

The Employee Activity Reporting System

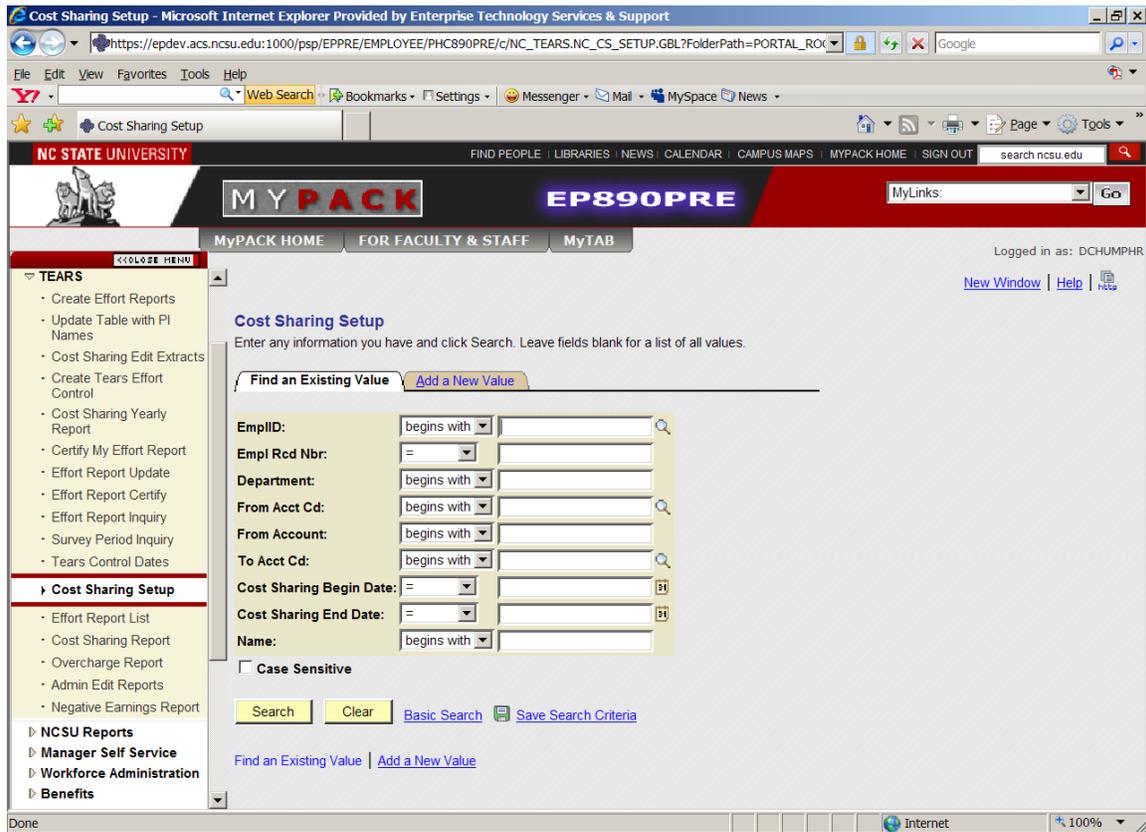
TEARS

Coordinator Instructions

July, 2008

Note: The screen shots used in this document are from one of the testing environments, however, they are an accurate representation of production. Screen shots of Effort Reports are not included due to the fact that the data in the test environment is live data and some of the information on the Effort Report is confidential.

Cost Sharing Setup



The 'Cost Sharing Setup' menu option can be used to display and existing Setup or to add a new Setup. 'Find an Existing Value' is used to display a Setup that has already been entered. You can use this tab just to inquire or to make changes to an existing Setup. 'Add a New Value' is used to add a new Setup. Enter any information you have into the fields shown and click 'Search.'

NOTE: There are some instances when an existing Setup cannot be changed. If it is for an effort reporting period for which an Effort Report has already been generated.

Examples:

A Setup for 7/1/06 to 6/30/07 cannot be changed at all because the Effort Reports for Fiscal Year 2007 have been generated and certified.

A Setup for 7/1/06 to 6/30/09 – only the end date can be changed because the begin date is for a time period where an Effort Report has already been generated. If you needed to change the percentage for Fiscal Year 2009 you would need to change the end date to 6/30/08, save your change, and then add a new Setup for Fiscal Year 2009.

The screenshot displays the 'Cost Sharing Setup' interface. The left sidebar contains a 'TEARS' menu with options like 'Create Effort Reports' and 'Update Table with PI Names'. Below it is the 'Cost Sharing Setup' section with options like 'Effort Report List' and 'Cost Sharing Report'. The main area shows the 'Add a New Value' form with the following data:

EmplID:	000006883
Empl Rcd Nbr:	0
Department:	140701
From Acct Cd:	271083
From Account:	51319
To Acct Cd:	538021
Cost Sharing Begin Date:	7/1/2008
Cost Sharing End Date:	6/30/2009

The 'Add a New Value' tab is used to add a new Setup. Type in the information for the employee you wish to add as shown above. Please note that the 'Employee Record Number' defaults to zero, which is applicable for the majority of employees, however, Graduate Students sometimes have more than one job so they have multiple job records. You must use the correct record or you will not have any cost sharing showing on the Cost Sharing Reports or the Effort Report. Also, you should always use the full 6 digit OUC where the employee is assigned, and remember that the employee must have salary charged to the 'From Account Code' and 'From Account' entered on the Setup or you will not have any cost sharing showing on the Cost Sharing Reports or the Effort Report. Once you have entered the information click 'Add.'

Cost Sharing Setup - Microsoft Internet Explorer Provided by Enterprise Technology Services & Support

https://epdev.acs.ncsu.edu:1000/psp/EPPRE/EMPLOYEE/PHC890PRE/c/NC_TEARS.NC_CS_SETUP.GBL?FolderPath=PORTAL_ROX

NC STATE UNIVERSITY

FIND PEOPLE | LIBRARIES | NEWS | CALENDAR | CAMPUS MAPS | MYPACK HOME | SIGN OUT | search.ncsu.edu

MYPACK **EP890PRE** MyLinks: [Go]

MyPACK HOME FOR FACULTY & STAFF MyTAB

Logged in as: DCHUMPHR

Cost Sharing Setup

Please enter the Cost Share Information, press the Verify button, then press the Save button

*EmpID 000006883 Employee Name Holder Jr, Jimmie W

Employee Pay Type 12 Employee Rcd# 0 *Department 140701 IES Operations

*From Account Code 271083 51319 CONTRACTS & GRANTS

*To Account Code 538021 51119 Cont/Grant Residue

*Begin Date 07/01/2008 *End Date 06/30/2009

Cost Sharing Percent [] %

Verify Survey Period Cancel

Customize | Find | View All | First 1 of 1 Last

Cost Sharing Percent	Survey Period ID	Survey Period % (days assigned/total days)	Effort Report % (CS% x survey period %)	User ID	Created Datetime

Internet 100%

Add the 'Cost Sharing Percent' and click 'Verify Survey Period.'

NC STATE UNIVERSITY FIND PEOPLE | LIBRARIES | NEWS | CALENDAR | CAMPUS MAPS | MYPACK HOME | SIGN OUT search ncsu.edu

MY PACK **EP890PRE** MyLinks: [dropdown] Go

MyPACK HOME FOR FACULTY & STAFF MyTAB Logged in as: DCHUMPHR

[New Window](#) | [Help](#) | [Customize Page](#) | [http](#)

Cost Sharing Setup

Please enter the Cost Share Information, press the Verify button, then press the Save button

*EmpID Employee Name Holder Jr, Jimmie W

Employee Pay Type 12 Employee Rcd# *Department IES Operations

*From Account Code 51319 CONTRACTS & GRANTS

*To Account Code 51119 Cont/Grant Residue

*Begin Date *End Date

Cost Sharing Percent %

Cost Sharing Percent	Survey Period ID	Survey Period % (days assigned/total days)	Effort Report % (CS% x survey period %)	User ID	Created Datetime
5%	Fiscal Year 2009 (12/12) Total of 365 days 2008-07-01 To 2009-06-30	100.000% (365/365)	5% (5% X 100.000%)	DCHUMPHR	08/05/08 1:06PM

Internet 100%

If the Setup looks the way you want it, click 'Save.' YOU MUST CLICK 'Save' before you exit or the Setup will not exist in the system. Clicking 'Verify Survey Period, DOES NOT SAVE the Setup.

NOTE: When you add a Setup it will not immediately appear on the Monthly/Grad Cost Sharing Report. A payroll has to be processed before the cost sharing will show on the report. Also, the 'Employee Pay Type' will automatically populate as long as the contract type was entered when the employee's job data was entered into the Human Resources System. This happens most often with Graduate Students. If it does not default you will have to add '9' or '12' manually.

