

PeopleSoft
Printing the State
Workers Compensation
Report
September 8, 2006



REQUESTING A WORKERS COMPENSATION REPORT

Use the following navigation to 'State Workers Compensation Report' and select 'Add a New Value.' If you have run this report before you can 'Search' or simply enter your 'Run Control ID'. Main Menu>ND State Applications>Reports>State Workers Comp Report

A screenshot of the "States Workers Comp Report" search interface. The title "States Workers Comp Report" is at the top. Below it is the instruction: "Enter any information you have and click Search. Leave fields blank for a list of all values." There are two tabs: "Find an Existing Value" and "Add a New Value". The "Add a New Value" tab is selected. Below the tabs, the text "Search by: Run Control ID begins with" is followed by a text input field. Below this is a checkbox labeled "Case Sensitive". There are two buttons: "Search" and "Advanced Search". At the bottom, there are two links: "Find an Existing Value" and "Add a New Value". An arrow points to the "Add a New Value" link.

'Run Control ID' is primarily for technical tracking of processes. We recommend you simply use your 5-digit Business Unit in that field, and then click 'Add'. In the future, you may simply enter your Business Unit in the previous screen and it will recall your 'Run Control'.

The screen on the following page shows where you need to enter your 5-digit Business Unit (you will only get results for the Business Units for which you have security access). This report will be run annually for the yearly Workers Compensation report. Then Click 'Run'.

Workers Comp

Run Control ID: 11000 [Report Manager](#) [Process Monitor](#) **Run**

Company: ND

Business Unit:

The following screen shows the parameters for the report. The report is formatted to show best in adobe PDF format so we recommend you select 'PDF' for the Format. Then click 'OK' and you will be returned to the previous screen.

Process Scheduler Request

User ID: lberger3 Run Control ID: 11000

Server Name: Run Date:

Recurrence: Run Time:

Time Zone:

Process List

Select	Description	Process Name	Process Type	Type	Format	Distribution
<input checked="" type="checkbox"/>	Workers Comp Report	NDSR203	Crystal	Web <input type="button" value="v"/>	PDF <input type="button" value="v"/>	Distribution

When you're returned to this screen, click on 'Process Monitor' to view the status of the report running.

Workers Comp

Run Control ID: 11000 [Report Manager](#) [Process Monitor](#) [Run](#)

Company: ND

Business Unit:

At this Process Monitor screen, click on 'Refresh' periodically until the Run Status of your report shows 'Success'. Then click on 'Details'.

Process List [Server List](#)

View Process Request For

User ID: Type: Last: Days

Server: 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"/>	380404		Crystal	NDSR203	lberger3	09/08/2006 2:49:13PM CDT	Success	Posted	Details
<input type="checkbox"/>	380349		SQR Report	PAY002_S	lberger3	09/08/2006 9:09:39AM CDT	Success	Posted	Details

[Go back to States Workers Comp Report](#)

[Process List](#) | [Server List](#)

When you come to the Process Detail screen, click on "View Log/Trace" to get the next screen with the report file name.

Process Detail

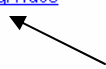
Process

Instance: 380404 **Type:** Crystal
Name: NDSR203 **Description:** Workers Comp Report
Run Status: Success **Distribution Status:** Posted

Run **Update Process**

Run Control ID: 11000 **Hold Request**
Location: Server **Queue Request**
Server: PSNT **Cancel Request**
Recurrence: **Delete Request**
 Restart Request

Date/Time **Actions**

Request Created On: 09/08/2006 2:51:11PM CDT [Parameters](#) Transfer
Run Anytime After: 09/08/2006 2:49:13PM CDT [Message Log](#)
Began Process At: 09/08/2006 2:51:48PM CDT Batch Timings
Ended Process At: 09/08/2006 2:51:53PM CDT [View Log/Trace](#) 

Then click the report name below to view the report. 'NDSR203 XXXXX.PDF'.

View Log/Trace

Report

Report ID: 1342 **Process Instance:** 380404 [Message Log](#)
Name: NDSR203 **Process Type:** Crystal
Run Status: Success

Workers Comp Report

Distribution Details

Distribution Node: REFNODE **Expiration Date:**

File List

Name	File Size (bytes)	Datetime Created
Message Log	0	09/08/2006 2:51:53.990000PM CDT
NDSR203_380404.PDF	53,737	09/08/2006 2:51:53.990000PM CDT
pssqltrace.trc	490	09/08/2006 2:51:53.990000PM CDT

Distribute To

Distribution ID Type	Distribution ID
User	Iberger3

The report, shown below, may then be saved wherever you prefer to store it or printed at your own printer.

07/07/2005		State of North Dakota					Page: 1	
Workmens Compensation and Fiscal Year Gross Wages								
Fiscal Year Ending:								
Business Unit	Department	Workmens Compensation Number			Fiscal Year Gross Earnings			
Name	Employee ID	Employee Record	SSN	WC Code	WC Earnings	Non-WC Earnings	Fiscal Year Gross Earnings	
	WC Code	WC Earnings	Non-WC Earnings	Fiscal Year Gross Earnings	Employee Count			

State Workers Compensation Query

Breadcrumbs: **Main Menu>Reporting Tools>Query>Query Viewer**

Fill in NDS_WORKERS_COMP_QRY in the blank box and click on the search button.

Query Viewer

Enter any information you have and click Search. Leave fields blank for a list of all values.

*Search By: Query Name begins with

[Advanced Search](#)

Click either 'HTML' to run the query and view the results or 'Excel' to see the query results on an Excel spreadsheet. If you have saved it in an Excel format it will be ready to be electronically transmitted to Workers Compensation.

Query Viewer

Enter any information you have and click Search. Leave fields blank for a list of all values.

*Search By: Query Name begins with

[Advanced Search](#)

Search Results

*Folder View: -- All Folders --

Query				Customize	Find	View All	First	1 of 1	Last
Query Name	Description	Owner	Folder	Run to HTML	Run to Excel	Schedule	Add to Favorites		
NDS_WORKERS_COMP_QRY	State Workers Comp Report	Public		HTML	Excel	Schedule	Favorite		

Complete the Co. field with ND and Unit field with your Business Unit, click on the View Results button.

NDS_WORKERS_COMP_QRY - State Workers Comp Report

Co:

Unit:

Unit	DeptID	Dept Name	Name	NID	ID	Co	Empl Rcd#	Workers Comp Cd	Worker Comp Pct	WC Emplr No	Gross Wages	Reportable Wage	Date	Descr
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