

Running / Viewing / Printing Reports

Department Level Funding

This report identifies positions that are funded at the DEPARTMENT level ... where funding has not been attached to the POSITION.

The DEPARTMENT level funding is automatically used when the position is created and acts as default funding when funding has not been established at the position level. DEPARTMENT level funding allows the individual in the position to be paid; however, the individual normally will not be paid out of the preferred project, fund source, and organization.

To ensure that the employee will be paid out of the preferred project(s), fund source(s) and organization(s), filled positions appearing on this report normally need funding attached at the position level. Attach Position Funding Instructions:

http://www.k-state.edu/hr/human.resource.units/hris_manuals.html#fun

This report may be run and/or printed at any time for a specified Pay End Date and is an excellent tool for viewing funding distribution prior to final pay calculation.

1. Access HRIS Report

Payroll for North America > Payroll Funding > Reports > Department Level Funding

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>

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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:

If a RUN CONTROL ID does not exist, repeat Step 1. Select "**Add a New Value**" page tab. 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 completed **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

Pay End Date: 06/17/2007

Department Group ID: []

Department: 3670020060 Biology

Students Only?

All Student / Class / Unclass

Sort By Subunit (Optional)

Bypass Vacant Positions?

Classified/Unclassified

Class Unclass Both

- **Pay End Date:** The “Pay End Date” provides the opportunity to print the report for a specific pay period prior to the final pay calculation for the pay period. (MMDDYY format)
- **Enter Department Group ID OR Department ID, not both.**

Department Group ID: This identification number will allow major administrative units to print the report for **all** the departments within the college/major administrative unit.

OR

Department: Used to print information for a single department. This identification number will print the Position Funding by Department report for selected positions within the department. Example: 367000XXXX

- **Select check boxes for desired output.**

Students Only?

All Student / Class / Unclass

Sort By Subunit (Optional)

Bypass Vacant Positions?

Students Only?

Clicking on this check box will provide only student position data.

All Student / Class / Unclass:

Clicking on this check box will provide all **student, classified and unclassified position data**.

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Sort by Subunit (Optional):

This option is only available to those departments who have created subunits. Output will be sorted by subunit.

Bypass Vacant Positions:

This option eliminates vacant positions from output.

Note: When a check box is on, it overrides the radio buttons for classified, unclassified, or both. Example: If the “Students Only” check box is on and the “Classified” radio button is on, the report will produce only student position data. Classified data will not be included in this report.



The image shows a small rectangular window titled "Classified/Unclassified". Inside the window, there are three radio buttons: "Class", "Unclass", and "Both". The "Both" radio button is selected, indicated by a small black dot inside the circle.

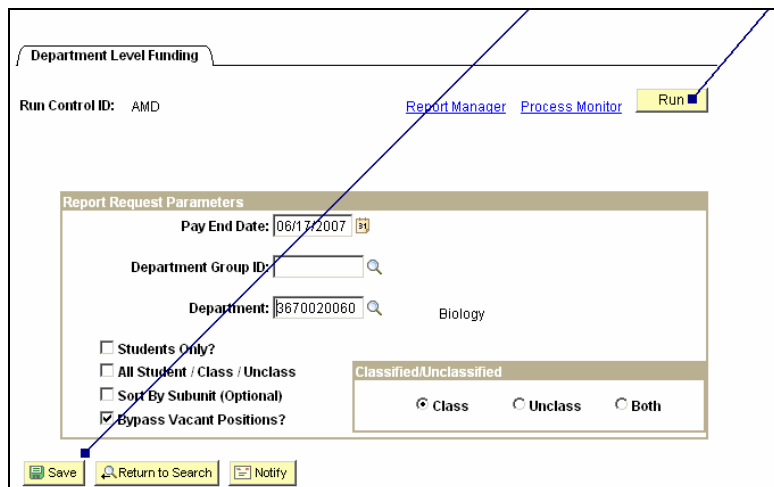
Class: Output will display only classified positions.

Unclass: Output will display only unclassified positions.

Both: Output will display both classified and unclassified positions.

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.