Cost Sharing Reports

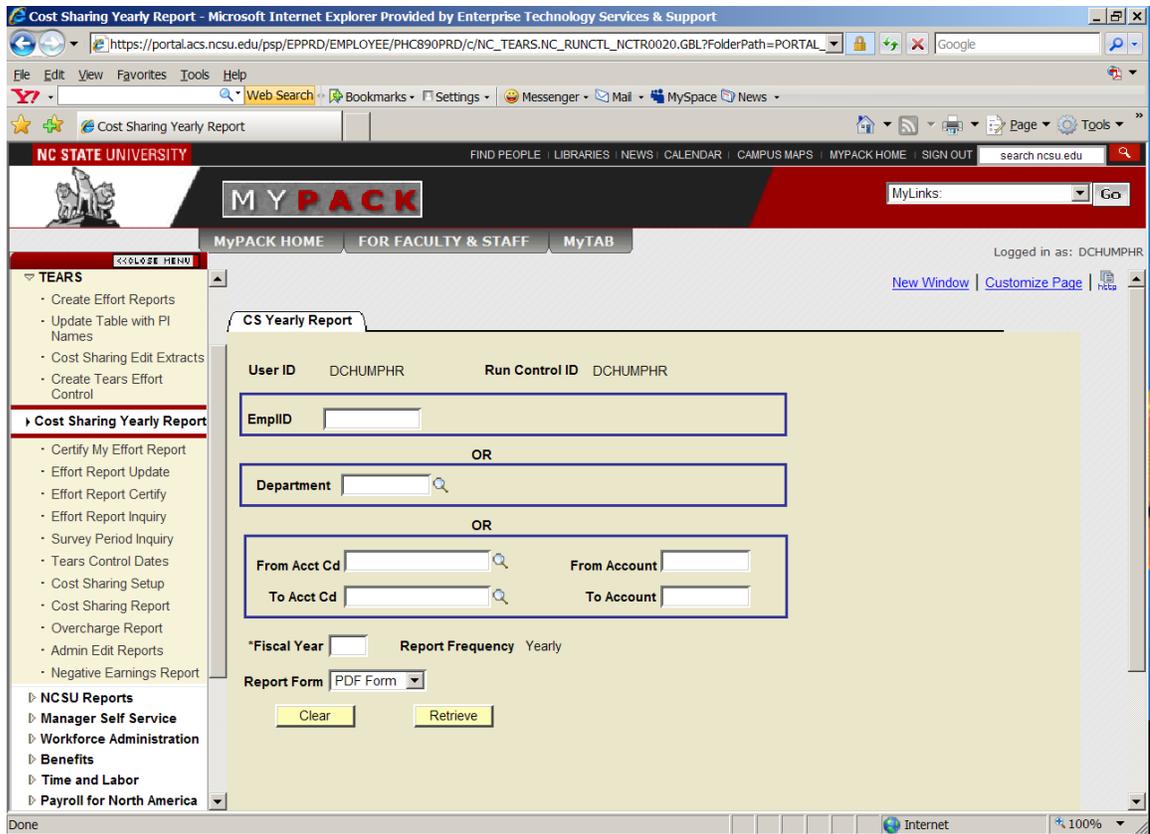
The screenshot shows a web browser window displaying the NC State University MyPACK portal. The page title is "Cost Sharing Report - Microsoft Internet Explorer Provided by Enterprise Technology Services & Support". The URL is "https://portal.acs.ncsu.edu/psp/EPPRD/EMPLOYEE/PHC890PRD/c/NC_TEARS.NC_RUNCTL_NCTR0015.GBL?FolderPath=PORTAL_". The page features a navigation menu with options like "MyPACK HOME", "FOR FACULTY & STAFF", and "MyTAB". A sidebar on the left lists various report options under "TEARS" and "Cost Sharing Report". The main content area is titled "Cost Sharing Rpt" and contains a form with the following fields and options:

- User ID: DCHUMPHR
- Run Control ID: DCHUMPHR
- EmpID:
- Empl Rcd#:
- OR
- Department:
- OR
- To Acct Cd:
- To Account:
- Report Frequency:
- *Fiscal Year:
- *Fiscal Period:
- Report Form:
- Buttons: Clear, Retrieve
- Notify button

The 'Cost Sharing Report' menu option allows you to get cost sharing information for employees during the Fiscal Year. You can search by 'Employee ID,' 'Department,' or by 'Account Code/Account' (5XXXXX, 51119). Select 'Report Frequency,' from the drop down and choose 'Monthly' or 'Grads.' You must enter a 'Fiscal Year' and 'Fiscal Period.' (Monthly – Period 1 to 12, Grads – Period 1 to 26) Click 'Search' to display the report.

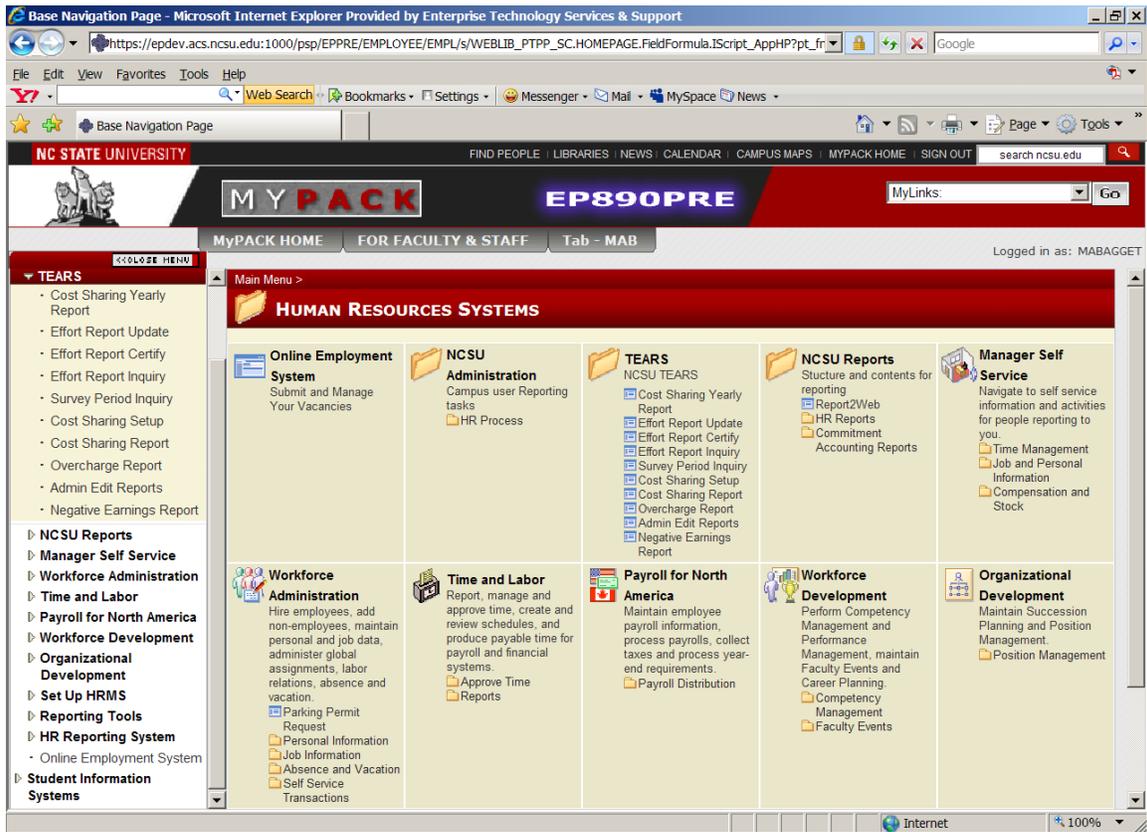
NOTE: If an account code is missing from a report, or you search by account code and do not get a report this means one of several things:

- 1) The Cost Sharing Setup was not entered.
- 2) The Cost Sharing Setup has been entered since the last payroll was run.
- 3) The 'From Account Code' or 'Account' used on the Cost Sharing Setup was invalid.
- 4) The employee had no salary charged to the 'From Account Code' and/or 'Account' used on the Cost Sharing Setup

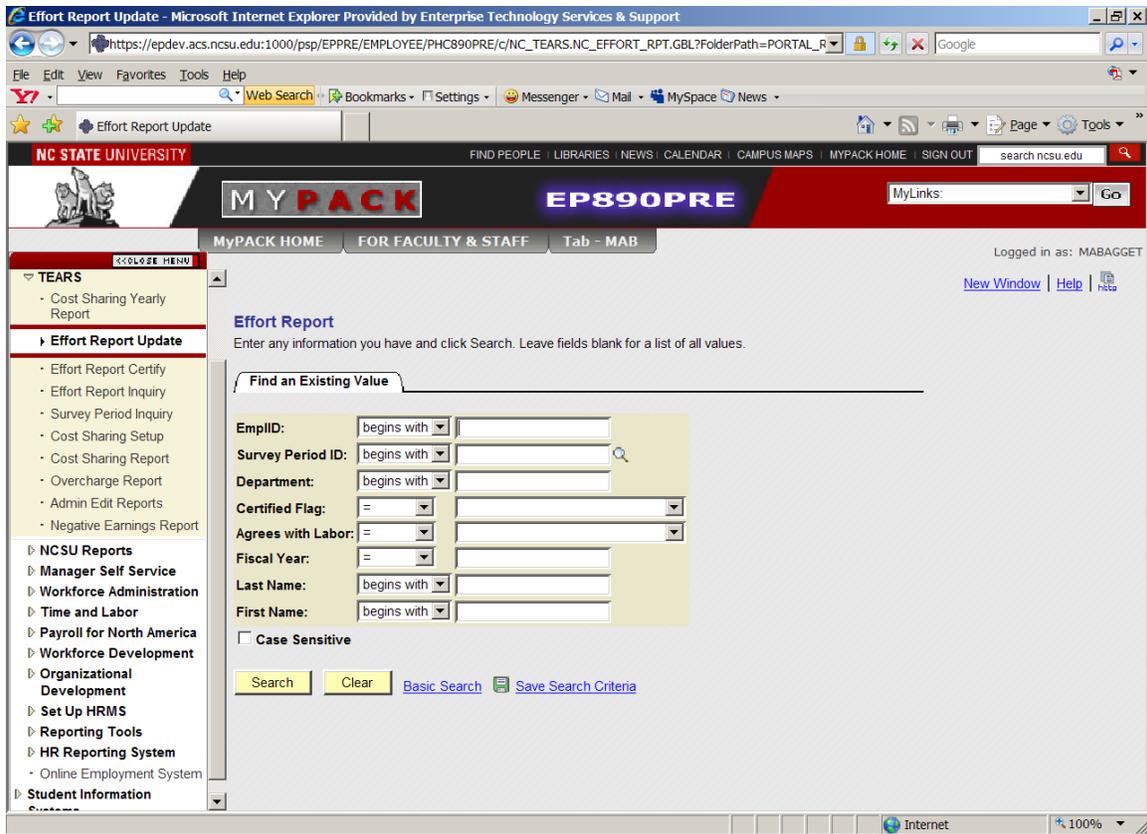


The 'Cost Sharing Yearly Report' menu option displays cost sharing as of the end of a Fiscal Year. This report is available AFTER the Effort Reports for a Fiscal Year have been generated. You may search by entering information into any of the fields shown. The only required field is the 'Fiscal Year.' This report updates anytime changes are made to an Effort Report. An '*' on the report indicates that the dollar amounts shown may not agree with Labor Distribution. The asterisk will disappear once payroll processes only if the Effort Report agrees with Labor Distribution.

