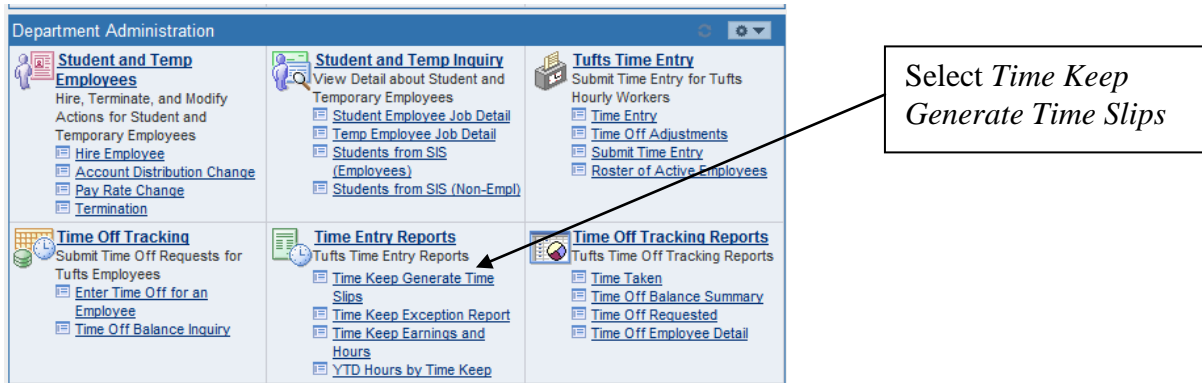


Printing in PeopleSoft HRMS Web-Based Application

To print, you will need to have Adobe Acrobat Reader installed on your computer.

Step 1

After you have logged into PeopleSoft HRMS 9.2, navigate to the **Department Administration** group and select a report link. For Department Administration, reports are grouped into two categories, **Time Entry Reports** and **Time Off Tracking Reports**. For this example, choose *Time Keep Generate Time Slips* under **Time Entry Reports**.



Step 2

At this point, a page will appear asking for a **Run Control ID**. The first time you run a report, you will need to create a Run Control ID. Select **Add a New Value** to create the new Run Control ID. Many users will use their initials or name as their Run Control ID. You can use the same Run Control ID for all your reports.

If you already have a Run Control ID, you can use the search button to find it.

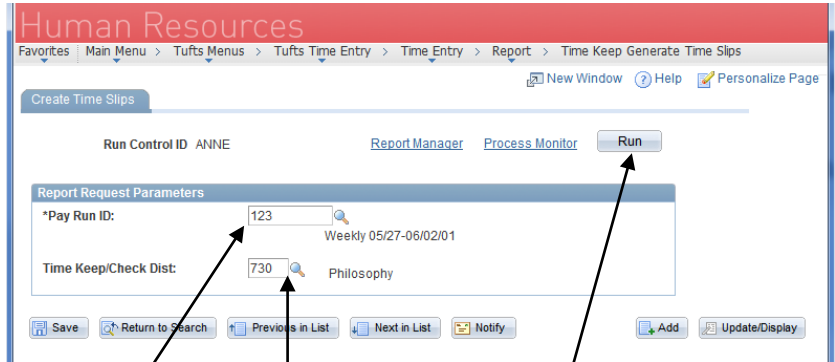


Step 3

After you enter your Run Control ID (and hit Enter), the page for your specific report will appear. To generate timeslips you will need to enter the **PayRun ID**.

To find the appropriate Pay Run ID, you can use the magnifying glass to find the right week.

You will also have to enter your **TimeKeep**.

