries](#) guide for help.

**Labor Distribution Report (Summary and Detail)**

- Look up distribution for a department or a person
- Also useful for researching salary paid against a chartstring
- Employee name, empl record #, combo code, chartstring, amount of salary and fringe charged to combo code.
- Excel output is produced for both reports; only the Summary report produces a PDF.

*Step-by-Step Instructions: Running the Labor Distribution Report*

1. Log in to PeopleSoft through the **Human Resources Login** ([www.uvm.edu/~erp/portal](http://www.uvm.edu/~erp/portal)).
2. Navigation: **UVM Reports > Commitment Accounting > Labor Distribution**
3. The Run Control ID screen will populate. Enter an existing Run Control ID or create a new one. If unsure of how to set up a run control id, consult the [General information on Running Reports and Queries](#) guide for help.
4. Click **Search**.
5. The criteria entry screen will appear.
6. Select a time period, either an accounting period range within a fiscal year or a specific date range, which may cross fiscal years.
7. There are multiple options for running this report. Review the options and enter the appropriate criteria into the report screen.
  - [By combo code or chartstring](#)
  - [By employee](#)
  - [By department](#)
  - [For a sponsored award ID, if you wish to report at once on multiple projects that are associated with one award.](#)

## *Running the Labor Distribution Report by Combo Code or Chartstring or Award:*

- Receive a report of the people paid on that chartstring within a specific time period. This is useful for researching individual salary amounts or individual employees included in a particular budget number within Financial Reports.
- Enter an Award ID to have the results show all projects that go with the award.

Labor Distribution

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

Run

Required Parameters

Time Period

\*Fiscal Year  \*From  To

Optionally choose your own check date overriding FY and Periods above.  
range,  to

Group Report By

☒ Employee  
☐ ComboCode

Filter Report By

☐ Emplid ☐ Job DeptId

Empl ID

Job DeptId Range

From  To

Labor Distribution Details Only Parameters

The Labor Distribution report does not include LIF,MED,ENP and 704-Cell Phone Reimbursement. The details report does.  
Check the box to exclude these from the details report. ☐

Enter an earnings code to limit results to that code.

☐ Use Same Column Order As UV\_PAY\_ERN\_DIST query

Report Parameters

Select Combo Code OR Charstring Values

ComboCode

Chartstring

Account   
Oper. Unit   
Dept. CF   
Fund   
Source   
Function   
Project Id   
Program   
Purpose   
Property

Award ID (For Sponsored Projects)

Save

Add

Update/Display

### *Running the Labor Distribution Report by Employee*

- Bring back the chartstring or strings that a particular employee was paid with during the requested time period. This is useful in determining what chartstring to credit if an employee was incorrectly paid.

Labor Distribution

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

Required Parameters

Time Period

\*Fiscal Year 2014 \*From 3 September To 4 October

Optionally choose your own check date overriding FY and Periods above.  
range,  
09/01/2013 to 10/31/2013

Group Report By

☒ Employee  
☐ ComboCode

Filter Report By

☒ Emplid ☐ Job DeptId  
Empl ID 0101791 Rally Cat  

Job DeptId Range

From  
To

Labor Distribution Details Only Parameters

The Labor Distribution report does not include LIF,MED,ENP and 704-Cell Phone Reimbursement. The details report does.  
Check the box to exclude these from the details report. ☐  
Enter an earnings code to limit results to that code.   
☐ Use Same Column Order As UV\_PAY\_ERN\_DIST query

Report Parameters

Select Combo Code OR Charstring Values

ComboCode  
Chartstring

Account  
Oper. Unit  
Dept. CF  
Fund  
Source  
Function  
Project Id  
Program  
Purpose  
Property

Award ID (For Sponsored Projects)

## Running the Labor Distribution Report by Department

- Bring back the chartstring information for each employee in the department during the time period requested. Choose to group the output by combo code or employee.

Labor Distribution

Run Control ID: TestRunControl

[Report Manager](#)
[Process Monitor](#)

Run

Required Parameters

Time Period

\*Fiscal Year 2014 \*From 3 September To 4 October

Optionally choose your own check date overriding FY and Periods above.  
 range,  
 09/01/2013 to 10/31/2013

Group Report By

☒ Employee  
☐ ComboCode

Filter Report By

☐ Emplid ☒ Job DeptId

Empl ID

Job DeptId Range

From 11320 HRS Learning Services  
 To 11320 HRS Learning Services

Labor Distribution Details Only Parameters

The Labor Distribution report does not include LIF,MED,ENP and 704-Cell Phone Reimbursement. The details report does.  
 Check the box to exclude these from the details report. ☐  
 Enter an earnings code to limit results to that code.   
☐ Use Same Column Order As UV\_PAY\_ERN\_DIST query

Report Parameters

Select Combo Code OR Charstring Values

ComboCode

Chartstring

Account  
 Oper. Unit  
 Dept. CF  
 Fund  
 Source  
 Function  
 Project Id  
 Program  
 Purpose  
 Property

Award ID (For Sponsored Projects)

Save

Add

Update/Display

8. Click the **Save** button, and then click the **Run** button.
9. In the **Process Scheduler Request** screen that opens, select either **Labor Distribution** to receive a summary report, or **Labor Distribution Details** to receive a detailed report.