Effort Report

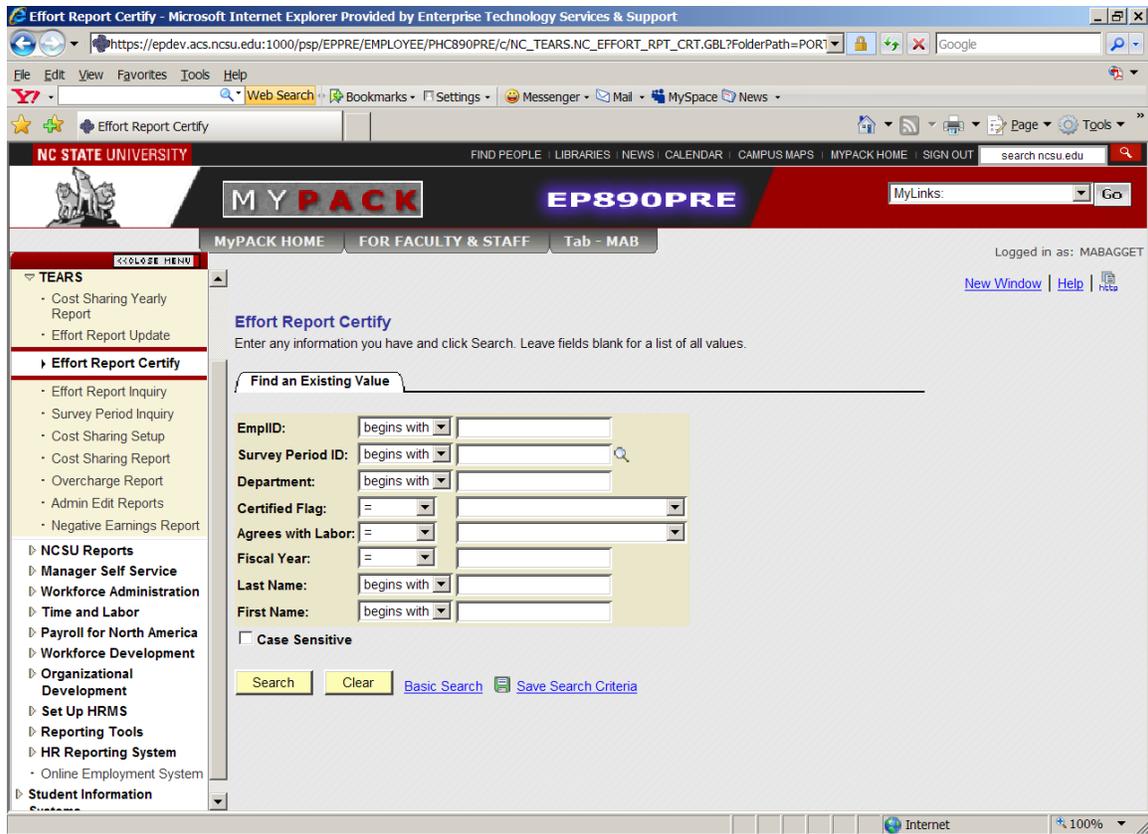


This screen shot shows the menu options available to Departmental and College TEARS Coordinators. Departmental access is limited to the 6 digit OUC range of the employee's department. College level access is limited to the first 2 digits of the college's OUC.

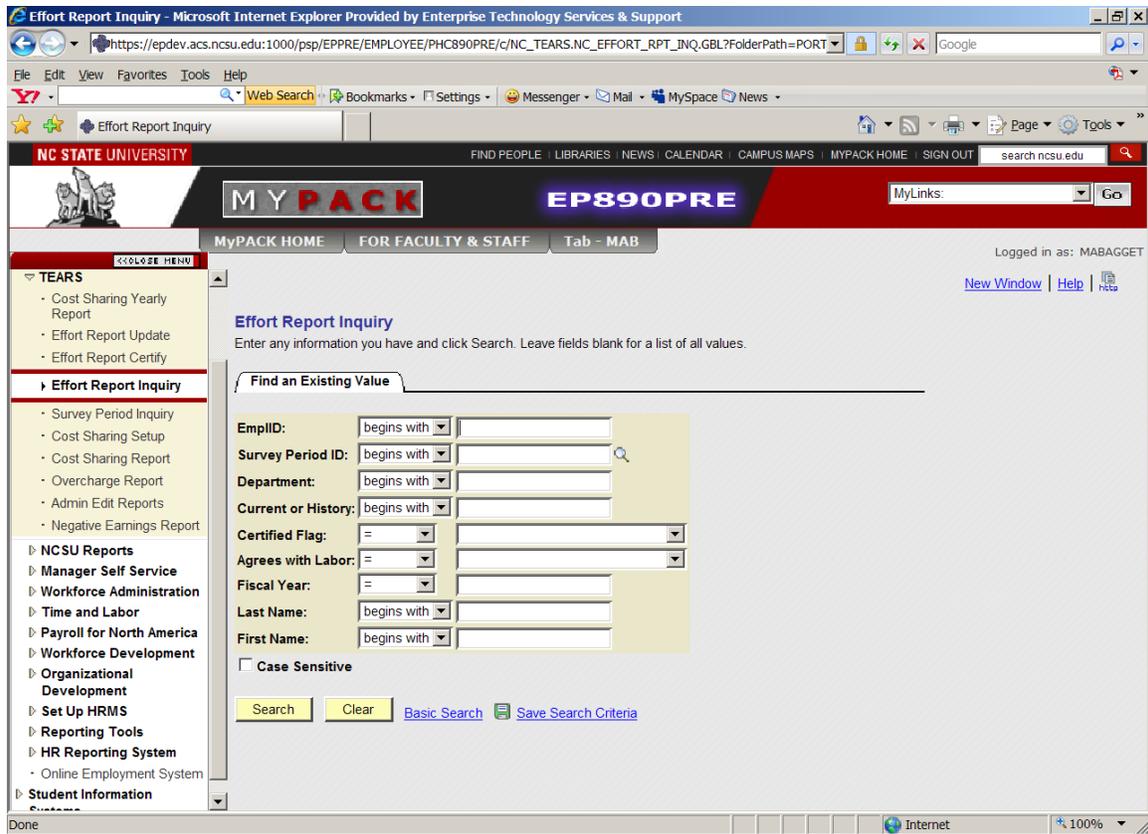


The 'Effort Report Update' menu option allows you to update an effort report that has not been certified. If the Effort Report has been certified it must be uncertified before it can be updated. You can enter information into any of the fields shown to search for an effort report. It is best to enter as much information as you have. Entering more information makes the search run faster and limits the amount of information returned to just what is needed. Enter any information you have and click 'Search.'

Important Note: When updating a row that appears on the Effort Report as '0*', changing the row to a true '0' does not change the cost sharing amount to zero dollars. If it should truly be zero you will need to delete the row. Also, when changing any row to zero, it is best to make the change to zero and click on 'Save,' and then go back in and delete the zero row(s) and click 'Save' again. This keeps the zero rows from displaying on the Effort Report. Remember to click 'Save' to save the changes you have made to the Effort Report.



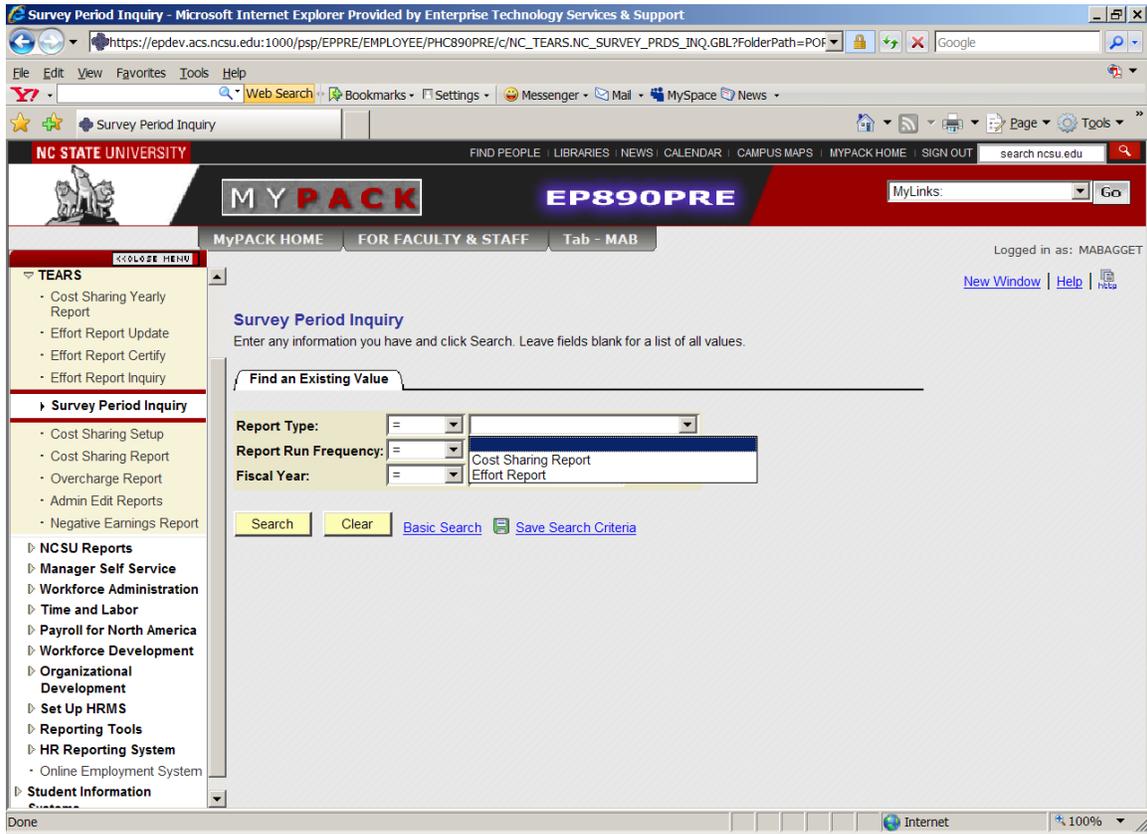
The 'Effort Report Certify' menu option is used to display and certify an Effort Report that is for someone other than the actual employee. Access to this menu option is limited to the Dean, Department Head, or TEARS Coordinator. Any current employee that has an Effort Report can also use this menu option to display and certify their Effort Report, however, accessing the Effort Report through Employee Self Service is the easiest option. You may search using any of the fields shown. Enter any information you may have and click 'Search.'



