

PeopleSoft

KUMC

**PeopleSoft HR8 Fundamentals
Procedural Reference**

Table of Contents

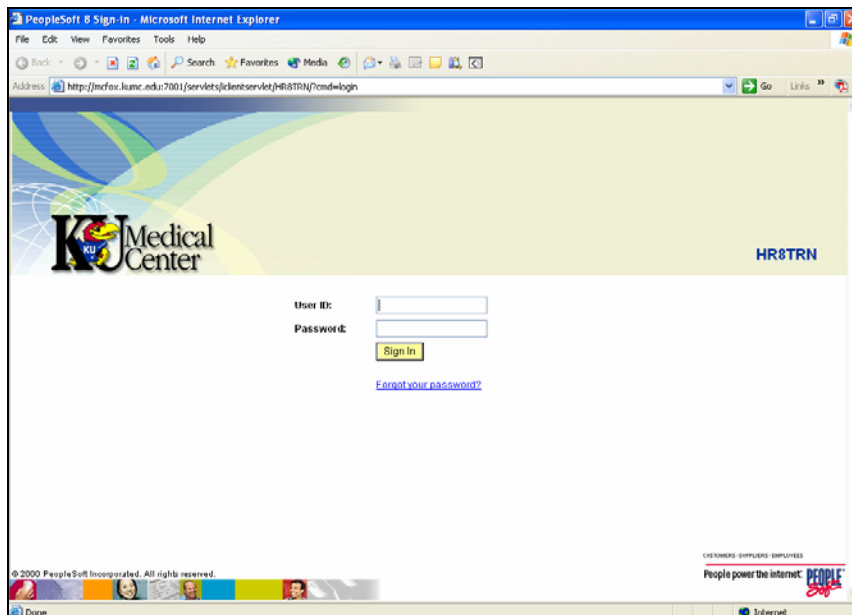
	Page
Signing On	3
Signing Out	6
Reports/Processes	
Run Controls.....	7
Process Monitor.....	8
Commonly Used Buttons/Links.....	12
Information, Warning, Error Messages	14
Assistance	16

SIGNING ON

Navigation




NOTE: Step 1 Can also right-click on desktop icon and select **Open** from the drop-down menu.



NOTE: Step 2 User ID is the same as Novell network User Name.

User ID will be converted to all upper case when cursor is moved to password field.

Step 4 Password is the same as Novell network password.

1. Double-click on desktop icon. 

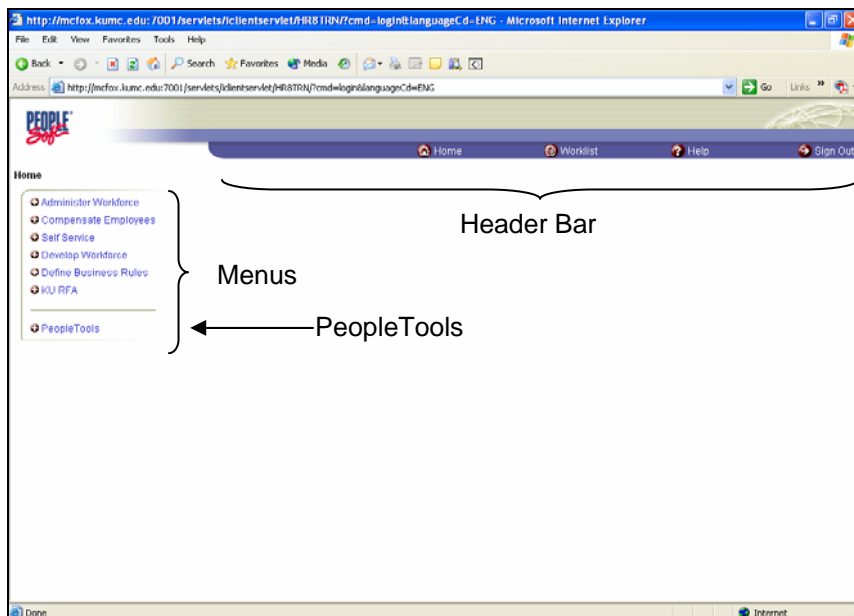
2. Type **User ID**. 

