

Running / Viewing / Printing Reports

Payroll Summary by Department

This report provides a summary of hours worked, overtime paid, leave hours, total hours paid, gross pay, etc. for each employee within the selected department for the pay period. This report is an excellent tool for viewing recorded time and leave and may be printed at any time and for any pay period. Refer to the attachment for the earnings codes included in each column of data.

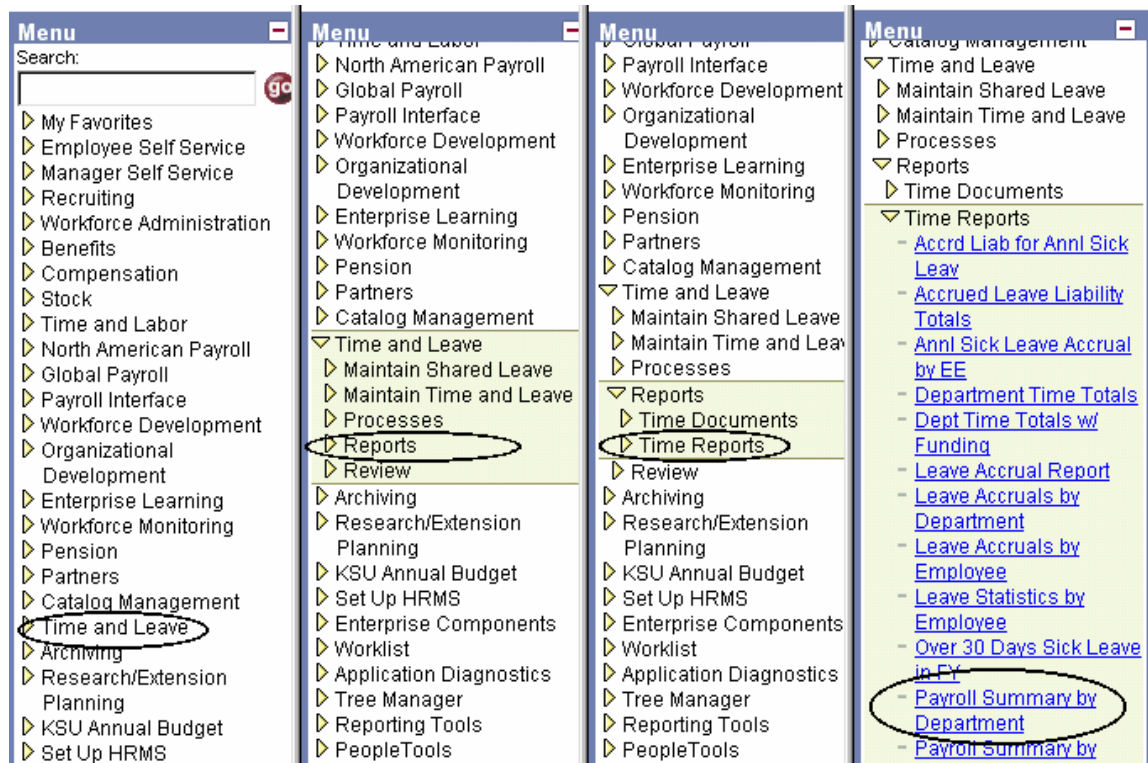
1. Access HRIS Report

Menu Group: Time and Leave

Menu Application: Reports

Menu Item: Time Reports

Component: Payroll Summary by Department



Payroll Summary by Department

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>

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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

[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.

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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. MMDDYYYY format.
- **Pay Group: (Optional)** Refer to 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: The Department Group ID is used by major administrative unit personnel (i.e., Dean=s Office). Used to print information for all the departments within the college.

Report Request Parameters	
Pay Period End Date: <input type="text" value="07/03/2004"/>	Department: <input type="text" value="3670025020"/>
Pay Group (Optional): <input type="text"/>	Accounting
	OR
<input type="checkbox"/> Sort By Subunit?	Department Group ID: <input type="text"/>
KSU Subunit ID (Optional): <input type="text"/>	

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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.

