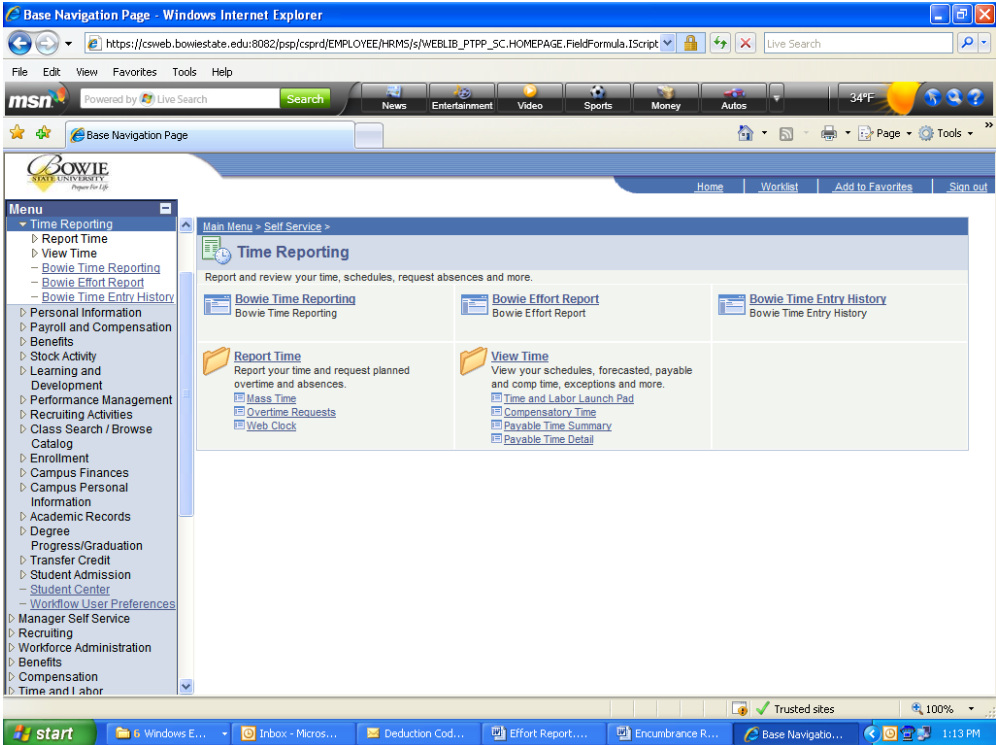
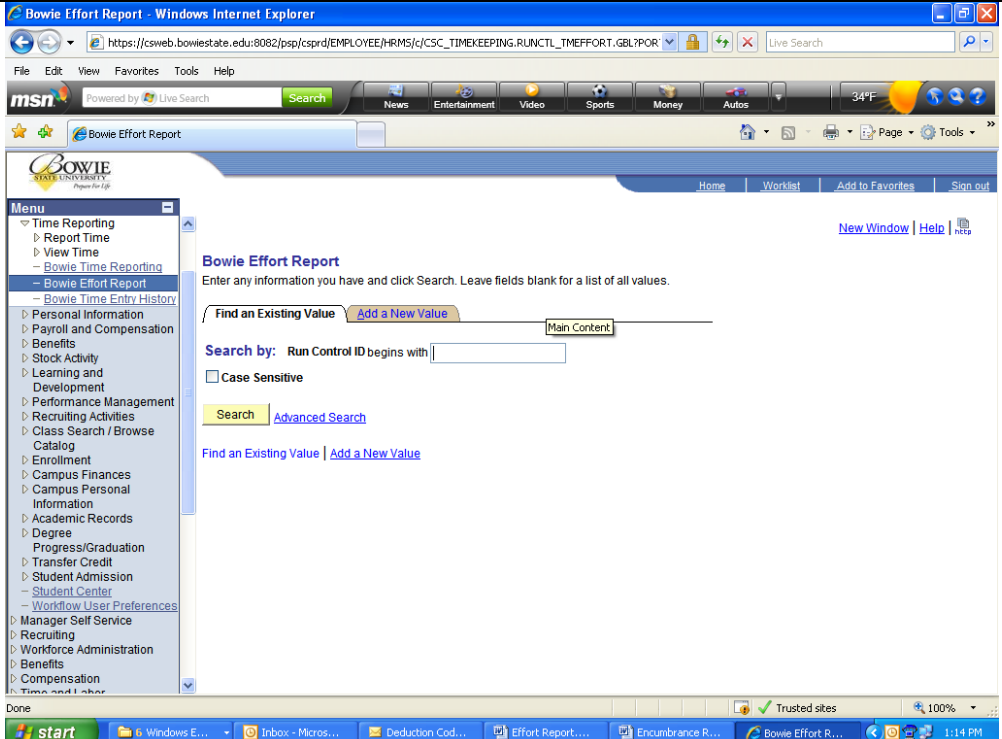