The 'Effort Report Inquiry' menu option is used to display Effort Reports. This menu option cannot be used to certify or make changes to an Effort Report. This menu can be used to search for Effort Reports that agree/do not agree with Labor Distribution, as well as for Effort Reports that have/have not been certified. You may search using any of the fields shown. Enter any information you may have and click 'Search.'

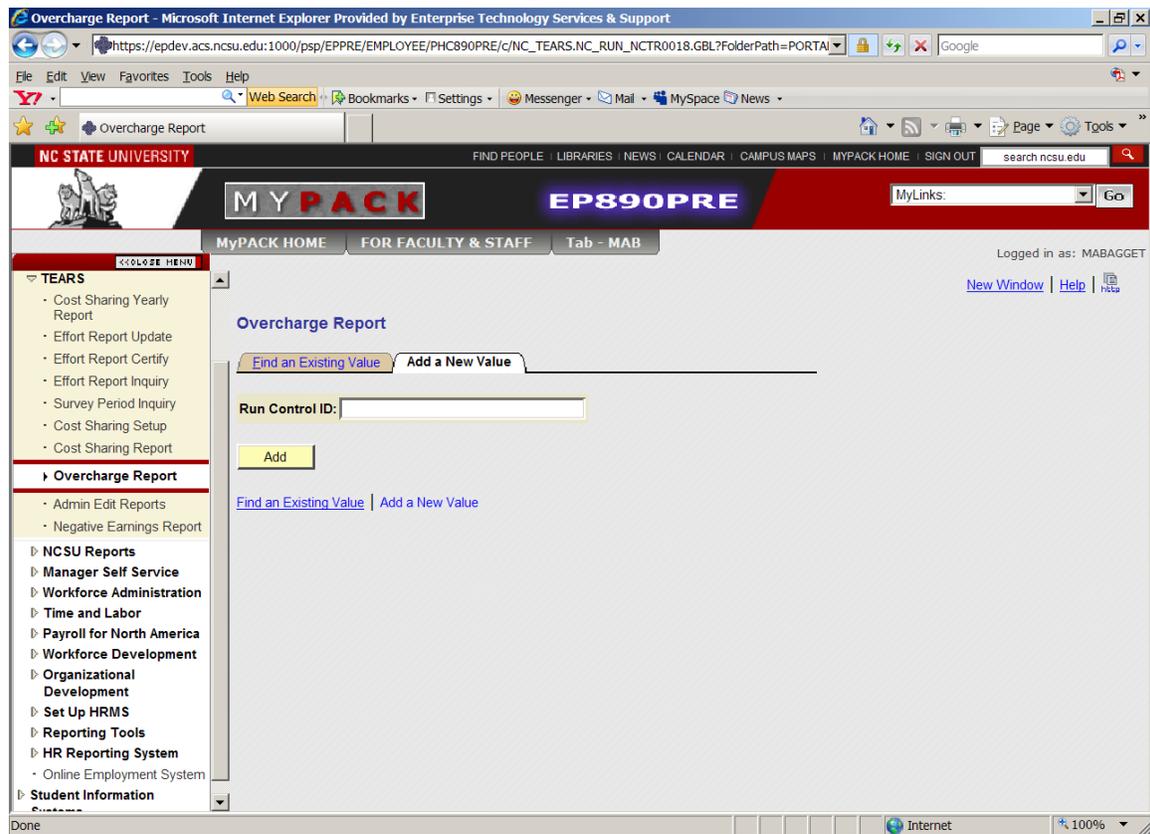
NOTE: Using this search option will only display a maximum of 300 records. If you are in a large College and want to see, for example, all Effort Reports that have not been certified at the 2 digit OUC level, it is recommended that you use the 'Effort Report List' search option instead.

Administrative Reports

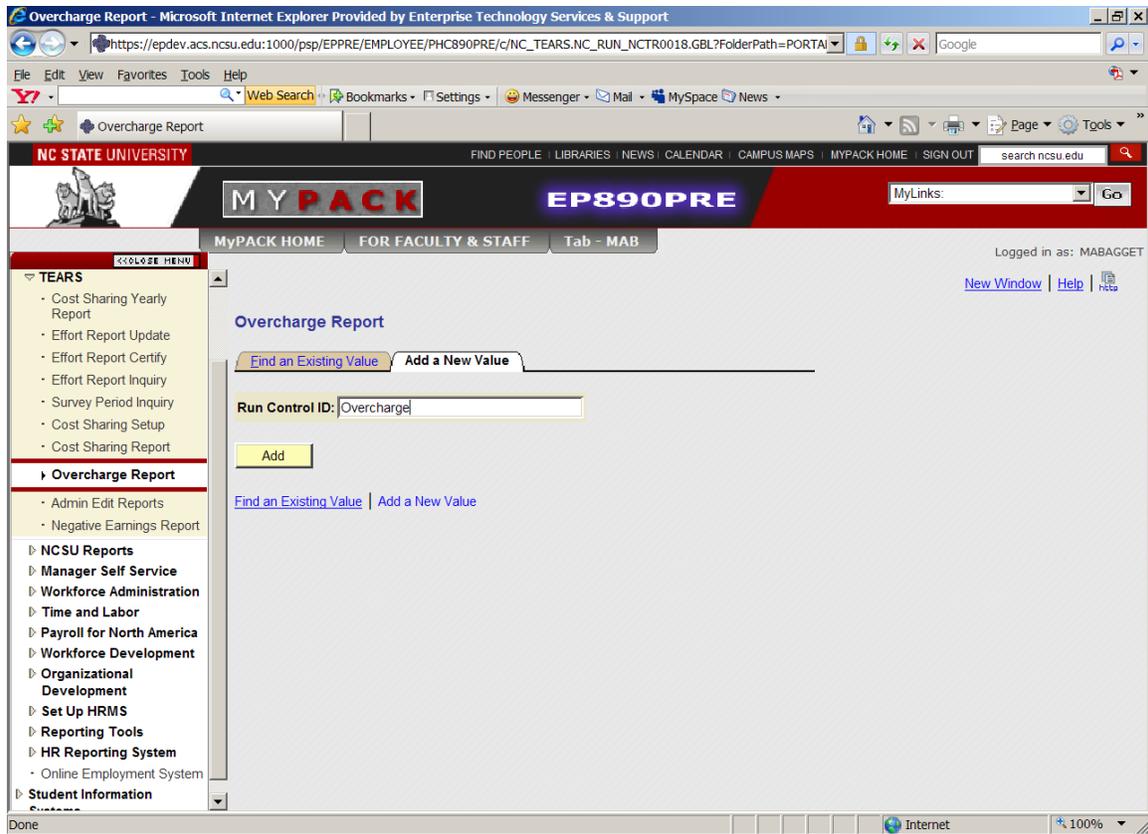


The Survey Period Inquiry menu option is primarily for use by the Office of Contracts and Grants so it will not be discussed in detail. It is used to see the survey periods that have been created and the Effort Reports that have been generated.

You now have the option to run some of the edit reports that could only be run by the Office of Contracts and Grants in the past. Our office will continue to run and distribute these reports as we have in the past, however, you may run them if you choose to do so. Please note that there is no OUC restriction on the reports as they contain no confidential information, therefore the reports will display information for all Colleges not just yours. You may run the reports using the 'CSV' option and save them as an Excel file. This will allow you to sort and delete information as you choose. The reports and instructions are discussed below.



The 'Overcharge Reports' are used to identify discrepancies between the percentages entered on the Cost Sharing Setup that was entered and what was actually paid off of the funding account code. There are 2 reports, a Partial and a Total Overcharge Report. The 'Partial Overcharge Report' shows employees where a setup was entered on a funding account code that has some funds paid off of the account code but what was paid is insufficient to cover the setup request. The 'Total Overcharge Report' shows employees where a setup was entered on a funding account code that had no funds paid off of the account code to cover the request. It may be necessary to process payroll redistributions or make adjustments to the setup to correct the discrepancy.