The screenshot shows a web application interface for "Department Level Funding". At the top, there is a tab labeled "Department Level Funding". Below the tab, the text "Run Control ID: AMD" is displayed. To the right of this text are two blue links: "Report Manager" and "Process Monitor", followed by a yellow "Run" button. Below this is a "Report Request Parameters" section. It contains a "Pay End Date" field with the value "06/17/2007" and a calendar icon. Below that is a "Department Group ID" field with a search icon. The "Department" field has the value "3670020060" and a search icon, with the word "Biology" displayed to its right. Below the department field are four checkboxes: "Students Only?", "All Student / Class / Unclass", "Sort By Subunit (Optional)", and "Bypass Vacant Positions?". The "Bypass Vacant Positions?" checkbox is checked. To the right of these checkboxes is a "Classified/Unclassified" section with three radio buttons: "Class", "Unclass", and "Both". The "Both" radio button is selected. At the bottom of the form are three buttons: "Save", "Return to Search", and "Notify".

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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: 06/06/2007
Recurrence: Run Time: 1:42:33PM [Reset to Current Date/Time](#)

Time Zone:

Select	Description	Process Name	Process Type	Type	Format	Distribution
<input checked="" type="checkbox"/>	Department Level Funding	WPOS101C	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.

6. View or Print the Report

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

Select **Report Manager** to produce report.

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

Process Instance: 270244

Report Request Parameters

Pay End Date: 06/17/2007

Department Group ID:

Department: 3670020060 Biology

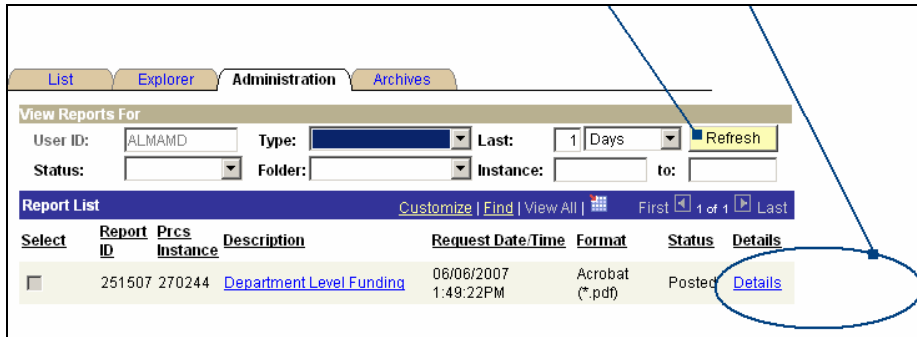
Students Only?
 All Student / Class / Unclass
 Sort By Subunit (Optional)
 Bypass Vacant Positions?

Classified/Unclassified

Class Unclass Both

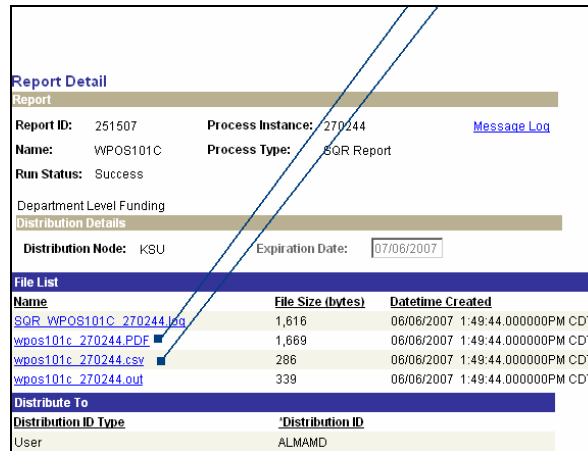
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Select the **“Refresh”** button until status = **Posted** (may need to select **“Refresh”** several times).
 When status = **Posted**, select **"Details"** to Access Report Detail List.



Note: Reports will remain on the "Report List" for 30 days. After 30 days they will be automatically expunged from the list.

The Report Detail page will appear displaying the message log and file name(s). **To view the report, select either file ... wpos101c_xxxxx.PDF or wpos101c_xxxxx.csv (used with Microsoft Excel).**



After selecting either the PDF or csv file, the report will appear. To print the report, select the



icon. Or, select File > Print.

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.