**Process Scheduler Request**

User ID: eneal      Run Control ID: TestRunControl

---

Server Name:       Run Date: 05/07/2014

Recurrence:       Run Time: 3:38:45PM     

Time Zone:

Process List						
Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input type="checkbox"/>	Labor Distribution	UVKA090	SQR Report	Web <input type="button" value="v"/>	PDF <input type="button" value="v"/>	<a href="#">Distribution</a>
<input type="checkbox"/>	Labor Distribution Details	UVKA091	SQR Report	Web <input type="button" value="v"/>	PDF <input type="button" value="v"/>	<a href="#">Distribution</a>

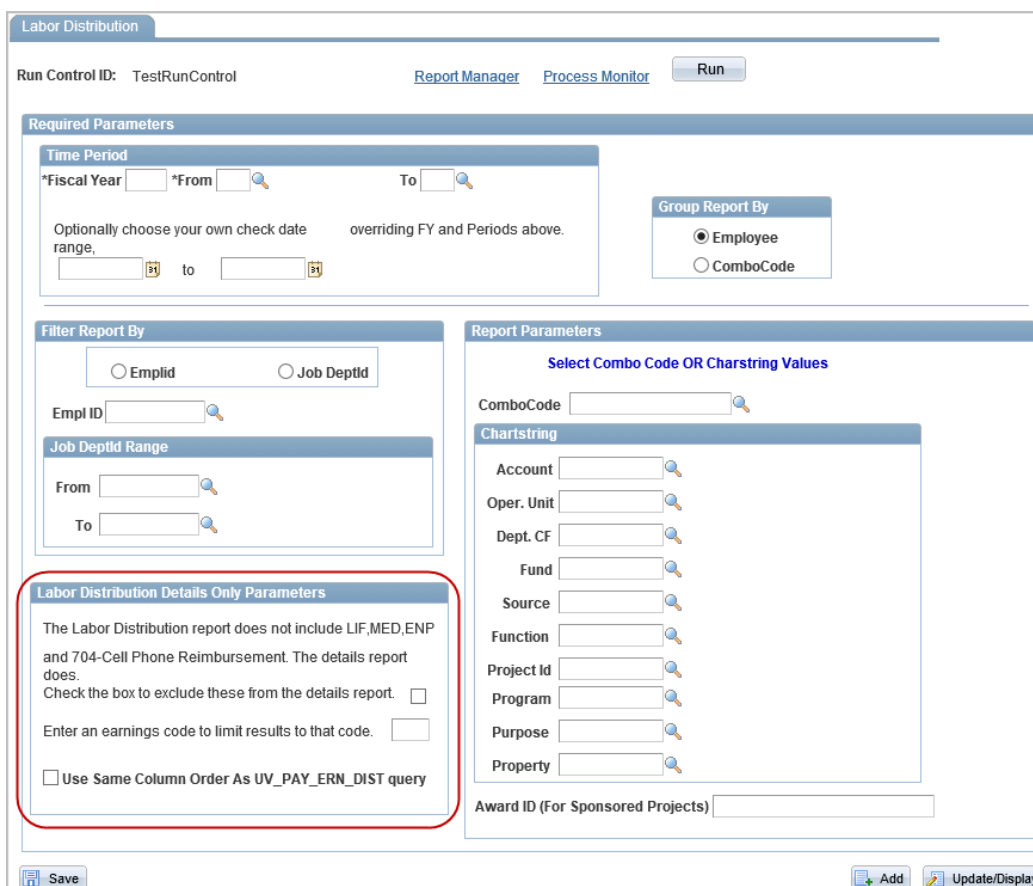
  

**Note:** Do not change the **Format**. It will default to **PDF**, but will automatically product both PDF and Excel reports.

10. Click **OK**.
11. The previous screen will appear. Click the **Process Monitor** link in the upper right corner of the screen. If unsure on how to use the process monitor, consult the [General information on Running Reports and Queries](#) guide for help.

### *Labor Distribution Details Only Parameters*

New options are available in the **Labor Distribution Details Only Parameter** section of the report criteria screen.



**Labor Distribution**

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

**Required Parameters**

**Time Period**  
 \*Fiscal Year  \*From  To   
 Optionally choose your own check date overriding FY and Periods above.  
 to

**Group Report By**  
☒ Employee  
☐ ComboCode

**Filter Report By**  
☐ Emplid ☐ Job Deptid  
 Empl ID   
**Job Deptid Range**  
 From  To

**Labor Distribution Details Only Parameters**  
 The Labor Distribution report does not include LIF,MED,ENP and 704-Cell Phone Reimbursement. The details report does.  
 Check the box to exclude these from the details report. ☐  
 Enter an earnings code to limit results to that code.   
☐ Use Same Column Order As UV\_PAY\_ERN\_DIST query

**Report Parameters**  
 Select Combo Code OR Charstring Values  
 ComboCode   
**Chartstring**  
 Account   
 Oper. Unit   
 Dept. CF   
 Fund   
 Source   
 Function   
 Project Id   
 Program   
 Purpose   
 Property   
 Award ID (For Sponsored Projects)

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

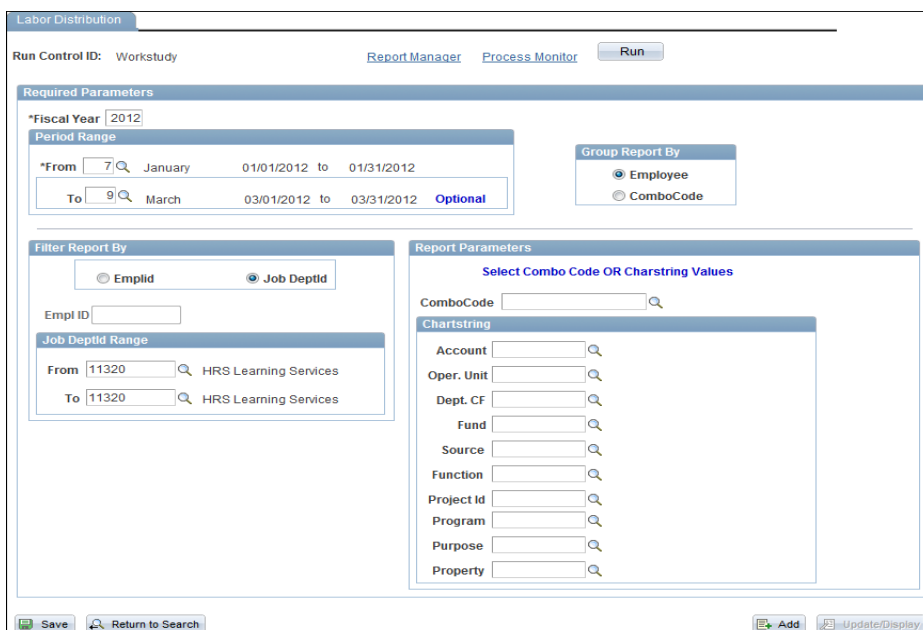
- Note that the **Labor Distribution Details** report includes the earnings codes for LIF, MED, ENP (Earnings not Paid), and 704-Cell Phone Reimbursement. To exclude these codes from being included in the report, click in the check-box to select it. The **Labor Distribution** report does not include these codes as they are not considered compensation. If you wish the two reports to tie out, check the box to exclude these four earning codes from the Labor Distribution Details report.
- The **Labor Distribution Details** report can run for just one particular earnings code if appropriate. This option applies only to the **Labor Distribution Details** report and not to the **Labor Distribution** report.
- The report output is in the same order as the PAY\_ERN\_DIST query, although the report has even more fields at the far right of the Excel file. There is also additional ordering criteria - the sort order is: NAME, EMPLID, PAY\_END\_DT, EMPL\_RCD, EARNS\_END\_DT, JOBCODE, ACCT\_CD. The query order is by NAME and PAY\_END\_DT.

