

# Running / Viewing / Printing Reports

## Compensation Rate Review

The Compensation Rate Review Report is a tool for users to review pay rates for selected employee groups. This report is designed to give users a pdf report or csv file listing employee name, ID, record number, job title, position number, compensation rate (biweekly or hourly) and the annual rate as of the date requested in the report request parameters. The parameters allow for user to select a department group ID or a department, a subunit, appointment basis (F = Fiscal year (12 month appointments)), A = Academic year (9 month appointments)). Users may select to run the report for only students, All (students, classified and unclassified), sort by subunit and select classified, unclassified or both.

1. Access HRIS Report

**Workforce Administration > Workforce Reports > Compensation Rate Review**

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>

**Compensation Rate Review**  
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

Limit the number of results to (up to 300) 300

Run Control ID: begins with AMD

**If a RUN CONTROL ID DOES NOT EXIST**, please repeat Step 1. Select "Add a New Value" tab. A "Run Control ID" edit box will appear ... Enter a three-digit Run Control ID and 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 for any HRIS report.

**HRIS Training Tip:** When creating a RUN CONTROL ID, please 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 may cause problems. If you have a Run Control ID that includes a special character, please discontinue using it.

The Report Request Parameters page will appear.

3. Complete the Report Request Parameters

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.

Ksu Runctl Wper642

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

**Report Request Parameters**

As Of Date: MM/DD/YYYY

Department Group ID: [ ]

Department: 3670005050

KSU Sub-Unit ID: [ ]

Appointment Basis: [ ]

Students Only?  
 All Student / Class / Unclass  
 Sort By Subunit

**Classified/Unclassified**

Class  Unclass  Both

**Save** [Return to Search](#)

5. Set Up Process Scheduler Request Page

Server Name: PSUNX - Type: Web - Format: PDF

**Process Scheduler Request**

User ID: ALMAMD Run Control ID: AMD

Server Name: PSUNX Run Date: 12/16/2011

Recurrence: [ ] Run Time: 2:39:03PM **Reset to Current Date/Time**

Time Zone: [ ]

**Process List**

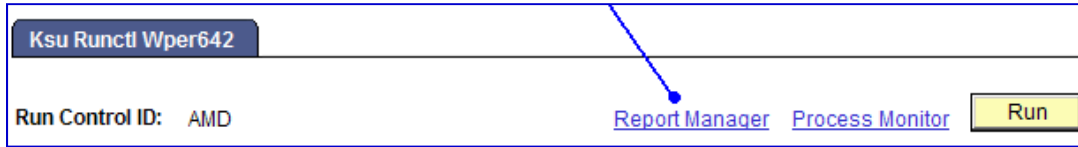
Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	Compensation Rate Review	WPER642	SQR Report	Web	PDF	<a href="#">Distribution</a>

**OK** **Cancel**

After completing the options, select **“OK”** to run the report.

6. View or Print the Report

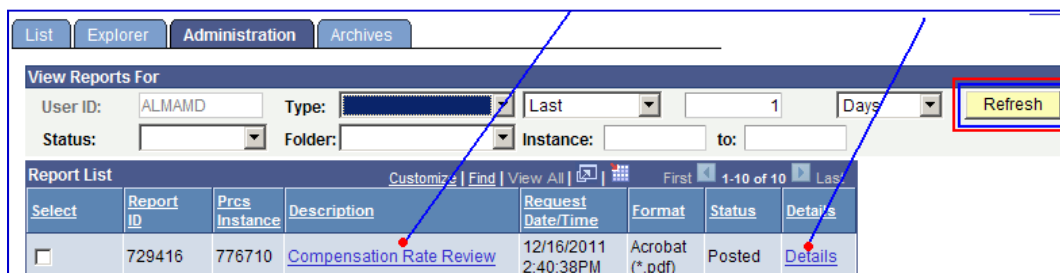
Select . . . **Report Manager** to produce a list of reports that have been sent to the process scheduler/report list



Report Manager

Select the **“Refresh”** button to view report as it processes. May need to select “Refresh” more than once. Status will indicate **“Posted”** when report has finished processing.

- To view/print the report, select the **Description or Details**.



- Selecting Details provides PDF or CSV files.

- **PDF = Hard Copy ; CSV = Data file for Microsoft Excel**

Distribution Details		
Distribution Node:	KSU	Expiration Date: 01/15/2012
File List		
Name	File Size (bytes)	Datetime Created
<a href="#">SQR_WPER642_776710.log</a>	1,753	12/16/2011 2:41:18.899283PM CST
<a href="#">wper642_776710.PDF</a>	1,507	12/16/2011 2:41:18.899283PM CST
<a href="#">wper642_776710.csv</a>	243	12/16/2011 2:41:18.899283PM CST
<a href="#">wper642_776710.out</a>	3,350	12/16/2011 2:41:18.899283PM CST

**Questions, please contact your HR liaison at (785) 532-6277.**