

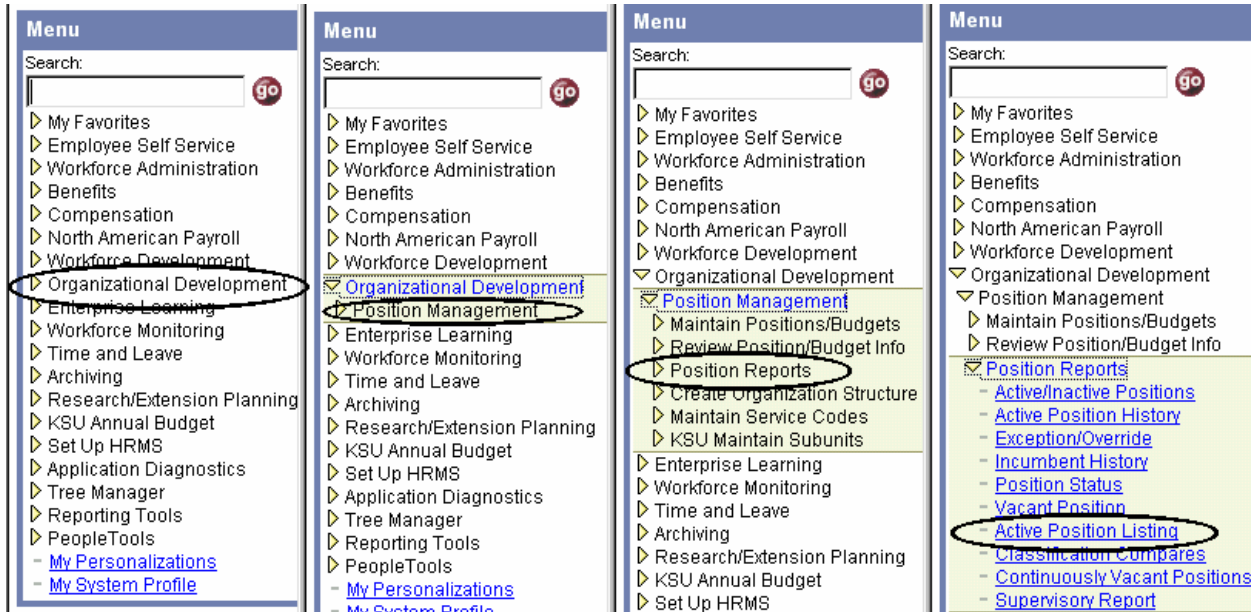
Running / Viewing / Printing Reports

Active Position Listing

This report provides information about active positions work address/phone, employee job title and/or business title as well as reports to number, title and name.

1. Access HRIS Report

Menu Group: Organizational Development
Menu Application: Position Management
Menu Item: Position Reports
Component: **Active Position Listing**



2. Select Run Control ID

The RUN CONTROL ID is used to define the parameters for running the report. Once the Run Control ID is created, it may be reused over and over for any HRIS report.

HRIS Training Tip: When creating a RUN CONTROL ID, keep the Run Control ID short and use only alphabetical letters or numbers. Some characters (Examples: &, %, *, etc.) take on a special meaning that is not intended and cause problems. If you have a Run Control ID that includes a special character, please discontinue using it.

- a) If Run Control Does Not Exist,** repeat Step 1. Select "Add a New Value." A "Run Control ID" edit box will appear. Enter a three-digit Run Control ID. Select the "Add" button. Note: This procedure will only need to be done ONE TIME.

Active Position Listing
Enter any information you have and click Search. Leave fields blank

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

Run Control ID: begins with

Search Clear Basic Search Save Search Criteria

Find an Existing Value | Add a New Value

- b) If Run Control Does Exist,** enter an existing Run Control ID or click on the "Search" button to produce a list of Run Control ID's ... search results will appear. Select a Run Control ID from the list. <Enter>

Active Position Listing
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

Search Clear Basic Search Save Search Criteria

The Report Request Parameters page will appear.

3. Complete the Report Request Parameters.

As of Date: MM/DD/YYYY format

Department ID: 36700XXXXX

Department Group ID: The Department Group ID is used by major administrative unit personnel (i.e., Dean’s Office). This edit box is used to select information for all the departments within a selected college.