3. Press **TAB**, or click in the Password field.

4. Type **Password** and press **ENTER** or click **Sign In** button. 

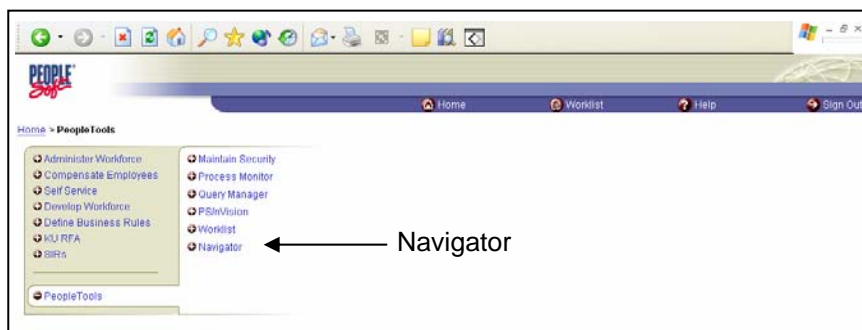
SIGNING ON

Navigation (continued)



5. Click on the **People Tools** menu.

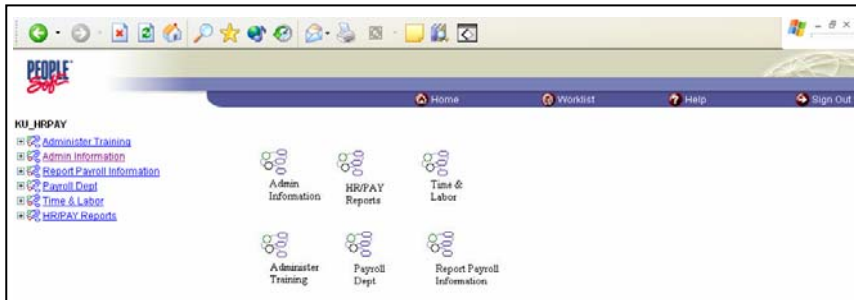
NOTE: The Home Page consists of a set of menus at the left, along with a blue Header Bar across the top.



6. Click on the **Navigator** menu.

SIGNING ON

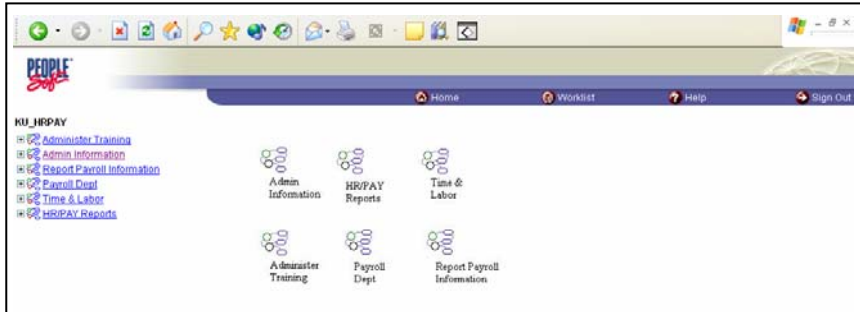
Navigation (continued)




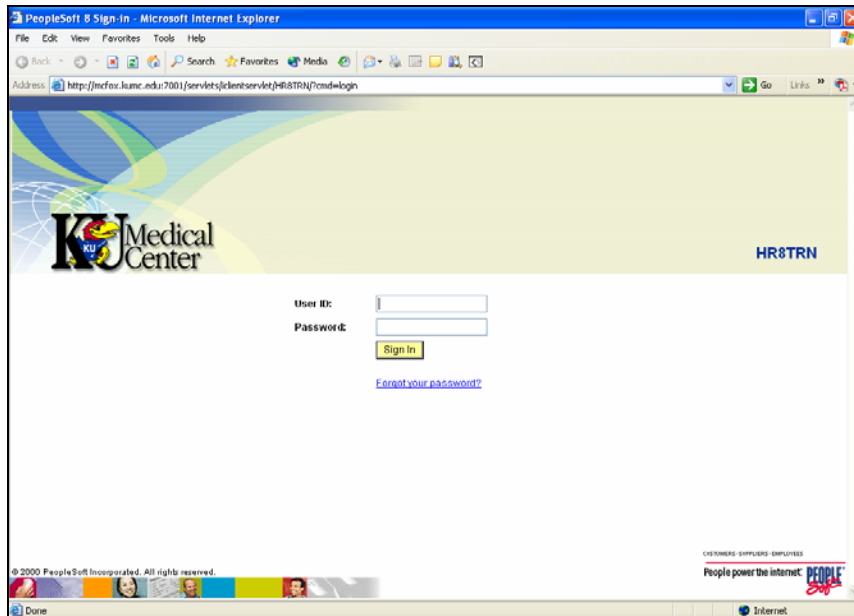
7. Proceed as directed in module-specific training.

