This guide provides instructions on how to run a program that generates a report or spreadsheet from PeopleSoft.
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Once you are familiar with the process, try the quick click instructions for running the report.
Requesting User Access

To run a program you must have online security access to the PeopleSoft Reporting. Users who do not have the following reports can obtain them with supervisor’s approval using the PeopleSoft information access authorization form found on Human Resources website under Forms: http://www.wmich.edu/hr/forms/access

If you are unable to access the reports, or if you have questions regarding user access, please contact Human Resources at hr-hris@wmich.edu or (269) 387-3620. If questions or issues with the browser, contact the OIT Help Desk at 387-HELP.

Web Browser Requirements

PeopleSoft works best with Internet Explorer version 11. If you are using a Mac, the Safari browser works best but may work with Chrome.

Accessing the Reporting Panels

1) Log in through the GoWMU portal at https://gowmu.wmich.edu/cp/home/displaylogin
2) Enter your assigned User ID
3) ‘Click’ the ‘Enter’ button and then enter (your Bronco NetID) and password at the prompt.
4) The GoWMU panel will open up. Once logged into GoWMU, you will see the Faculty/Staff Home Tab.

Under the ‘My Work’ section:
1. Click the All Links arrow.
2. Click the Admin Applications arrow.
3. Click the PeopleSoft Admin Systems arrow to get to the ‘PeopleSoft Human Resources login’ link.

Once you click the PeopleSoft HR link, the PeopleSoft will open.

5) The PeopleSoft page will open to the PeopleSoft Main Home Page

- Home – Click on this icon to return to the Main PeopleSoft Home page
- Notifications – Click on this icon to view actions and alerts
- Actions List – Click on this icon to Save Favorites and Sign Out
- Nav Bar – Click on this icon to navigate to certain menu items (formerly the Main Menu). It contains Recent Places, My Favorites, Payroll, Personal Details and Benefits.
6) Clicking the Nav Bar icon will display the drop down main menu listings:

7) Click on the Navigator icon to get to **Reporting Tools**.

8) Click on the **Reporting Tools** menu.

9) **WMU Reporting**, **WMU- HR Reporting**.

10) and **WMU HR Reporting**.
HR has created a unique Run Control ID that can be ran on demand per the department’s needs. Each program has a different Run Control ID (which is also the designated report number) associated with it. Use the given Run Control ID/report number when following these instructions.

A) Log into PeopleSoft
   a) See Accessing the Reporting Panels.

B) Access the Reports - (For screen shots, see page 4.)
   a) ‘Click’ on Nav Bar icon at the top right hand side of screen.
   b) ‘Click’ on the Navigator menu item.
   c) ‘Click’ on Reporting Tools
   d) ‘Click’ on WMU Reporting
   e) ‘Click’ on WMU-Human Resource Reporting
   f) ‘Click’ on WMU –HR Reporting
      Optional- you can add this to My Favorites by clicking the icon at the top right.

C) Running the Program Report
   1) If this is your first time running this report, use step B, otherwise, proceed with step A.
      A) Selecting the reports:
         a) Select the “Find an Existing Value” tab.
         b) ‘Click’ Search to continue and list of Run Control Id’s will display.
         c) Select an existing Run Control ID that is the same as your report number given to you.
         d) If you do not see the report number listed, then proceed to Step B.

      B) If this is your first time running this report, you will need to add a run control
         a. Select the “Add a New Value” tab.
         b. Enter your designated report number (wmhrXXXX-XX) in the Run Control ID box.
         c. ‘Click’ Add to continue
2) Some programs require you to enter a parameter like ‘As of Date’. Enter the As of Date in the following format: mm/dd/yyyy. Today’s date is generally what is needed, however, a future or past date can be used.

3) Click ‘Run’.

4) Select the box next the Description that matches the first part of the Run Control ID. In this case, it is WMHR5011-Point in time Jobdata.
   Note: The Server Name remains blank

5) ‘Click’ OK.
6) ‘Click’ on the **Process Monitor URL** to view the program running and view the spreadsheet.

![Process Monitor](image1)

7) The Process List is where you view the program status and get to the spreadsheet. While the program is running, the Run Status may be either Queued or Processing. Once complete the Run Status will be Success (should take less than five minutes.)

![Process List](image2)

**Note:** Click the Refresh button periodically to get an updated Run Status.

**Note:** One time deal: The system keeps 60 day’s worth of reports. Change ‘Last’ to 14 Days or greater and click Save to keep this setting. This will allow you to see 14 days of your runs.

**Note:** The Run Status and Distribution Status should remain blank

8) ‘Click’ the Details URL once the Run Status says ‘Success’. If the status says ‘Error’, then try re-running the program again. Double check the Run Control ID/report number is correct and make sure it matches up with the report number on the Process Scheduler Request.

**NOTE:** If you still receive an error, contact Human Resources at (269)387-3620 or email hr-hris@wmich.edu with a screen shot of the error.
9) Click the View Log/Trace URL.

10) Click on the .csv file name and it will automatically open or go to the download folder. Format it and save it to your PC or LAN or leave it in PeopleSoft. It will remain in PeopleSoft for 60 days. Be mindful of where data is saved when dealing with confidential data.
Quick Click Instructions

Run Control: wmhrXXXX-XX (Name of your report : ____________________________)
Folder: None

1) Sign in to PeopleSoft
2) Click – <Reporting Tools>
3) Click - <WMU Reporting>
4) Click - <WMU-Human Resource Reporting>
5) Click - <WMU – HR Reporting>
   (First time only: Click then type “Run Control ID/Report number” for Run Control ID then Click <Add>)
6) Click – Search and select from list
   If your report is not there, (first time only: Click then type “Run Control ID/Report number” for Run Control ID then Click <Add>)
7) Enter the As of Date then Click the <Run> box
8) Check box correlating to the name of the “Run Control ID/Report name, ex: WMHR5011-
   Point in time Jobdata” you are running
9) Click <OK> (at bottom of page)
10) Click the Process Monitor link
11) Insure Last is at least 14 Days then Click <Refresh>
12) Keep Clicking <Refresh> until the status reads “Success” and “Posted"
13) Click the Details link
14) Click the View Log Trace link
15) Click the ‘report number.csv’ link to open the report - Be mindful of where data is saved when dealing with confidential data.