

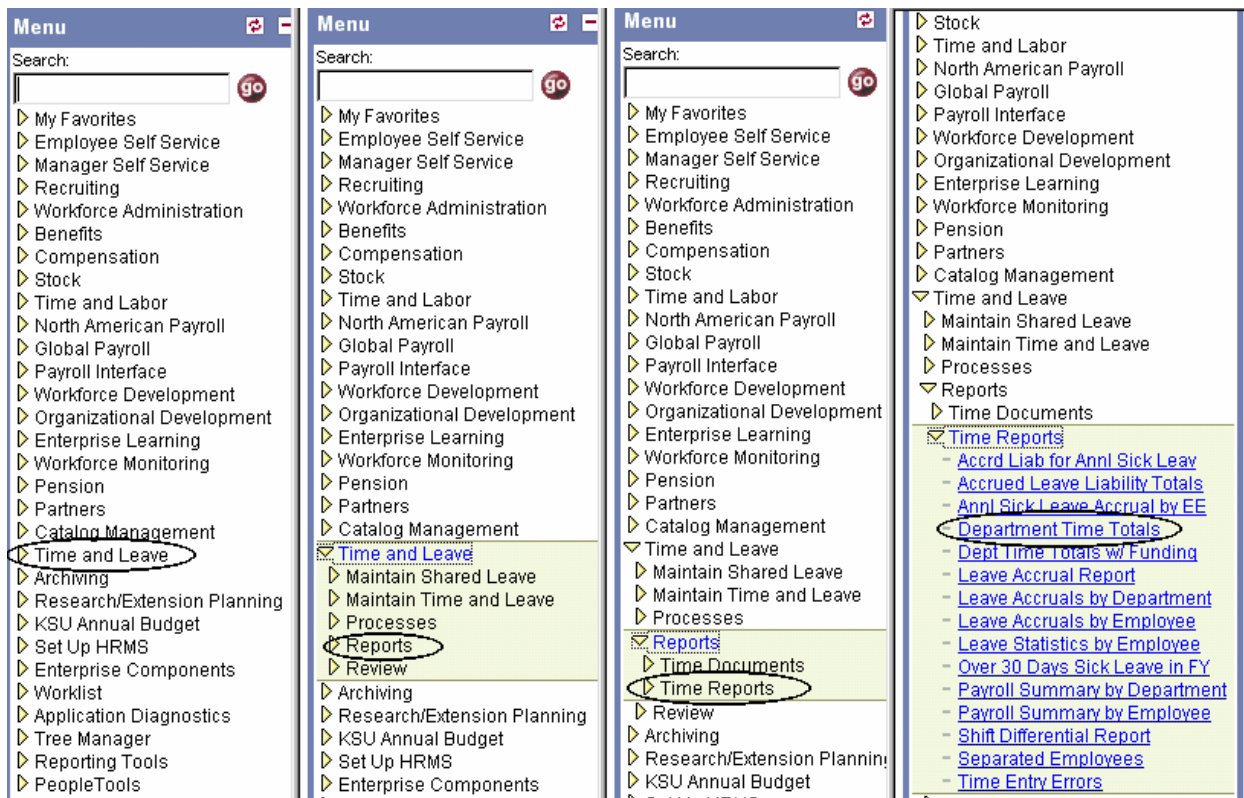
Running / Viewing / Printing Reports

Department Time Totals

This report provides a view of the “OK to Pay” status for each employee within a selected department. ***Always print this report the day final pay calculation runs for the pay period to be sure all employees – including new employees\rehires – are “OK to Pay.”*** This report may also be printed at any time during the recording process.

1. Access HRIS Report

Menu Group: Time and Leave
 Menu Application: Reports
 Menu Item: Time Reports
 Component: Department Time Totals



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 Totals

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](#)

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.

2. Complete the Report Request Parameters.

- ❖ **Department ID:** Used to print information for a single department. This identification number will print the Department Time Total report for all employees within the department. Example: 367000XXXX

- ❖ **Pay Period End Date:** MMDDYY format

- ❖ **Pay Group (Optional):** See Pay Group Table for valid values.

- ❖ **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.

Run Control

Run Control ID: kak

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

Run

| Report Request Parameters | |
|----------------------------|--|
| Department ID: | <input type="text" value="3670005050"/> <input type="button" value="Q"/> Division of Human Resources |
| Pay Period End Date: | <input type="text" value="06/19/2004"/> <input type="button" value="Q"/> |
| Pay Group (Optional): | <input type="text"/> <input type="button" value="Q"/> |
| Sort by Subunit (Optional) | <input type="checkbox"/> |
| KSU Subunit ID (Optional): | <input type="text"/> <input type="button" value="Q"/> |

Save

Add

Update/Display

3. **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.