SIGNING OUT

Navigation



1. On Header Bar, select  .



2. From the Browser menu, select **File, Close**.

REPORTS/PROCESSES

Run Control

Running a report in PeopleSoft is a request to retrieve information from the database. The parameters (search criteria) in a Run Control determine which records to include in the report and how to display the results. By changing the parameters each time, one Run Control can be utilized for many reports. As an alternative, you can create a separate Run Control for each set of results.

Faculty Job Data

Find an Existing Value

Run Control ID:

Case Sensitive

[Basic Search](#)

[Add a New Value](#)

Search Results

View All First 1-2 of 2 Last

Run Control ID	Language Code
Faculty Data	English
Mailing List	English

Faculty Job Data

Add a New Value

Run Control ID:

[Find an Existing Value](#)

NOTE: Step 4 Run Control IDs can NOT contain spaces or special characters.

1. Have you previously created a Run Control for this report?

If **no**, click [Add a New Value](#) and go to Step 4.

If **yes**, go to Step 2.

2. Click .

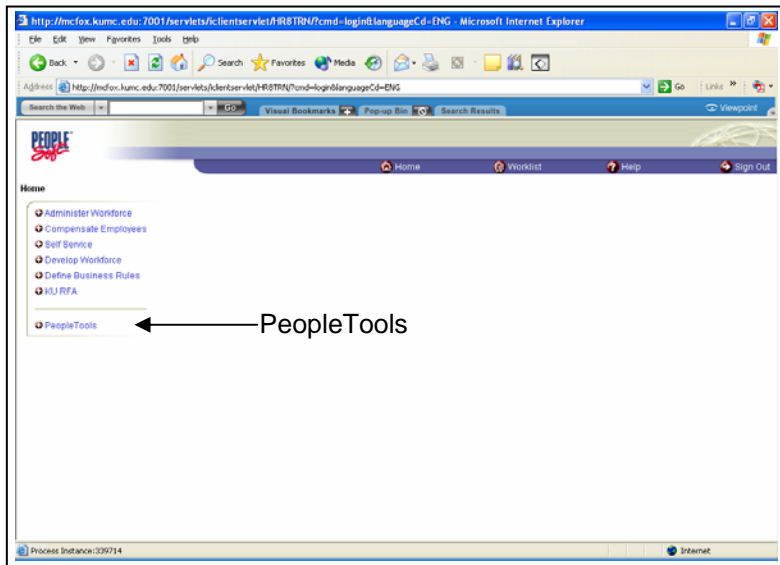
3. In Search Results window, click on desired run control name.

4. Complete the **Run Control ID:** field. 

5. Click .

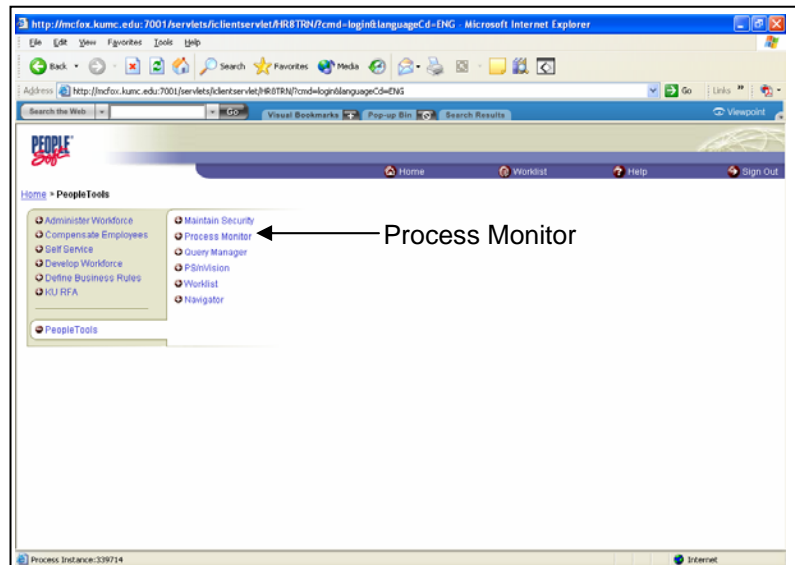
REPORTS/PROCESSES

Process Monitor



To view previously run reports on the Process Requests page, access the Process Monitor directly from the Home Page.

