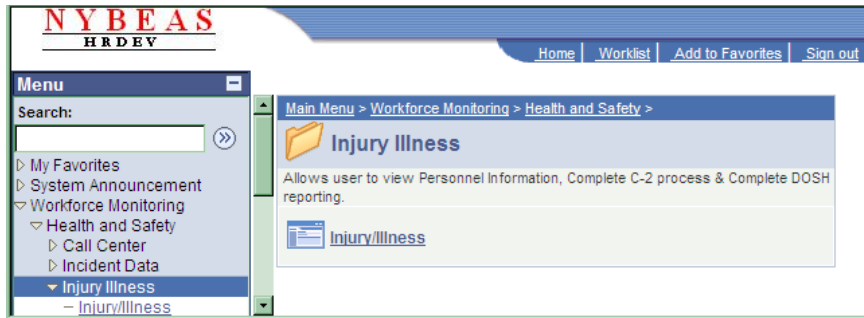


PESH Page and Report Instructions

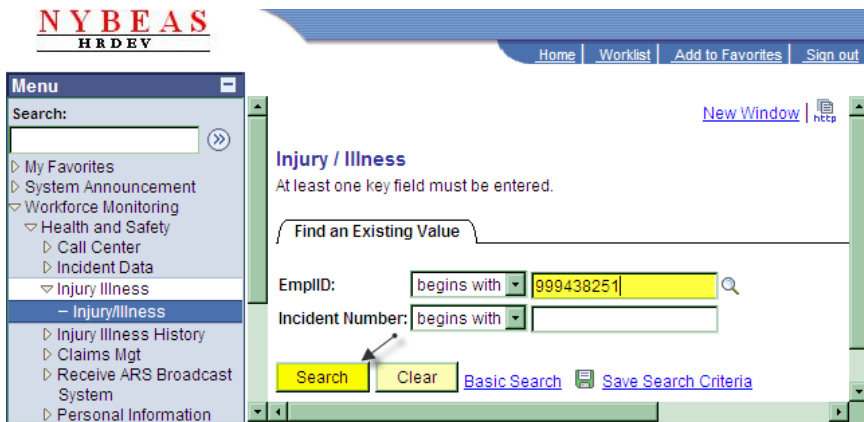
According to the NYS Department of Labor (DOL) regulations, each reporting agency must post the annual SH900.1 - Summary of Work Related Injuries and Illnesses (SH900.1) from February 1st through April 30th each year. The SH900.1 and SH900 - Log of Work Related Injuries and Illnesses (SH900) can be prepared through the Accident Reporting System by following these steps (in this order):

A. Complete the PESH SH900 page within Injury/Illness for each reportable workers' compensation case.

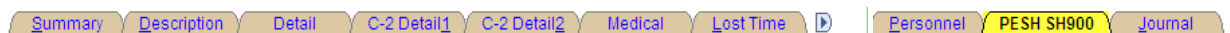
1. Navigate to: Workforce Monitoring > Health and Safety > Injury/Illness



2. Enter the **EmplID** or **Incident Number** and click Search.



3. Navigate to the PESH SH900 page.



4. Once you have verified the **Emplid** and **Incident Number** match the injured employee; then enter the applicable PESH data.

[C-2 Detail1](#)
[C-2 Detail2](#)
[Medical](#)
[Lost Time](#)
[Personnel](#)
[PESH SH900](#)
[Journal](#)

PESH Information View All First 1 of 1 Last

Employee - Incident Information
 EmplID: 999438251 Jane Doe Empl Rcd: 0
 Date of Birth: 05/10/1976 Date of Death: Gender: F
 Incident Number: 00343105 Incident Date: 09/02/2009 Incident Type: Incident

PESH Case Details - PESH Case Number is ARS Incident Number
 PESH Case Number is ARS Incident Number ☐ PESH Reportable Case
 Where the Event Occurred (E.):
 Injury/Illness Description (F.):

Check ONLY the most serious result for each case
☐ Death (G.)
☐ Days Away From Work (H.)
 Remained at Work
☐ Job Transfer or Restriction (I.)
☐ Other Recordable Cases (J.)

Enter no. of days worker was injured or ill
 On Job Transfer or Restriction (K.):
 Calendar Days away from Work (L.):

(M.) Check "Injury" or Check One Type of Illness
☐ Injury
☐ Skin Disorder
☐ Respiratory Condition
☐ Poisoning
☐ Hearing Loss
☐ All Other Illnesses

[Save](#)
[Return to Search](#)
[Previous tab](#)
[Next tab](#)

[Summary](#)
[Description](#)
[Detail](#)
[C-2 Detail1](#)
[C-2 Detail2](#)
[Medical](#)
[Lost Time](#)
[Personnel](#)
[PESH SH900](#)
[Journal](#)

5. Click on **Save**.

B. PESH Report SH900 and PESH Log SH900.1 of Work Related Injuries and Illnesses.

1. After the PESH SH900 page within Injury/Illness has been completed for each reportable workers' compensation case (see step A above), navigate to:

Workforce Monitoring > Health and Safety > ARS Reports > DOSH Reports > DOL SH900 2004+.

