

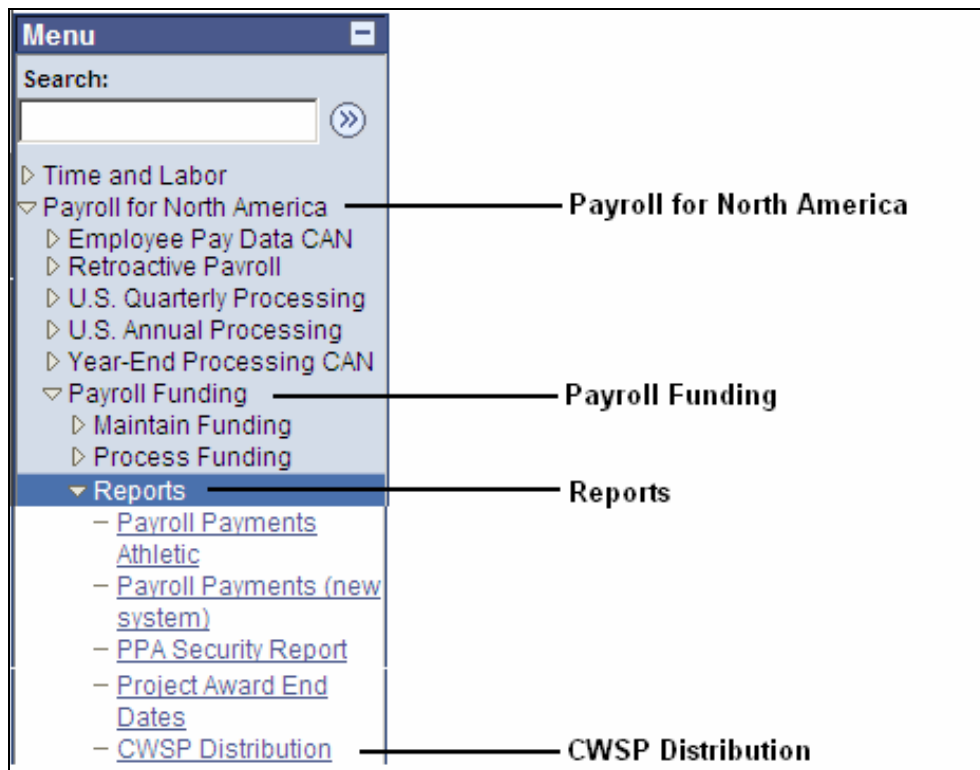
Running / Viewing / Printing Reports

College Work Study Program (CWSP) Distribution

This report provides the detail of the CWSP distribution and assists with tracking total earnings and balances for those with CWSP awards. This report may be run each pay period after on-cycle payroll processing.

Questions regarding this report or any other HRIS report, please contact Alma Deutsch at (785) 532-1448.

1. Access HRIS Report



CWSP Distribution

2. Select Run Control ID

Enter an existing Run Control ID or select 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>

CWSP Distribution
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

| [Advanced Search](#)

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

< < < < **Attention: New HRIS User** > > > >

If a RUN CONTROL ID 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.

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.


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The Report Request Parameters page will appear.


3. Complete the Report Request Parameters

Report Request Parameters

Project (opt.):

Department: 

From Pay End Date (PPE): 

Thru Pay End Date (PPE): 

Sort By Subunit

Report Request Parameter Definitions:

- **Project (optional):**
Ex: NZGCCWS001 thru NZGCCWS009; GOBO000057; MAEN537076
- **Department:**
Ex: 3670020060; 3670040010, etc.
- **From Pay End Date (Pay Period Ending):**
Ex: 07/26/08; 09/20/08; 12/24/08, etc.
- **Thru Pay End Date (Pay Period Ending):**
Ex: 07/26/08; 09/20/08; 12/24/08, etc.
- **Sort by Subunit:** Click indicator "on" to sort report by subunits within selected department. This option is only available to those departments who have created subunits.

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4. 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.

CWSP Distribution

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

Report Request Parameters

Project (opt.): NCCCE0000NC

Department:

From Pay End Date (PPE): 07/12/2008

Thru Pay End Date (PPE): 07/12/2008

Sort By Subunit

Save [Return to Search](#) [Previous in List](#) [Next in List](#) [Notify](#)

5. Set Up Process Scheduler Request Page

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

Process Scheduler Request

User ID: ALMAMD Run Control ID: ALMA

Server Name: PSUNX Run Date: 07/14/2008

Recurrence: Recurrence Run Time: 3:22:46PM **Reset to Current Date/Time**

Time Zone: Time Zone

Process List

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	CWSP Distribution Report	WPAY785	SQR Report	Web	PDF	Distribution

All other fields may be left blank or filled with default data (i.e., Recurrence, Time Zone, Run Date, and Run Time). **Select report for prior to FY 2006: Payroll Payments Acc. Report or for FY 2006 and beyond reports: Payroll Payments Acc. Report.** After completing the options, select "OK" to run the report.

