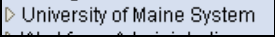






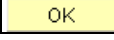






Position Audit Report

1.	<p>Click the University of Maine System link.</p> 
2.	<p>Click the HRMS link.</p> 
3.	<p>Click the Reports link.</p> 
4.	<p>Click the Position Audit Report link.</p>
5.	<p>Click the Search button.</p> <p>If you have multiple Run Control IDs set up, select the one appropriate to run this process.</p> 
6.	<p>Click the Look up Business Unit button.</p> 
7.	<p>Click an entry in the Business Unit column.</p> 
8.	<p>Click the Include only HR Audits option. This will return results for HR Audit errors only.</p> <p>If checkbox is 'unchecked' HR and Budget errors will be included in the report.</p> <input type="checkbox"/>
9.	<p>Click the Run button.</p> 
10.	<p>Click the OK button.</p> <p>NOTE: <u>Server Name</u> must be set to PSUNX to run this process.</p> 
11.	<p>Click the Process Monitor link.</p> 
12.	<p>Click the Refresh button.</p> <p>The process is complete when the "Run Status" is Success and the "Distribution Status" is Posted.</p> 
13.	<p>Click an entry in the Details column.</p> 

Quick Guide



14.	Click the View Log/Trace link. View Log/Trace
15.	Click an PDF file name in the File List column. umper034_217905.PDF
16.	Click the Maximize/Restore button to view the report in full screen. 
17.	End of Procedure.