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Menu

Search: >>

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 - DOL SH900 2004 +
 - DOL SH900.1 - 2004 +
 - DOL SH900 and DOSH 2001/2003
 - DOL SH900.1 - 2002/2003

Main Menu > Workforce Monitoring > Health and Safety > ARS Reports >

DOSH Reports

Print SH-900 (Annually submitted to Department of Labor (DOL) containing secure information.) Print SH-900.1 (Posted on department's bulletin board and does not contain secure information.)

DOL SH900 2004 + The SH-900 report contains secure information that must be submitted to Department of Labor (DOL) so all incidents may be logged annually.	DOL SH900.1 - 2004 + The SH-900.1 report is a variation of the SH-900 in that it does (not) contain personal information (i.e. incident information, social security #'s, etc.) The SH-900.1 can, therefore, be posted on the department's bulletin board.	DOL SH900 and DOSH 2001/2003 The SH-900 report contains secure information that must be submitted to Department of Labor (DOL) so all incidents may be logged annually.
DOL SH900.1 - 2002/2003 The SH-900.1 report is a variation of the SH-900 in that it does (not) contain personal information (i.e. incident information, social security #'s, etc.) The SH-900.1 can, therefore, be posted on the department's bulletin board.		

2. If producing the SH900 for the first time for the 2009 reporting year, create a "Run Control ID" by following these steps:

- a. Click on **Add a New Value**.

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Home | Worklist | Add to Favorites | Sign out

[New Window](#) |

DOL SH900 2004 +
Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value | **Add a New Value**

Run Control ID: begins with

☐ Case Sensitive

Search | Clear | [Basic Search](#) | [Save Search Criteria](#)

Find an Existing Value | **Add a New Value**

Either One

- b. Enter a **Run Control ID**. *

- c. Click on **Add**.

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[New Window](#) |

DOL SH900 2004 +

Find an Existing Value | Add a New Value

Run Control ID: **DOSHPRINT2009**

Add

[Find an Existing Value](#) | [Add a New Value](#)

* Some examples of a "Run Control ID" could be:

- DOSHPRINT2009
- SH900LOG2009
- DEPT12345SH900

Please note: the same "Run Control ID" from prior years may not be used for current reports.

3. If the "Run Control ID" has already been created, access it by following these steps:

- a. Click on **Find an Existing Value**.
- b. Click on **Search**.

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 - C2 Reports
 - Claims Reports
 - Delete Run Control Id
- DOSH Reports
 - DOL SH900 2004 +
 - DOL SH900.1 - 2004

DOL SH900 2004 +

Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value](#) [Add a New Value](#)

Run Control ID:

☐ Case Sensitive

[Search](#) [Clear](#) [Basic Search](#) [Save Search Criteria](#)

[Find an Existing Value](#) | [Add a New Value](#)

c. Select the **Run Control ID** of your choice.

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Menu

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 - DOL SH900.1 - 2004
 - DOL SH900 and DOSH 2001/2003
 - DOL SH900.1 - 2002/2003
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 - Location Report
 - ARS Setup
- Worklist
- Reporting Tools
- User Info
- PeopleTools
- [Change My Password](#)

DOL SH900 2004 +

Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value](#) [Add a New Value](#)

Run Control ID:

☐ Case Sensitive

[Search](#) [Clear](#) [Basic Search](#) [Save Search Criteria](#)

Search Results

View All First 1-2 of 2 Last

Run Control ID	Language Code
DOSHPRINT2009	English
DOSHRANGE2009	English

[Find an Existing Value](#) | [Add a New Value](#)

4. Once the "Run Control ID" is added or an existing one is selected (steps 2 or 3 above), the DOL SH900 2004+ page will appear. **Enter** "Report Request Parameters", based on your agency and reporting needs (One Location, All Locations or Location Range) by following instructions below:

One Location* (If you agency has only one location associated with the Dept ID) enter your Dept ID and then **tab** out of the box. The "Only One Location Checkbox" and "Location Edit Box" of this Department will be populated for you.

- Calendar Year** being reported.
- Enter the 5-digit **Dept ID** of your agency.
- Click **Run**.