Run Control

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

Report Request Parameters

| | | | |
|----------------------------|---|----------------------------------|-----------------------------|
| Department ID: | <input type="text" value="3670005050"/> | <input type="button" value="Q"/> | Division of Human Resources |
| Pay Period End Date: | <input type="text" value="06/19/2004"/> | <input type="button" value="Q"/> | |
| Pay Group (Optional): | <input type="text"/> | <input type="button" value="Q"/> | |
| Sort by Subunit (Optional) | <input type="checkbox"/> | | |
| KSU Subunit ID (Optional): | <input type="text"/> | <input type="button" value="Q"/> | |

Save

5. Set Up Process Scheduler Request Page

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

Web Option

E-Mail Option

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

Process Scheduler Request

User ID: ALMAMD Run Control ID: kak

Server Name: Run Date:

Recurrence: Run Time:

Time Zone:

| Process List | | | | | |
|-------------------------------------|-------------------------------|--------------|--------------|-------|--------|
| Select | Description | Process Name | Process Type | Type | Format |
| <input checked="" type="checkbox"/> | Department Time Totals by Pay | WTEC028 | SQR Report | Web | PDF |
| | | | | 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.

- * **Report Manager** (Page 7) 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.

Or

- * **Process Monitor** (Page 10) will provide the status of the report (i.e., initiated, error, success, etc.). This option is used when the email type has been selected on the Process Scheduler Request Page.

Run Control

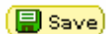
Run Control ID: kak

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

Process Instance:597

Report Request Parameters

| | | |
|----------------------------|--|-----------------------------|
| Department ID: | <input type="text" value="3670005050"/> <input type="button" value="Q"/> | Division of Human Resources |
| Pay Period End Date: | <input type="text" value="06/19/2004"/> <input type="button" value="Q"/> | |
| Pay Group (Optional): | <input type="text"/> <input type="button" value="Q"/> | |
| Sort by Subunit (Optional) | <input type="checkbox"/> | |
| KSU Subunit ID (Optional): | <input type="text"/> <input type="button" value="Q"/> | |



Report Manager - Set Up Report List

Select the Administration Tab:

View Reports For

User ID: ALMAMD Type: [] Last: 30 Days Refresh

Status: [] Folder: [] Instance: [] to: []

Report List [Customize](#) | [Find](#) | [View All](#) | [First](#) | 1-50 of 97 | [Last](#)

| Select | Report ID | Prcs Instance | Report Description | Request Date/Time | Format | Status | Details | View |
|--------------------------|-----------|---------------|-------------------------------|----------------------|-----------------|--------|-------------------------|----------------------|
| <input type="checkbox"/> | 521 | 597 | Department Time Totals by Pay | 10/05/2004 3:10:18PM | Acrobat (*.pdf) | Posted | Details | View |

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

View Reports For

User ID: ALMAMD Type: [] Last: 30 Days Refresh

Status: **Posted** Folder: [] Instance: [] to: []

Report List [Customize](#) | [Find](#) | [View All](#) | [First](#) | 1-50 of 97 | [Last](#)

| Select | Report ID | Prcs Instance | Report Description | Request Date/Time | Format | Status | Details | View |
|--------------------------|-----------|---------------|-------------------------------|----------------------|-----------------|--------|-------------------------|----------------------|
| <input type="checkbox"/> | 521 | 597 | Department Time Totals by Pay | 10/05/2004 3:10:18PM | Acrobat (*.pdf) | Posted | Details | View |

Status ... Posted

Select "**Refresh**" to view reports that have been processed. Note: May need to select "Refresh" more than once to view report on the list.

After report appears on the list, select "**View**"

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

Report Manager -Access Report from Report Detail

- * A Message Log, Trace File, and File Name(s) will appear.
- * To view the report, select the file name ...
Wtec028_597.PDF.

Report Detail

Report ID: 521 **Process Instance:** 597
Name: WTEC028 **Process Type:** SQR Report
Run Status: Success