## Use the Labor Distribution Report to Understand Departmental Suspense

- Use these instructions to tailor the Labor Distribution Report to determine who has been charged to the departmental suspense chartstring.
- The report may be sorted either by combo code or by individual.

### Step-by-Step Instructions: Using the Labor Distribution Report to Understand Departmental Suspense

1. Follow [Steps 1-7](#) for creating a Labor Distribution Report.
2. Enter a **Fiscal Year** and a **Period Range** in the appropriate fields.
3. Choose whether to group the information by **combo code** or by **employee** by selecting the appropriate radio button.
4. Under **Filter Report By**, choose **Job DeptId**.



5. Enter the department number in the **Job DeptId Range** fields.
6. In the Chartstring box in the lower right corner of the screen, enter **0010** in the Purpose field.
7. Click the **Save** button, and then click the **Run** button.
8. The process scheduler request screen will open. Click **OK**.
9. The previous screen will appear. Click the **Process Monitor** link in the upper right corner of the screen. If unsure on how to use the process monitor, consult the [General information on Running Reports and Queries](#) guide for help.

### **Work Study Award Report**

- This report will show the amount of the total award spent by student
- The information on this report reflects the amount of hours that were paid the last payroll . Any time not already paid will not be included in the report results.
- The totals in this report will accurately reflect amounts earned in work study job across departments, but it will not break the totals out by job.

#### *Step-by-Step Instructions: Running the Work Study Award Report*

1. Log in to PeopleSoft through the **Human Resources Login** ([www.uvm.edu/~erp/portal](http://www.uvm.edu/~erp/portal)).
2. Navigation: **UVM Reports > Payroll Reports > Work Study Award**
3. Here a prompt will ask to run a control id. Enter an existing Run control Id or create a new one. If unsure on how to set up a run control id, consult the [General information on Running Reports and Queries](#) guide for help.
4. Click **Search**.
5. A report will appear where criteria will need to be entered. There are several ways to run this report.
  - [Run the report by supervisor](#). Choosing this option will bring back one line for every student assigned to a particular supervisor.
  - [Run the report by department](#). Choosing this option will bring back one line per student.

*Run the report by department:*


When the report is run by DeptID it will bring back all of the work study students assigned to a particular department.