*** proceed to Step 5

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Home | Worklist | Add to Favorites | Sign out

Menu

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 - Delete Run Control Id
- DOSH Reports
 - DOL SH900 2004 +
 - DOL SH900.1 - 2004
 - +
 - DOL SH900 and DOSH 2001/2003
 - DOL SH900.1 - 2002/2003
 - Incident Reports
 - Location Report
 - ARS Setup
- Worklist

Run Control ID: DOSHPRINT2009B Report Manager Process Monitor **Run**

Language: English

Report Request Parameters

Calendar Year: 2009 Dept ID: 10000 Cor Attica

☒ Only One Location of this Department

Location: DOCS-Attica 00000000

Save Add Update/Display

***Please Note:** One Location option is also available to Dept ID's with more than one location.

- Calendar Year** being reported.
- Enter the 5-digit **Dept ID** of your agency.
- Select **Only One Location of this Department** checkbox.
- Select the **Location** **.

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 - +
 - DOL SH900 and DOSH 2001/2003
 - DOL SH900.1 - 2002/2003
 - Incident Reports
 - Location Report
 - ARS Setup

Search:

DOL SH900 2004+


Run Control ID: DOSHONELOC2009 Report Manager Process Monitor **Run**

Language: English

Report Request Parameters

Calendar Year: 2009 Dept ID: 00640 State Ins Fund

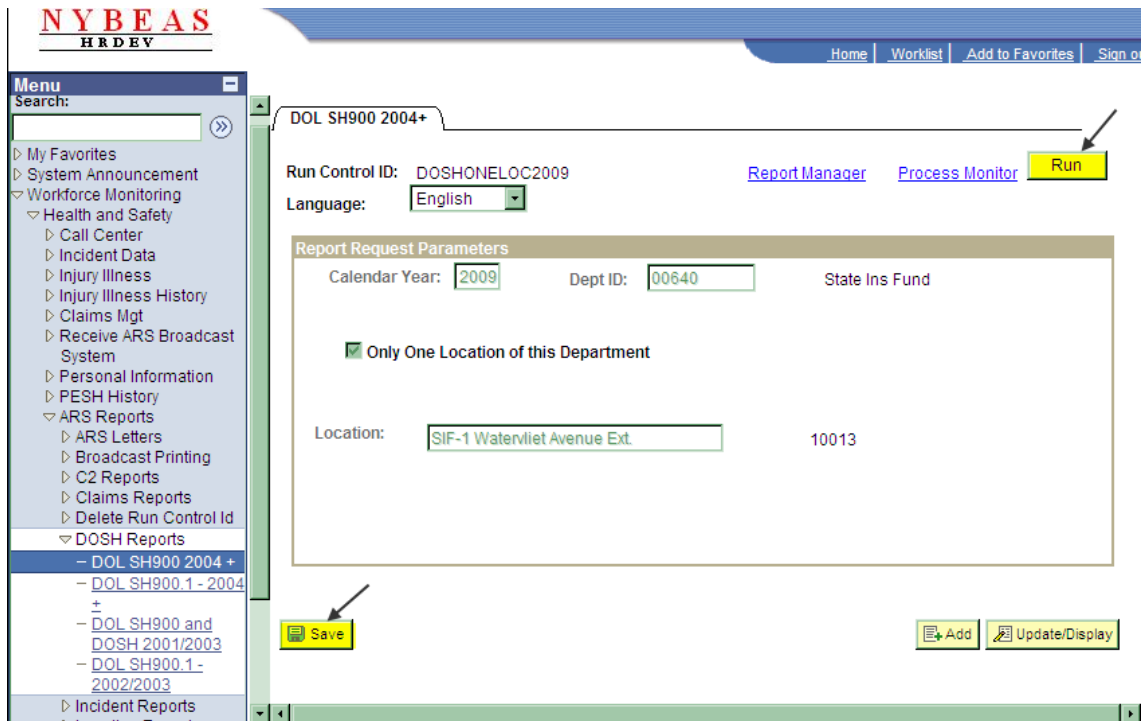
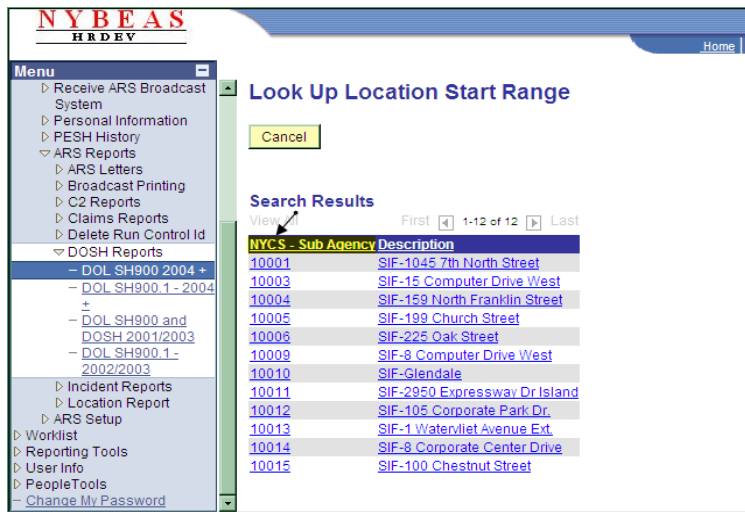
☒ Only One Location of this Department