Sort By Subunit? Click indicator on to sort by subunit. This option is only available for those departments who created subunits.

Include Students? Click indicator on to include hourly student and graduate student employees.


KSU Subunit ID (Optional): Indicate a valid subunit to select only those within the specified subunit. This option is only available for those departments who created subunits.

Report Request Parameters

Enter Department ID or Department Group ID


As Of Date: 

Department:  Division of Human Resources

Department Group ID: 

Sort By Subunit?

Include Students?

KSU Subunit ID: 

3. Save and Run the Report

- * Select " Save " to retain selected report parameters.
- * Select " Run " to run the report and to access the Process Scheduler Request page.

Run Control

Run Control ID: kak


[Report Manager](#)


[Process Monitor](#)


Run

Report Request Parameters

Enter Department ID or Department Group ID


As Of Date: 

Department:  Division of Human Resources

Department Group ID: 

Sort By Subunit?

Include Students?

KSU Subunit ID: 

Save

Return to Search

5. Set Up Process Scheduler Request Page

The following options exist for running, viewing or printing the report:

Web Option

E-Mail Option

To view/print report via the <u>Web</u>:	.	To view/print report via <u>Electronic Mail</u>:
<u>Server Name</u> : PSUNX	.	<u>Server Name</u> : PSUNX
<u>Type</u> : Web	.	<u>Type</u> : E-Mail
<u>Format</u> : PDF	.	<u>Format</u> : PDF
Runs report to the process scheduler.	.	Runs report to e-mail.

Web Option:

Process Scheduler Request

User ID: KKUGLE

Run Control ID: kak

Server Name:

Run Date:

Recurrence:

Run Time:

Time Zone:

Process List

Select	Description	Process Name	Process Type	Type	Format
<input checked="" type="checkbox"/>	Active Positions Report	WPOS002	SQR Report	<input type="text" value="Web"/>	<input type="text" value="PDF"/>

Email Option

Process List

Select	Description	Process Name	Process Type	Type	Format
<input checked="" type="checkbox"/>	Active Positions Report	WPOS002	SQR Report	<input type="text" value="Email"/>	<input type="text" value="PDF"/>

All other fields may be left blank or filled with default data (i.e., Recurrence, Time Zone, Run Date, and Run Time). After completing the options, select **“OK”** to run the report.

6. View or Print the Report

After selecting "OK" ... HRIS will return to the Report Request Parameters page.

- * **Report Manager** (Page 7) will produce a list of reports that have been set up using the web type on the Process Scheduler Request Page and sent to the process scheduler/report list.

Or

- * **Process Monitor** (Page 10) will provide the status of the report (i.e., initiated, error, success, etc.). This option is used when the email type has been selected on the Process Scheduler Request Page.

Run Control

Run Control ID: kak

[Report Manager](#)


[Process Monitor](#)


Run


Process Instance:16795

Report Request Parameters

Enter Department ID or Department Group ID


As Of Date: 


Department:  Division of Human Resources


Department Group ID: 

Sort By Subunit?

Include Students?

KSU Subunit ID: 

 Save

 Return to Search

Report Manager - Set Up Report List

- * Status Edit Box = Posted or Blank
- * Select "Refresh" to View Report List
- * If status = Posted ... Select "View" to Access Report Detail

The screenshot shows the 'Report Manager' interface. At the top, there are tabs for 'Explorer', 'List', 'Administration', and 'Archives'. Below the tabs is a search area with the following fields: 'User ID' (KKUGLE), 'Type' (SQR Report), 'Last' (1 Days), 'Status' (Posted), 'Folder', and 'Instance'. A 'Refresh' button is highlighted with a red circle. Below the search area is a 'Report List' table with columns: 'Select', 'Report ID', 'Proc Instance', 'Report Description', 'Request Date/Time', 'Format', 'Status', 'Details', and 'View'. The table contains one row with the following data: '15474 16795', 'Active Positions Report', '01/14/2005 10:33:44AM', 'Acrobat (*.pdf)', 'Posted', 'Details', and 'View'. The 'View' link is also highlighted with a red circle.

