
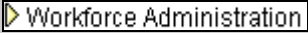




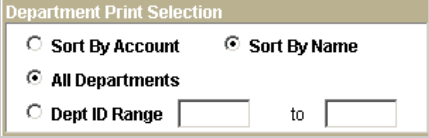
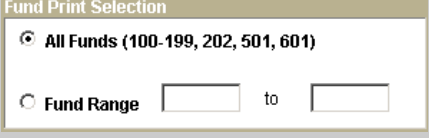

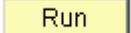


# Portland Public Schools

## PeopleSoft Quick Reference Guide

### HRMS Employee Budget Verification Lists

The EBVL report lists employees and vacancies that are budgeted for a department. Employee Budget Verification Lists (EBVL) Reports can be viewed and/or printed from PeopleSoft HRMS. There are 2 versions – one by Fund and one by Project/Grant (i.e. Title I).

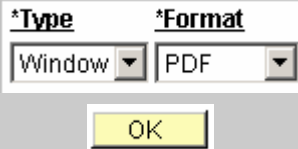
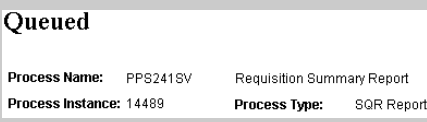

Step 1	Start <b>PeopleSoft8</b>	
Step 2	From the left menu list Click <b>Workforce Administration</b>	
Step 3	Under Workforce Administration Click <b>Workforce Reports</b> Click <b>PPS EBVL for Funds</b> –or – <b>PPS EBVL for Proj/Grants</b>	
Step 4	Click <b>Search</b> to search for an existing Run Control ID – or – Click on the <b>Add a New Value</b> Page tab	 
Step 5	If adding a new value, enter a <b>Run Control ID</b> Click <b>Add</b>	
Step 6	Select <b>All Departments</b> –or – Enter a <b>Range</b> of Depts to view	
Step 7	Select <b>All Funds</b> –or – Enter a <b>Range</b> of Funds to view	
Step 8	Click <b>Save</b> , then click <b>Run</b>	 

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### HRMS Employee Budget Verification Lists

Step 9	<p>Select the Output Type of Window and Format of PDF. Click <b>OK</b>.</p> <p>This will cause the report to come up automatically in Adobe Acrobat for you to view and/or print.</p>	
Step 10	<p>First, a window with the Run Status of the report will be displayed.</p> <p>You will likely see the status change from Queued to Processing to Success.</p>	
Step 11	<p>Adobe Acrobat will open with the report. Click the Adobe Print icon if you want to print the report.</p>	
Step 12	<p>Close Adobe Acrobat when finished. You can either select File &gt; Close or click on the x in the upper right corner of the report window.</p>	