**Work Study Award**

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

**Fiscal Year (Required)**  
Fiscal Year:  Begin Date 07/01/2012 End Date 06/30/2013

**Report Request Parameters (Optional)**  
\* Leave both blank to select all departments  

**Deptid**  
Dept ID:  

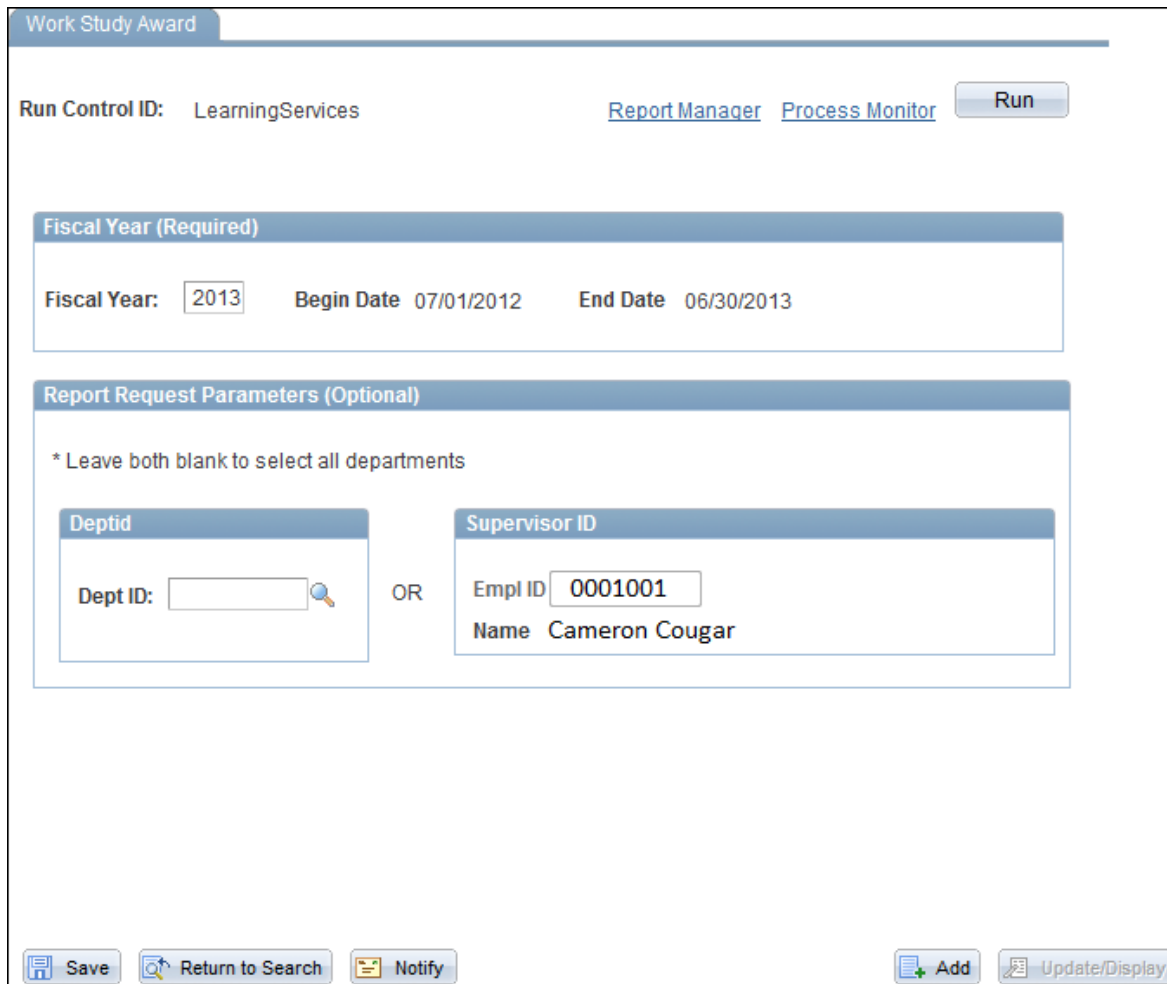
 OR 

**Supervisor ID**  
Empl ID   
Name

*Run the report by supervisor:*

If the report is run by Supervisor ID it will bring back the work-study students directly assigned to that supervisor.

Note that the EmplID referred to here is the EmplID of the Supervisor (Supervisor ID) and not the Employee ID of the student.



6. Enter the appropriate criteria and then click **Run**.
7. The process scheduler request screen will open. Click **OK**.
8. The previous screen will appear. Click the **Process Monitor** link in the upper right corner of the screen. If unsure on how to use the process monitor, consult the [General information on Running Reports and Queries](#) guide for help.

## The Time Card Report

The Time Card Report lists all Reported Time and Payable Time for the specified employee. The report also has a signature line for the employee and the supervisor which can be used for verification purposes if needed.

### *Step-by-Step Instructions: Setting up a Run Control ID for the Time Card Report*

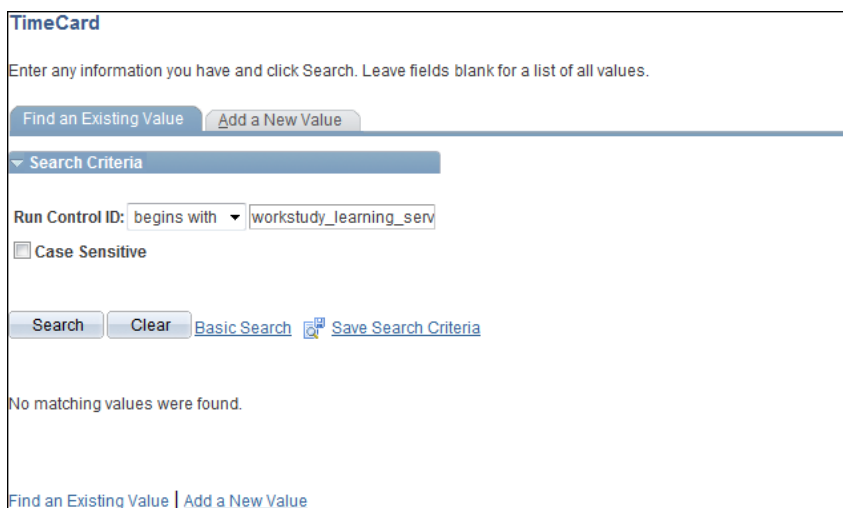
#### **Note:**

- This is a preliminary step that must be completed before the “Time Card Report” is run. Once this series of steps is completed, the Time Card can be run as often as desired with this Run Control ID without redoing these steps.
- If the information changes and employees need to be added or deleted, changes can be made in this run control. A new Run Control ID does not need to be created.

1. Log in to PeopleSoft through the **Human Resources Login** ([www.uvm.edu/~erp/portal](http://www.uvm.edu/~erp/portal)).
2. Navigation: **Time and Labor > Reports > Time Card**
3. Select a name for the **Run Control ID**.

**Note:** Choose a title that makes sense and that can be remembered. In the example, type of employee and supervisor last name are used. Run Control IDs are reusable each year, so try not to use specific dates or Fiscal years (e.g. workstudy\_\_learning\_services).

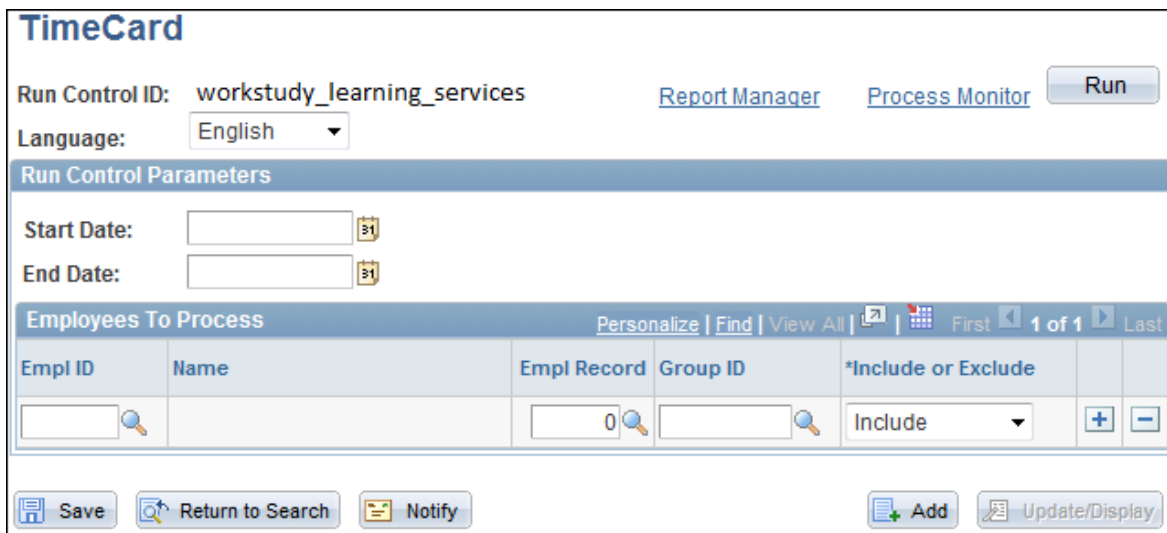
4. Enter the chosen Run Control into the search field. Click search to ensure that a Run Control ID with the same name does not exist.