The first time you run the reports you will need to click on the 'Add a New Value' tab and add a 'Run Control ID.' Enter something you will remember into the field, for example: 'Overcharge,' and click 'Add.' After the first time you use 'Find an Existing Value.' Type 'Overcharge' in the field and click 'Search.' The following menu will be displayed:

Overcharge Report - Microsoft Internet Explorer Provided by Enterprise Technology Services & Support
https://epdev.acs.ncsu.edu:1000/psp/EPPRE/EMPLOYEE/PHC890PRE/c/NC_TEARS.NC_RUN_NCTR0018.GBL?FolderPath=PORTAL

NC STATE UNIVERSITY
FIND PEOPLE | LIBRARIES | NEWS | CALENDAR | CAMPUS MAPS | MYPACK HOME | SIGN OUT | search.ncsu.edu

MYPACK EP890PRE MyLinks: [] Go

MyPACK HOME FOR FACULTY & STAFF Tab - MAB Logged in as: MABAGGET

TEARS (CLOSE MENU)
- Cost Sharing Yearly Report
- Effort Report Update
- Effort Report Certify
- Effort Report Inquiry
- Survey Period Inquiry
- Cost Sharing Setup
- Cost Sharing Report

Overcharge Report
- Admin Edit Reports
- Negative Earnings Report

NCSU Reports
▸ Manager Self Service
▸ Workforce Administration
▸ Time and Labor
▸ Payroll for North America
▸ Workforce Development
▸ Organizational Development
▸ Set Up HRMS
▸ Reporting Tools
▸ HR Reporting System
- Online Employment System
▸ Student Information System

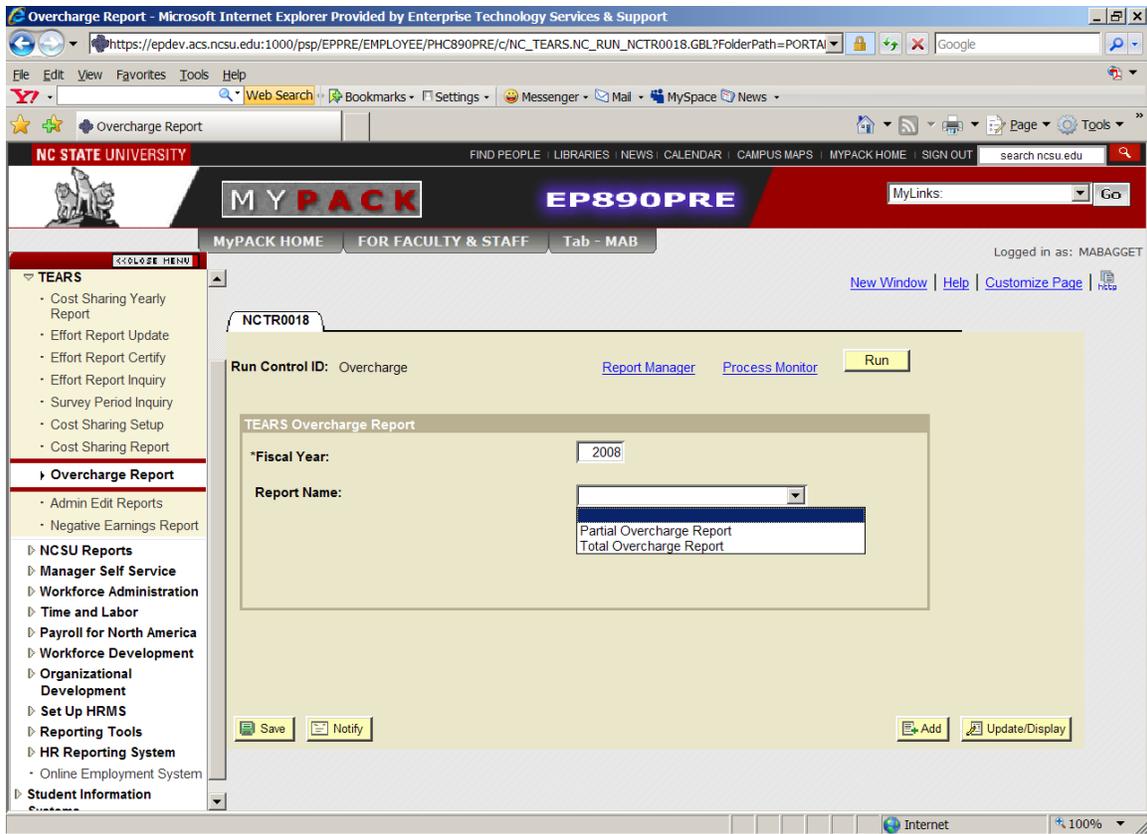
NCTR0018

Run Control ID: Overcharge [Report Manager](#) [Process Monitor](#)

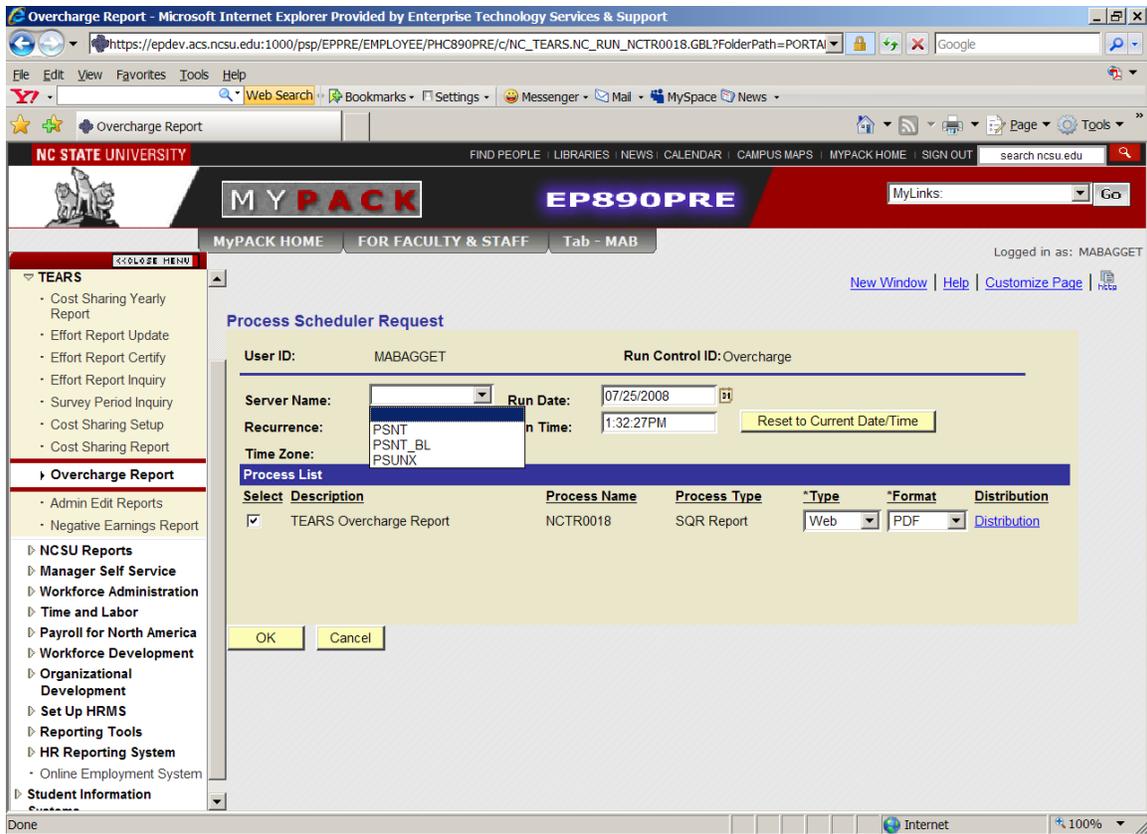
TEARS Overcharge Report

*Fiscal Year:
Report Name:

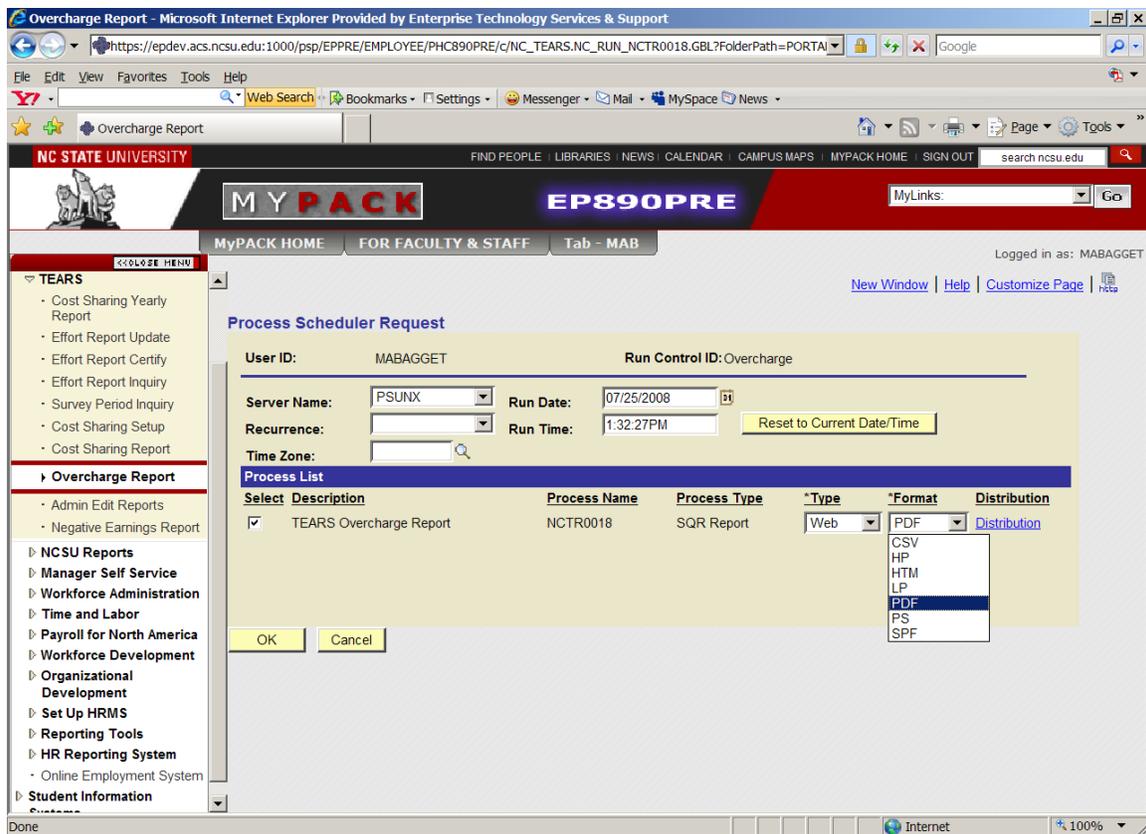
Done Internet 100%



Type in the 'Fiscal Year' and select a report from the drop down menu. Click 'Run.'



