

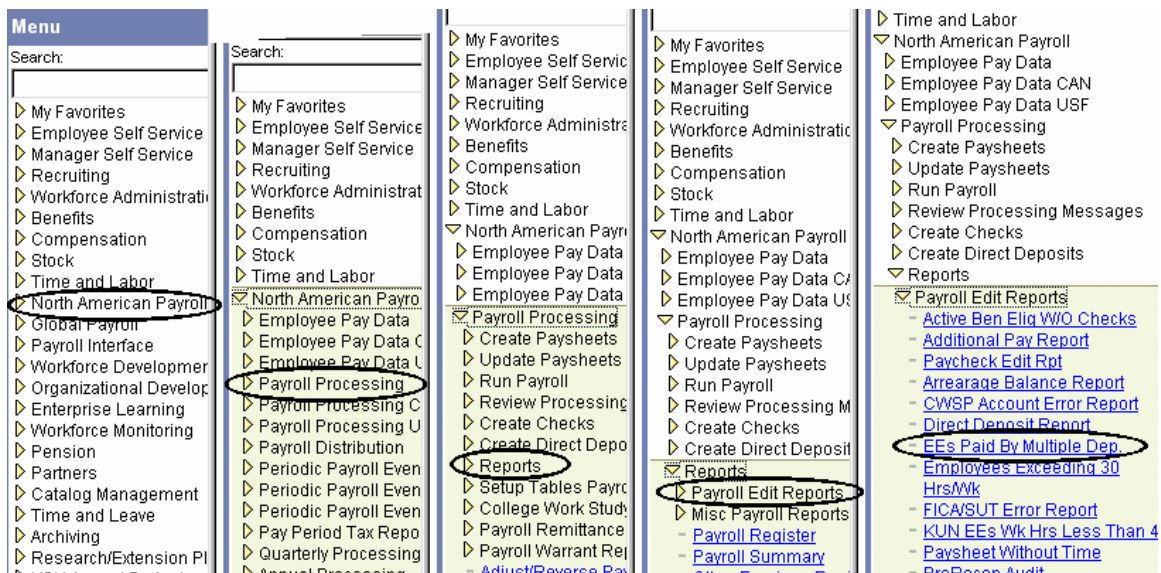
# Running / Viewing / Printing Reports

## Employees Paid by Multiple Departments

This report provides a list of employees within the selected department(s) that are being paid from two or more departments. This report may be printed at any time and for any pay period. It is normally printed after payroll is confirmed and prior to the paycheck date.

### 1. Access HRIS Report

Menu Group:	North American Payroll
Menu Application:	Payroll Processing
Menu Item:	Reports
Menu Item:	Payroll Edit Reports
Component:	EE's Paid by Multiple Dep



# Employees Paid by Multiple Departments

## 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>

### EEs Paid By Multiple Dep.

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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Run Control ID: begins with

Search | Clear | [Basic Search](#) | [Save Search Criteria](#)

[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.

## Employees Paid by Multiple Departments

The Report Request Parameters page will appear.

### 3. Complete the Report Request Parameters

- **Pay Period End date:** Any pay period end date may be selected that has been confirmed/completed. MMDDYY format.
- **Pay Group: (Optional)** Refer Pay Group Table
- **Payroll Cycle**
  - **On-Cycle:** Used to select normal payroll cycle. Click once on **On-Cycle**, if the radio button is not already marked.
  - **Off-Cycle:** \*\*\* HR Use Only \*\*\* Payroll cycle in which adjustments and/or supplementals are processed.
- **Department or Department Group ID:** Use one -  
- not both.

**Department:** Used to print information for a single department (i.e., 36700XXXXX).

**OR**

**Department Group ID:** . **Warning: Using a Dept Group ID for this report may take an unacceptable amount of time before the print process begins.**

Use Department ID, if possible. The Department **Group ID** is normally used by major administrative unit personnel (i.e., Dean's Office) to print information for all the departments within the college.

- **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.

Report Request Parameters	
Pay Period End Date: <input type="text" value="06/19/2004"/>	<input type="text" value="3670005060"/>
Pay Group: <input type="text"/>	Department: <input type="text" value="3670005060"/>
Required for Off-Cycle	
OR	
Payroll Cycle	
<input checked="" type="radio"/> On-Cycle <input type="radio"/> Off-Cycle	
Sort by Subunit (Optional) <input type="checkbox"/>	Department Group ID: <input type="text"/>

# Employees Paid by Multiple Departments

## 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.

**Run Control**

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

**Report Request Parameters**

Pay Period End Date: 06/19/2004

Pay Group:  Required for Off-Cycle

Department: 3670005060

OR

Department Group ID:

Payroll Cycle

On-Cycle  Off-Cycle

Sort by Subunit (Optional)

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

# Employees Paid by Multiple Departments

## 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> : 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

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Server Name: PSUNX Run Date: 10/05/2004  
 Recurrence: Recurrence Run Time: 2:43:43PM  
 Time Zone: Time Zone

Reset to Current Date/Time

Select	Description	Process Name	Process Type	Type	Format
<input checked="" type="checkbox"/>	Employees Paid by Multiple Dep	WPAY620	SQR Report	Email	PDF
				Web	PDF

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.

