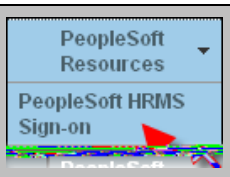
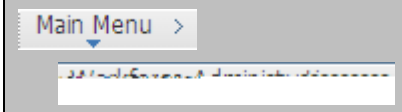
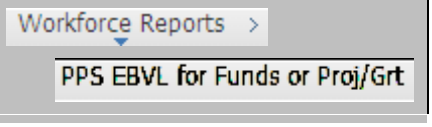
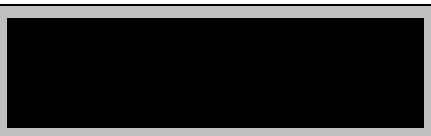
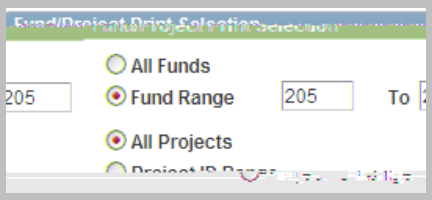
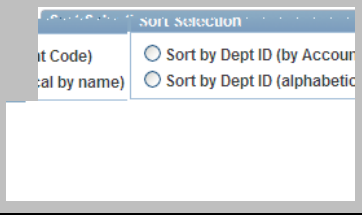
Portland Public Schools

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 NAVIGATOR on the Right 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 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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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.	