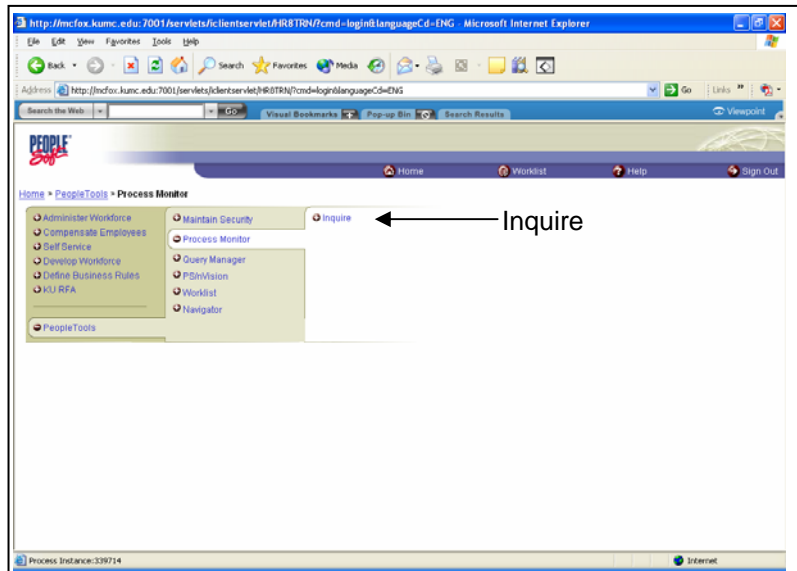
1. Click on **People Tools**.



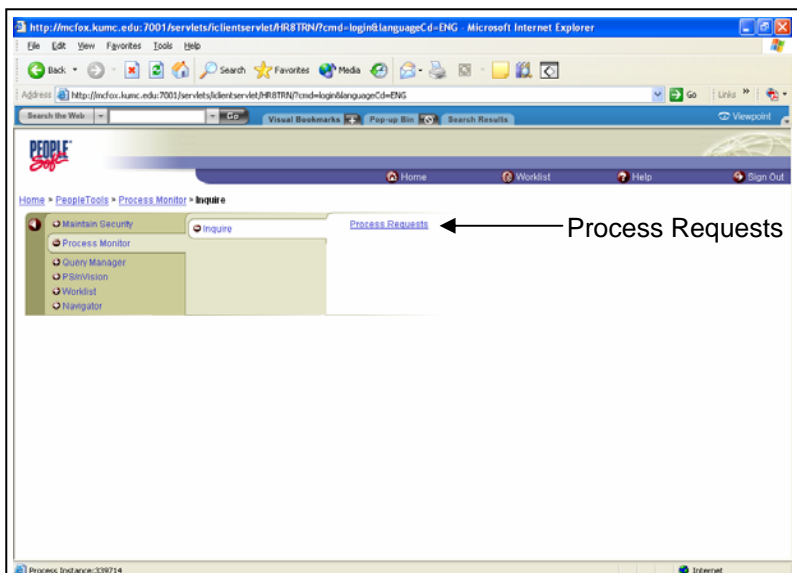
2. Click on **Process Monitor**.

REPORTS/PROCESSES

Process Monitor (continued)



3. Click on **Inquire**.



4. Click on **Process Requests**.

REPORTS/PROCESSES

Process Monitor (continued)

The screenshot shows the 'Process Monitor' web application interface. At the top, there is a navigation menu with 'Home', 'PeopleTools', 'Process Monitor', and 'Inquiry > Process Requests'. Below the menu, there are search filters for 'View Process Request For' including 'User ID', 'Process Type', 'Server Name', and 'Instance'. A table lists process requests with columns for 'Instance Seq.', 'Process Type', 'Process Name', 'User', 'Run Date/Time', 'Run Status', and 'Details'. The first row shows instance 339714, type 'Application Engine', name 'TL_TIMEADMIN', user 'PSTRN13', and status 'Success'. An arrow points to the 'Details' link in this row.

Instance Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Details
339714	Application Engine	TL_TIMEADMIN	PSTRN13	02/21/2005 9:58:09AM CST	Success	Details

5. Click on [Details](#).

The screenshot shows the 'Process Detail' page for instance 339714. It displays various attributes such as 'Instance: 339714', 'Type: Application Engine', 'Name: TL_TIMEADMIN', and 'Description: TL_TIMEADMIN'. There are sections for 'Run' (with 'Update Process' options) and 'Date/Time' (with 'Actions'). An arrow points to the 'View Log/Trace' link in the 'Actions' section.