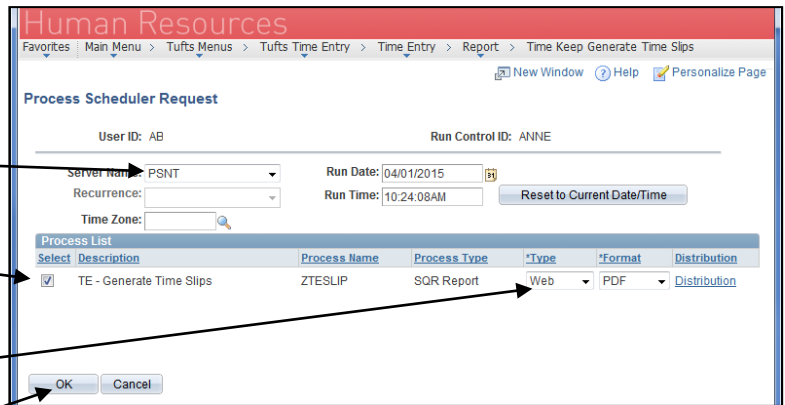


1. Enter Pay Run ID
2. Enter Timekeep #
3. Click Run

Step 4

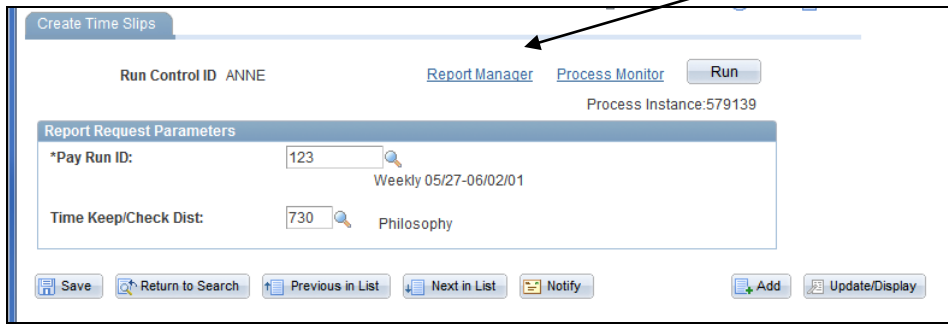
The **Process Scheduler Request** page will appear. Do the following:

1. Make sure that the **Server Name** is **PSNT**
2. Make sure the box under **Select** is checked
3. Make sure **Type** is **Web** and **Format** is **PDF**
4. Click **OK** when done



