

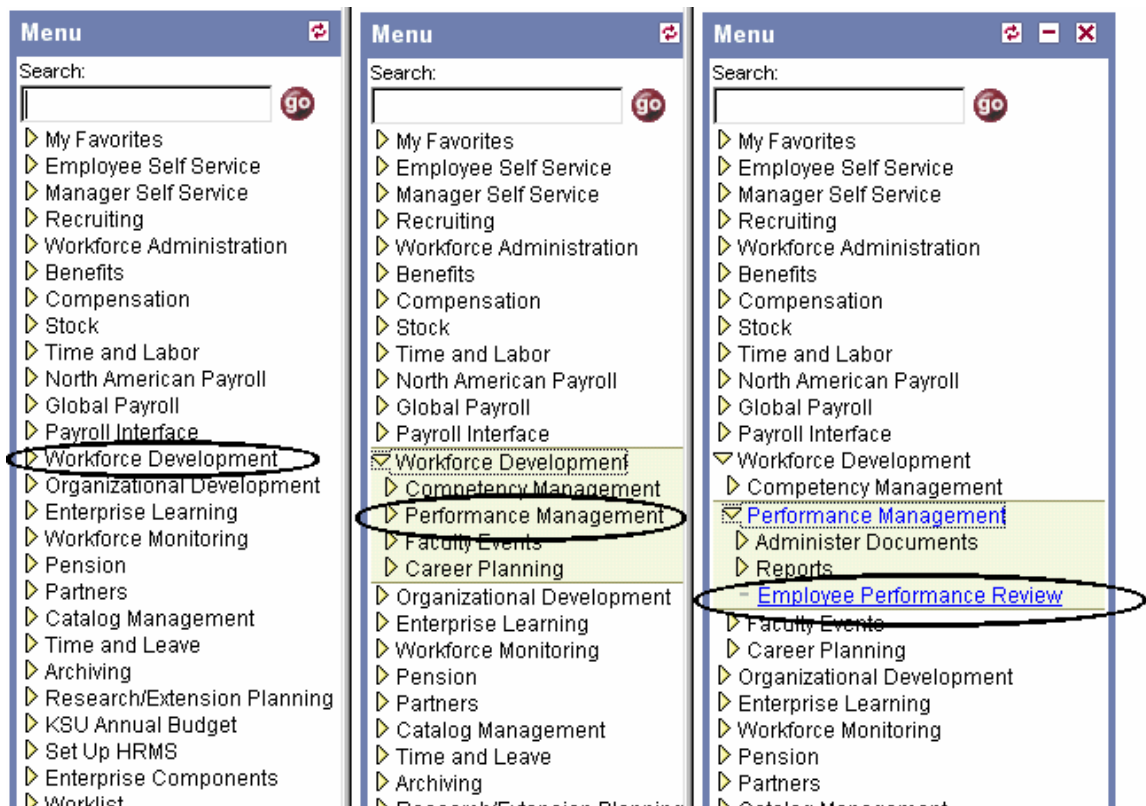
Running / Viewing / Printing Reports

Performance Reviews Due

This report is used to view the classified performance reviews due for a selected duration within a selected department or major administrative unit/college. **This report lists those with probationary status first. The remainder of the list is in alphabetical order.** This report may be printed at any time and may specify a maximum duration of one year.

1. Access HRIS Report

- Menu Group: Workforce Development
Menu Application: Performance Management
Menu Item: Reports
Component: Employee Performance Review



Performance Reviews Due

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>

Performance Review Due

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](#)

Run Control ID:

[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.

Performance Reviews Due

The Report Request Parameters page will appear.

3. Complete the Report Request Parameters

Enter Department ID or Department Group ID, not both.

Department ID: Used to print the report for a single department. This identification number will provide Performance Reviews Due within the department for a selected duration. Example: 367000XXXX

Or

Department Group ID: Used to print the report for multiple departments within a major administrative unit\college. This identification will provide Performance Reviews Due for multiple departments for a selected duration.

As of Date: Used to select duration of list. By specifying an "As of Date" the system will produce outstanding evaluations due through the date specified as the "As of Date." MMDDYYYY format.

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 WPER214

Run Control ID: kak

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

Run

Report Request Parameters

Department:

Department Group ID:

As Of Date:

Sort By Subunit (Optional)

Write Delimited File

Performance Reviews Due

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 WPER214

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

Report Request Parameters

Department: 3670005050

Department Group ID:

As Of Date: 10/31/2004

Sort By Subunit (Optional)

Write Delimited File

Save [Return to Search](#)

Performance Reviews Due

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 WPER214

Run Control ID: kak

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

Report Request Parameters

Department:

Department Group ID:

As Of Date:

Sort By Subunit (Optional)

Write Delimited File

Performance Reviews Due

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

Report List Customize | Find | View All | First 1-4 of 4 Last

| Select | Report ID | Prce Instance | Report Description | Request Date/Time | Format | Status | Details | View |
|--------------------------|-----------|---------------|-----------------------|-------------------|--------|--------|---------|------|
| <input type="checkbox"/> | 830 | 930 | Dept Time Totals with | 10/22/2004 | Comma | 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 1-5 of 5 Last

| Select | Report ID | Prce Instance | Report Description | Request Date/Time | Format | Status | Details | View |
|--------------------------|-----------|---------------|--------------------------------|----------------------|-----------------|--------|---------|------|
| <input type="checkbox"/> | 831 | 931 | Performance Reviews Due Report | 10/22/2004 9:12:16AM | Acrobat (*.pdf) | Posted | Details | View |
| <input type="checkbox"/> | 830 | 930 | Dept Time Totals with | 10/22/2004 | Comma | 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.

