8.9 HRMS Step by Step Guide

Running Personnel Actions Audit Report

Overview: The Personnel Action Audit report tracks compensation change information in Job Data. For example, the Personnel Action Audit Report would show hires or pay rate changes, but not changes in appointment end date. The report tracks only compensation changes.

This report is intended primarily for use as a compensating control mechanism for users who have incompatible access to HRMS. The report provides a tool to allow designated reviewers to audit transactions in HRMS that have been entered and approved by the same user. Normally the designated user reviews these reports on a monthly basis. These reports also provide a tool for supervisors and managers to audit quality control of transactions that have been entered and/or approved by any user regardless of whether or not that user has incompatible access to HRMS.

For a complete list of reports and reviews available in PeopleSoft 8.9, go to the 89HRMS Report and Review Resource Guide.

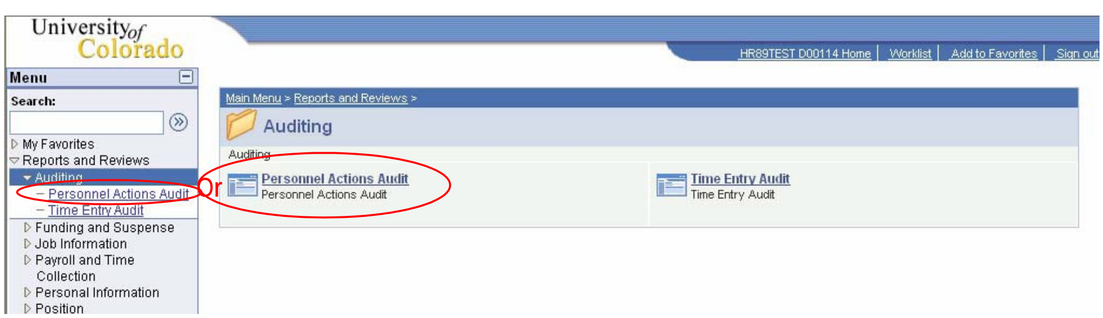
Note: *The screen shots used in this guide may not be representative of your access.*

1. Navigate to Reports and Reviews

- Reports and Reviews
- Click on `Auditing

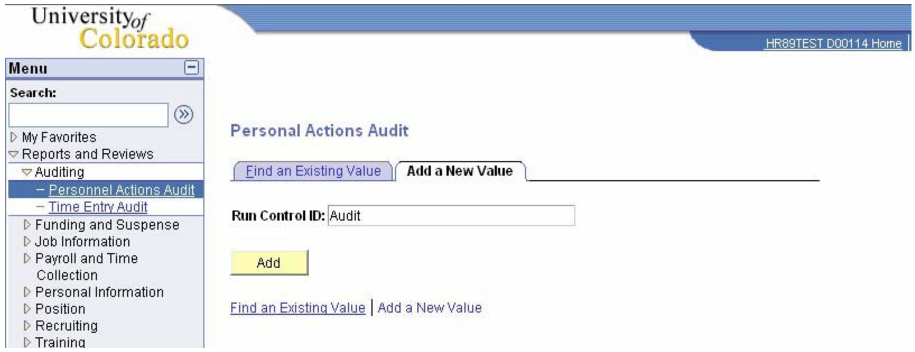
2. Auditing Reports are displayed

- Click on Personnel Actions Audit



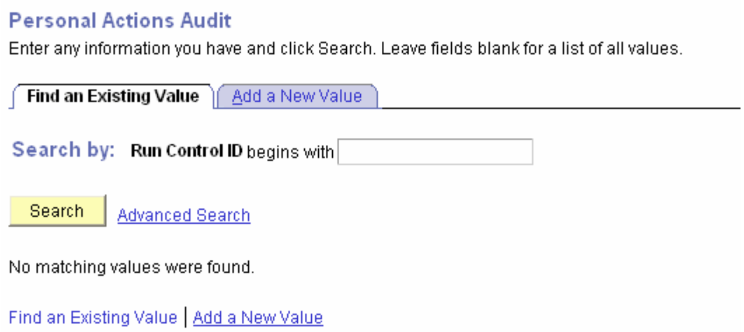
3. Personnel Actions Audit search page displays

- Click on Search to find an existing run control ID



4. Search Results display

- Click on an existing Run Control ID or create a new ID
- To create a new ID, Click on Add a New Value