The first time you run the report you will need to select a 'Server Name.' Select 'PSUNX.'



You may select the format in which you wish to run the report from the list in the drop down menu. The default is 'PDF.' Selecting 'CSV' will allow you to run the report to Excel and save it as an Excel file. After entering the server name and selecting a format, click 'OK.' You will be taken back to the 'Run Control ID' page. Click on 'Process Monitor' and the following page will be displayed:

The screenshot shows a web browser window displaying the MyPACK EP890PRE interface. The browser title is "Overcharge Report - Microsoft Internet Explorer Provided by Enterprise Technology Services & Support". The address bar shows the URL: https://epdev.acs.ncsu.edu:1000/psp/EPPRE/EMPLOYEE/PHC890PRE/c/NC_TEARS.NC_RUN_NCTR0018.GBL?FolderPath=PORTAL. The browser menu includes File, Edit, View, Favorites, Tools, and Help. The browser toolbar includes Web Search, Bookmarks, Settings, Messenger, Mail, MySpace, and News. The MyPACK interface includes a navigation bar with "MyPACK HOME", "FOR FACULTY & STAFF", and "Tab - MAB". The user is logged in as "MABAGGET". The interface is divided into a left sidebar with a "TEARS" menu and a main content area. The "TEARS" menu includes options like "Cost Sharing Yearly Report", "Effort Report Update", "Effort Report Certify", "Effort Report Inquiry", "Survey Period Inquiry", "Cost Sharing Setup", and "Cost Sharing Report". The "Overcharge Report" section includes "Admin Edit Reports" and "Negative Earnings Report". The "NCSU Reports" section includes "Manager Self Service", "Workforce Administration", "Time and Labor", "Payroll for North America", "Workforce Development", "Organizational Development", "Set Up HRMS", "Reporting Tools", "HR Reporting System", and "Student Information System". The main content area shows a "Process List" tab and a "View Process Request For" form. The form includes fields for "User ID" (MABAGGET), "Type", "Last" (1 Days), "Server" (PSUNX), "Name", "Instance", "Run Status", and "Distribution Status". A "Refresh" button is present. Below the form is a table with the following data:

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	181315		SQR Report	NCTR0018	MABAGGET	07/25/2008 1:32:27PM EDT	Queued	N/A	Details

Below the table, there is a "Go back to Overcharge Report" link and "Save" and "Notify" buttons. The bottom of the interface shows "Process List | Server List" and "Internet" browser status.

Periodically click 'Refresh' until the 'Run Status' is 'Success,' and the 'Distribution Status' is 'Posted' as shown on the next page.

Process Monitor - Microsoft Internet Explorer Provided by Enterprise Technology Services & Support

https://epdev.acs.ncsu.edu:1000/psp/EPPRE/EMPLOYEE/PHC890PRE/c/NC_TEARS.NC_RUN_NCTR0018.GBL?FolderPath=PORTAL

NC STATE UNIVERSITY

MYPACK EP890PRE

MyPACK HOME FOR FACULTY & STAFF Tab - MAB

Logged in as: MABAGGET

Process List Server List

View Process Request For

User ID: MABAGGET Type: Last: 1 Days Refresh

Server: PSUNX Name: Instance: to

Run Status: Distribution Status Save On Refresh

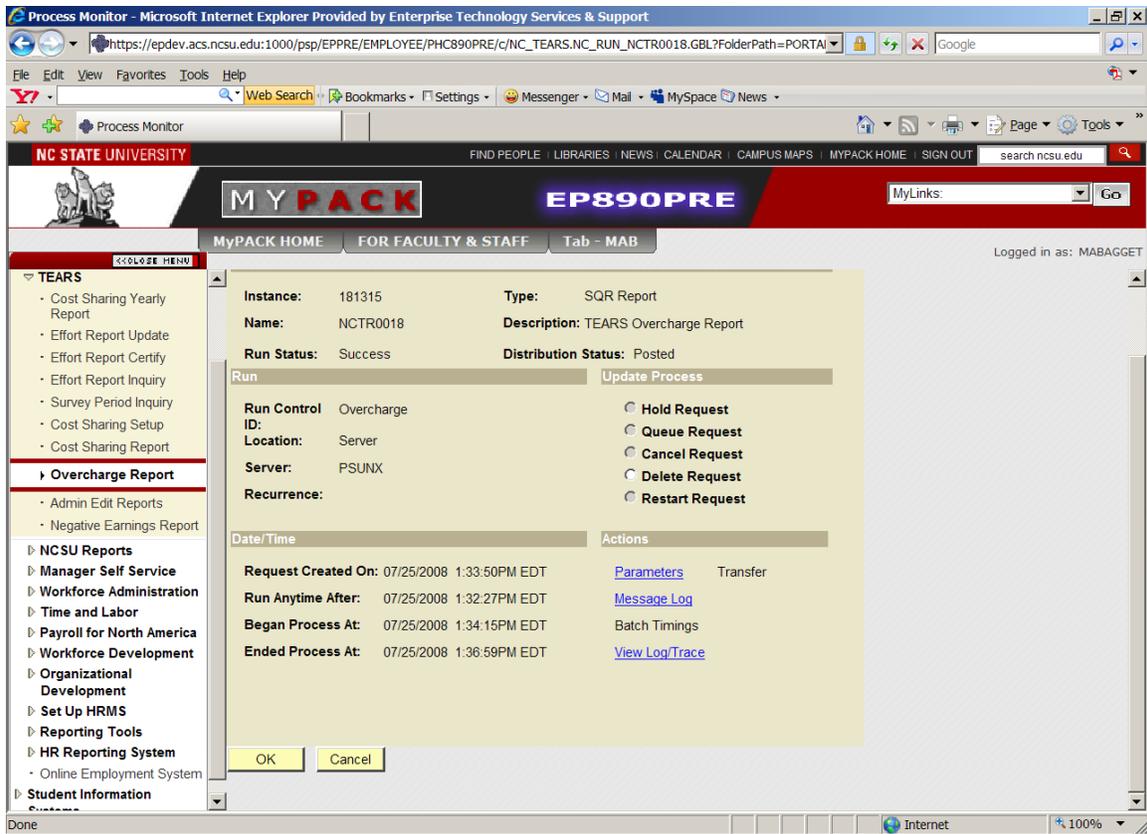
Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	181315		SQR Report	NCTR0018	MABAGGET	07/25/2008 1:32:27PM EDT	Success	Posted	Details

Go back to Overcharge Report

Save Notify

Process List | Server List

Click 'Details' and the following page will be displayed:



Click 'View Log/Trace' and you will be taken to the following page:

Process Monitor - Microsoft Internet Explorer Provided by Enterprise Technology Services & Support

https://epdev.acs.ncsu.edu:1000/psp/EPPRE/EMPLOYEE/PHC890PRE/c/NC_TEARS.NC_RUN_NCTR0018.GBL?FolderPath=PORTAL

NC STATE UNIVERSITY

MYPACK EP890PRE

MyPACK HOME FOR FACULTY & STAFF Tab - MAB

Logged in as: MABAGGET

TEARS

- Cost Sharing Yearly Report
- Effort Report Update
- Effort Report Certify
- Effort Report Inquiry
- Survey Period Inquiry
- Cost Sharing Setup
- Cost Sharing Report

Overcharge Report

- Admin Edit Reports
- Negative Earnings Report

NCSU Reports

- Manager Self Service
- Workforce Administration
- Time and Labor
- Payroll for North America
- Workforce Development
- Organizational Development
- Set Up HRMS
- Reporting Tools
- HR Reporting System
 - Online Employment System
- Student Information

View Log/Trace Report

Report ID: 173487 Process Instance: 181315 [Message Log](#)

Name: NCTR0018 Process Type: SQR Report

Run Status: Success

TEARS Overcharge Report

Distribution Details

Distribution Node: HTTPUNIX Expiration Date: 08/04/2008

File List

Name	File Size (bytes)	Datetime Created
SQR_NCTR0018_181315.log	1,669	07/25/2008 1:36:59.000000PM EDT
nctr0018_181315.PDF	14,862	07/25/2008 1:36:59.000000PM EDT
nctr0018_181315.out	156,679	07/25/2008 1:36:59.000000PM EDT

Distribute To

Distribution ID Type	*Distribution ID
User	MABAGGET

Click on the link that ends in '.PDF' (nctr0018_181315.PDF) to display the report.