Date/Time	Actions
Request Created On: 02/21/2005 9:58:15AM CST	Parameters Transfer
Run Anytime After: 02/21/2005 9:58:09AM CST	Message Log Term Tables
Began Process At: 02/21/2005 9:58:35AM CST	Batch Timings
Ended Process At: 02/21/2005 10:13:32AM CST	View Log/Trace

6. Click on [View Log/Trace](#).

REPORTS/PROCESSES

Process Monitor (continued)

Report/Log Viewer

Instance: 339715 Type: SQL Report
Name: JPER137 Run Ctrl ID: PSTRN13
Status: Success Submitted By: PSTRN13
Server: PSUNX Recurrence:

JPER137












Name	Size	CreationDate
Message Log	1216 bytes	2005-02-21 10:49:13
Trace File	147 bytes	2005-02-21 10:49:13
jper137_339715.PDF	1588 bytes	2005-02-21 10:49:13

.PDF Link







7. Click on [.PDF](#) link.

8. Report is displayed in Adobe Acrobat Reader window.

COMMONLY USED BUTTONS/LINKS

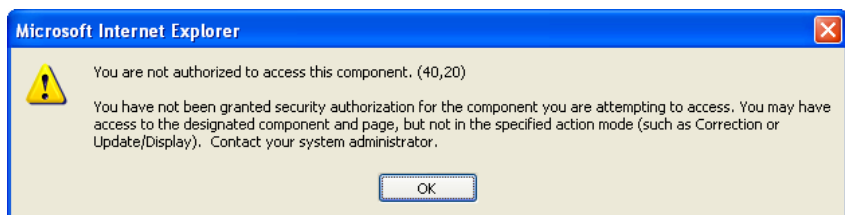
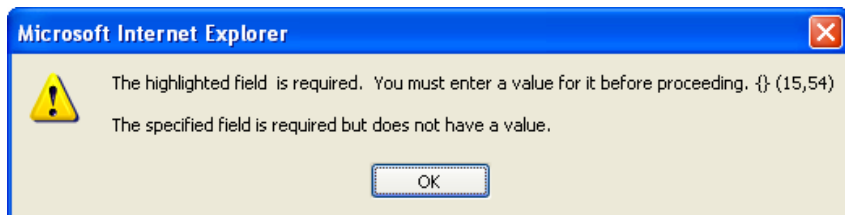
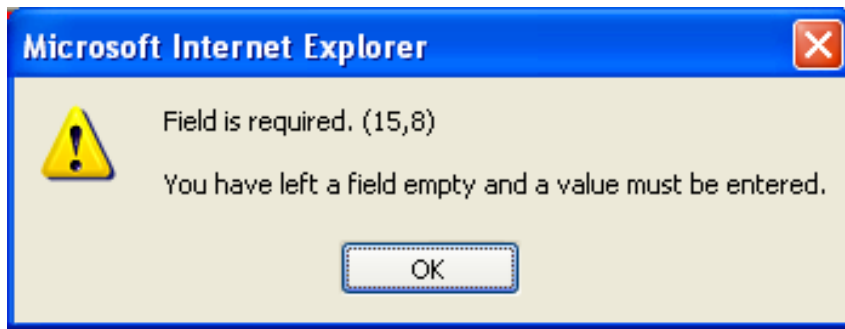
Button/Link	Function
 or Lookup	Display valid values for a specific field
Search	Retrieve data from database Names must be entered: lastname,firstname (with no comma between names) Enter dates using two digits for month, two digits for day of month, and either two or four digits for year. PeopleSoft will format to MM/DD/YY To perform a wild card search, type % (percent sign) immediately in front of the text
 Return to Search	Return to list
 Next in List	Displays next item in list
 Previous in List	Displays previous item in list
Clear	Deletes entries in all fields on the page
Cancel	Return to previous page
Save or 	Saves data entered
Add a New Line	Add an additional line
	Insert new row
	Delete row
View All First  1 of 1  Last	Click  to display the previous record in a group,  to display the next record in a group Click First to display the first record in a group, Last to display last record in a group Click View All to display all of the records in a group on the same page Click View 1 to return to original view of records

COMMONLY USED BUTTONS/LINKS

Button/Link	Function
	Displays current information in the database
	Click to view calendar
 or 	Add a new entry to the database
	Initiates a report or process
<input type="checkbox"/> Case Sensitive	If this box is checked, only exact case matches will be found in searches
Process Monitor	On Report Request Parameters page, when Process Instance Number displays click to continue retrieving report.
	On View Process Request For page, click until Success displays in Run Status column.
New Window	Opens new PeopleSoft session in a new browser window

INFORMATION, WARNING, ERROR MESSAGES

Messages



All of these messages indicate that a required field does not have a value entered.