The screenshot shows the 'TimeCard' search interface. At the top, it says 'Enter any information you have and click Search. Leave fields blank for a list of all values.' Below this are two buttons: 'Find an Existing Value' and 'Add a New Value'. A 'Search Criteria' section is expanded, showing a 'Run Control ID' field with a dropdown menu set to 'begins with' and the text 'workstudy\_learning\_serv' entered. There is a 'Case Sensitive' checkbox which is unchecked. Below the search field are buttons for 'Search', 'Clear', 'Basic Search', and 'Save Search Criteria'. At the bottom of the search area, it says 'No matching values were found.' At the very bottom of the form, there are links for 'Find an Existing Value' and 'Add a New Value'.

If the run control chosen is not a duplicate, the “No Matching Values were found” message will appear. If a duplicate value exists, the “Time Card Report” screen will appear and need to step 4 will have to be repeated to choose a new Run Control ID.

5. Click the **Add a New Value** tab. It will automatically populate the **Run Control ID**.
6. Click the **Add** button.
7. The **Time Card Report** screen will appear.



**TimeCard**

Run Control ID: **workstudy\_learning\_services** [Report Manager](#) [Process Monitor](#) **Run**

Language: **English** ▼

**Run Control Parameters**

Start Date:  31

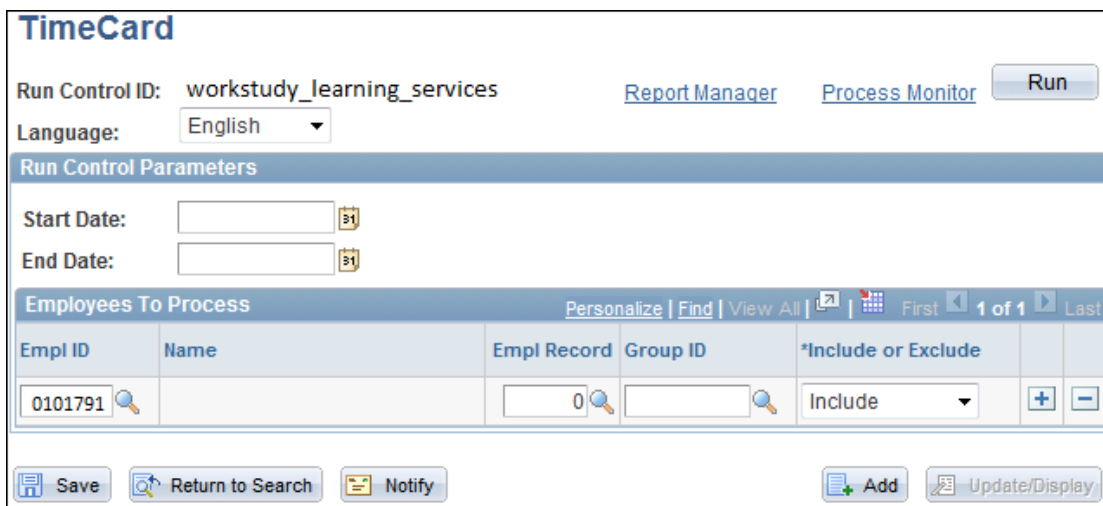
End Date:  31

**Employees To Process** [Personalize](#) | [Find](#) | [View All](#) | [First](#) | **1 of 1** | [Last](#)

Empl ID	Name	Empl Record	Group ID	*Include or Exclude		
<input type="text"/> 🔍		<input type="text"/> 0 🔍	<input type="text"/> 🔍	Include ▼	+	-

**Save** **Return to Search** **Notify** **Add** **Update/Display**

8. Click in the **EMPLID** field and type the **EMPLID** of first employee
9. The ID number of the employee will show in the **EMPL ID** field. Hit **TAB**. (Hint: the table behind the employee id takes forever to load. Clicking the spyglass next to this field will cause the system to time out. The same information can be rendered by following the procedure outlined in the next step.)



**TimeCard**

Run Control ID: **workstudy\_learning\_services** [Report Manager](#) [Process Monitor](#) **Run**

Language: **English** ▼

**Run Control Parameters**

Start Date:  31

End Date:  31

**Employees To Process** [Personalize](#) | [Find](#) | [View All](#) | [First](#) | **1 of 1** | [Last](#)

Empl ID	Name	Empl Record	Group ID	*Include or Exclude		
<b>0101791</b> 🔍		<input type="text"/> 0 🔍	<input type="text"/> 🔍	Include ▼	+	-

**Save** **Return to Search** **Notify** **Add** **Update/Display**

10. Choose the job to report on by checking the spy glass next to the **Empl Rcd Nbr** field.

11. Select the appropriate record by clicking on the hyperlink.

Search Results				
View 100		First 1-3 of 3 Last		
Empl Rcd Nbr	Name	Department	Job Code	Job Code Description
<a href="#">1</a>	<a href="#">Rally Cat</a>	<a href="#">30420</a>	<a href="#">0996</a>	<a href="#">Temporary Hourly Employee</a>
<a href="#">2</a>	<a href="#">Rally Cat</a>	<a href="#">11300</a>	<a href="#">0997</a>	<a href="#">Work Study Student</a>
<a href="#">3</a>	<a href="#">Rally Cat</a>	<a href="#">11320</a>	<a href="#">0997</a>	<a href="#">Work Study Student</a>

12. The record number will show in the **Empl Rcd Nbr** Field

Employees To Process				
Find   View All   First 1 of 1 Last				
Empl ID	Empl Rcd Nbr	*Include/Exclude Indicator		
0101791	2	Include	+	-