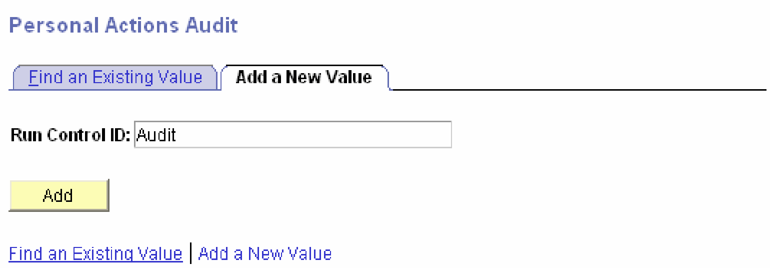


5. Add a New Value page displays

- Enter a new Run Control ID.

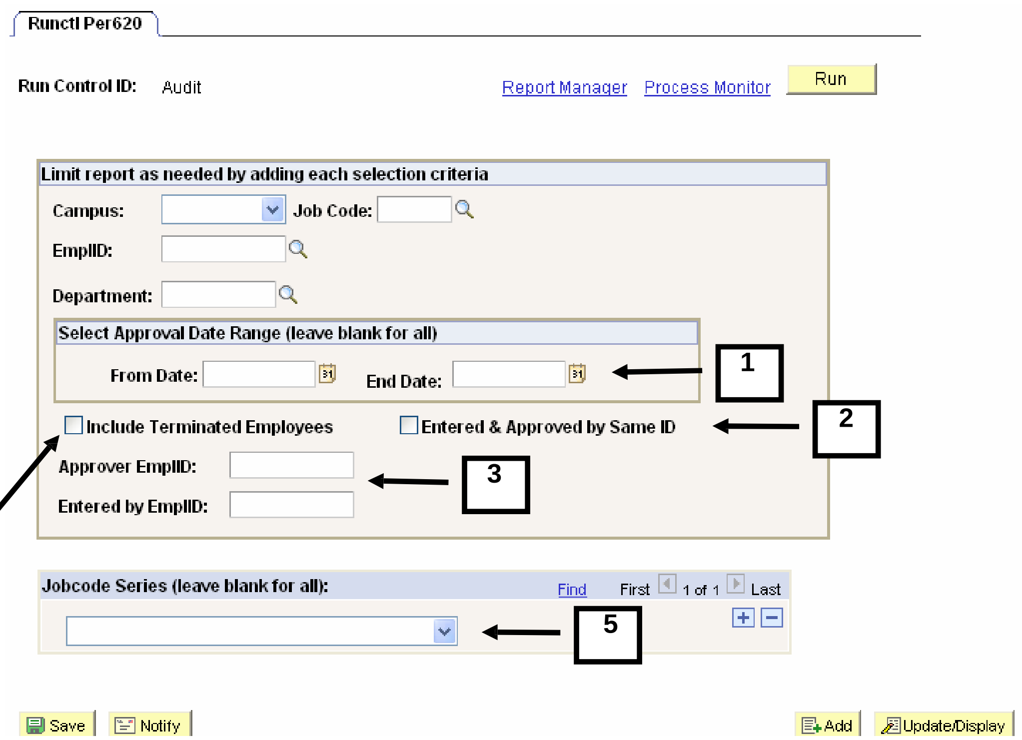
NOTE: Spaces are not valid.

- Click on Add



6. Personnel Actions Audit Run Control page displays

- Always Enter From and To Dates
- Do not run for more than 2 months
- Results are based on row level security
- Click Run



Enter the appropriate parameter(s) for the report. There are a variety of parameters available and an explanation for the use of each one is provided below. Selecting the correct parameter or combination of parameters is essential to obtaining the information required to conduct the review.

1. **From and End Dates** – From and End Date fields are used to determine the time period for which you want to run the audit report. **These two fields do not represent the effective date(s) of the transaction(s) in HRMS. They represent the approval date of the transactions.** This is a different use of these fields from other HRMS reports. This report picks up all the relevant information for all approval dates that occur within the dates you specify.
   For example, a manager runs this audit report for the period 02/01/07 – 03/31/07. The report will show all relevant transactions, based on the report parameters entered, that occurred for all transactions approved during those two months.