Location: 

Save Add Update/Display

**By clicking on the magnifying glass you will get the "Look up Location Page"

Click on column label **NYCS-Sub Agency** to sort numerically.



e. Click **Save** and **Run**.

*** proceed to Step 5.

All Locations (If your agency has multiple locations associated with the "Dept ID" and you want to run the report for all those locations, select "All Locations of this Department").

- Calendar Year** being reported
- Enter the 5-digit **Dept ID** of your agency
- Select **All Locations of this Department** checkbox.
- Click **Run**.

*** proceed to Step 5

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Home | Worklist | Add to Favorites | Sign out

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- ▷ Injury Illness History
- ▷ Claims Mgt
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 - ▷ DOL SH900.1 - 2002/2003
- ▷ Incident Reports
- ▷ Location Report
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- ▷ User Info

Run Control ID: DOSHALL2009 [Report Manager](#) [Process Monitor](#) **Run**

Language:

Report Request Parameters

Calendar Year: Dept ID: State Ins Fund

☒ All Locations of this Department

Save **Add** **Update/Display**

Please Note: if your Department/Agency has multiple 5-digit department ID numbers (i.e. main office; 10160 - 10860), selecting the main office (i.e. 10160) "Dept ID" and "All Locations of this Department" will NOT run the report for every location (i.e. 10160 - 10860) of your multiple Dept ID's. The report must be run separately for each individual department ID and the locations listed under each ID number. **You will need to create a "Run Control ID" for each one, and run the SH900.1 multiple times.**

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 - ▷ DOL SH900 2004 +
 - ▷ DOL SH900.1 - 2004
 - ▷ DOL SH900 and DOSH 2001/2003
 - ▷ DOL SH900.1 - 2002/2003

DOL SH900 2004 +

Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value](#) [Add a New Value](#)

Search by: Run Control ID begins with

☐ Case Sensitive

Search [Advanced Search](#)

Search Results

View All First 1-3 of 3 Last

Run Control ID	Language Code
DOSH101602009	English
DOSH101702009	English
DOSH102802009	English

[Find an Existing Value](#) [Add a New Value](#)

Specify Location Range (select a range of Locations associated with the agency to be included in the SH900)

- Calendar Year** being reported.
- Enter the 5-digit **Dept ID** of your agency.
- Select **Specify Location Range associated with this Department** checkbox.
- Select the **Location Start Range****.
- Select the **Location End Range****.

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 - DOL SH900 2004 +
 - DOL SH900.1 - 2004
 - DOL SH900 and DOSH 2001/2003
 - DOL SH900.1 - 2002/2003
- ▷ Incident Reports
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- ▷ PeopleTools

DOL SH900 2004+

Run Control ID: DOSHRANGE2009D
 Language: English

[Report Manager](#) | [Process Monitor](#) | Run

Report Request Parameters

Calendar Year: 2009

Dept ID: 00640

State Ins Fund

☒ Specify Location Range associated with this Department

Location Start Range:

Q

Location End Range:

Q

Save

Add | Update/Display

****By clicking on the magnifying glass you will get the "Look up Location Page"**

Click on column label **NYCS-Sub Agency** to sort numerically.

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[Home](#)

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 - DOL SH900.1 - 2002/2003
- ▷ Incident Reports
- ▷ Location Report
- ▷ ARS Setup
- ▷ Worklist
- ▷ Reporting Tools
- ▷ User Info
- ▷ PeopleTools
- Change My Password

Look Up Location Start Range

Cancel

Search Results

View 21

First ◀ 1-12 of 12 ▶ Last

NYCS - Sub Agency	Description
10001	SIF-1045 7th North Street
10003	SIF-15 Computer Drive West
10004	SIF-159 North Franklin Street
10005	SIF-199 Church Street
10006	SIF-225 Oak Street
10009	SIF-8 Computer Drive West
10010	SIF-Glendale
10011	SIF-2950 Expressway Dr Island
10012	SIF-105 Corporate Park Dr.
10013	SIF-1 Watervliet Avenue Ext.
10014	SIF-8 Corporate Center Drive
10015	SIF-100 Chestnut Street

f. Click **Run**.