# Employees Paid by Multiple Departments

## 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:590

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**Report Request Parameters**

Pay Period End Date: 06/19/2004	<input type="text" value="3670005060"/>
Department: 3670005060	
Pay Group: <input type="checkbox"/>	Required for Off-Cycle
OR	
Department Group ID: <input type="text"/>	
Payroll Cycle	
<input checked="" type="radio"/> On-Cycle <input type="radio"/> Off-Cycle	
Sort by Subunit (Optional) <input type="checkbox"/>	

# Employees Paid by Multiple Departments

## Report Manager - Set Up Report List

### Select Administration Tab:

View Reports For

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

Status: [Dropdown] Folder: [Dropdown] Instance: [Text] to: [Text]

Report List [Customize](#) | [Find](#) | [View All](#) | [First](#) | 1-50 of 96 | [Last](#)

Select	Report ID	Prcs Instance	Report Description	Request Date/Time	Format	Status	Details	View
<input type="checkbox"/>	514	590	Employees Paid by Multiple Dep	10/05/2004 2:48:11 PM	Acrobat (*.pdf)	Posted	<a href="#">Details</a>	<a href="#">View</a>

\* 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: [Dropdown] Last: 30 Days Refresh

Status: Posted Folder: [Dropdown] Instance: [Text] to: [Text]

Report List [Customize](#) | [Find](#) | [View All](#) | [First](#) | 1-50 of 96 | [Last](#)

Select	Report ID	Prcs Instance	Report Description	Request Date/Time	Format	Status	Details	View
<input type="checkbox"/>	514	590	Employees Paid by Multiple Dep	10/05/2004 2:48:11 PM	Acrobat (*.pdf)	Posted	<a href="#">Details</a>	<a href="#">View</a>
<input type="checkbox"/>	456	577	Payroll Summary by Dept	10/01/2004	Acrobat	Posted	<a href="#">Details</a>	<a href="#">View</a>

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.

## Employees Paid by Multiple Departments

### 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 ... wpay620\_590.PDF

#### Report Detail

**Report ID:** 514                      **Process Instance:** 590  
**Name:** WPAY620                      **Process Type:** SQR Report  
**Run Status:** Success

Employees Paid by Multiple Dep

#### File List

Name	File Size (bytes)	Datetime Created
<a href="#">Message Log</a>	1,599	10/05/2004 2:48:39.000000PM CDT
<a href="#">wpay620_590.PDF</a>	1,431	10/05/2004 2:48:39.000000PM CDT
<a href="#">Trace File</a>	213	10/05/2004 2:48:39.000000PM CDT

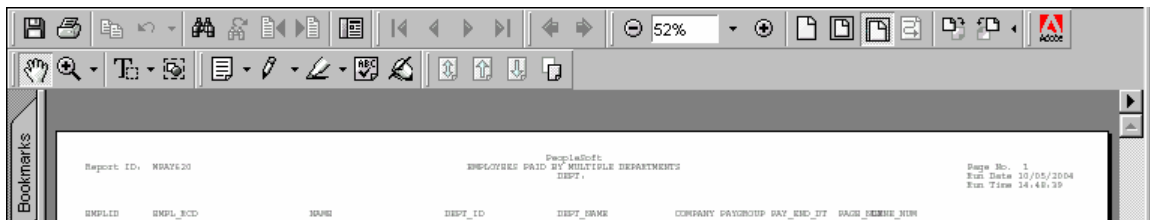
- \* After selecting the PDF file, the report will appear.

# Employees Paid by Multiple Departments

## Report Manager - Print Report

\* To print the report, select the  icon.

Or, select File > Print.



# Employees Paid by Multiple Departments

## 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 Manager.

**Run Control**

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

Process Instance: 590

**Report Request Parameters**

Pay Period End Date: 06/19/2004

Pay Group:  Required for Off-Cycle

Department: 3670005060

OR

Department Group ID:

Payroll Cycle

On-Cycle  Off-Cycle

Sort by Subunit (Optional)

**Process List** [Server List](#)

**View Process Request For**

User ID: ALMAMD  Type:  Last: 10 Days

Server:  Name:  Instance:  to

Run Status:   Save On Refresh

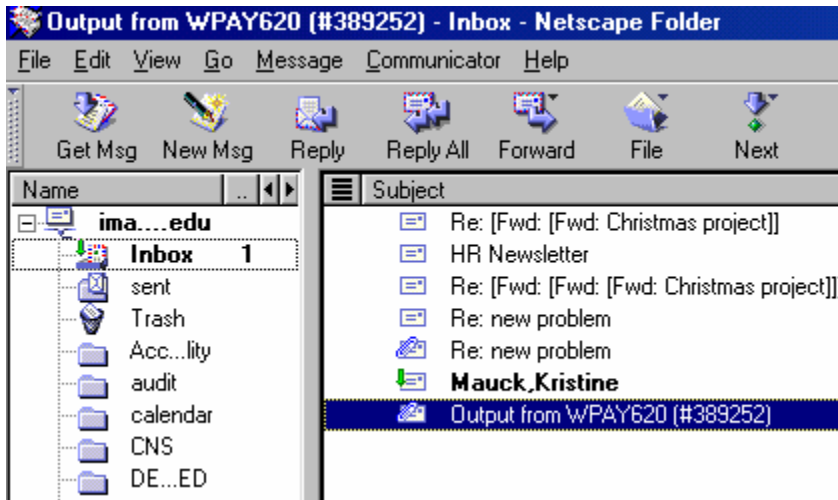
Customize | Find | View All | First 1-17 of 17 Last

Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Details
590		SQR Report	WPAY620	ALMAMD	10/05/2004 2:43:43PM CDT	Success	<a href="#">Details</a>
527		SQR Report	WTEC034	ALMAMD	10/01/2004 8:12:46AM CDT	Success	<a href="#">Details</a>


## Employees Paid by Multiple Departments


### 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.**

 <a href="#">wpay620_389252.out</a>	<b>Name:</b> wpay620_389252.out <b>Type:</b> OUT File (application/x-unknown-content-type-out_auto_file) <b>Encoding:</b> base64
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 <a href="#">wpay620_389252.PDF</a>	<b>Name:</b> wpay620_389252.PDF <b>Type:</b> Acrobat (application/pdf) <b>Encoding:</b> base64
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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.