CWSP Distribution

6. View or Print the Report

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

Select **Report Manager** to 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.

CWSP Distribution

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

Report Request Parameters

Project (opt.):

Report List

- Select the "refresh" link until report is posted
- When report appears select "details" link to view the report

List Explorer Administration Archives

View Reports For

User ID: Type: Last: Days

Status: Folder: Instance: to:

Report List [Customize](#) | [Find](#) | [View All](#) | [First](#) | [1-4 of 4](#) | [Last](#)

Select	Report ID	Prcs Instance	Description	Request Date/Time	Format	Status	Details
<input type="checkbox"/>	372379	400910	CWSP Distribution Report	07/14/2008 3:20:33PM	Acrobat (*.pdf)	Posted	Details
<input type="checkbox"/>	372357	400887	Pvrl Funding: Who On Account	07/14/2008 3:10:01PM	Acrobat (*.pdf)	Posted	Details
<input type="checkbox"/>	372347	400877	Print Employee Time Documents	07/14/2008 2:58:13PM	Acrobat (*.pdf)	Posted	Details
<input type="checkbox"/>	372321	400851	Payroll Summary by Dept	07/14/2008 2:19:40PM	Acrobat (*.pdf)	Posted	Details

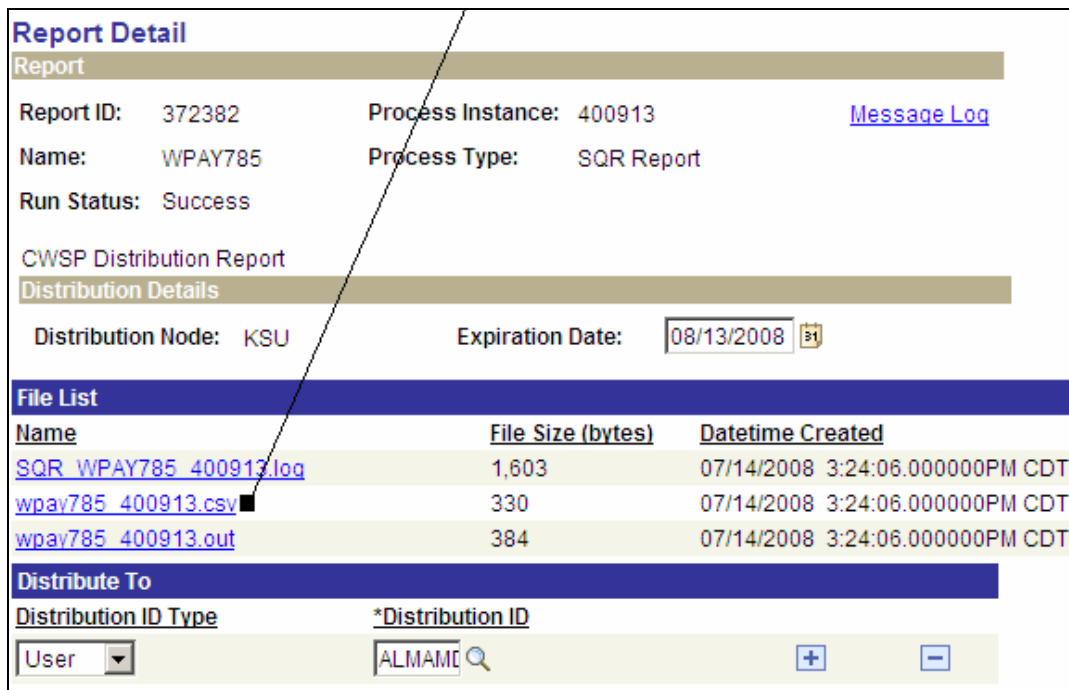
[Select All](#) [Deselect All](#)

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

CWSP Distribution

Report Manager - Access Report from Report Detail

- To view the report, select the file name ... wpay785_xxxxx.CSV
- After selecting the CSV file, report will appear and may be saved as a Microsoft Excel spreadsheet.




Report Detail

Report

Report ID: 372382 Process Instance: 400913 [Message Log](#)
Name: WPAY785 Process Type: SQR Report
Run Status: Success

CWSP Distribution Report

Distribution Details





Distribution Node: KSU Expiration Date: 08/13/2008 

File List

Name	File Size (bytes)	Datetime Created
SQR_WPAY785_400913.log	1,603	07/14/2008 3:24:06.000000PM CDT
wpay785_400913.csv	330	07/14/2008 3:24:06.000000PM CDT
wpay785_400913.out	384	07/14/2008 3:24:06.000000PM CDT

Distribute To

Distribution ID Type *Distribution ID

User  ALMAMC   

The PDF file produces a view or a hard copy of the report.

The CSV file produces a file appropriate for Microsoft Excel.

To print the report, select the  icon.

If an error occurs, please contact the **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 in the report -- please call your HR liaison at 532-6277 or Alma Deutsch at 532-1448.