

# Running / Viewing / Printing Reports

## Leave Accrual by Employee – History

This report provides a summary of leave accrual history; leave accrued two and three years ago. At any given time there will be two years of information in the history pages that can be retrieved using this report. For example, for calendar year 2011 calendar year 2008 and 2009 have been moved to the history pages and can be retrieved using this report.

### 1. Access HRIS Report

[Time and Leave > Reports > Time Reports > Leave Accr by Emp - History](#)

### 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>

Leave Accr by Emp - History

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](#)

Limit the number of results to (up to 300):

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**, please 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

- Empl ID: Employee ID
- From Date: (mm/dd/yyyy - format) Begin date of report
- Through Date: (mm/dd/yyyy - format) End date of report

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

**Report Request Parameters**

Empl ID:   Beat, Frieda A

From Date:   Through Date:

### 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.



Status will indicate **“Posted”** when report has finished processing.

Select Description to VIEW report

Status = Posted when report is ready to view

Select DETAILS link to view PDF or CSV file.

Select REFRESH button to view report as it processes.

➤ To **view** the report, select the **PDF file**.

➤ To view the report via **Microsoft Excel**, select the **CSV file**.

After selecting the PDF or CSV file, the report will appear.

If a **technical 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 contact the **Division of Human Resources at [HR@ksu.edu](mailto:HR@ksu.edu) or 785.532.6277**.