

Running / Viewing / Printing Reports

Classified Temporary Hours Paid

Temporary classified appointments are limited to 999 paid hours within one year. This report is intended to assist with tracking the temporary appointment date and paid hours. Paid hours will include both on-cycle and off-cycle payrolls.

1. Access HRIS Report

[Time and Leave > Reports > Time Reports > Classified Temp Hours Paid](#)

2. Select Run Control ID

- 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>

Classified Temp Hours Paid
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

Search [Advanced Search](#)

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.

Classified Temporary Hours Paid

The Report Request Parameters page will appear.

3. Complete the Report Request Parameters

- **Through Pay End date:** Beginning with the employee's last assignment start date, this report will calculate hours paid.

Any pay period end date may be selected that has been confirmed/completed. MMDDYY format.

- **Department or Department Group ID:** Use one -- not both.
- **Department:** Used to print information for a single department (i.e., 36700XXXXX).

OR

Department Group ID: The Department Group ID is used by major administrative unit personnel (i.e., Dean's Office). Used to print information for all the departments within the college

- **Sort by Subunit** (Optional): Click indicator "on" to sort report by subunits within department. This option is only available to those departments who have created subunits.
- **KSU Subunit ID** (Optional): Enter Subunit ID.

Report Request Parameters

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Through Pay End Date: 


Department: 

Business Administration Dean

OR

Sort By Subunit?

KSU Subunit ID (Optional): 

Department Group ID: 

Classified Temporary Hours Paid

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.

Runctl Wtec039 Ksu

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

Report Request Parameters

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Through Pay End Date:

Department:

Business Administration Dean
OR

Sort By Subunit?

KSU Subunit ID (Optional):

Department Group ID:

Save Return to Search Notify Add

Classified Temporary Hours Paid

5. Set Up Process Scheduler Request Page

The Web option exists for running, viewing or printing the report:

Process Scheduler Request

User ID: ALMAMD Run Control ID: AMD

Server Name: PSUNX Run Date: 11/17/2008
Recurrence: Run Time: 3:26:08PM [Reset to Current Date/Time](#)
Time Zone: [?](#)

Process List

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	Classified Temp Hours Paid	WTEC039	SQR Report	Web	PDF	Distribution

[OK](#) [Cancel](#)

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.

Classified Temporary Hours Paid

6. View or Print the Report

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

- **Report Manager** (Page 8) 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.

Runctl Wtec039 Ksu

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

Process Instance:439630

Report Request Parameters

Temporary classified appointments are limited to 999 paid hours within one year. This report is intended to assist with tracking the temporary appointment date and paid hours. Paid hours will include both on-cycle and off-cycle payrolls.

Through Pay End Date:

Department:

Business Administration Dean
OR

Sort By Subunit?

KSU Subunit ID (Optional):

Department Group ID:

Classified Temporary Hours Paid

Report Manager - Set Up Report List

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

The screenshot shows the 'Report Manager' interface. At the top, there are tabs for 'List', 'Explorer', 'Administration', and 'Archives'. Below the tabs is a 'View Reports For' section with the following fields: 'User ID' (ALMAMD), 'Type' (dropdown), 'Last' (1 Days), 'Status' (Posted), 'Folder' (dropdown), 'Instance' (dropdown), and 'to:' (dropdown). A 'Refresh' button is located to the right of the 'Last' field. Below this is a 'Report List' section with a blue header bar containing 'Customize | Find | View All |' and pagination controls 'First 1-2 of 2 Last'. The table below has the following columns: 'Select', 'Report ID', 'Prcs Instance', 'Description', 'Request Date/Time', 'Format', 'Status', and 'Details'. Two rows of reports are listed:

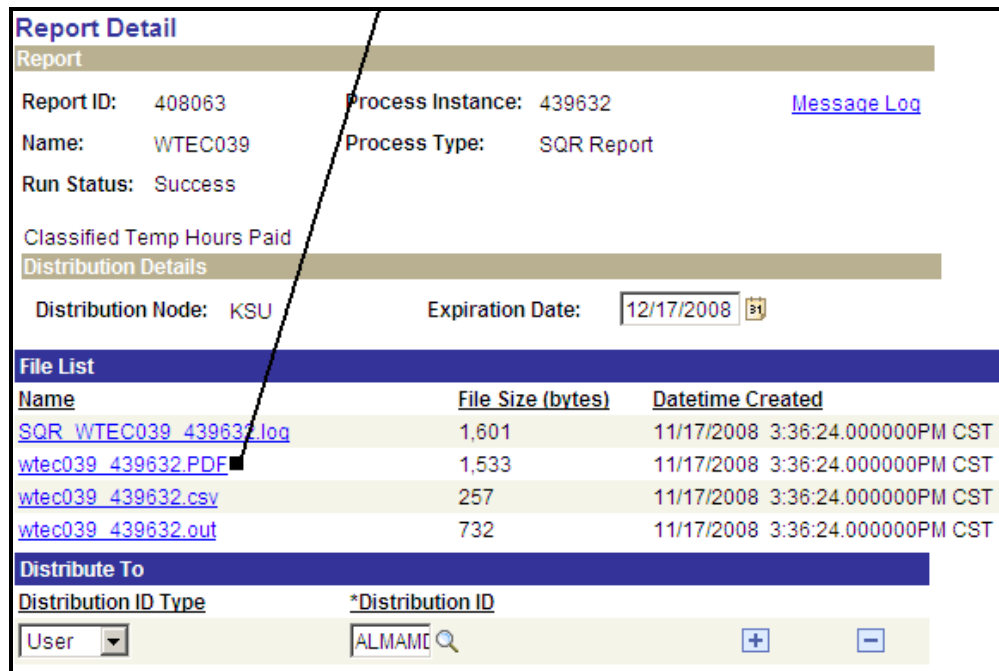
Select	Report ID	Prcs Instance	Description	Request Date/Time	Format	Status	Details
<input type="checkbox"/>	408063	439632	Classified Temp Hours Paid	11/17/2008 3:35:54PM	Acrobat (*.pdf)	Posted	Details
<input type="checkbox"/>	408061	439630	Classified Temp Hours Paid	11/17/2008 3:32:48PM	Acrobat (*.pdf)	Posted	Details

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

Classified Temporary Hours Paid

Report Manager -Access Report

- **A Message Log, Trace File, and File Name(s) will appear.**
- **To view the report, select the file name ... wtec039_439632.PDF**



Report Detail

Report


Report ID: 408063 Process Instance: 439632 [Message Log](#)

Name: WTEC039 Process Type: SQR Report

Run Status: Success

Classified Temp Hours Paid

Distribution Details





Distribution Node: KSU Expiration Date: 12/17/2008 

File List

Name	File Size (bytes)	Datetime Created
SQR_WTEC039_439632.log	1,601	11/17/2008 3:36:24.000000PM CST
wtec039_439632.PDF	1,533	11/17/2008 3:36:24.000000PM CST
wtec039_439632.csv	257	11/17/2008 3:36:24.000000PM CST
wtec039_439632.out	732	11/17/2008 3:36:24.000000PM CST

Distribute To

Distribution ID Type *Distribution ID

User  ALMAMC   

After selecting the PDF file, the report will appear.

Print Report

- **To print the report, select the  icon.**
 - **Or, select File > Print.**

If an error occurs, please contact the **HELP DESK at 532-6282**. 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.