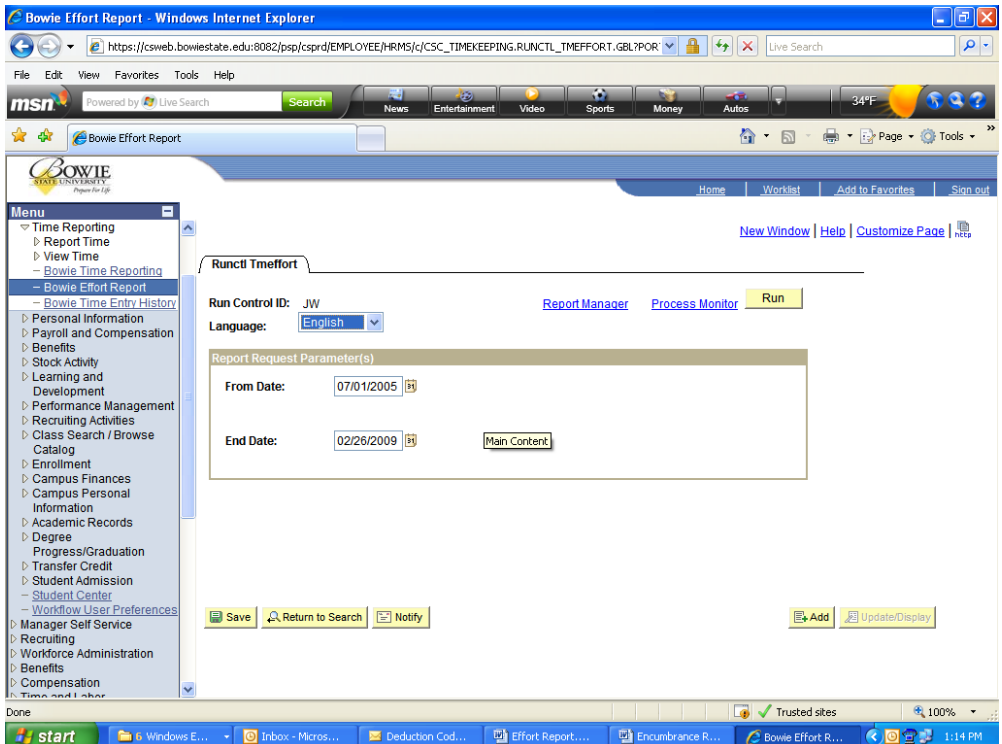


