**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**.

Select *Time Keep Generate Time Slips*
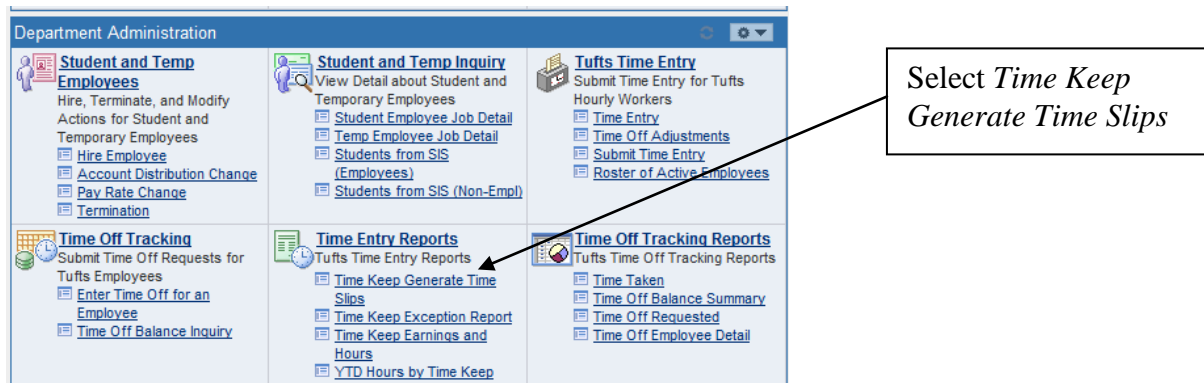
Step 2
At this point, a page will appear asking for a **Run Control ID**.
The first time you run a report, you will need to create a Run Control ID. Select **Add a New Value** to create the new Run Control ID. Many users will use their initials or name as their Run Control ID. You can use the same Run Control ID for all your reports.

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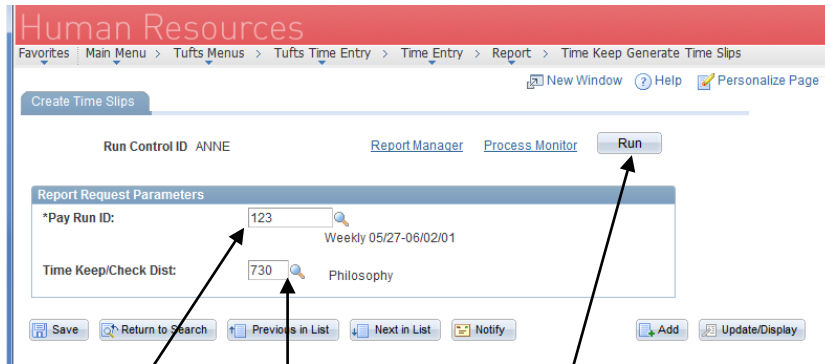

Click here to create a new **Run Control ID**.

Enter your **Run Control ID**.

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.

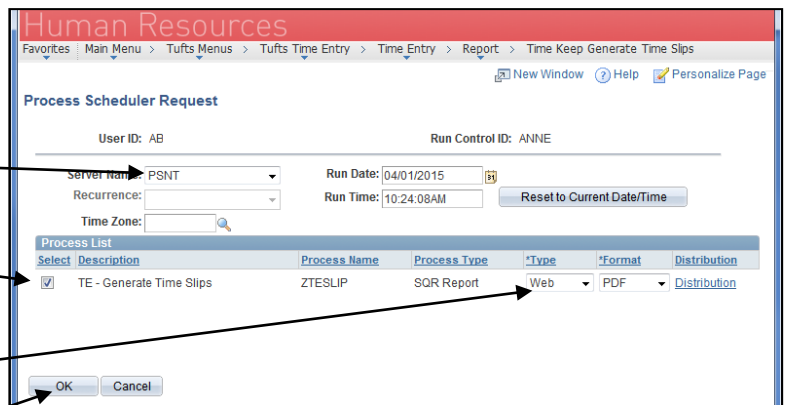You will also have to enter your **TimeKeep.**