Admin Edit Reports - Microsoft Internet Explorer Provided by Enterprise Technology Services & Support
https://epdev.acs.ncsu.edu:1000/psp/EPPRE/EMPLOYEE/PHC890PRE/c/NC_TEARS.NC_RUN_NCTR0019.GBL?FolderPath=PORTAL

NC STATE UNIVERSITY
FIND PEOPLE | LIBRARIES | NEWS | CALENDAR | CAMPUS MAPS | MYPACK HOME | SIGN OUT | search.ncsu.edu

MYPACK EP890PRE
MyLinks: [] Go

MyPACK HOME FOR FACULTY & STAFF Tab - MAB
Logged in as: MABAGGET
[New Window](#) | [Help](#) |

Admin Edit Reports

Find an Existing Value | Add a New Value

Run Control ID: []

Add

Find an Existing Value | Add a New Value

- TEARS
 - Cost Sharing Yearly Report
 - Effort Report Update
 - Effort Report Certify
 - Effort Report Inquiry
 - Survey Period Inquiry
 - Cost Sharing Setup
 - Cost Sharing Report
 - Overcharge Report
- Admin Edit Reports
 - Negative Earnings Report
- NCSU Reports
- Manager Self Service
- Workforce Administration
- Time and Labor
- Payroll for North America
- Workforce Development
- Organizational Development
- Set Up HRMS
- Reporting Tools
- HR Reporting System
 - Online Employment System
- Student Information

Admin Edit Reports - Microsoft Internet Explorer Provided by Enterprise Technology Services & Support
https://epdev.acs.ncsu.edu:1000/psp/EPPRE/EMPLOYEE/PHC890PRE/c/NC_TEARS.NC_RUN_NCTR0019.GBL?FolderPath=PORTAL

NC STATE UNIVERSITY
FIND PEOPLE | LIBRARIES | NEWS | CALENDAR | CAMPUS MAPS | MYPACK HOME | SIGN OUT | search.ncsu.edu

MYPACK EP890PRE
MyLinks: [] Go

MyPACK HOME FOR FACULTY & STAFF Tab - MAB
Logged in as: MABAGGET
[New Window](#) | [Help](#) |

Admin Edit Reports

Find an Existing Value | Add a New Value

Run Control ID: TEARS

Add

Find an Existing Value | Add a New Value

- TEARS
 - Cost Sharing Yearly Report
 - Effort Report Update
 - Effort Report Certify
 - Effort Report Inquiry
 - Survey Period Inquiry
 - Cost Sharing Setup
 - Cost Sharing Report
 - Overcharge Report
- Admin Edit Reports
 - Negative Earnings Report
- NCSU Reports
- Manager Self Service
- Workforce Administration
- Time and Labor
- Payroll for North America
- Workforce Development
- Organizational Development
- Set Up HRMS
- Reporting Tools
- HR Reporting System
 - Online Employment System
- Student Information

Admin Edit Reports - Microsoft Internet Explorer Provided by Enterprise Technology Services & Support

https://epdev.acs.ncsu.edu:1000/psp/EPPRE/EMPLOYEE/PHC890PRE/c/NC_TEARS.NC_RUN_NCTR0019.GBL?FolderPath=PORTAL

NC STATE UNIVERSITY

MYPACK EP890PRE

MyLinks: [] Go

MyPACK HOME FOR FACULTY & STAFF Tab - MAB

Logged in as: MABAGGET

TEARS

- Cost Sharing Yearly Report
- Effort Report Update
- Effort Report Certify
- Effort Report Inquiry
- Survey Period Inquiry
- Cost Sharing Setup
- Cost Sharing Report
- Overcharge Report

Admin Edit Reports

- Negative Earnings Report

NCSU Reports

- Manager Self Service
- Workforce Administration
- Time and Labor
- Payroll for North America
- Workforce Development
- Organizational Development
- Set Up HRMS
- Reporting Tools
- HR Reporting System
 - Online Employment System
- Student Information System

Admin Edit Rpts

Run Control ID: TEARS [Report Manager](#) [Process Monitor](#) [Run](#)

TEARS Admin Edit Reports

*Fiscal Year: []

[Save](#) [Notify](#) [Add](#) [Update/Display](#)

Admin Edit Reports - Microsoft Internet Explorer Provided by Enterprise Technology Services & Support

https://epdev.acs.ncsu.edu:1000/psp/EPPRE/EMPLOYEE/PHC890PRE/c/NC_TEARS.NC_RUN_NCTR0019.GBL?FolderPath=PORTAL

NC STATE UNIVERSITY

MYPACK EP890PRE

MyLinks: [] Go

MyPACK HOME FOR FACULTY & STAFF Tab - MAB

Logged in as: MABAGGET

TEARS

- Cost Sharing Yearly Report
- Effort Report Update
- Effort Report Certify
- Effort Report Inquiry
- Survey Period Inquiry
- Cost Sharing Setup
- Cost Sharing Report
- Overcharge Report

Admin Edit Reports

- Negative Earnings Report

NCSU Reports

- Manager Self Service
- Workforce Administration
- Time and Labor
- Payroll for North America
- Workforce Development
- Organizational Development
- Set Up HRMS
- Reporting Tools
- HR Reporting System
 - Online Employment System
- Student Information System

Admin Edit Rpts

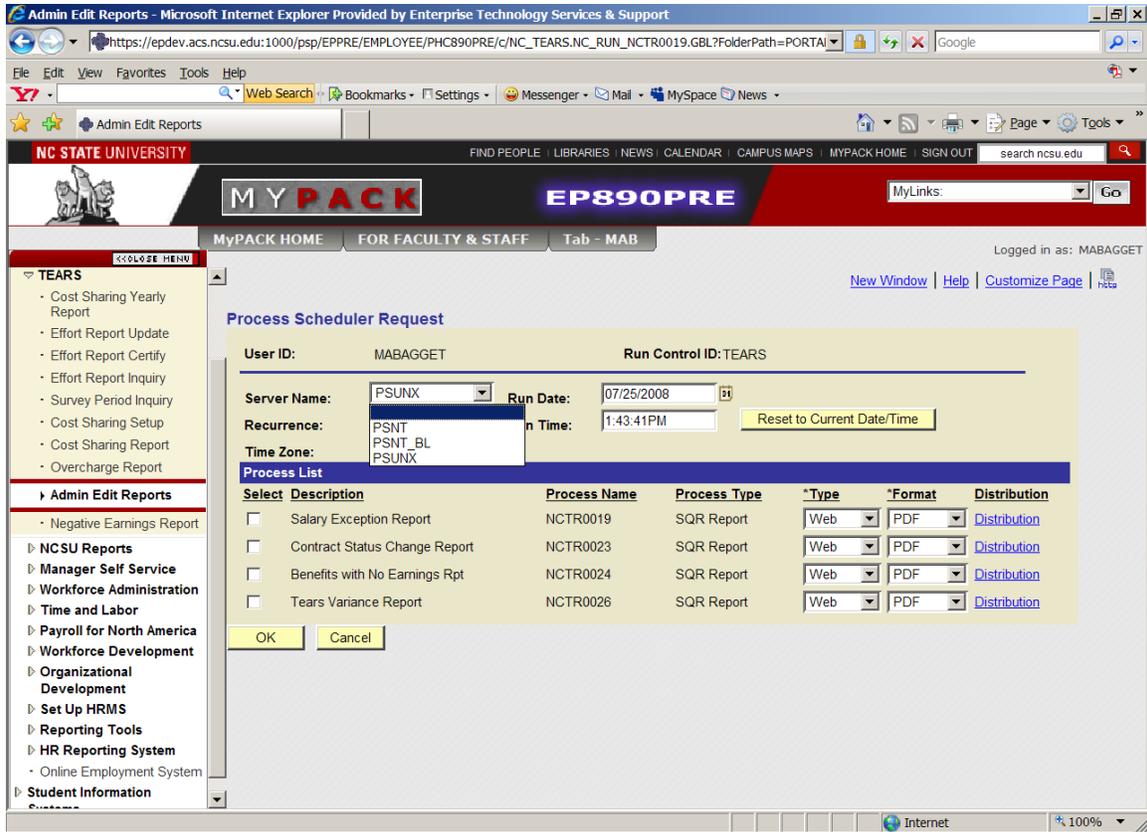
Run Control ID: TEARS [Report Manager](#) [Process Monitor](#) [Run](#)

TEARS Admin Edit Reports

*Fiscal Year: [2008]

[Save](#) [Notify](#) [Add](#) [Update/Display](#)

Error on page.



NOTE: It is best to select only one report at a time from the list. Running multiple reports at the same time could cause performance/system issues.

Salary Exception Report – Shows you any Cost Sharing Setups that were entered that had no salary whatsoever to fund cost sharing.

Contract Status Change Report – Shows employees that had a change in their contract type during the fiscal year.

Benefits with No Earnings – Shows employees with benefit charges but no associated salary.

TEARS Variance Report – Shows employees that have an Effort Report that does not agree with Labor Distribution.

Admin Edit Reports - Microsoft Internet Explorer Provided by Enterprise Technology Services & Support

https://epdev.acs.ncsu.edu:1000/psp/EPPRE/EMPLOYEE/PHC890PRE/c/NC_TEARS.NC_RUN_NCTR0019.GBL?FolderPath=PORTAL

NC STATE UNIVERSITY MYPACK EP890PRE

MyPACK HOME FOR FACULTY & STAFF Tab - MAB

Logged in as: MABAGGET

Process Scheduler Request

User ID: MABAGGET Run Control ID: TEARS

Server Name: PSUNX Run Date: 07/25/2008

Recurrence: Run Time: 1:43:41PM

Time Zone:

Process List

Select	Description	Process Name	Process Type	Type	Format	Distribution
<input type="checkbox"/>	Salary Exception Report	NCTR0019	SQR Report	Web	PDF	Distribution
<input checked="" type="checkbox"/>	Contract Status Change Report	NCTR0023	SQR Report	Web	PDF	Distribution
<input type="checkbox"/>	Benefits with No Earnings Rpt	NCTR0024	SQR Report	Web	PDF	Distribution
<input type="checkbox"/>	Tears Variance Report	NCTR0026	SQR Report	Web	PDF	Distribution

OK Cancel

Admin Edit Reports - Microsoft Internet Explorer Provided by Enterprise Technology Services & Support

https://epdev.acs.ncsu.edu:1000/psp/EPPRE/EMPLOYEE/PHC890PRE/c/NC_TEARS.NC_RUN_NCTR0019.GBL?FolderPath=PORTAL