***** proceed to Step 5**

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Home | Worklist | Add to Favorites | Sign out

[New Window](#) |

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 - DOL SH900.1 - 2002/2003
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- Reporting Tools
- User Info

DOL SH900 2004+

Run Control ID: Report Manager Process Monitor **Run**

Language: English

Report Request Parameters

Calendar Year: 2009 Dept ID: 00640 State Ins Fund

☒ Specify Location Range associated with this Department

Location Start: SIF-1045 7th North Street 10001
 Range:
 Location End: SIF-105 Corporate Park Dr. 10012
 Range:

Save Add Update/Display

5. *** This will take you to the "Process Scheduler Request" page. Under the "Process List", "Process Type" will indicate "SQR Report".
 - a. Click on the **Server Name** drop down box and select "PSUNX" or "PSUNXE" (depending on your agency's server setting).
 - b. Click on ***Type** drop down box and select "Web".
 - c. Click on ***Format** drop down box and select "PDF".
 - d. Click **OK**.

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Home | Worklist | Add to Favorites | Sign out

[New Window](#) |

Process Scheduler Request

User ID: OPARSUSERS Run Control ID: DOSHRANGE2009D

Server Name: PSUNX Run Date: 01/19/2010 ST
 Recurrence: Run Time: 1:15:56PM Reset to Current Date/Time
 Time Zone:

Process List

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	SH-900 for yr 2004 & later	ARPESH04	SQR Report	Web	PDF	Distribution

OK Cancel

Back on the DOL SH900 2004+ page, click on Process Monitor.

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Search: []

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 - DOL SH900 2004 +**
 - DOL SH900.1 - 2004
 - DOL SH900 and DOSH 2001/2003
 - DOL SH900.1 - 2002/2003
 - Incident Reports

DOL SH900 2004+

Run Control ID: DOSHPRINT2009 [Report Manager](#) **Process Monitor** Run

Language: English Process Instance: 631471

Report Request Parameters

Calendar Year: 2009 Dept ID: 10000 Cor Attica

☒ Only One Location of this Department

Location: DOCS-Attica 00000000

Save Return to Search Add Update/Display

The "Process List" will appear and the most recent report created will be displayed at the top of all requests. Under the heading "Run Status" you will see "Queued", "Initiated", "Processing", then "Success". (You may need to periodically click the **Refresh** button until "Success" is shown.)

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Home | Worklist | Add to Favorites

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 - DOL SH900.1 - 2004
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 - DOL SH900.1 - 2002/2003
 - Incident Reports

Process List [Server List](#)

View Process Request For

User ID: OPARSUSERS Type: [] Last: 1 Days **Refresh**

Server: PSUNX Name: [] Instance: [] to []

Run Status: [] Distribution Status: [] ☒ Save On Refresh

Process List [Customize](#) | [Find](#) | [View All](#) | [First](#) | 1 of 2 | [Last](#)

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input checked="" type="checkbox"/>	631470		SQR Report	ARPESH04	OPARSUSERS	01/19/2010 12:39:17PM EST	Success	Posted	Details
<input checked="" type="checkbox"/>	631469		SQR Report	ARPESH04	OPARSUSERS	01/19/2010 12:18:44PM EST	Success	Posted	Details

[Go back to DOL SH900 2004 +](#)

Save [Process List](#) | [Server List](#)

- Once the "Run Status" displays "Success" and the "Distribution Status" displays "Posted", click on **Details**.
- At the "Process Detail" page, click on **View Log/Trace**.

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 - + DOL SH900 and DOSH 2001/2003
 - DOL SH900.1 - 2002/2003
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Process Detail

Process

Instance: 631492	Type: SQR Report	
Name: ARPESH04	Description: SH-900 for yr 2004 & later	
Run Status: Success	Distribution Status: Posted	

Run

Update Process

Run Control ID: DOSHPRINT2009	<input type="radio"/> Hold Request <input type="radio"/> Queue Request <input type="radio"/> Cancel Request <input type="radio"/> Delete Request <input type="radio"/> Restart Request
Location: Server	
Server: PSUNX	
Recurrence:	

Date/Time

Actions

Request Created On: 01/21/2010 11:23:58AM EST	Parameters Transfer
Run Anytime After: 01/21/2010 11:23:50AM EST	Message Log
Began Process At: 01/21/2010 11:24:28AM EST	Batch Timings
Ended Process At: 01/21/2010 11:25:32AM EST	View Log/Trace

OK
Cancel

This will bring up the View Log/Trace page.