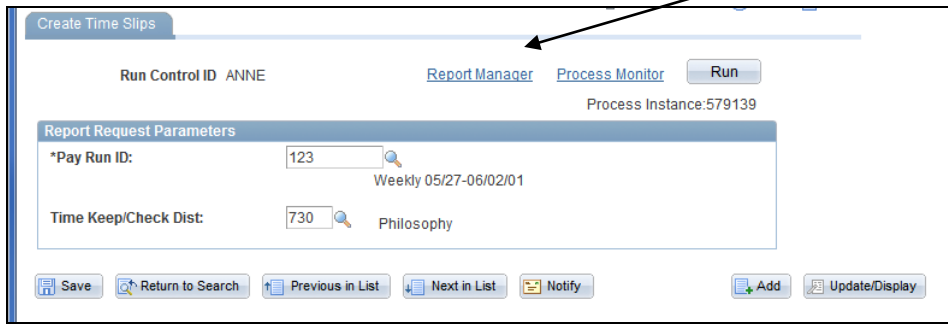**1.Enter Pay Run ID**

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.

Click on the name of the report to open it.
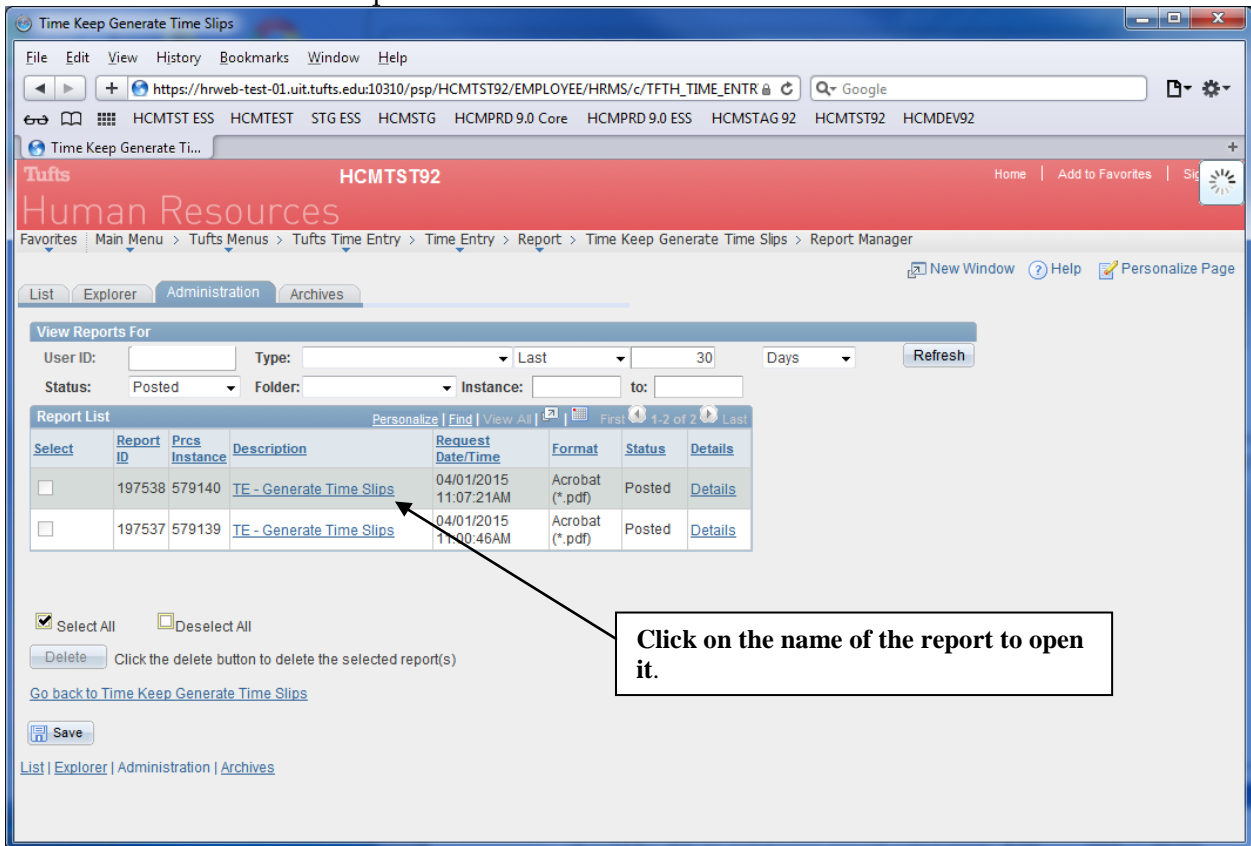
Step 7

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