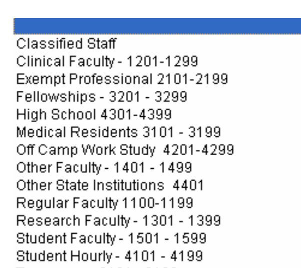
2. **Entered and Approved by Same ID** – Use this parameter to find all transactions entered and approved by the same user. Check this checkbox and enter the From and End Dates to find the transactions entered and approved by all end users within your row-level security access for the specified period of time. Also use this checkbox to find transactions for the audit review process.

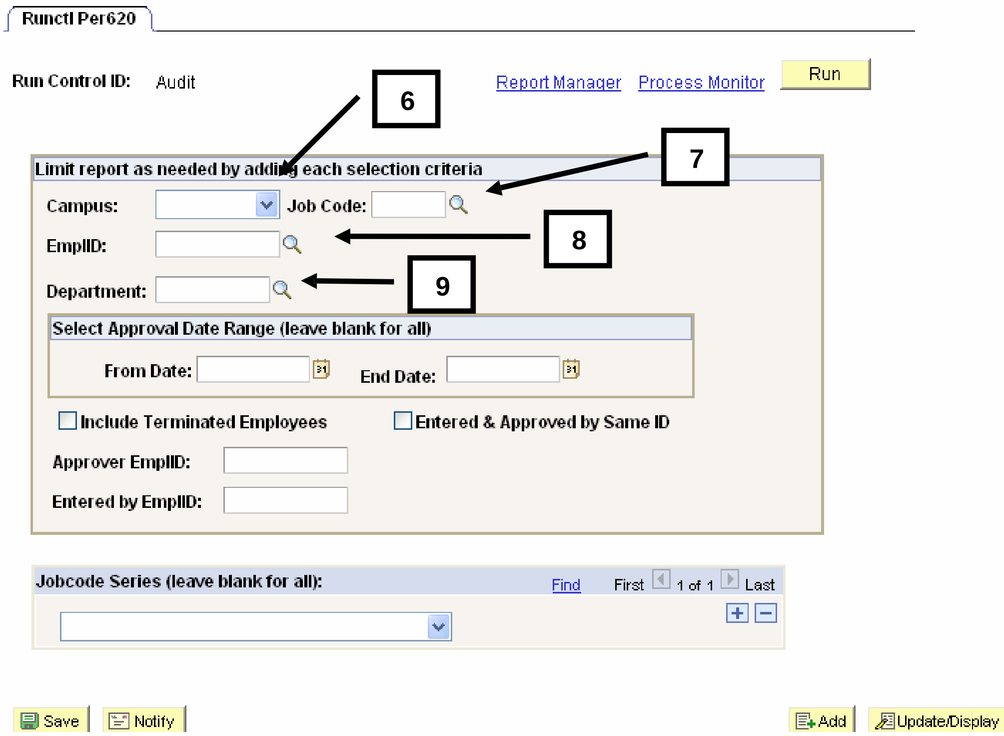
3. **Include Terminated Employees** – This parameter is used to include terminated employees in the report results.

4. **Approver/Entered by EmplID** – As noted in #2, using this checkbox will provide all transactions entered and approved by all users in your row-level security access. Enter an employee ID for the operator to be audited in either one of these fields and check the Entered and Approved by Same ID to limit the results to a single operator. For example, if Bob Smith only wants to see the transactions entered and approved by Jan Clark, he would enter her employee ID in either one of these fields, and check the entered and approved by same ID checkbox.

   NOTE: These two fields also can be used independently of the “Entered and Approved by Same ID” checkbox. Managers and supervisors can use this functionality for qualitative and quantitative analyses and to monitor transactions in Time Collection. For example, a supervisor wants to see transactions entered but not approved by his employee, Angela Moreno, he enters her employee ID in the “Entered By EmplID” field. The report would provide information about all relevant personnel action transactions Angela entered.

5. **Job Code Series (Leave Blank for All)** – This parameter limits the search results by choosing a specific personnel group (see option list). More than one personnel group can be searched for at a time by using the + − buttons.





Now let's take a look at the other parameters for this report:

6. **Campus** – This field is used to look at all transactions for a single campus and should be used in conjunction with the "From and End Dates," "Entered and Approved By Same ID" and/or "Approver EmplID/ Entered by EmplID" fields. If these additional parameters are not used, the report will return results for all pay period end dates and relevant time entries for that campus.