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Home Worklist

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 - DOL SH900.1 - 2004
 - + DOL SH900 and DOSH 2001/2003
 - DOL SH900.1 - 2002/2003
 - Incident Reports
 - Location Report
 - ARS Setup
 - Worklist
 - Reporting Tools
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View Log/Trace

Report

Report ID: 1291	Process Instance: 631492	Message Log
Name: ARPESH04	Process Type: SQR Report	
Run Status: Success		

SH-900 for yr 2004 & later

Distribution Details

Distribution Node: HRDEV	Expiration Date: 01/28/2010
--------------------------	-----------------------------

File List

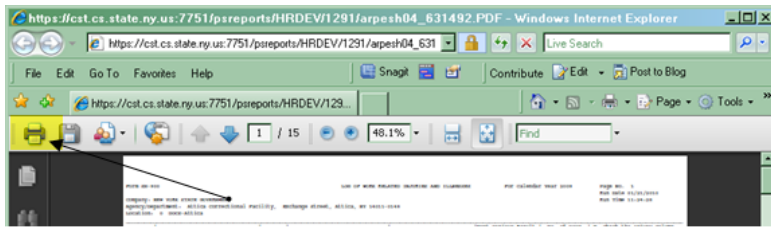
Name	File Size (bytes)	Datetime Created
SQR_ARPESH04_631492.log	1,656	01/21/2010 11:25:32.000000AM EST
arpesh04_631492.PDF	50,897	01/21/2010 11:25:32.000000AM EST
arpesh04_631492.out	184	01/21/2010 11:25:32.000000AM EST

Distribute To

Distribution ID	*Distribution ID
User	OPARSUSERS

Return

8. Click on the [arpesh04 XXXXXX.PDF](#) report listed under "Name". Your report will open in Acrobat/Adobe Reader for viewing.
9. Click on the [printer icon](#) at the top of the page to print the SH900.



C. Complete the SH900.1 - Summary of Work Related Injuries and Illnesses

The SH900.1 is a variation of the SH900 in that it does not contain confidential personal information (i.e. incident information, social security #'s, etc.) so it can be posted on a department's bulletin board.

1. After the SH900 has been completed in step B above, navigate to: **Workforce Monitoring** > **Health and Safety** > **ARS Reports** > **DOSH Reports** > **DOL SH900.1 - 2004+**

This will bring you to the DOL SH900.1 - 2004+ "Find an Existing Value" page.

2. Enter your Department's 5-digit department ID in the "Department" field.
3. Click on **Search**.

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 - DOL SH900.1 - 2002/2003

DOL SH900.1 - 2004 +

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Department: begins with 00640

NYCS - Sub Agency: begins with

Run Control ID: begins with SH900.1

☐ Case Sensitive

Search **Clear** [Basic Search](#) [Save Search Criteria](#)

Search Results

View All First 1-16 of 16 Last

Department	NYCS - Sub Agency	Description	Descr of Subdept for SH900.1	Run Control ID
00640	10000	State Ins Fund SIF-1000 Marine Midland Plaza	SH900.1	
00640	10001	State Ins Fund SIF-1045 7th North Street	SH900.1	
00640	10002	State Ins Fund SIF-111 8th Avenue	SH900.1	
00640	10003	State Ins Fund SIF-15 Computer Drive West	SH900.1	
00640	10004	State Ins Fund SIF-159 North Franklin Street	SH900.1	
00640	10005	State Ins Fund SIF-199 Church Street	SH900.1	

Click on column label **NYCS-Sub Agency** to sort numerically.

Menu
Search:

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 - Injury Illness History
 - Claims Mgt
 - Receive ARS Broadcast System
 - Personal Information
 - PESH History
 - ARS Reports
 - ARS Letters
 - Broadcast Printing
 - C2 Reports
 - Claims Reports
 - Delete Run Control Id
 - DOSH Reports
 - DOL SH900 2004 +
 - DOL SH900.1 - 2004 +
 - DOL SH900 and DOSH 2001/2003
 - DOL SH900.1 - 2002/2003

DOL SH900.1 - 2004 +

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Department: 00640

NYCS - Sub Agency:

Run Control ID: SH900.1

☐ Case Sensitive

[Basic Search](#)

Search Results

View All

First 1-16 of 16 Last

Department	NYCS - Sub Agency	Description	Descr of Subdept for SH900.1	Run Control ID
00640	10000	State Ins Fund SIF-1000 Marine Midland Plaza		SH900.1
00640	10001	State Ins Fund SIF-1045 7th North Street		SH900.1
00640	10002	State Ins Fund SIF-111 8th Avenue		SH900.1
00640	10003	State Ins Fund SIF-15 Computer Drive West		SH900.1
00640	10004	State Ins Fund SIF-159 North Franklin Street		SH900.1
00640	10005	State Ins Fund SIF-199 Church Street		SH900.1

