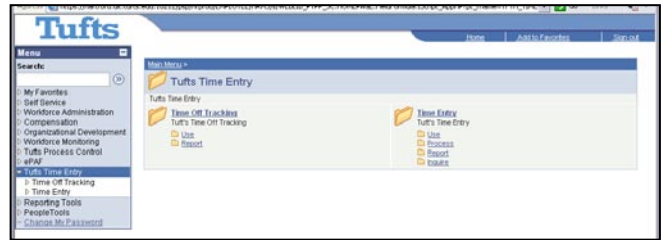


Printing in PeopleSoft HRMS Web-Based Application

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

Step 1

After you have logged into PeopleSoft HRMS 8.0, navigate to Time Entry and click on the link called **Report**.



Step 2

You will be presented with a list of reports available to you (you might not have all the reports in this sample). Choose the report you want to print simply by clicking on the report name.

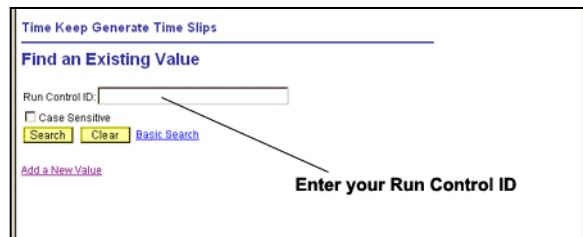
For example: Time Keep Generate Time Slips



Step 3

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. At that time, you will 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.



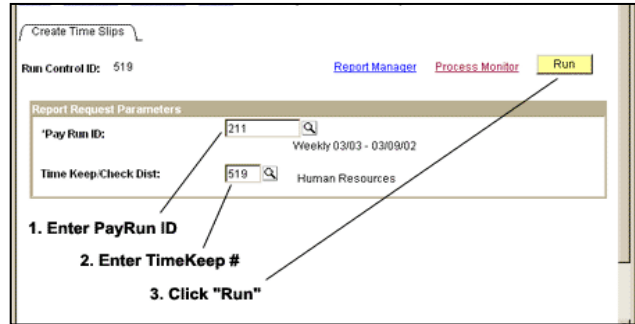
If you already have a Run Control ID, you can use the search button to find it.

Step 4

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.

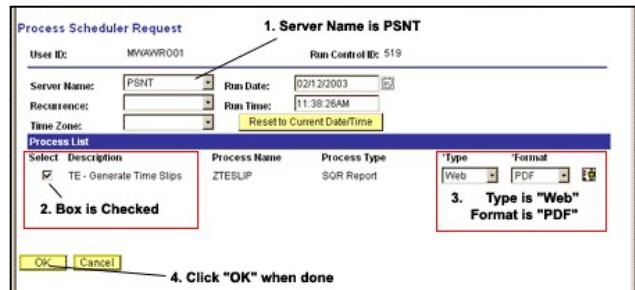
You will also have to enter your **TimeKeep**



Step 5

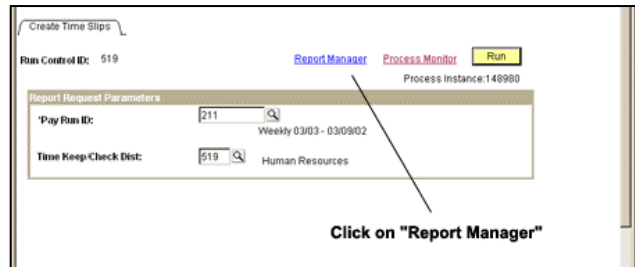
The **Process Scheduler Request** page will appear. Do the following:

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



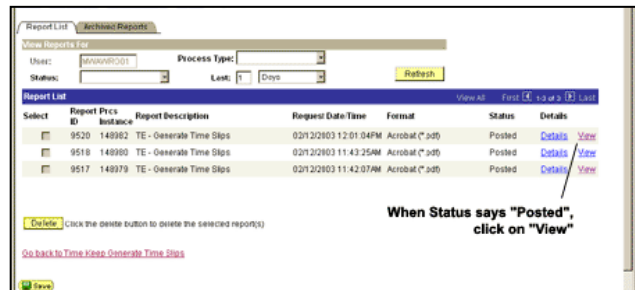
Step 6

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



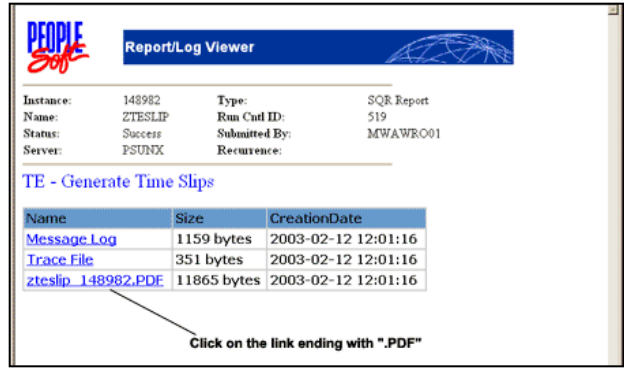
Step 7

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 **View** link and a new browser window, called the Report/Log View, will open.



Step 8

Click on the link that ends in **.PDF** to open the report in Adobe Acrobat reader. The report should then appear and you now should be able to print your report using your browser's default printer.



Step 9

Just click the **Printer** icon to print your report. It should print to your default printer, or select any other printer you have access to.