Status ... Posted

Select **"Refresh"** to view reports that have been processed. Note: May need to select "Refresh" more than once to view report on the list.

After report appears on the list, select **"View"**

Note: Reports will remain on the "Report List" for 30 days.

Report Manager -Access Report from Report Detail

- * A Message Log, Trace File, and File Name(s) will appear.
- * To view the report, select the file name ...
wpos002_16795.PDF

Report Detail

Report ID: 15474 **Process Instance:** 16795
Name: WPOS002 **Process Type:** SQR Report
Run Status: Success

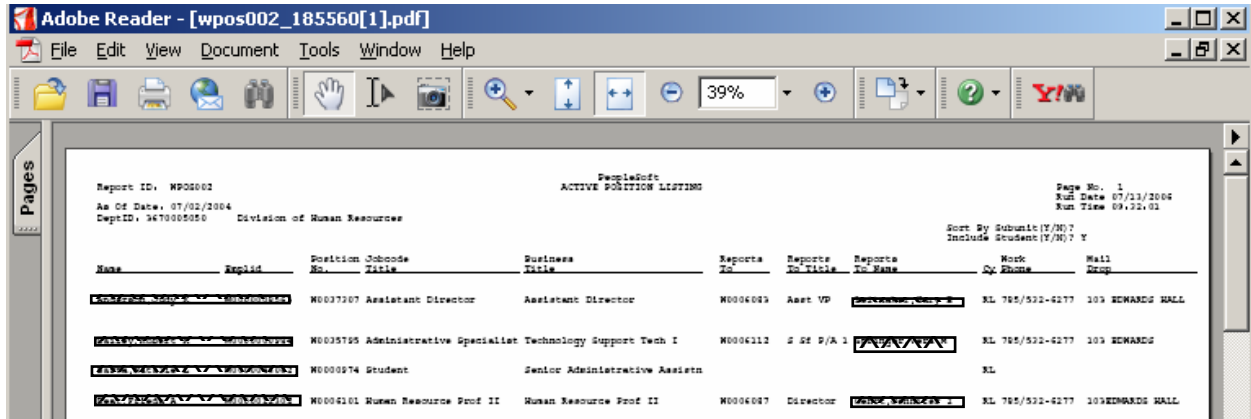
Active Positions Report

File List		
Name	File Size (bytes)	Datetime Created
Message Log	1,629	01/14/2005 10:34:00.000000AM CST
wpos002_16795.PDF	7,011	01/14/2005 10:34:00.000000AM CST
Trace File	2,732	01/14/2005 10:34:00.000000AM CST

Report Manager - Print Report

* To print the report, select the  icon.

Or, select File > Print.



The screenshot shows the Adobe Reader interface with a PDF document open. The document content is as follows:

Report ID: WPOS002
As Of Date: 07/02/2004
DeptID: 3470005050 Division of Human Resources

PeopleSoft
ACTIVE POSITION LISTING

Page No. 1
Run Date 07/23/2004
Run Time 09:22:02

Sort By Subunit (Y/N)?
Include Student (Y/N)? Y

Name	EmpId	Position No.	Jobcode Title	Business Title	Reports To	Reports To Title	Reports To Name	Work Cn. Phone	Mail Group
[REDACTED]	[REDACTED]	W0037207	Assistant Director	Assistant Director	W0004003	Asst VP	[REDACTED]	XL 785/532-4277	103 EDWARDS HALL
[REDACTED]	[REDACTED]	W0035795	Administrative Specialist	Technology Support Tech I	W0004112	S Sr P/A 3	[REDACTED]	XL 785/532-4277	103 EDWARDS
[REDACTED]	[REDACTED]	W0000974	Student	Senior Administrative Assista				XL	
[REDACTED]	[REDACTED]	W0004101	Human Resource Prof II	Human Resource Prof II	W0004007	Director	[REDACTED]	XL 785/532-4277	103 EDWARDS HALL

If an error occurs, please contact the **K-State IT HELP DESK at 532-7722**. Be prepared to provide them with any details (i.e., error message(s), steps followed, etc.).

If you have questions regarding the information displayed on the report -- please call your HR liaison at 532-6277 or Alma Deutsch at 532-1448.