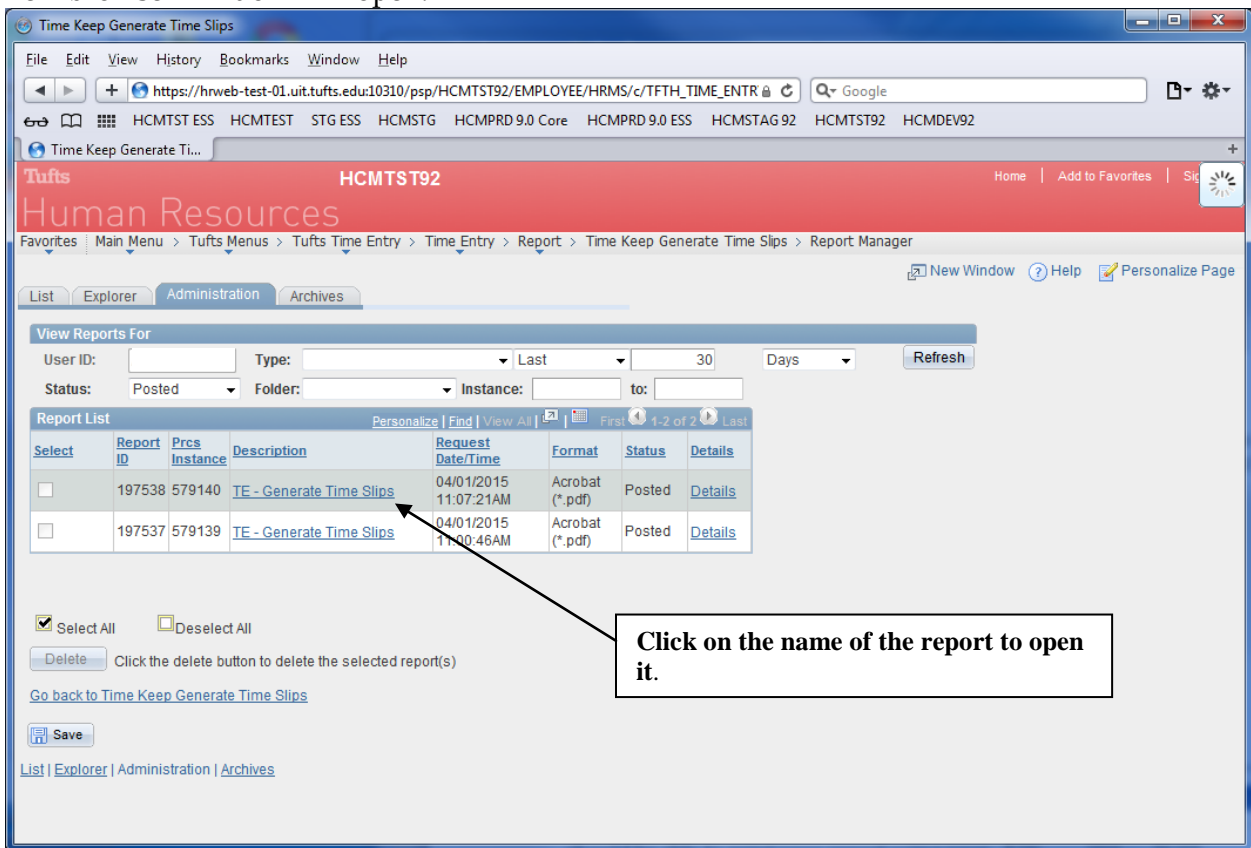
Step 5

When you click **OK**, this page will appear. Click on **Report Manager** to continue.



Step 6

Click on the **Administration** tab. If the status does not say **Posted**, click on the **Refresh** button every few minutes until it does. Once the status says **Posted**, click on the link in the field. and a new browser window will open.



Step 7

In this browser, you can go to File , then Print, to print your report. Other browsers may differ slightly.

The screenshot shows a web browser window with the following content:

URL: https://hrweb-test-01.uitttufts.edu:10310/psreports/HCMST92/197538/ZTESLIP_579140.PDF

Page Title: Tufts University Weekly Time Report

Report Header:

- Pay File Date: 05-07-2001
- Timecard No: 1230000
- Timecard Loc #: 730
- Plakophy:
- Check Date: 2001-06-08

The report lists four employees with their weekly time logs:

Employee Name	Pay Group	Dept	STD Hours	Emp'd Rate	Dep't Df'te	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	TOTALS	OVERLIDE SECTION	Project	Client	
Helmsky Anne S	SN	A270001	35	0	5004A270200 (100%)	05/27	05/28	05/29	05/30	05/31	06/01	06/02	06/03	Code	Hours	Rate	Density	Amount
Helmsky Anne S	SN	A270001	0	0	5004A270200 (100%)	05/27	05/28	05/29	05/30	05/31	06/01	06/02	06/03	Code	Hours	Rate	Density	Amount
Hensel-Hissabeh SN	A340001	0	0	5004A340200 (100%)	05/27	05/28	05/29	05/30	05/31	06/01	06/02	06/03	06/04	Code	Hours	Rate	Density	Amount
Williams-Jerome A	LMD	A270001	20	0	5006A270200 (100%)	05/27	05/28	05/29	05/30	05/31	06/01	06/02	06/03	Code	Hours	Rate	Density	Amount

Legend:

- 1 - Enter hours worked per day
- 2 - Total hours and percentages corrected, always in integer results
- 3 - Verify that this report correctly reflects all time worked for the period noted and that the salary distributions represent an accurate accounting of the effort expended including changes, if any, as noted in the space provided.

Job Codes:

- 001 - Regular
- 101 - Shift OT 1.0
- 102 - Shift OT 1.5
- 202 - Vacation
- 212 - Holiday
- 222 - Personal
- 232 - Sick
- 262 - Jury Duty

Student Status:

- 001 - Regular
- 011 - Non-Tufts Student
- 021011 - Full W/ Academic/Summer
- 022011 - Current Service Acad/Summer
- 023011 - Tufts W/ Academic/Summer
- 023911 - American Reads Acad/Summer
- 034 - Teacher Faculty
- 106 - Student OT 1.5

Print Name: Sign Name: Date: Phone: **TOTAL**

*** Service Center will not keep a copy of this form. Make a copy for your own records. ***