

Running / Viewing / Printing Reports

Degree Information Sheets

This report provides a summary page for each classified and unclassified employee (excluding students) within a selected department/unit. The summary pages provide degree information and highest education level as it appears in HRIS.

To maintain accurate information in HRIS, print and distribute these information sheets to the employees within your department/unit at least once a year.

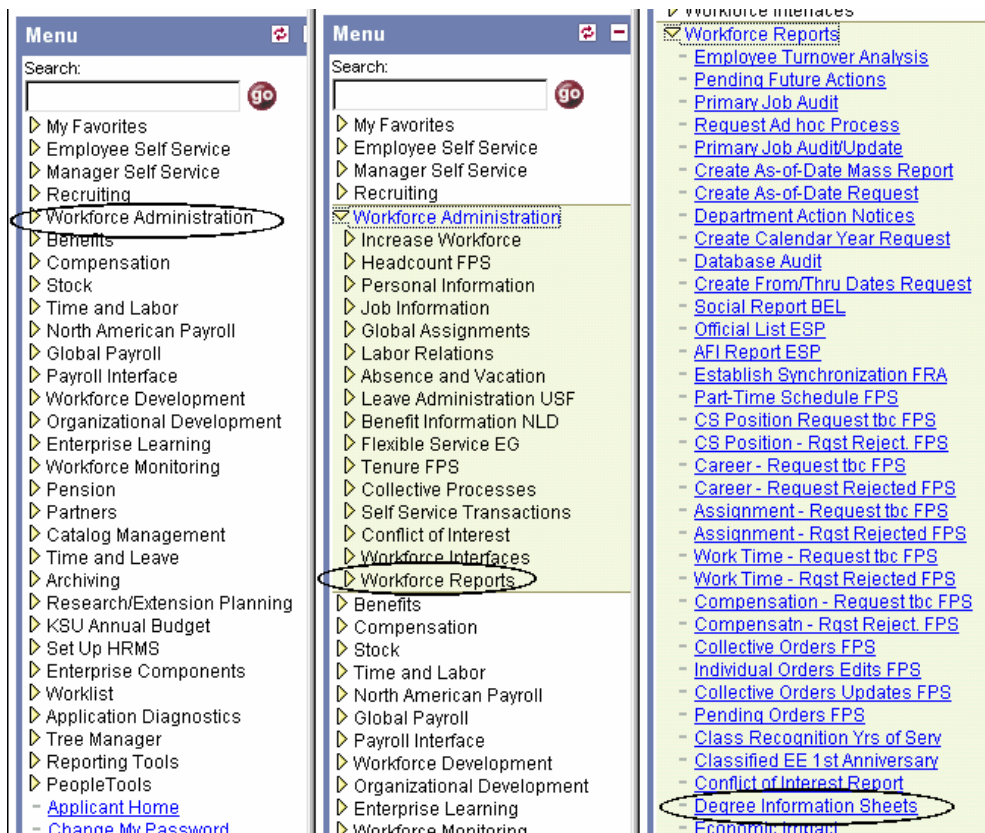
The Degree Information Sheet includes the following instructions:

Add a Degree: If the employee needs to add a degree, they may add the degree by following HRIS Employee Self Service Instructions: <http://www.ksu.edu/hr/selfserv.htm>

Highest Education Level: If the employee needs to change Highest Education Level, they may circle the correct Highest Education Level on the Degree Sheet and submit it to Payroll and Employee Data, Division of Human Resources, 103 Edwards Hall.

STEP 1: Access Report

Menu Group: Workforce Administration
Menu: Workforce Reports
Component: Degree Information Sheets



Degree Information Sheets

2. Select Run Control ID

* Enter an existing Run Control ID

or

Degree Information Sheets

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

Find an Existing Value | Add a New Value

* 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>

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.

The Report Request Parameters page will appear.

3. Complete Report Request Parameters for desired output.

Runctl Wper637 Ksu





Run Control ID: kak

[Report Manager](#)

[Process Monitor](#)


Run

Degree Update Sheet

Sheet Return Date:	<input type="text" value="10/19/2004"/>	
Department:	<input type="text" value="3670080050"/>	
Department Group ID:	<input type="text"/>	
Sub-Unit ID (Optional):	<input type="text"/>	

Sort By Subunit (Optional)

 Save

 Return to Search

Degree Information Sheets

3. Continued ... Complete Report Request Parameters for desired output.

- **Sheet Return Date:** The due date that will appear at the bottom of the Degree Sheet. "Please update by < date >.

- **Department:** The Department ID used to print information for a single department. Do not use Department Group ID as a parameter if Department is used.

- **Department Group ID:** The Department Group ID is used by major administrative unit personnel to print information for all the departments within the established Group ID. Do not use Department as a parameter if Department Group ID is used.

- **Sub-Unit ID (Optional):** Used to print information for only the employee's within one subunit within the department.

- **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.

Degree Information Sheet


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 Wper637 Ksu


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

Degree Update Sheet

Sheet Return Date: 

Department: 

Department Group ID: 

Sub-Unit ID (Optional): 

Sort By Subunit (Optional)

Degree Information Sheets

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 sent to the process scheduler/report list.

Runcntl Wper637 Ksu

Run Control ID: AMD

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

Degree Update Sheet

Sheet Return Date: 04/30/2004

Department: 3670020060


Department Group ID:

Sub-Unit ID (Optional):

Sort By Subunit (Optional)

Report Manager - Set Up Report List

Select the Administration Tab:



Explorer List **Administration** Archives

View Reports For

User ID: Type: Last: Days

Status: Folder: Instance: to:

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

- * **Status:** Blank or Posted
- * **Refresh:** Select to View Report List
- * **Status:** When status is "Posted" ... Select "View" to Access Report Detail



Explorer List Administration Archives

View Reports For

User ID: Type: Last: Days

Status: Folder: Instance: to:

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

Select	Report ID	Prce Instance	Report Description	Request Date/Time	Format	Status	Details	View
<input type="checkbox"/>	7092	7760	Degree Information Sheet	12/08/2004 4:19:40PM	Acrobat (*.pdf)	Posted	Details	View

Select the Refresh button and click several times until the status is Posted

Click View to view report detail

Report Manager - Access Report via Report/Log Viewer

- * A Message Log, Trace File, and File Name(s) will appear.
- * To view the report, select the file name ...
wper637_xxxxxxx.PDF.

Report Detail

Report ID: 7092 **Process Instance:** 7760
Name: WPER637 **Process Type:** SQR Report
Run Status: Success

Degree Information Sheet

File List

<u>Name</u>	<u>File Size (bytes)</u>	<u>Datetime Created</u>
Message Log	1,614	12/08/2004 4:19:58.000000PM CST
wper637_7760.PDF	93,427	12/08/2004 4:19:58.000000PM CST
Trace File	2,413	12/08/2004 4:19:58.000000PM CST

- * After selecting the PFD file, the report will appear.