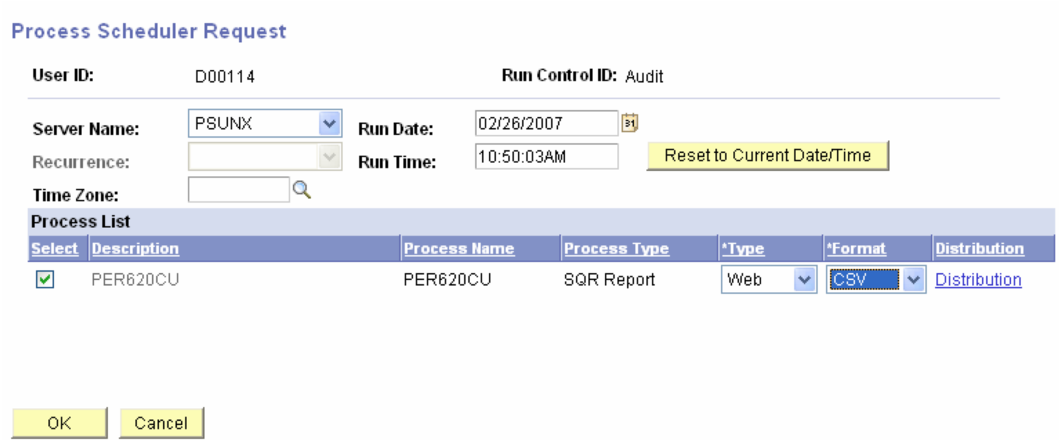
7. **Job Code** – This parameter is used to limit the report results to a single job code and should be used in conjunction with the "From and End Dates," "Entered and Approved By Same ID" and/or "Approver EmplID/ Entered by EmplID" fields. If these additional parameters are not used the report will return results for every relevant personnel action transaction for that job code.

8. **EmplID** – This parameter is used to limit the report results to a single employee ID. For example, to audit all relevant Personnel Action transactions that were entered for Mark Mathis, enter Mark's employee ID number in this field. This is not the employee ID of the person who entered and/or approved the transaction.

9. **Department -** This parameter is used to limit the report results to a single department and should be used in conjunction with the "From and End Dates," "Entered and Approved By Same ID" and/or "Approver EmplID/Entered by EmplID" fields. If these additional parameters are not used the report will return results for every relevant Personnel Action transaction in that department.

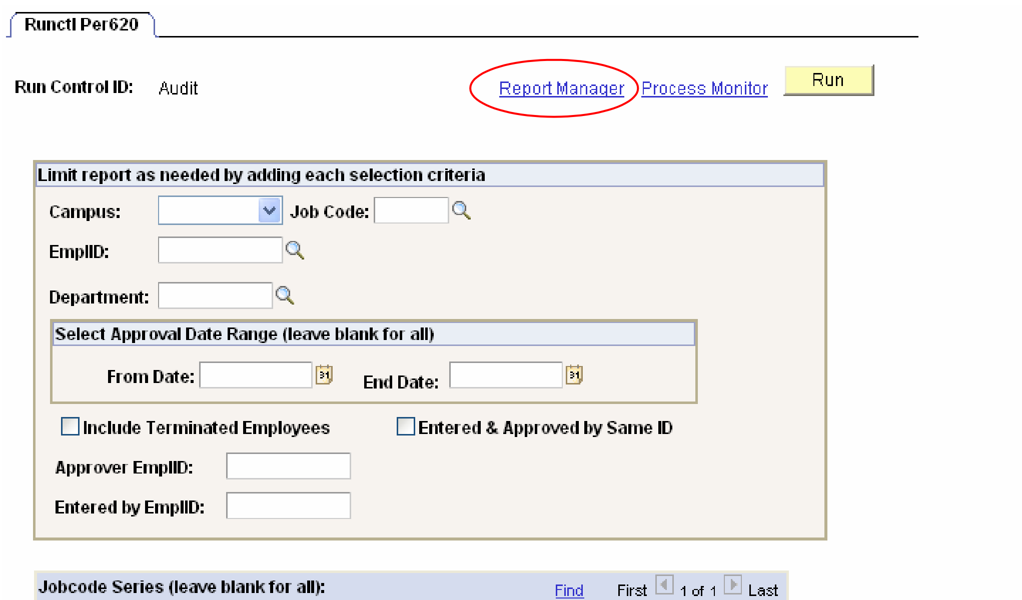
7. Process Scheduler page displays

- ☐ Enter *PSUNX* in the Server Name
- ☐ Verify the report type is Web
- ☐ **Verify the format is CSV (No data will be displayed in the PDF format)**
- ☐ Click OK



