

Running / Viewing / Printing Reports

Longevity Bonus (Classified) Report

This report has been designed to track longevity bonuses and service dates. It provides a list of classified employees within the selected department or department group and displays the following information: employee ID, name, position number, status, regular/temporary, job title, department, service date, length of service, and last bonus date, if applicable.

1. Access Report

Workforce Administration > Workforce Reports > Longevity Bonus (Classified)

2. Select Run Control ID

Enter an existing Run Control ID or "Add a New Value".

Longevity Bonus (Classified)
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

OR

If a RUN CONTROL ID DOES NOT EXIST, repeat Step 1. Select "Add a New Value" tab. 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.


Longevity Bonus (Classified) Report


The Report Request Parameters page will appear.


3. Complete Report Request Parameters for desired output.

Report Request Parameters

Enter Department ID OR Department Group ID

Department:  Biology

Department Group ID: 

KSU Sub-Unit ID 
(optional):

Sort By Subunit? (Optional)

- **Department:**
The Department ID used to print information for a single department. Do not use Department Group ID as a parameter if Department is used.
- **Department Group ID:**
The Department Group ID is used by major administrative unit personnel to print information for all the departments within the established Group ID. Do not use Department as a parameter if Department Group ID is used.
- **KSU Sub-Unit ID (Optional):**
Used to print information for only the employee's within one subunit within the department.
- **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.

Longevity Bonus (Classified) Report

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.

Longevity Bonus CI

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

Report Request Parameters

Enter Department ID OR Department Group ID

Department: 3670020060 Biology

Department Group ID:

KSU Sub-Unit ID (optional):

Sort By Subunit? (Optional)

Save

Longevity Bonus (Classified) Report

5. Set Up Process Scheduler Request Page - Select OK.

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>:
Server Name: PSUNX	Server Name: PSUNX
Type: Web	Type: E-Mail
Format: PDF	Format: PDF
Runs report to the process scheduler.	Runs report to e-mail.

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.

Process Scheduler Request

User ID: ALMAMD Run Control ID: AMD

Server Name: Run Date: [B]

Recurrence: Run Time:

Time Zone:

Process List

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	Longevity Bonus (Classified)	WPER674	SQR Report	<input type="text" value="Web"/>	<input type="text" value="PDF"/>	Distribution

Longevity Bonus (Classified) 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 sent to the process scheduler/report list.

Longevity Bonus CI

Run Control ID: AMD

Report Manager Process Monitor Run

Process Instance: 543890

Report Request Parameters

Department: 3670020060 Biology

Department Group ID:

KSU Sub-Unit ID (optional):

Sort By Subunit? (Optional)

Report List will appear. Select the “Refresh” button several times to view report as it processes. **Status will indicate “Posted”** when report has finished processing.

List Explorer Administration Archives

View Reports For

User ID: ALMAMD Type: Last: 1 Days Refresh

Status: Folder: Ins Main Content to:

Report List Customize Find View All First 1-11 of 11 Last

Select	Report ID	Prcs Instance	Description	Request Date/Time	Format	Status	Details
<input type="checkbox"/>	505262	543890	Longevity Bonus (Classified)	06/15/2010 5:01:11PM	Acrobat (*.pdf)	Posted	Details

Select report description to view report or access PDF file.

Select the Refresh button to view status of report (i.e., processing, and posted.)

Status = Posted when report is ready to view.

Select Details to access PDF or CSV file.

Longevity Bonus (Classified) Report

Report Manager - Access Report via Report/Log Viewer

File List will appear.

- ▶ To view the report, select the **PDF file**.
- ▶ To view the report via Microsoft Excel, select the **CSV file**.

Report Detail

Report

Report ID: 505262 Process Instance: 543890 [Message Log](#)
Name: WPER674 Process Type: SQR Report
Run Status: Success

Longevity Bonus (Classified)

Distribution Details

Distribution Node: KSU Expiration Date: 07/15/2010

File List

Name	File Size (bytes)	Datetime Created
SQR_WPER674_543890.log	1,752	06/15/2010 5:01:29.000000PM CDT
wper674_543890.PDF ■	2,729	06/15/2010 5:01:29.000000PM CDT
wper674_543890.csv ■	1,195	06/15/2010 5:01:29.000000PM CDT
wper674_543890.out	2,699	06/15/2010 5:01:29.000000PM CDT

Distribute To

Distribution ID Type *Distribution ID

User ▼ ALMAMC

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

If an error occurs, please contact the [IT Help Desk](#), [214 Hale Library](#), helpdesk@k-state.edu, (785) 532-7722, fax (785) 532-6779. 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 (785) 532-6277 or Alma Deutsch at (785) 532-1448.