NC STATE UNIVERSITY MYPACK EP890PRE

MyPACK HOME FOR FACULTY & STAFF Tab - MAB

Logged in as: MABAGGET

Process List Server List

View Process Request For

User ID: MABAGGET Type: Last: 1 Days Refresh

Server: PSUNX Name: Instance: Save On Refresh

Run Status: Distribution Status

Process List

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	181316		SQR Report	NCTR0023	MABAGGET	07/25/2008 1:43:41PM EDT	Queued	N/A	Details
<input type="checkbox"/>	181315		SQR Report	NCTR0018	MABAGGET	07/25/2008 1:32:27PM EDT	Success	Posted	Details

Go back to Admin Edit Reports

Save Notify

Process List | Server List

Admin Edit Reports - Microsoft Internet Explorer Provided by Enterprise Technology Services & Support

https://epdev.acs.ncsu.edu:1000/psp/EPPRE/EMPLOYEE/PHC890PRE/c/NC_TEARS.NC_RUN_NCTR0019.GBL?FolderPath=PORTAL

NC STATE UNIVERSITY

MYPACK EP890PRE

MyLinks: [] Go

MyPACK HOME FOR FACULTY & STAFF Tab - MAB

Logged in as: MABAGGET

TEARS

- Cost Sharing Yearly Report
- Effort Report Update
- Effort Report Certify
- Effort Report Inquiry
- Survey Period Inquiry
- Cost Sharing Setup
- Cost Sharing Report
- Overcharge Report

Admin Edit Reports

- Negative Earnings Report

NCSU Reports

- Manager Self Service
- Workforce Administration
- Time and Labor
- Payroll for North America
- Workforce Development
- Organizational Development
- Set Up HRMS
- Reporting Tools
- HR Reporting System
 - Online Employment System
- Student Information

Process Detail

Process

Instance: 181316 Type: SQR Report

Name: NCTR0023 Description: Contract Status Change Report

Run Status: Success Distribution Status: Posted

Run

Run Control ID: TEARS

Location: Server

Server: PSUNX

Recurrence:

Update Process

- Hold Request
- Queue Request
- Cancel Request
- Delete Request
- Restart Request

Date/Time

Request Created On: 07/25/2008 1:45:35PM EDT

Run Anytime After: 07/25/2008 1:43:41PM EDT

Began Process At: 07/25/2008 1:45:53PM EDT

Ended Process At: 07/25/2008 1:46:06PM EDT

Actions

- [Parameters](#) Transfer
- [Message Log](#)
- Batch Timings
- [View Log/Trace](#)

Admin Edit Reports - Microsoft Internet Explorer Provided by Enterprise Technology Services & Support

https://epdev.acs.ncsu.edu:1000/psp/EPPRE/EMPLOYEE/PHC890PRE/c/NC_TEARS.NC_RUN_NCTR0019.GBL?FolderPath=PORTAL

NC STATE UNIVERSITY

MYPACK EP890PRE

MyLinks: [] Go

MyPACK HOME FOR FACULTY & STAFF Tab - MAB

Logged in as: MABAGGET

TEARS

- Cost Sharing Yearly Report
- Effort Report Update
- Effort Report Certify
- Effort Report Inquiry
- Survey Period Inquiry
- Cost Sharing Setup
- Cost Sharing Report
- Overcharge Report

Admin Edit Reports

- Negative Earnings Report

NCSU Reports

- Manager Self Service
- Workforce Administration
- Time and Labor
- Payroll for North America
- Workforce Development
- Organizational Development
- Set Up HRMS
- Reporting Tools
- HR Reporting System
 - Online Employment System
- Student Information

View Log/Trace

Report

Report ID: 173488 Process Instance: 181316 [Message Log](#)

Name: NCTR0023 Process Type: SQR Report

Run Status: Success

Contract Status Change Report

Distribution Details

Distribution Node: HTTPUNIX Expiration Date: 08/04/2008

File List

Name	File Size (bytes)	Datetime Created
SQR_NCTR0023_181316.log	1,659	07/25/2008 1:46:06.000000PM EDT
nctr0023_181316.PDF	1,592	07/25/2008 1:46:06.000000PM EDT
nctr0023_181316.out	103,070	07/25/2008 1:46:06.000000PM EDT

Distribute To

Distribution ID Type	*Distribution ID
User	MABAGGET

https://hcdev.acs.ncsu.edu:1000/psreports/HCPRE/173488/nctr0023_181316.PDF - Microsoft Int...

https://hcdev.acs.ncsu.edu:1000/psreports/HCPRE/ Google

File Edit Go To Favorites Help

Web Search Bookmarks Settings Messenger Mail

https://hcdev.acs.ncsu.edu:1000/psrepo... Page Tools

72%

Adobe Reader 7.0

Search Web

Pages

Emplid	Name	Deptid	Old Type	New Type
000000449	Ruben Carbonell	012001	9 \12	12 \12
000009518	Nina Allen	110801	9 \12	12 \12
000206992	Utku Avci	110901	0 \12	12 \12
000407792	Hannah Burrack	111001	0 \12	12 \12
000407492	Roderick Rejesus	118001	0 \12	9 \12
000008191	Glenda Carter	131301	9 \12	12 \12
000008548	John Penick	131301	9 \12	12 \12
000407415	David Schurig	140401	0 \12	9 \12
000300657	Cheryl Heeter	1409	9 \12	12 \12
000000449	Ruben Carbonell	148501	9 \12	12 \12
000323988	Jeffery Braden	160101	9 \12	12 \12
000319276	Gary Comstock	160502	9 \12	12 \12
000319276	Gary Comstock	160550	9 \12	12 \12
000010888	Mary Wyer	164501	9 \12	12 \12
000184572	David Baker	170688	0 \12	9 \12

Attachments

Comments

1 of 1

Unknown Zone

Microsoft Internet Explorer window showing the "Negative Earnings Report" page. The browser address bar displays the URL: https://epdev.acs.ncsu.edu:1000/psp/EPPRE/EMPLOYEE/PHC890PRE/c/NC_TEARS.NC_RUN_NCTR0025.GBL?FolderPath=PORTAL. The page header includes the NC State University logo, "MYPACK EP890PRE", and navigation links like "MyPACK HOME" and "FOR FACULTY & STAFF". A left sidebar menu lists various reports under "TEARS" and "Negative Earnings Report". The main content area is titled "Negative Earnings Report" and features a form with a "Run Control ID:" label and an empty text input field. Below the input field is an "Add" button. Navigation links "Find an Existing Value" and "Add a New Value" are present above and below the form. The status bar at the bottom shows "Done" and "Internet" with a 100% zoom level.

Microsoft Internet Explorer window showing the "Negative Earnings Report" page. The browser address bar displays the URL: https://epdev.acs.ncsu.edu:1000/psp/EPPRE/EMPLOYEE/PHC890PRE/c/NC_TEARS.NC_RUN_NCTR0025.GBL?FolderPath=PORTAL. The page header includes the NC State University logo, "MYPACK EP890PRE", and navigation links like "MyPACK HOME" and "FOR FACULTY & STAFF". A left sidebar menu lists various reports under "TEARS" and "Negative Earnings Report". The main content area is titled "Negative Earnings Report" and features a form with a "Run Control ID:" label and a text input field containing the value "Negative". Below the input field is an "Add" button. Navigation links "Find an Existing Value" and "Add a New Value" are present above and below the form. The status bar at the bottom shows "Error on page." and "Internet" with a 100% zoom level.

Microsoft Internet Explorer browser window showing the URL: https://epdev.acs.ncsu.edu:1000/psp/EPPRE/EMPLOYEE/PHC890PRE/c/NC_TEARS.NC_RUN_NCTR0025.GBL?FolderPath=PORTAL

Page title: Negative Earnings Report

Navigation: MyPACK HOME | FOR FACULTY & STAFF | Tab - MAB

Logged in as: MABAGGET

TEARS Negative Earnings Report

Run Control ID: Negative

Buttons: Report Manager | Process Monitor | Run

Form fields:

- *Fiscal Year: [Text Input]
- Report Name: [Dropdown Menu]

Dropdown menu options:

- Fiscal Yr Negative Ern Report
- Summer Negative Ern Report

Buttons: Save | Notify | Add | Update/Display

The screenshot displays the 'Effort Report List' application in a Microsoft Internet Explorer browser. The browser's address bar shows the URL: https://epdev.acs.ncsu.edu:1000/psp/EPPRE/EMPLOYEE/PHC890PRE/c/NC_TEARS.NC_EFFORT_RPT_LIST.GBL?FolderPath=POR. The page header includes the NC State University logo and navigation links like 'MYPACK HOME', 'FOR FACULTY & STAFF', and 'MyTAB'. The user is logged in as 'DCHUMPHR'.

The main content area is titled 'Effort Report List' and contains a search form with the following fields and controls:

- EmpID:** Text input field
- Department:** Text input field
- Survey Period:** Text input field with a search icon
- CERTIFIED:** Drop-down menu
- Agrees with Labor:** Drop-down menu
- Search:** Button
- Clear:** Button

Below the search form, a 'Results' table is displayed with the following columns: ID, Name, DeptID, Descr, Survey Period, Due Date, Certified Date, Certified By, Certified, and Agrees Labor. The table contains one row of data:

ID	Name	DeptID	Descr	Survey Period	Due Date	Certified Date	Certified By	Certified	Agrees Labor
1								N	Y

The left-hand navigation menu includes sections for 'TEARS', 'Effort Report List', 'NCSU Reports', 'Manager Self Service', 'Workforce Administration', and 'Benefits'. The 'Effort Report List' section is currently expanded, showing options like 'Cost Sharing Report', 'Overcharge Report', 'Admin Edit Reports', and 'Negative Earnings Report'.

The 'Effort Report List' menu option does not have a 300 record limit as do the other inquiry options described above. This option can be used to search for all Effort Reports that have or have not been certified, or for Effort Reports that agree or do not agree with Labor Distribution. Type in the Employee ID or Department ID, choose an option from the drop down boxes and click 'Search.'