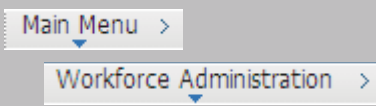
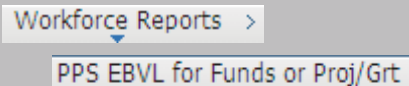
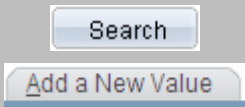
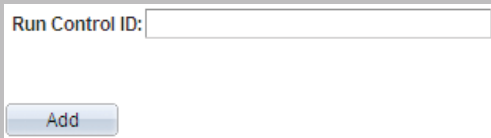
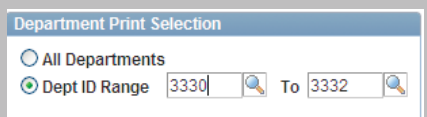
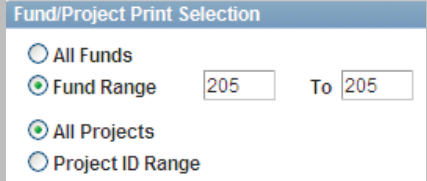
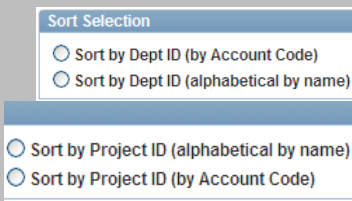


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PeopleSoft Quick Reference Guide

HRMS Employee Budget Verification List

The Employee Budget Verification List (EBVL) report lists employees and vacancies that are budgeted for a department. EBVL Reports can be viewed and/or printed from PeopleSoft HRMS.

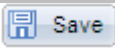
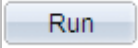
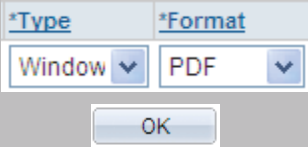
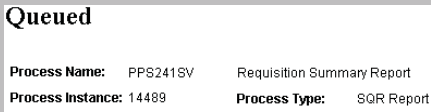
Step 1	Start PeopleSoft HRMS	
Step 2	From the NavBar (compass) on the Right go to Menu - then: Click Workforce Administration	
Step 3	Click Workforce Reports Click PPS EBVL for Funds or Proj/Grants	
Step 4	Click Search to find an existing Run Control ID – or – Click on the Add a New Value page tab	
Step 5	If adding a new value, enter a Run Control ID Click Add	
Step 6	Select All Departments –or – Enter a Range of Depts to view	
Step 7	Select All Funds –or – Enter a Range of Funds to view Select All Projects or Project ID Range to view	
Step 8	Choose the desired Sort Selection	

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HRMS Employee Budget Verification List

Step 9	Click Save , then click Run	 
Step 10	Select the Output Type of Window, and Format of PDF. Click OK . This will cause the report to come up automatically in Adobe Acrobat for you to view and/or print.	
Step 11	First, a window with the Run Status of the report will be displayed. You will likely see the status change from Queued to Processing to Success.	
Step 12	Adobe Acrobat will open with the report. Click the Adobe Print icon if you want to print the report.	
Step 13	Close Adobe Acrobat when finished. You can either select File > Close or click on the x in the upper right corner of the report window.	