4. Click on the NYCS-Sub Agency for the location* of the SH900.1 you are completing.

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 - Claims Reports
 - Delete Run Control Id
 - DOSH Reports
 - DOL SH900 2004 +
 - DOL SH900.1 - 2004 +
 - DOL SH900 and DOSH 2001/2003
 - DOL SH900.1 - 2002/2003

DOL SH900.1 - 2004 +

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Department: 00640

NYCS - Sub Agency:

Run Control ID: SH900.1

☐ Case Sensitive

[Basic Search](#)

Search Results

View All

First 1-16 of 16 Last

Department	NYCS - Sub Agency	Description	Descr of Subdept for SH900.1	Run Control ID
00640	10000	State Ins Fund SIF-1000 Marine Midland Plaza		SH900.1
00640	10001	State Ins Fund SIF-1045 7th North Street		SH900.1
00640	10002	State Ins Fund SIF-111 8th Avenue		SH900.1
00640	10003	State Ins Fund SIF-15 Computer Drive West		SH900.1
00640	10004	State Ins Fund SIF-159 North Franklin Street		SH900.1
00640	10005	State Ins Fund SIF-199 Church Street		SH900.1

*Locations can also be accessed individually from DOL SH900.1 - 2004+ "Find an Existing Value"

NYBEAS
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Menu
Search:

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 - ARS Letters
 - Broadcast Printing
 - C2 Reports
 - Claims Reports
 - Delete Run Control Id
 - DOSH Reports
 - DOL SH900 2004 +
 - DOL SH900.1 - 2004 +

DOL SH900.1 - 2004 +
Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Department:

NYCS - Sub Agency:

Run Control ID:

☐ Case Sensitive

[Basic Search](#)

Please note that you must produce a separate SH900.1 for each location within your department.

5. At the DOL SH900.1 - 2004+ page for the specific agency location:

- Fill in the **Average Number of Employees** field.
- Fill in the **Total Hours Worked** field.
- Click **Save**.
- Click **Run**.

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[Home](#) [Worklist](#) [Ac](#)

Menu
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 - DOL SH900 2004 +
 - DOL SH900.1 - 2004 +

DOL SH900.1 - 2004

Run Control ID: SH900.1 [Report Manager](#) [Process Monitor](#)

Language:

Process Instance: 631495

NYS DEPT OF LABOR
SUMMARY OF WORK RELATED INJURIES AND ILLNESSES
FORM SH-900.1

Agency Information		2: Employment Information if known at time of printing	
Department	00640	SH900.1 Ave Nbr of Employees.:	<input type="text" value="100"/>
State Ins Fund		SH900.1 Total Hrs Worked.:	<input type="text" value="10000000"/>
Location Code	10000		
SIF-1000 Marine Midland Plaza			

6. This will take you to the "Process Scheduler Request" page. Under "Process List", note that the "Process Type" indicates "Crystal".

- Click on the **Server Name** drop down box and select "PSNT" or "PSNTE" (depending on your agency's server setting).
- Click on ***Type** drop down box and select "Web".
- Click on ***Format** drop down box and select "PDF".
- Click **OK**.

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HR DEV

Home | Worklist | Add to Favorites

[New Window](#)

Menu
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 - Delete Run Control Id
 - DOSH Reports
 - DOL SH900 2004 +
 - DOL SH900.1 - 2004 +

Process Scheduler Request

User ID: OPARSUSERS Run Control ID: SH900.1

Server Name: PSNT Run Date: 01/21/2010
 Recurrence: Run Time: 12:19:48PM
 Time Zone: Reset to Current Date/Time

Process List

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	SH900.1 print 2004	AR_SH904	Crystal	Web	PDF	Distribution

OK Cancel

7. Back on the DOL SH900.1- 2004+ page, click **Process Monitor**.

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Home | Worklist | Add to Favorites

[New Window](#)

Menu
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 - ARS Reports
 - ARS Letters
 - Broadcast Printing
 - C2 Reports
 - Claims Reports
 - Delete Run Control Id
 - DOSH Reports
 - DOL SH900 2004 +
 - DOL SH900.1 - 2004 +

DOL SH900.1 - 2004

Run Control ID: SH900.1 Language: English Process Instance: 631498

[Report Manager](#) **Process Monitor** Run

NYS DEPT OF LABOR
SUMMARY OF WORK RELATED INJURIES AND ILLNESSES
FORM SH-900.1

Agency Information	2: Employment Information if known at time of printing
Department 00640 State Ins Fund Location Code 10000 SIF-1000 Marine Midland Plaza	SH900.1 Ave Nbr of Employees.: 100 SH900.1 Total Hrs Worked.: 10000000

