

# Running / Viewing / Printing Reports

## Department Time Documents

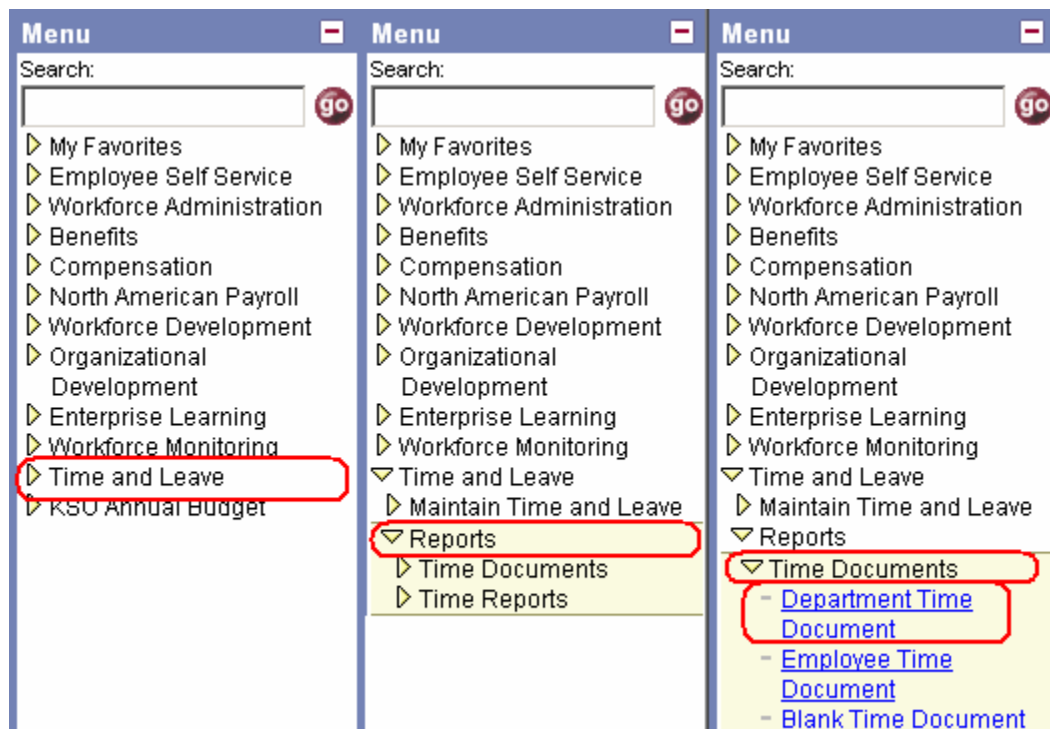
This report produces time documents for nonexempt employees within a selected department, pay period, and pay group (optional), subunit (Optional). It may be printed after time documents become available for the pay period, but not after the final pay calculation has run for the pay period. Normally, this report may be printed the Wednesday prior to the beginning of the pay period or anytime before the final pay calculation runs for the pay period.

To print this report utilizing the pay group option, refer to the Pay Group Table for a list of pay groups and descriptions. <http://www.ksu.edu/hr/hris/hris-tables.html#pay>

### 1. Access HRIS Report

Time and Leave > Reports >

Time Documents > Department Time Document



## 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>

**Print Department Time Doc's**  
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](#)

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**Search by:** Run Control ID begins with

[Advanced Search](#)

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

**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 the Report Request Parameters.

- ❖ **Pay Period End Date:** MMDDYY format
- ❖ **Department ID Low Range:** Required field Example: 36700XXXXX
- ❖ **Department ID High Range:** Required field Example: 36700XXXXX
- ❖ **Pay Group (Optional):** See Pay Group Table for valid values.
- ❖ **Sort by Subunit (Optional):** Click indicator “on” to sort report by subunits within the department. This option is only available to those departments who have created subunits.