Department Time Totals by Pay

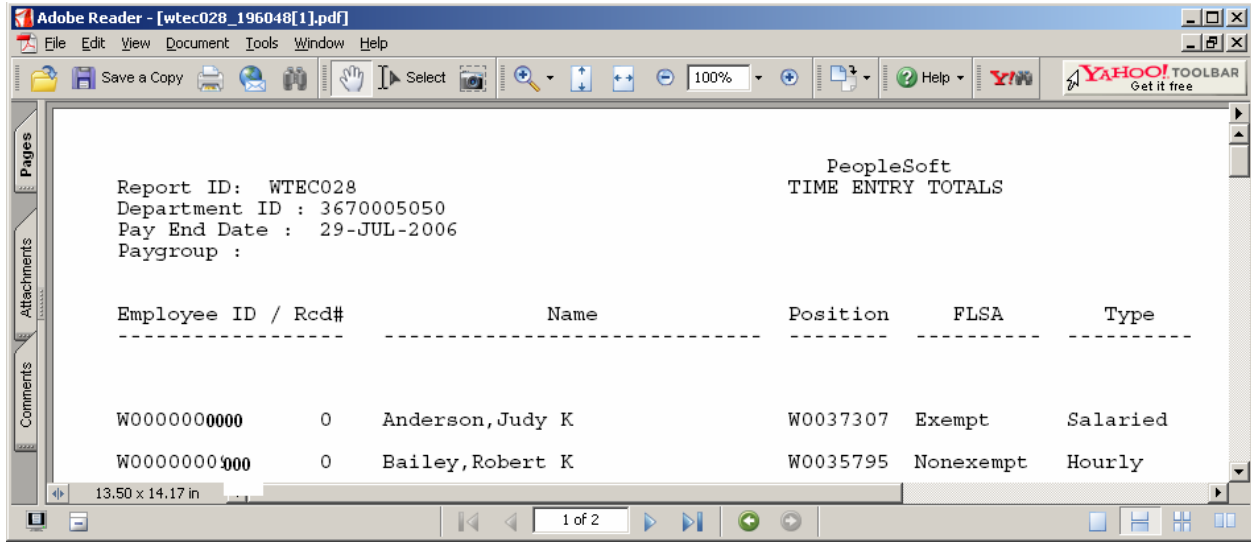
| File List | | |
|---------------------------------|-------------------|---------------------------------|
| Name | File Size (bytes) | Datetime Created |
| Message Log | 1,599 | 10/05/2004 3:10:29.000000PM CDT |
| wtec028_597.PDF | 4,189 | 10/05/2004 3:10:29.000000PM CDT |
| Trace File | 132 | 10/05/2004 3:10:29.000000PM CDT |

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

Report Manager - Print Report

* To print the report, select the  icon.

Or, select File > Print.



Process Monitor - View Report Status

Use Process Monitor to view the Process List and Run Status. A report set up using **Type = Email ; Format = PDF** can not be accessed using Report Manger.

Run Control

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

Report Request Parameters

Department ID: Division of Human Resources

Pay Period End Date:

Pay Group (Optional):

Sort by Subunit (Optional)

KSU Subunit ID (Optional):

Process List [Server List](#)

View Process Request For

User ID: Type: Last: Days

Server: Name: Instance: to

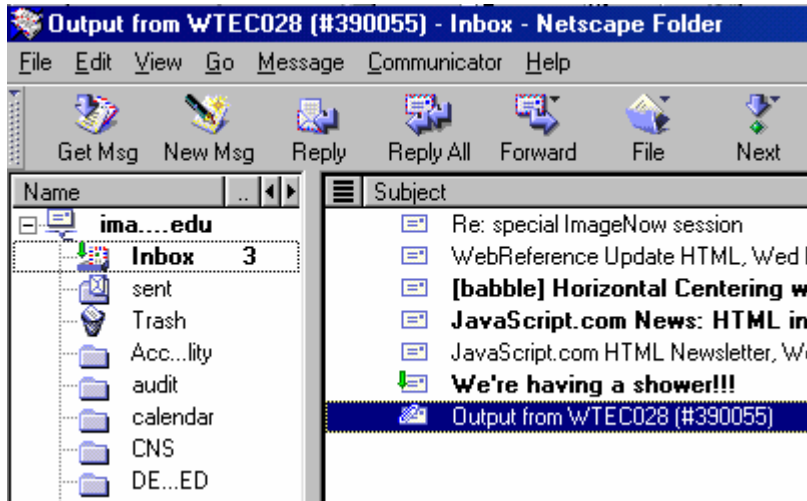
Run Status: Save On Refresh

[Customize](#) | [Find](#) | [View All](#) | First 1-19 of 19 Last

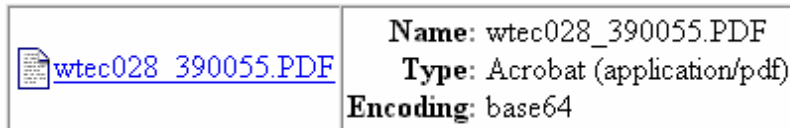
| Instance | Seq. | Process Type | Process Name | User | Run Date/Time | Run Status | Details |
|----------|------|--------------|--------------|--------|--------------------------|------------|-------------------------|
| 682 | | SQR Report | WTEC028 | ALMAMD | 10/07/2004 2:01:57PM CDT | Success | Details |
| 680 | | SQR Report | WTEC002 | ALMAMD | 10/07/2004 1:44:39PM CDT | Success | Details |

Process Monitor - View Report Status

- * **When Process Monitor Run Status indicates "Success" open e-mail to view/print report.**



- * **Open the PDF file to view or print the report.**



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.