8. Personnel Actions Audit page re-displays

- ☐ Click on Report Manager

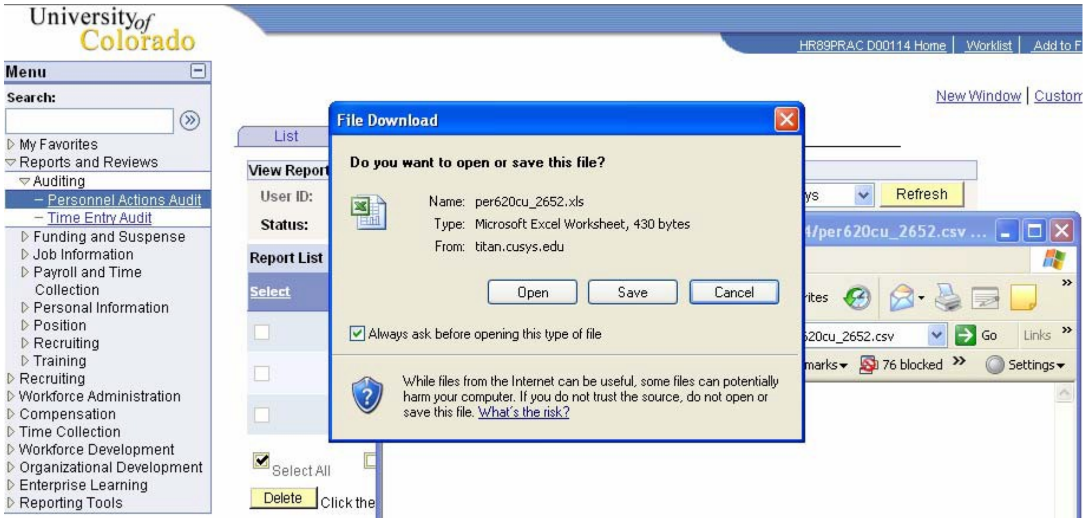


9. Report Manager displays

- ☐ The report will not display until the process status is Posted
- ☐ Click Refresh until the report is Posted
- ☐ Click on the report Description PER620CU (If a new window does not open, hold down the Ctrl key and click again)

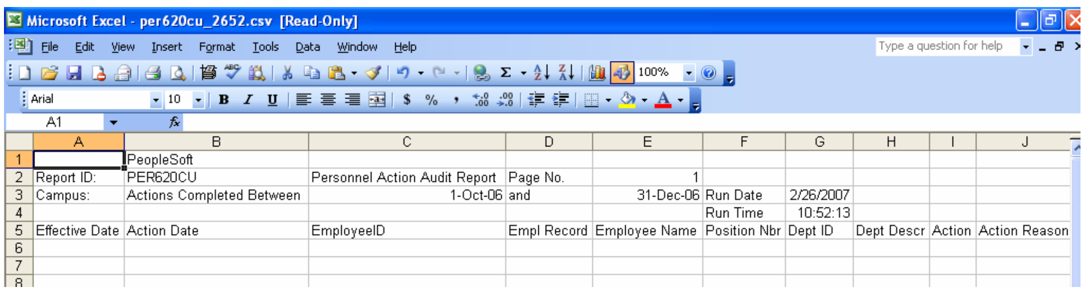
10. File Download box displays in csv (Excel) format

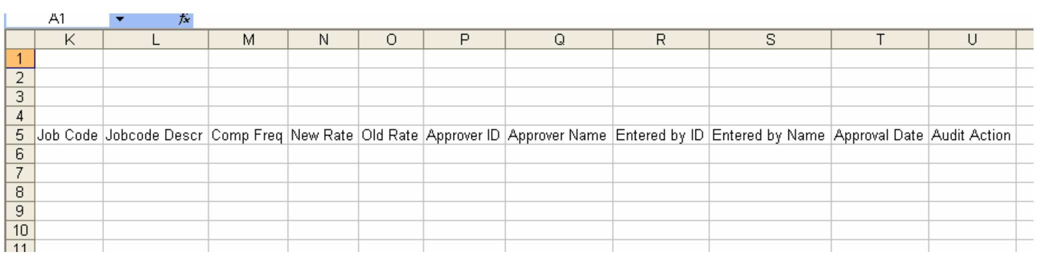
- Click **Open** to open and/or print the report
- Click **Save** to save the report
- Click **Cancel** to cancel and return to Report Manager