13. Click the plus sign to add another employee.

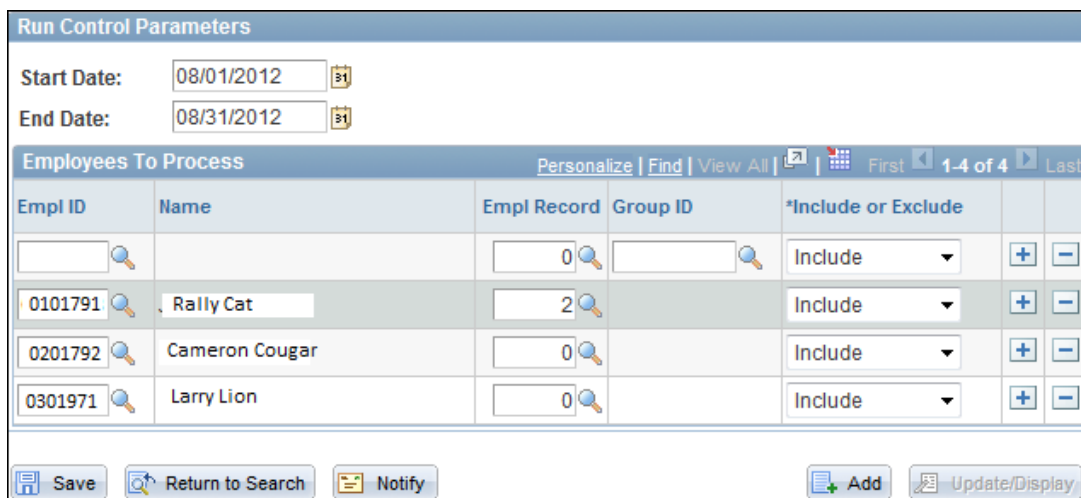
**Note:** To remove this employee in the future, simply click the negative sign to remove the line.

14. A new line will appear.

Employees To Process				
Find   View All   First 1-2 of 2 Last				
Empl ID	Empl Rcd Nbr	Group ID	*Include/Exclude Indicator	
0101791	2		Include	+
	0		Include	+

15. Repeat steps 10-16 until all of the employees being reported on have been entered.

16. After the 5<sup>th</sup> employee has been added, the screen will begin to collapse the lines.

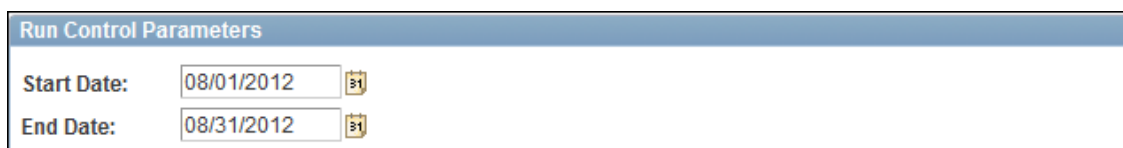


Run Control Parameters					
Start Date:		08/01/2012		31	
End Date:		08/31/2012		31	
Employees To Process					
Personalize   Find   View All   1-4 of 4   First   Last					
Empl ID	Name	Empl Record	Group ID	*Include or Exclude	
		0		Include	+ -
0101791	Rally Cat	2		Include	+ -
0201792	Cameron Cougar	0		Include	+ -
0301971	Larry Lion	0		Include	+ -

Save Return to Search Notify Add Update/Display

17. To view all lines click the **View All** link at the top of the employees list and all of the employees will be displayed.

18. When finished entering all of the employees, enter date parameters for the report.



Run Control Parameters	
Start Date:	08/01/2012 31
End Date:	08/31/2012 31

19. When finished entering dates, click the **Save** button.

### *Step-by-Step Instructions: Processing the Time Card Report*

1. Log in to PeopleSoft through the **Human Resources Login** ([www.uvm.edu/~erp/portal](http://www.uvm.edu/~erp/portal)).
2. Navigation: **Time and Labor > Reports > Time Card**
3. Enter the **Run Control ID** created [in the steps above](#) and click search to bring up the Time Card Report Screen.

4. The **Time Card** report screen will appear with the last dates saved in the date fields.


**Note:** Be sure that **Include** is visible next to all employees.


### TimeCard


Run Control ID: workstudy\_learning\_services [Report Manager](#) [Process Monitor](#)





















Language: English

**Run Control Parameters**

Start Date:  

End Date:  


**Employees To Process** [Personalize](#) | [Find](#) | [View All](#) |  First 1-4 of 4 Last

Empl ID	Name	Empl Record	Group ID	*Include or Exclude		
<input type="text"/> 		<input type="text"/> 0 	<input type="text"/> 	Include		
<input type="text"/> 		<input type="text"/> 0 	<input type="text"/> 	Include		
<input type="text"/> 		<input type="text"/> 0 	<input type="text"/> 	Include		
<input type="text"/> 		<input type="text"/> 0 	<input type="text"/> 	Include		


5. Enter new date parameters for the report.
6. When finished entering dates, click the **Run** button.
7. The **Process Scheduler Request** will appear.

### Process Scheduler Request

User ID: ccoug12 Run Control ID: Workstudy

Server Name:  Run Date:  

Recurrence:  Run Time:

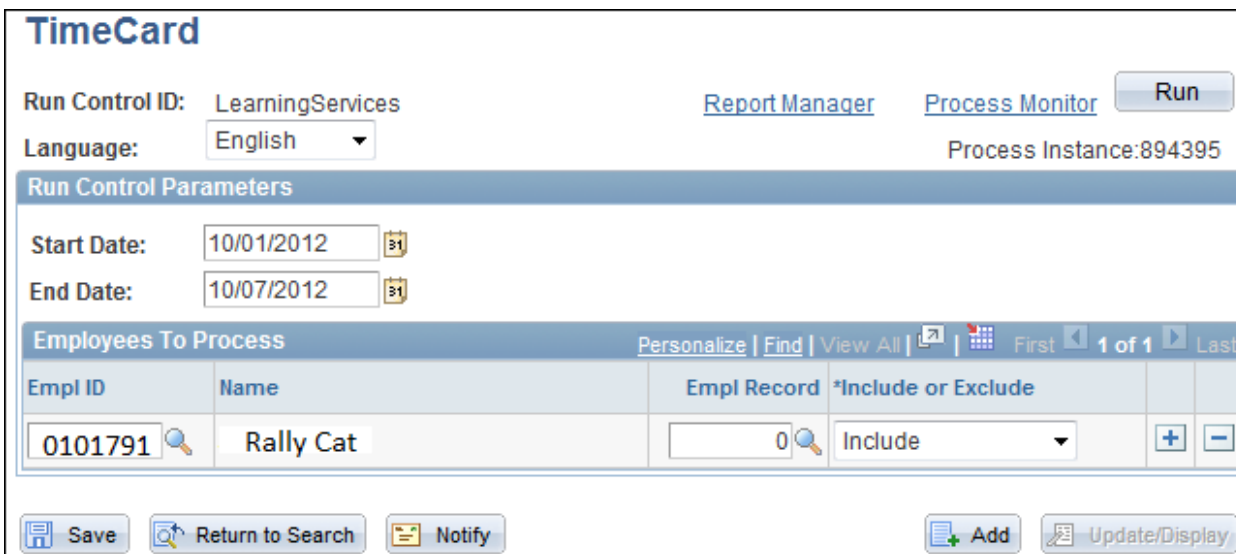
Time Zone:  