Save Return to Search

8. Once the "Run Status" displays "Success" and the "Distribution Status" displays "Posted", click on Details.

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HR DEV

Home | Worklist | Add to Favorites | [New Window](#)

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 - ARS Letters
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 - Delete Run Control Id
 - DOSH Reports
 - DOL SH900 2004 +
 - DOL SH900.1 - 2004 +
 - DOL SH900 and DOSH 2001/2003
 - DOL SH900.1 - 2002/2003
 - Incident Reports

Process List | **Server List**

View Process Request For

User ID: Type: Last: Days

Server: Name: Instance: to

Run Status: Distribution Status: ☒ Save On Refresh

Process List [Customize](#) | [Find](#) | [View All](#) | First Last

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input checked="" type="checkbox"/>	631498		Crystal	AR_SH904	OPARSUSERS	01/21/2010 1:55:39PM EST	Success	Posted	Details
<input checked="" type="checkbox"/>	631495		Crystal	AR_SH904	OPARSUSERS	01/21/2010 12:19:48PM EST	Success	Posted	Details

[Go back to DOL SH900.1 - 2004 +](#)

[Process List](#) | [Server List](#)

Note: The "Process List" will appear and the most recent report created will be displayed at the top of all requests. Under the heading "Run Status" you will see "Queued", "Initiated", "Processing", then "Success". (You may need to periodically click the **Refresh** button until "Success" is shown.)

9. At the "Process Detail" page, click on **View Log/Trace**.

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 - DOL SH900.1 - 2004 +
 - DOL SH900 and DOSH 2001/2003
 - DOL SH900.1 - 2002/2003
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 - Reporting Tools

Process Detail

Process

Instance: 631498 Type: Crystal

Name: AR_SH904 Description: SH900.1 print 2004

Run Status: Success Distribution Status: Posted

Run **Update Process**

Run Control ID: SH900.1

Location: Server

Server: PSNT

Recurrence:

- ☒ Hold Request
- ☒ Queue Request
- ☒ Cancel Request
- ☐ Delete Request
- ☐ Restart Request

Date/Time **Actions**

Request Created On: 01/21/2010 1:55:45PM EST [Parameters](#) [Transfer](#)

Run Anytime After: 01/21/2010 1:55:39PM EST [Message Log](#)

Began Process At: 01/21/2010 1:56:15PM EST [Batch Timings](#)

Ended Process At: 01/21/2010 1:56:25PM EST [View Log/Trace](#)

10. At the View Log/Trace page. Click on the AR SH904 XXXXXX.PDF report listed under "Name". Your report will open in Acrobat/Adobe Reader for viewing.

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Home | W

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 - Claims Reports
 - Delete Run Control Id
 - DOSH Reports
 - DOL SH900 2004 +
 - DOL SH900.1 - 2004 +
 - DOL SH900 and DOSH 2001/2003
 - DOL SH900.1 - 2002/2003
 - Incident Reports
 - Location Report
 - ARS Setup
- Worklist
- Reporting Tools

View Log/Trace
Report

Report ID: 1294 Process Instance: 631498 [Message Log](#)
Name: AR_SH904 Process Type: Crystal
Run Status: Success

SH900.1 print 2004

Distribution Details

Distribution Node: HRDEV Expiration Date: 01/28/2010

File List

Name	File Size (bytes)	Datetime Created
AR_SH904_631498.PDF	83,067	01/21/2010 1:56:25.000000PM EST
CRW_AR_SH904_631498.log	0	01/21/2010 1:56:25.000000PM EST
pssqltrace.trc	497	01/21/2010 1:56:25.000000PM EST

Distribute To

Distribution ID Type
User OPARSUSERS

[Return](#)

11. Click on the printer icon at the top of the page to print the SH900.1 for this location.

https://cst.cs.state.ny.us:7751/psreports/HRDEV/1294/AR_SH904_631498.PDF - Windows Internet Explorer

https://cst.cs.state.ny.us:7751/psreports/HRDEV/1294/AR_SH904_631498.PDF

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https://cst.cs.state.ny.us:7751/psreports/HRDEV/1294/AR_SH904_631498.PDF

1 / 2 77.6% Find

STATE OF NEW YORK
DEPARTMENT OF LABOR

Division of Safety and Health
Public Employee Safety and Health
State Office Campus
Building 12, Room 158
Albany, NY 12240

**SUMMARY OF WORK-RELATED
INJURIES AND ILLNESSES
FORM SH-900.1**

For questions please contact the ITS Enterprise Service Desk by email at its.sm.esd.ags@its.ny.gov.