11. Open File Download box displays in .csv (Excel) format

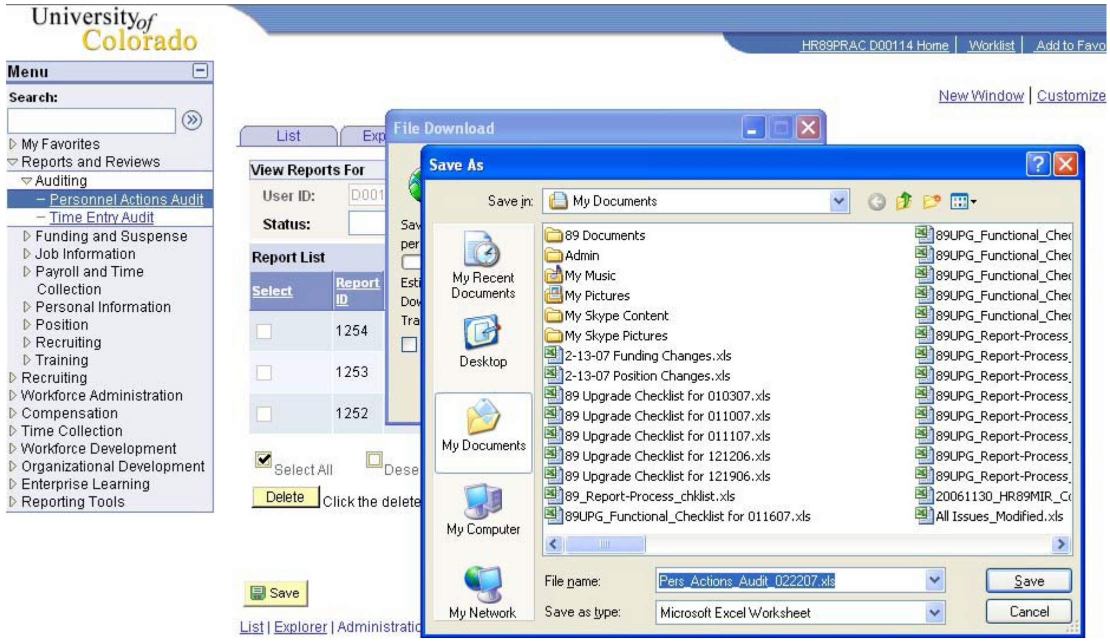
- Click **Open** to open and/or print the report
- This report uses the CSV format because of the number of fields it contains.





12. Save Personnel Actions Audit File – Save as box displays

- Click Save to save the report
- It is suggested that after opening, save this file as an Excel document to the computer hard drive.
- Enter the selected file name
- Change Save As Type to Microsoft Excel
- Select Save. Note the location (Folder/drive) where the file is saved.
- Close HRMS and reopen Excel and open this file for your working copy.



Reading Your Report: Personnel Action Audit Report Fields

Most of the report fields are self-explanatory, for example, effective date, employee name, approver ID, enterer ID, jobcode, position number etc. Three report fields that required additional explanation:

1) New Rate/Old Rate –this report only reports information when there has been information entered in the compensation field. The New Rate Field will show the compensation information that was entered. The Old Rate field will only be filled in when there has been a change/correction to the existing rate.

2) Audit Action – There are three audit actions in HRMS that appear on the report:

   A = Add – This audit code appears when a row has been added to the employee's job data.

   C = Change/Correction – This audit code appears when the compensation has been changed and/or corrected. Correction access is limited to a small number of users; however, it is possible for all users to change information in future-dated rows.

   D = Delete – This audit code appears when a row has been deleted from the job data.

Conclusion:

This Step-By-Step Guide provides information only about how to run this report. It is up to the individual who runs or reviews the report to decide what transactions will be audited and how that audit will occur. For help in interpreting the data on the report, users should work with their Campus Security Coordinator and/or Human Resources office.

Running Personnel Actions Audit Report Complete