Effort Report on Line

Step 1	Sign onto PeopleSoft Human Resources by http://csweb.bowiestate.edu:8081/psp/csprd/?cmd=login
Navigation	Navigate to Self Service > Time Reports
Results	
Step 2	Click on Bowie Effort Report , the following screen will appear.

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<p>Results</p>	
<p>Step 3</p>	<p>Click on search or add a new run control ID, the following screen will appear.</p>
<p>Results</p>	
<p>Step 4</p>	<p>Click prompt lookup From Date and End Date to select for the desired dates, then click save and click run, the following screen will appear.</p>

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Results

Process Scheduler Request

User ID: JJIA Run Control ID: JW

Server Name: Run Date: Run Time:

Recurrence: Time Zone:

Select	Description	Process Name	Process Type	Type	Format	Distribution
<input checked="" type="checkbox"/>	TMEFFORT	TMEFFORT	Man Content	Web	PDF	Distribution

Step 5 On the above screen check the select box and insure Server Name = PSNT, type = Web and format = PDF, then click OK.

Step 6 To see the reports go to the Report Manager click Administration tab click Refresh until Status = Posted.

Results

Report Manager Administration

View Reports For
User ID: JJIA Type: [dropdown] Last: 1 Days

Status: [dropdown] Folder: [dropdown] Instance: [text] to: [text]

Select	Report ID	Prcs Instance	Description	Request Date/Time	Format	Status	Details
<input type="checkbox"/>	1586	286576	TMEFFORT	03/04/2009 1:15:49PM	Acrobat (*.pdf)	Posted	Details

Click the delete button to delete the selected report(s)

[Go back to Bowie Effort Report](#)

[List](#) | [Explorer](#) | [Administration](#) | [Archives](#)

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Step 7 Click Details, the following screen will appear:

Results

The screenshot shows a web browser window titled "Bowie Effort Report - Windows Internet Explorer". The address bar shows the URL: https://csweb.bowiestate.edu:8082/psp/csprd/EMPLOYEE/HRMS/c/CSC_TIMEKEEPING.RUNCTL_TMEFFORT.GBL?POR. The browser interface includes a menu bar (File, Edit, View, Favorites, Tools, Help), a search bar, and a toolbar with various icons. The main content area displays the "Bowie Effort Report" interface. On the left, there is a "Menu" with a tree view containing items like "Time Reporting", "Report Time", "View Time", "Bowie Time Reporting", "Bowie Effort Report", "Bowie Time Entry History", "Personal Information", "Payroll and Compensation", "Benefits", "Stock Activity", "Learning and Development", "Performance Management", "Recruiting Activities", "Class Search / Browse Catalog", "Enrollment", "Campus Finances", "Campus Personal Information", "Academic Records", "Degree Progress/Graduation", "Transfer Credit", "Student Admission", "Student Center", "Workflow User Preferences", "Manager Self Service", "Recruiting", "Workforce Administration", "Benefits", "Compensation", and "Time and Labor". The main content area is titled "Report Detail" and shows the following information: Report ID: 1586, Process Instance: 286576, Name: TMEFFORT, Process Type: SQR Report, Run Status: Success. Below this, there is a "Distribution Details" section with Distribution Node: ReportNode and Expiration Date: 03/11/2009. A "File List" table is also present, showing files like "SQR_TMEFFORT_286576.log", "TMEFFORT_286576.PDF", and "TMEFFORT_286576.out".

Step 8 Right click on PDF report and click on open to view report. The report may also be saved to a disk. The following is example of Effort Report:

Results

The screenshot shows the Adobe Acrobat Standard interface displaying a PDF document titled "TMEFFORT_100052.pdf". The document content includes the following text:

REPORT ID: TMEFFORT_SQR
DATABASE: SATFT

BOWIE STATE UNIVERSITY
CERTIFICATION OF PERSONNEL ACTIVITY

RUN DATE: 04/03/2004
RUN TIME: 17:43:18
PAGE NO. 1

FROM DATE 01-SEP-2004 THRU DATE 30-SEP-2004

YEAR MONTH	NAME	EMPID	DEPTID	DEPARTMENT	PROJECT ID	PAID AMOUNT	PERCENTAGE	ACTIVITY
2004 September	Lamb, Shawn	1001075	330000	Wiseman Student Centre	1269	\$1,260.00	23	
2004 September	Lamb, Shawn	1001075	424125			\$4,020.00	77	
TOTAL						\$5,280.00	100	
OTHER:								

The bottom of the screenshot shows the Windows taskbar with various open applications like "Inbox - Micro...", "Oracle S...", "E:\FINA...", "J:\sqr", "Effort R...", "Adobe ...", "C:\JIA...", and "Effort R...". The system clock shows 5:46 PM.