Report Request Parameters	
Pay Period End Date:	<input type="text" value="11/20/2004"/>  SOK
Department ID Low Range:	<input type="text" value="3670010050"/>  Animal Sciences & Industry
Department ID High Range:	<input type="text" value="3670010050"/>  Animal Sciences & Industry
Pay Group (Optional):	<input type="text" value="KNX"/>  SOK - Nonexempt Hourly
Sort by Subunit (Optional) <input type="checkbox"/>	Report OK to Pay only? <input type="checkbox"/>
KSU Subunit ID (Optional):	<input type="text"/> 

#### 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.

Department Time Documents

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

**Report Request Parameters**

Pay Period End Date:	11/20/2004	<input type="text"/>	SOK
Department ID Low Range:	3670010050	<input type="text"/> Animal Sciences & Industry	
Department ID High Range:	3670010050	<input type="text"/> Animal Sciences & Industry	
Pay Group (Optional):	KNX	<input type="text"/> SOK - Nonexempt Hourly	
Sort by Subunit (Optional)	<input type="checkbox"/>	Report OK to Pay only?	<input type="checkbox"/>
KSU Subunit ID (Optional):	<input type="text"/>	<input type="text"/>	

Save Return to Search Add

## 5. Set Up Process Scheduler Request Page

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

### Web Option

### E-Mail Option

<b>To view/print report via the <u>Web</u>:</b>	.	<b>To view/print report via <u>Electronic Mail</u>:</b>
<u>Server Name</u> : <b>PSUNX</b>	.	<u>Server Name</u> : <b>PSUNX</b>
<u>Type</u> : <b>Web</b>	.	<u>Type</u> : <b>E-Mail</b>
<u>Format</u> : <b>PDF</b>	.	<u>Format</u> : <b>PDF</b>
Runs report to the process scheduler.	.	Runs report to e-mail.

**Process Scheduler Request**

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**Server Name:**     **Run Date:**    
**Recurrence:**     **Run Time:**       
**Time Zone:**

**Process List**

Select	Description	Process Name	Process Type	'Type	'Format
<input checked="" type="checkbox"/>	Print Department Time Document	WTEC002	SQR Report	Web	PDF

Report Via Web  
or  
Report Via Email

'Type	'Format
Email	PDF

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 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.

Department Time Documents

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

Process Instance: 996

Report Request Parameters

Pay Period End Date:

Department ID Low Range:   Animal Sciences & Industry

## 7. Report Manager - Set Up Report List

### Administration page tab:

**Status Edit Box:** Select "Posted" or leave edit box blank to view report as it processes.

**Refresh:** Select the "Refresh" button to view report list. May need to select "Refresh" more than once.

**View Link:** When the "View" link appears on the far right, select the link to Access Report/Log Viewer

Explorer List **Administration** Archives

View Reports For

User ID:  Type:  Last:  Days

Status:  Folder:  Instance:  to:

Report List [Customize](#) | [Find](#) | [View 100](#) | [First](#) | 1-50 of 109 | [Last](#)

Select	Report ID	PrCs Instance	Report Description	Request Date/Time	Format	Status	Details	View
<input type="checkbox"/>	600	680	Print Department Time Document	10/07/2004 1:47:00PM	Acrobat (*.pdf)	Posted	<a href="#">Details</a>	<a href="#">View</a>

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

## 8. Access Report

A Message Log, Trace File, and File Name(s) will appear.

To view the report, select the file name ... Wtec002\_XXX.PDF.

### Report Detail

Report ID: 600                      Process Instance: 680  
 Name: WTEC002                      Process Type: SQR Report  
 Run Status: Success

Print Department Time Document

### File List

Name	File Size (bytes)	Datetime Created
<a href="#">Message Log</a>	1,599	10/07/2004 1:47:14.000000PM CDT
<a href="#">wtec002_680.PDF</a>	80,940	10/07/2004 1:47:14.000000PM CDT
<a href="#">Trace File</a>	157	10/07/2004 1:47:14.000000PM CDT

After selecting the PFD file, the report will appear.

Kansas State University  
Time and Leave  
Document

Department	3670005050	EmpId	W000000984	Red#	0	Pg.	
Pay End Dt	07/17/2004	Name (L,F,M)	Balcy,Robert K				1
Position Nbr	W0005795	FLSA	N	FTE	1.00	Work Schedule	SMF1

Earn Code	Sun 7/04	Mon 7/05	Tue 7/06	Wed 7/07	Thu 7/08	Fri 7/09	Sat 7/10	Sun 7/11	Mon 7/12	Tue 7/13	Wed 7/14	Thu 7/15	Fri 7/16	Sat 7/17	Totals
REG		8.00	8.00	8.00	8.00	4.00			8.00	8.00	8.00	8.00	7.00		75.00
VAC						4.00							1.00		5.00

To print the report, select the  icon.

Or, select File > Print.

If an error occurs, please contact the IT HELP DESK at (785) 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.