

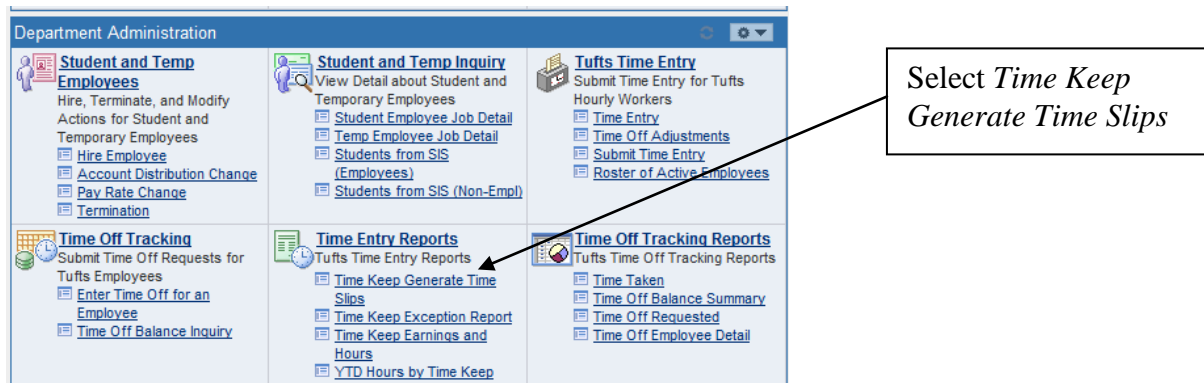
Please Note: As of June 3, 2019, the appearance of eServe has changed. The steps in this process will mostly remain the same, but your screen may not match these images. We are working on updating this document.

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.

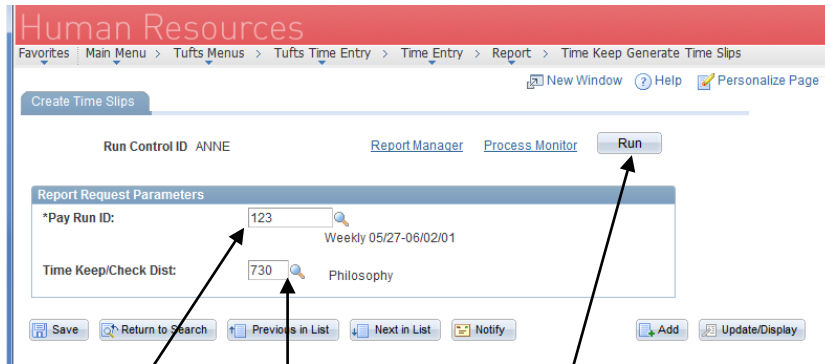


Step 3

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**.

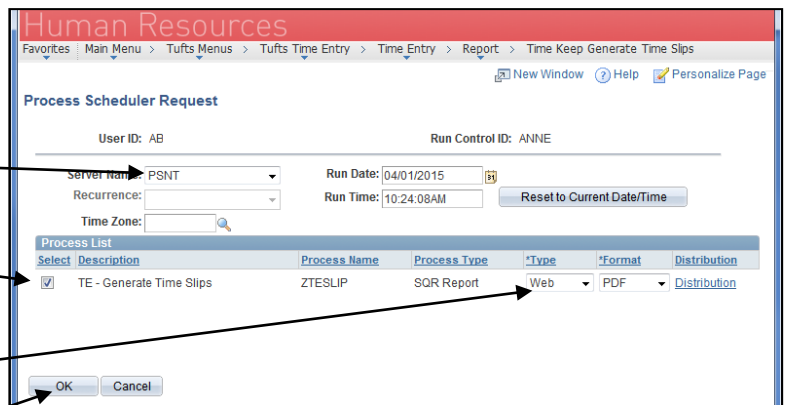


- 1. Enter Pay Run ID
- 2. Enter Timekeep #
- 3. Click Run

Step 4

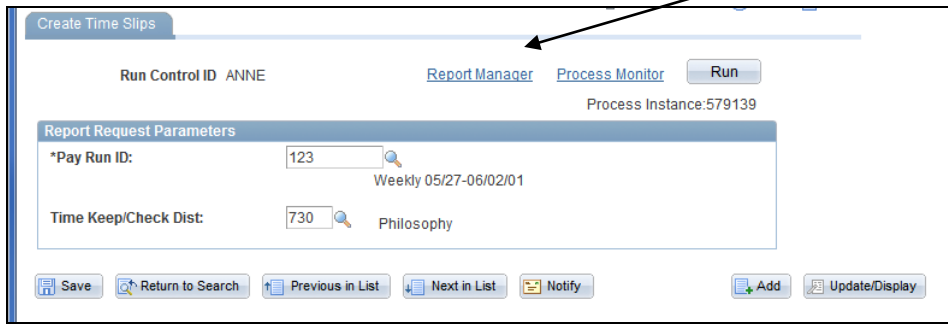
The **Process Scheduler Request** page will appear. Do the following:

- 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



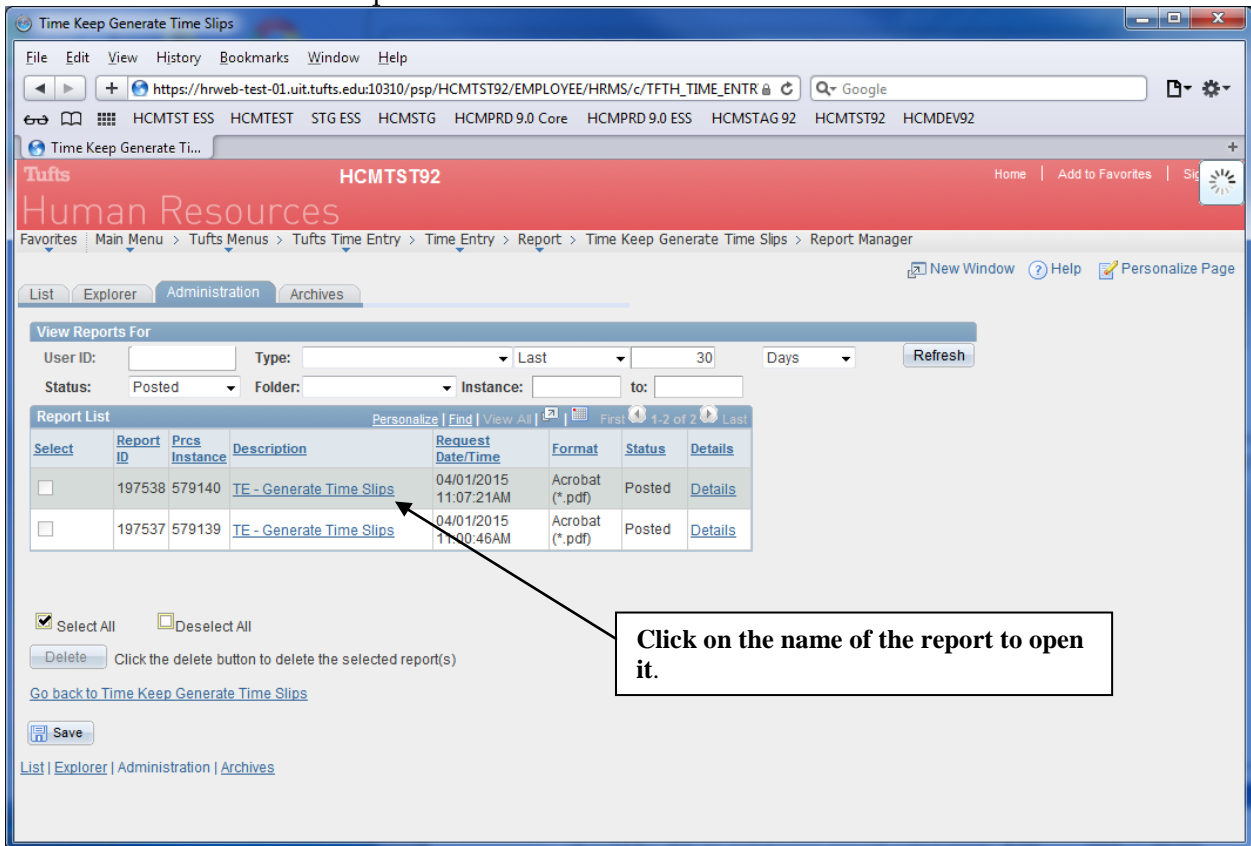
Step 5

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.

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

File Edit View History Bookmarks Window Help

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

HCMST ESS HCMTEST STG ESS HCMSTG HCMPRD 9.0 Core HCMPRD 9.0 ESS HCMSTAG 92 HCMST92 HCMDEV92

TUFTS UNIVERSITY WEEKLY TIME REPORT														
Pay Fnd Date	05-07-2001	Timesheet Loc #							730	Philmont		Check Date	2001-06-08	
EmpNo	20012620	(1230000)												
Helenky Anne S (1001582)														
Pay Group	SPN	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	TOTALS			OVERSEER SECTION	
Dept	A270001	05/27	05/28	05/29	05/30	05/31	06/01	06/02		Code	Hours	Rate	Density	Project
STD Hours	35									002				
EmpR Rate	0													
DeptIDPct: 50046A270200 (100%)														
Helenky Anne S (1001582)														
Pay Group	SPN	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	TOTALS			OVERSEER SECTION	
Dept	A270001	05/27	05/28	05/29	05/30	05/31	06/01	06/02		Code	Hours	Rate	Density	Project
STD Hours	35									212				
EmpR Rate	0													
DeptIDPct: 50046A270200 (100%)														
Helenky Anne S (1001582)														
Pay Group	SPN	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	TOTALS			OVERSEER SECTION	
Dept	A340001	05/27	05/28	05/29	05/30	05/31	06/01	06/02		Code	Hours	Rate	Density	Project
STD Hours	35									021				
EmpR Rate	0													
DeptIDPct: 50046A340200 (100%)														
Helenky Anne S (1001582)														
Pay Group	LMD	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	TOTALS			OVERSEER SECTION	
Dept	A270001	05/27	05/28	05/29	05/30	05/31	06/01	06/02		Code	Hours	Rate	Density	Project
STD Hours	35									001				
EmpR Rate	0													
DeptIDPct: 5006A270200 (100%)														

Instructions: Enter hours worked per day. Total hours and percentages combine across all units worked. 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 open provided.

Print Name: Sign Name: Date: Phone: STAFF: 002 - Regular, 101 - Shift OT 1.0, 102 - Shift OT 1.5, 202 - Vacation, 212 - Holiday, 222 - Personal, 232 - Sick, 262 - Jury Duty. STUDENT: 001 - Regular, 011 - Non-Tufts Student, 021011 - Full Wk Academic/Summer, 022011 - Custom Service Acad/Summer, 023011 - Tufts Wk Academic/Summer, 023911 - American Reads Acad/Summer, 034 - Teacher Salary, 106 - Student OT 1.5

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

TOTAL