Runctl Wtec034 Ksu

Run Control ID: kak

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

Run

Report Request Parameters	
Pay Period End Date: <input type="text" value="07/03/2004"/>	Department: <input type="text" value="3670025020"/>
Pay Group (Optional): <input type="text"/>	Accounting
	OR
<input type="checkbox"/> Sort By Subunit?	Department Group ID: <input type="text"/>
KSU Subunit ID (Optional): <input type="text"/>	

Save

Return to Search

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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:

Select	Description	Process Name	Process Type	Type	Format
<input checked="" type="checkbox"/>	Payroll Summary by Dept	WTEC034	SQR Report	<input type="text" value="Web"/>	<input type="text" value="PDF"/>
				<input type="text" value="Email"/>	<input type="text" value="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.

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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.

Runctl Wtec034 Ksu

Run Control ID: kak

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

Process Instance:830

Report Request Parameters

Pay Period End Date: <input type="text" value="07/03/2004"/>	Department: <input type="text" value="3670025020"/>
Pay Group (Optional): <input type="text"/>	Accounting
	OR
<input type="checkbox"/> Sort By Subunit?	Department Group ID: <input type="text"/>
KSU Subunit ID (Optional): <input type="text"/>	

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Report Manager - Set Up Report List

Select the Administration Tab:

Explorer List **Administration** Archives

View Reports For

User ID: ALMAMD Type: [dropdown] Last: 1 Days Refresh

Status: Posted Folder: [dropdown] Instance: [text] to: [text]

Report List Customize | Find | View All | First 1-18 of 18 Last

Select	Report ID	Prce Instance	Report Description	Request Date/Time	Format	Status	Details	View
<input type="checkbox"/>	744	830	Payroll Summary by Dept	10/19/2004 2:46:05PM	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

Explorer List Administration Archives

View Reports For

User ID: ALMAMD Type: [dropdown] Last: 1 Days Refresh

Status: Posted Folder: [dropdown] Instance: [text] to: [text]

Report List Customize | Find | View All | First 1-18 of 18 Last

Select	Report ID	Prce Instance	Report Description	Request Date/Time	Format	Status	Details	View
<input type="checkbox"/>	744	830	Payroll Summary by Dept	10/19/2004 2:46:05PM	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.

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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 ...
wtec034_2071.PDF

Report Detail		
Report ID: 1781	Process Instance: 2071	
Name: WTEC034	Process Type: SQR Report	
Run Status: Success		
Payroll Summary by Dept		
File List		
Name	File Size (bytes)	Datetime Created
Message Log	1,614	11/18/2004 8:38:23.000000AM CST
wtec034_2071.PDF	4,604	11/18/2004 8:38:23.000000AM CST
Trace File	638	11/18/2004 8:38:23.000000AM CST

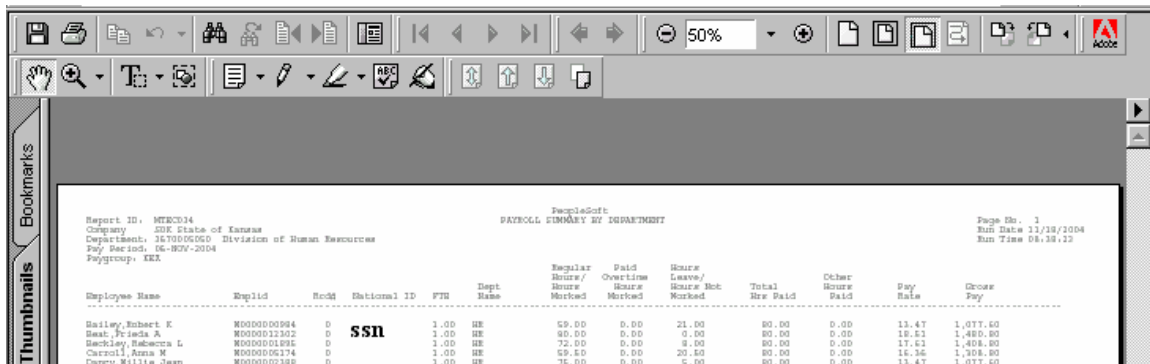
- * After selecting the PDF file, the report will appear.