**Process List**

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	AE for the Time Card Report	TL_TMCRD_RPT	Application Engine	Web	TXT	<a href="#">Distribution</a>

8. Click **OK**.

9. The screen will refresh. Note that now a process instance number is listed in the top right hand corner of the screen. This signifies that the time card report process has successfully begun.





**TimeCard**



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




Language: English [Process Instance:894395](#)

**Run Control Parameters**

Start Date: 10/01/2012 

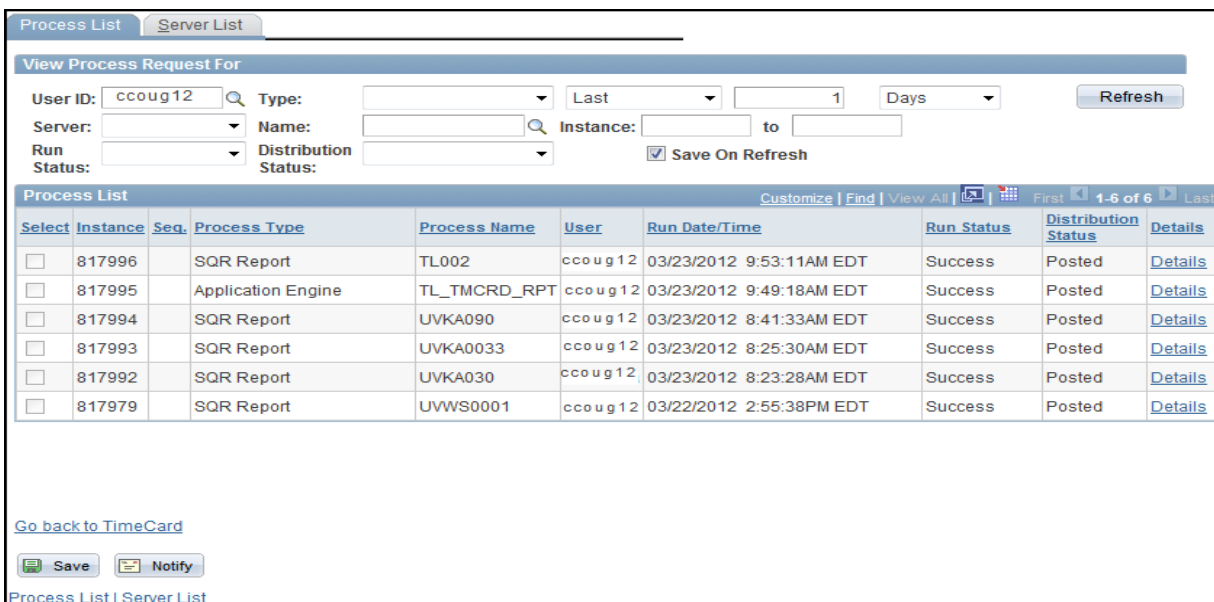
End Date: 10/07/2012 

**Employees To Process** [Personalize](#) | [Find](#) | [View All](#) |  |  First [1 of 1](#) Last

Empl ID	Name	Empl Record	*Include or Exclude		
0101791 	Rally Cat	0 	Include 	<a href="#">+</a>	<a href="#">-</a>




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





10. Select the **Process Monitor** link.
11. The **Process List** will appear.







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

**View Process Request For**

User ID: ccoug12  Type:  Last:  1 Days [Refresh](#)

Server:  Name:  Instance:  to 

Run Status:  Distribution Status:  ☒ Save On Refresh

**Process List** [Customize](#) | [Find](#) | [View All](#) |  |  First [1-6 of 6](#) Last

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	817996		SQR Report	TL002	ccoug12	03/23/2012 9:53:11AM EDT	Success	Posted	<a href="#">Details</a>
<input type="checkbox"/>	817995		Application Engine	TL_TMCRD_RPT	ccoug12	03/23/2012 9:49:18AM EDT	Success	Posted	<a href="#">Details</a>
<input type="checkbox"/>	817994		SQR Report	UVKA090	ccoug12	03/23/2012 8:41:33AM EDT	Success	Posted	<a href="#">Details</a>
<input type="checkbox"/>	817993		SQR Report	UVKA0033	ccoug12	03/23/2012 8:25:30AM EDT	Success	Posted	<a href="#">Details</a>
<input type="checkbox"/>	817992		SQR Report	UVKA030	ccoug12	03/23/2012 8:23:28AM EDT	Success	Posted	<a href="#">Details</a>
<input type="checkbox"/>	817979		SQR Report	UVWS0001	ccoug12	03/22/2012 2:55:38PM EDT	Success	Posted	<a href="#">Details</a>

[Go back to TimeCard](#)



[Save](#) [Notify](#)

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

12. Click the refresh button to update the screen.

**Note:** This report actually uses 2 processes. "SQR Report" and "Application Engine"

13. When the screen shows “**Success**” and “**Posted**” on both processes, proceed to the next step.

Process List									
Customize   Find   View All     First 1-6 of 6 Last									
Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	817996		SQR Report	TL002	ccoug12	03/23/2012 9:53:11AM EDT	Success	Posted	<a href="#">Details</a>