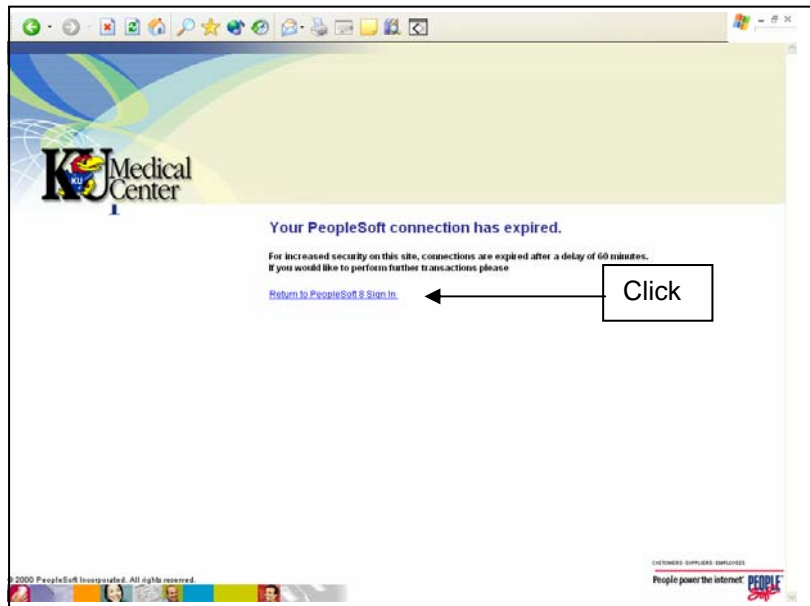
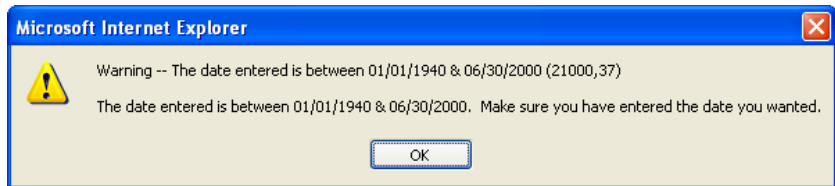
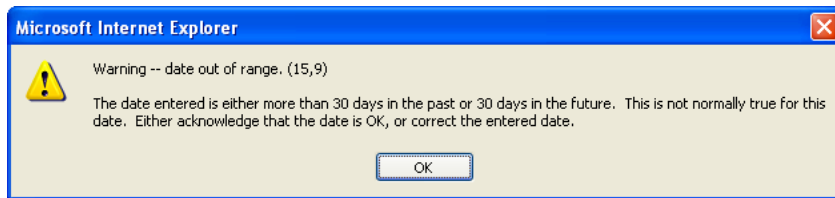


Enter value in field to continue.

Your userid does not have security authorization to access this process.

INFORMATION, WARNING, ERROR MESSAGES

Messages



This is only a warning.

Click

Verify Date is entered as desired.

This is only a warning.

Click

Verify Date is entered as desired.

Session will expire if no activity in 60 minutes.

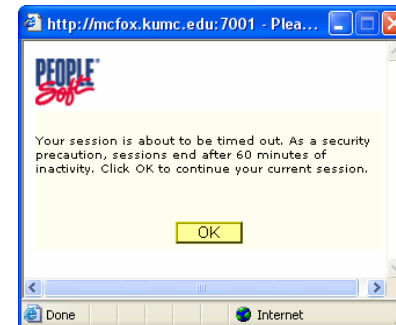
Click [Return to PeopleSoft & Sign In](#) to initiate a new session.

OR

From the Browser menu, select **File, Close** to exit.

Prior to the 60 minute time-out, the message below will display.

Click to continue.



APPENDIX

Questions

Call 8-1121 PeopleSoft Support for questions about:

- PeopleSoft Pages
- Navigation within PeopleSoft
- Add/Change access to PeopleSoft

The office is usually staffed from 8:00 AM to 4:30 PM. In the event no one is available to assist, you may leave your question on the office Audix voice mail system, and we will return your call.

Call 8-7995 Customer Support for questions about:

- PeopleSoft installation
- Network connection difficulties
- Printer connectivity issues