

HE Actuals Report Job Aid

The HE Actuals Report can be used to view the distribution of salary data. The report lists the funding sources and accounts for salary and fringe expenses charged for a department. This report is first available on-line two business days before the current payday. It can be run at any time for previous pay periods back to January 2005. Department personnel with DEPT ADMIN access in HRMS will be able to view and/or print the HE Actuals Report for their department.

1. Sign in to PeopleSoft HRMS.
2. Navigate to **Payroll for North America > Payroll Processing USA > Pay Period Reports > HE Actuals Report**
3. Click the **Add a New Value** tab.
 - a. Enter a **Run Control ID** that is meaningful to you. Please remember no special characters or spaces can be used when creating a Run Control ID.
 - b. Click the **Add** button.
 - c. These steps will only need to be completed the first time. After a Run Control ID has been created the **Find an Existing Value** tab can be used instead.
4. **Process Request Parameters**
 - a. Enter the **Pay Run ID**.
 - i. The report can only be run for one pay period at a time.
 - ii. The Pay Run ID is NDS followed by the ending date of the pay period (YYMMDD) for which the report is being requested. The year is the calendar year, not the fiscal year.
 1. The Actuals Report for pay period ending October 15, 2022 would be NDS221015.
 - b. Enter the **Set ID** of *NDSU1*.
 - c. Optional:
 - i. Enter the **Department**.
 1. If no department is entered the report will return information for all departments a user has been given access to.
 - ii. Enter the **Empl ID**.
 1. The report can be run for one Employee by entering their Empl ID in this box. If no Empl ID is entered the report will return information for all employees in the departments the user has been given access to.
5. Click the **Save** button
6. Click the **Run** button
 - a. On the **Process Scheduler Request** page the default for the report is *Web/PDF*. If you would like to change this to a different format you can do so at this time. (Ex. CSV)
7. Click the **Ok** button, the Run Control page is returned
8. Click the **Process Monitor** hyperlink, **Process Type** is *SQR Report*, **Process Name** is *NDUCA504*.
9. Click the **Refresh** button until the **Run Status** is *Success* and the **Distribution Status** is *Posted*.
 - a. If you had the report emailed to you stop here and check your email. If not, continue below.
10. Click the **Details** hyperlink.
11. Click the **View/Log Trace** hyperlink.
12. Click the link to open the *.pdf* file.
 - a. The report will open in Adobe.

