

How to Run a Labor Distribution Report

1. Log into MyCWU.
2. Navigate to this:



3. Click the “Search” button to find a run control ID, and pick anything that shows up in the list:

- If you do not have a Run Control...
 - Click [Add new Value](#):
 - **Name** your new Run Control. Suggestion is to call it *Labor_Distribution_Report*. ****Note** The Name cannot contain any spaces in it.**
 - Press **Add**.

4. Populate the fields on the page to identify the information you need:

- ***Pay Run ID:**
 - The first two digits are the year.
 - The next two digits are the month.
 - And the A (or B) reflect if it is the first or second pay period of the month.
A = first pay period (1st - 15th); B= second pay period (16th - end of month).
- **Department:**
 - Enter the **Department** number you are wanting to run (440090 = WLC, 4400230 = CLLAS)

OR

- **Combination Code:**
 - the **Speedkey** that correlates to the **Department** (ex. 4400900004.0).

5. Once everything is entered, press **RUN**:

Labor Distribution Report

Run Control ID crawford Report Manager Process Monitor **Run**

*Pay Run ID 1607A Jul 01-15 Payroll 2016

Limit Report by Department or Combo Code.
Leave blank to run for all authorized data

Department 440090 World Languages
Combination Code 4400900004.0 149 - World Lang \1

6. ...and then **OK**:

The screenshot shows a 'Process Scheduler Request' dialog box. At the top, it displays 'User ID: CRAWFORD' and 'Run Control ID: crawford'. Below this, there are fields for 'Server Name' (PSUNX), 'Run Date' (11/14/2016), 'Recurrence', and 'Run Time' (7:29:06AM). A 'Reset to Current Date/Time' button is visible. A 'Process List' table is shown with one entry: CWSPY131, SQR Report, Web, PDF, Distribution. At the bottom, the 'OK' and 'Cancel' buttons are visible, with the 'OK' button circled in red.

7. If everything was entered correctly, then you will see a **Process Instance** number.

8. Now click on **Process Monitor**:

The screenshot shows the 'Labor Distribution Report' page. It includes a 'Run Control ID: crawford' and a 'Report Manager' section. The 'Process Monitor' button is circled in red. Below it, the text 'Process Instance: 1826985' is also circled in red. There is a 'Run' button and a '*Pay Run ID' field containing '1607A'.

9. On this screen, click **Details**:

The screenshot shows the 'View Process Request For' page. It has tabs for 'Process List' and 'Server List'. Below the tabs are search filters for 'User ID' (CRAWFORD), 'Type', 'Last', '1 Days', 'Refresh', 'Server', 'Name', 'Instance', 'Run Status', 'Distribution Status', and 'Save On Refresh'. A table titled 'Process List' is shown with one row: Instance 1826985, SQR Report, CWSPY131, CRAWFORD, 11/14/2016 7:29:06AM PST, Success, Posted. The 'Details' link in the last column of the table is circled in red.

10. Then click **View Log/Trace**:

Process Detail

Process

Instance 1826985 Type SQR Report
 Name CWSPY131 Description CWSPY131
 Run Status Success Distribution Status Posted

Run Update Process

Run Control ID crawford Hold Request
 Location Server Queue Request
 Server PSUNX Cancel Request
 Recurrence Delete Request
 Restart Request

Date/Time Actions

Request Created On 11/14/2016 7:29:38AM PST Parameters Transfer
 Run Anytime After 11/14/2016 7:29:06AM PST Message Log
 Began Process At 11/14/2016 7:29:50AM PST Batch Timings
 Ended Process At 11/14/2016 7:30:03AM PST **View Log/Trace**

OK Cancel

11. Press the file name that ends in **.PDF**:

View Log/Trace

Report

Report ID: 1198170 Process Instance: 1826985 Message Log
 Name: CWSPY131 Process Type: SQR Report
 Run Status: Success
 CWSPY131

Distribution Details

Distribution Node: ReportNode Expiration Date: 11/21/2016

File List

Name	File Size (bytes)	Datetime Created
4400901607A.csv	1,549	11/14/2016 7:30:03.704297AM PST
SQR_CWSPY131_1826985.log	1,627	11/14/2016 7:30:03.704297AM PST
cwspy131_1826985.PDF	4,840	11/14/2016 7:30:03.704297AM PST
cwspy131_1826985.out	6,090	11/14/2016 7:30:03.704297AM PST

Distribute To

Distribution ID Type	*Distribution ID
User	CRAWFORD

Return

This will open a pdf of your Labor Distribution Log. From here you can print, save, or review your labor distribution.

12. You will need to complete these steps each pay period.