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Report Manager - Print Report

* To print the report, select the  icon.

Or, select File > Print.



Report ID: MTRCD14
 Company: DJF State of Kansas
 Department: 1670000000 Division of Human Resources
 Pay Period: 06-NOV-2004
 Paygroup: KEX

PeopleSoft
 PATROLL SUMMARY BY DEPARTMENT
 Page No. 1
 Run Date 11/18/2004
 Run Time 08:38:12

Employee Name	EmpId	Rec'd	National ID	FTN	Dept Name	Regular Hours/ Worked	Paid Overtime Hours Worked	Hours Leave/ Hours Not Worked	Total Hrs Paid	Other Hours Paid	Pay Rate	Gross Pay
Bailey, Robert K	ND000000994	0	SSN	1.00	HE	59.00	0.00	21.00	80.00	0.00	13.47	1,077.60
Beal, Frieda A	ND000012302	0		1.00	HE	80.00	0.00	0.00	80.00	0.00	18.51	1,480.80
Beckley, Rebecca L	ND000001895	0		1.00	HE	72.00	0.00	8.00	80.00	0.00	17.62	1,409.60
Carroll, Anna W	ND000006374	0		1.00	HE	59.50	0.00	20.50	80.00	0.00	16.36	1,308.80
Dancy, Millie Jean	ND000002388	0		1.00	HE	75.00	0.00	5.00	80.00	0.00	13.47	1,077.60

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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](#)

Report Request Parameters

Dept ID:

Pay Period End Date:

Employee ID: Kugle, Kathrine Ann

Empl Rcd#:

Process List [Server List](#)

View Process Request For

User ID: Type: Last: Days

Server: Name: Instance: to

Run Status: Save On Refresh

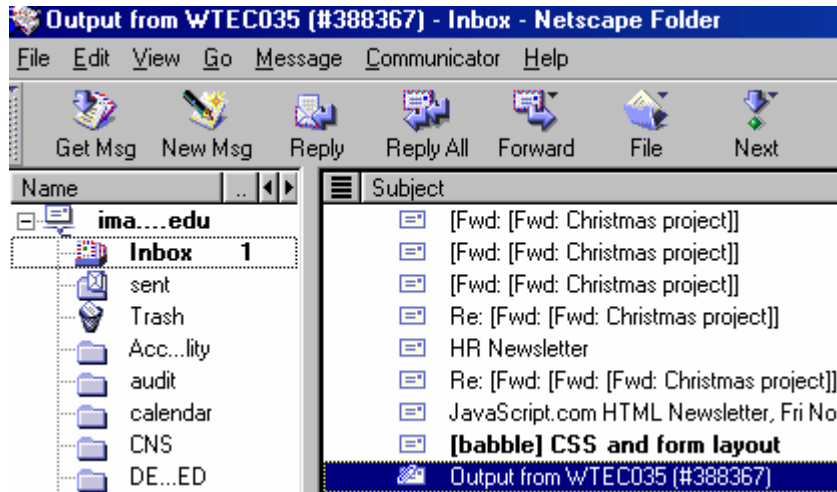
[Customize](#) | [Find](#) | [View All](#) | 1-2 of 2

Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Details
2080		SQR Report	KTEC003	KKUGLE	11/18/2004 8:52:37AM CST	Success	Details
2071		SQR Report	WTEC034	KKUGLE	11/18/2004 8:37:44AM CST	Success	Details


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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.**

 wtec035_388367.out	Name: wtec035_388367.out Type: OUT File (application/x-unknown-content-type-out_auto_file) Encoding: base64 Download Status: Not downloaded with message
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 wtec035_388367.PDF	Name: wtec035_388367.PDF Type: Acrobat (application/pdf) Encoding: base64 Download Status: Not downloaded with message
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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.