To run HR Actuals:

- Sign in to myCSUSM
- My HR Resources
- Main Menu (drill down)
- CSUSM HR Custom
- CSUSM HR LCD
- HR Actuals Report
- Find an Existing Value and click the search link, If nothing comes up then
    - Add a New Value and type into the Run Control ID: **HR_Actuals** and click on the Add link. Then complete as below:

*Business Unit:	SMCMP		
*Fiscal Year:	2018		
*From Acct Pd:	1	*To Acct Pd:	12
Dept ID:	1166	CSM Biology Lab (Dept ID OPTIONAL, you can run it open)	
Fund Code:			
From Account:	601303	Thru Account:	601303 (Account OPTIONAL, you can run it open)
Program Code:			
Class Field:			
Project:			

- Click on the **Save** link on the bottom left
- Click on **Run** link on the top right.

User ID: mrasimas Run Control ID:HR_Actuals

Server Name: PSUNX Run Date: 04/10/2013

Recurrence: Run Time: 3:20:22PM

Time Zone:

Process List

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
☑	HR Actuals Report	SMOLD002	SQR Report	Web	PDF	Distribution

- Choose **PSUNX** on the Server Name table
- Click **OK** on bottom left
- Click on **Report Manager** on the top right
- Click on **Administration** tab on the top center.
- Click on the **Refresh** link on the top right several times until the status goes from **Processing** to **Posted**

PDF: Once it is posted you can click on the **HR Actuals Report** link to get a PDF of the HR Actuals (all payroll data).
EXCEL: You can also down load it in Excel by clicking on **Details** instead of HR Actuals Report and then right clicking on SMOLD002.TXT and 'save link as' making sure to use a file name that ends with .xls (example: **Mar 2013 HR Actuals.xls**)and save as type **All Files**. Save and close all the way and THEN reopen or it won't work. It is much easier to use HR Actuals in Excel format for filtering or pasting data if you are doing salary adjustments, etc.