14. Click on the **Details** link.

15. The Process Detail screen will appear. Click the **View Log/ Trace** link

Actions	
<a href="#">Parameters</a>	Transfer
<a href="#">Message Log</a>	
Batch Timings	
<a href="#">View Log/Trace</a>	

16. The **View Log /Trace** screen will appear. Click on the PDF link to see the results.

File List		
Name	File Size (bytes)	Datetime Created
<a href="#">SQR TL002 817996.log</a>	1,906	03/23/2012 9:53:40.850250AM EDT
<a href="#">tl002 817996.PDF</a>	14,039	03/23/2012 9:53:40.850250AM EDT
<a href="#">tl002 817996.out</a>	0	03/23/2012 9:53:40.850250AM EDT

17. Results will open up in a PDF document that can be saved on the computer or printed.

18. The report will include two sections:

- **Reported Elapsed Time** – Shows the time entered into the system.
- **Payable Time** – Shows the time that has been entered into **and** processed through the system. This section will show the status of the time as of the moment the report is run.

Description of Status Indicators:

- **Waiting for Approval** – Needs manager approval
- **Approved Goes to payroll** – waiting for Human Resource Services to run a payroll
- **Closed** – Paid out

## Accessing Information Using Queries

This guide will describe how to run a query to access departmental information. The information obtained is controlled by security access that allows only the departments that an employee is assigned to, to be viewed.

**Note:** Steps 1 through 7 are the same for all queries.

1. Log in to PeopleSoft through the **Human Resources Login** ([www.uvm.edu/~erp/portal](http://www.uvm.edu/~erp/portal)).
2. Navigation: **Reporting Tools > Query > Query Viewer**
3. Enter the query desired into the search field and click search. The chosen query will show in a list below the search page.



**Query Viewer**

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

\***Search By:** Query Name begins with

**Search** [Advanced Search](#)

4. By clicking on the appropriate link, to run the query to the screen (HTML) or to an Excel spreadsheet (EXCEL).

Query				Customize   Find   View 100		First 1-30 of 300 Last	
Query Name	Description	Owner	Folder	Run to HTML	Run to Excel	Run to XML	Schedule
APY3000_VENDOR_DETAIL	APY3000-Vendor Detail	Public		<a href="#">HTML</a>	<a href="#">Excel</a>	<a href="#">XML</a>	<a href="#">Schedule</a>

5. After clicking on the link to run in either Excel or HTML, the report parameters will appear.
6. Fill in the blanks with the specific information requested and click **View Results**

## Commonly Used Queries


### UV\_PAY\_ERN\_DIST

Use this query to:

- View actuals for employees by department or individual
- View the status of retro distribution changes
- [Determine whose wages are included in a particular salary amount from a budget status report](#)
- [Determine what chartstring a particular employee was paid from.](#)
- [Determine employees paid on a particular project.](#)

### General Tips:














- Choose the amount of criteria to enter carefully. Enter enough criteria to limit the amount of information brought back without limiting the results so much that all the possible results aren't retrieved.
- **All** fields must have a value or a wildcard or no query results will return.
- Fields marked with **(%)** will accept % as a wildcard value.
- Enter part of a field with a wildcard.

Example:  

- Use 00000 and 99999 as wildcard values for the **Dept From** and **Dept To** Fields.
- Enter a fiscal year. Wildcards are not valid in Fiscal Year Fields.














### *Determine whose wages are included in a particular salary amount from a budget status report*

Enter criteria as shown below to determine the group of employees represented in a particular salary amount on a budget report.

UV_PAY_ERN_DIST - Payroll Earnings Information	
Emplid Like(%):	% 
Combo Code Like(%):	% 
Account Like(%):	% 
Oper Unit Like(%):	22 
Dept CF From (specify value):	57000 
Dept CF To (specify value):	57000 
Fund Like(%):	300 
Source Like(%):	201001 
Function Like(%):	211 
Project Like(%):	020923 
Program Like(%):	% 
Purpose Like(%):	% 
Property Like(%):	% 
FSCM Fiscal Yr From:	2008
FSCM Fiscal Yr To:	2008
<input type="button" value="View Results"/>	














*Determine what chartstring a particular employee was paid from*

Enter criteria as shown below to determine what chartstring or chartstrings a particular employee was paid from.

UV_PAY_ERN_DIST - Payroll Earnings Information	
Emplid Like(%):	0108431 
Combo Code Like(%):	% 
Account Like(%):	% 
Oper Unit Like(%):	% 
Dept CF From (specify value):	00000 
Dept CF To (specify value):	99999 
Fund Like(%):	% 
Source Like(%):	% 
Function Like(%):	% 
Project Like(%):	% 
Program Like(%):	% 
Purpose Like(%):	% 
Property Like(%):	% 
FSCM Fiscal Yr From:	2008
FSCM Fiscal Yr To:	2008
<a href="#">View Results</a>	

*Determine employees paid on a particular project*

Enter criteria as shown below to determine which employees were paid on a particular sponsored or non-sponsored project.

UV_PAY_ERN_DIST - Payroll Earnings Information	
Emplid Like(%):	% 
Combo Code Like(%):	% 
Account Like(%):	% 
Oper Unit Like(%):	% 
Dept CF From (specify value):	00000 
Dept CF To (specify value):	99999 
Fund Like(%):	% 
Source Like(%):	% 
Function Like(%):	% 
Project Like(%):	020903 
Program Like(%):	% 
Purpose Like(%):	% 
Property Like(%):	% 
FSCM Fiscal Yr From:	2008
FSCM Fiscal Yr To:	2008
<a href="#">View Results</a>	

## Resources

If you have questions about information in this user guide, please e-mail [Payroll Services](#).

### Helpful Links

- [Payroll Deadline Schedule](#)
- [UFS Roadshow Topics \(PDF\)](#)
- [Professional Development & Training Classes](#)

### Relevant UVM Departments

- [Payroll Services](#)
- [Human Resource Services](#)

### Related Policies

- [University Policies and Operating Procedures](#)