Performance Reviews Due

Report Manager -Access Report from Report/Log Viewer

- * A Message Log, Trace File, and File Name(s) will appear.
- * To view the report, select the file name ... wper214_931.PDF

Report Detail

Report ID: 831 **Process Instance:** 931
Name: WPER214 **Process Type:** SQR Report
Run Status: Success

Performance Reviews Due Report

File List

| <u>Name</u> | <u>File Size (bytes)</u> | <u>Datetime Created</u> |
|---------------------------------|--------------------------|---------------------------------|
| Message Log | 1,599 | 10/22/2004 9:12:23.000000AM CDT |
| wper214_931.PDF | 4,846 | 10/22/2004 9:12:23.000000AM CDT |
| Trace File | 740 | 10/22/2004 9:12:23.000000AM CDT |

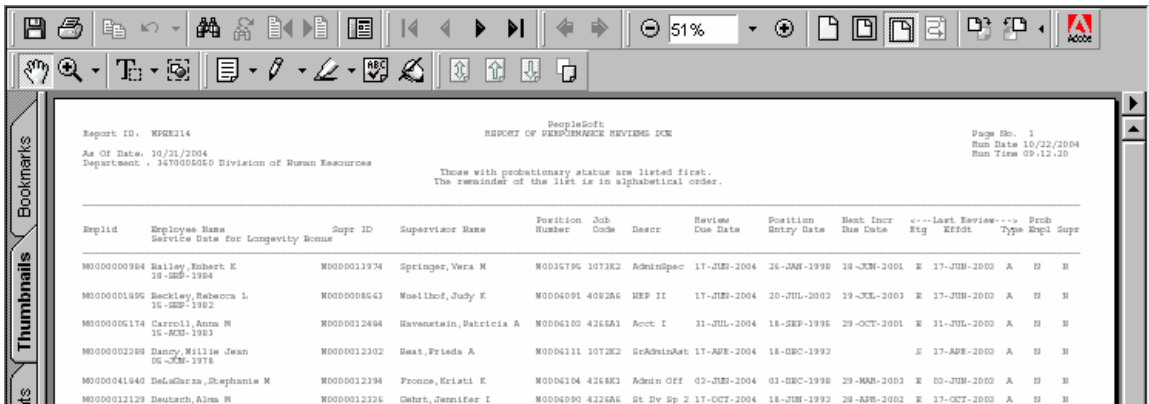
- * After selecting the PDF file, the report will appear.

Performance Reviews Due

Report Manager - Print Report

* To print the report, select the  icon.

Or, select File > Print.



Report ID: WPRE214
As Of Date: 10/21/2004
Department: 1470000000 Division of Human Resources

Peoplesoft
REPORT OF SUPERVISOR REVIEWS DUE

Page No. 1
Run Date 10/22/2004
Run Time 09:12:20

Those with probationary status are listed first.
The remainder of the list is in alphabetical order.

| Emplid | Employee Name Service Date For Longevity Bonus | Supr ID | Supervisor Name | Position Number | Job Code | Descr | Review Due Date | Position Entry Date | Next Incr Due Date | <---Last Review--> Fig Effdt | Prch Type | Empl Supr |
|-------------|---|-------------|------------------------|--------------------|-------------|-------------|--------------------|------------------------|-----------------------|---------------------------------|--------------|--------------|
| W000000984 | Bailey, Robert E 14-JUN-1984 | W000001374 | Springer, Vera M | W0035756 | 1073K2 | AdminSpec | 17-JUN-2004 | 16-JAN-1998 | 18-JUN-2001 | E | 17-JUN-2003 | A N N |
| W000001996 | Beckley, Rebecca L 15-JUN-1982 | W000000864 | Woeilhof, Judy K | W0004091 | 4082A6 | HEP II | 17-JUN-2004 | 20-JUL-2003 | 19-JUL-2003 | E | 17-JUN-2003 | A N N |
| W0000006174 | Carron, Ann M 15-MAR-1983 | W0000012494 | Havenstein, Patricia A | W0004109 | 4245A1 | Acct I | 31-JUL-2004 | 18-SEP-1995 | 29-OCT-2001 | E | 31-JUL-2003 | A N N |
| W0000002208 | Danny, Millie Jean 05-JUN-1978 | W0000012302 | East, Frieda A | W0004111 | 1072K2 | GrAdminAsst | 17-APR-2004 | 18-DEC-1993 | | E | 17-APR-2003 | A N N |
| W0000041940 | DeLaCerna, Stephanie M | W0000012394 | Frounce, Kristal E | W0004104 | 4245A1 | Admin Oef | 03-JUN-2004 | 03-DEC-1998 | 29-MAR-2003 | E | 03-JUN-2003 | A N N |
| W0000012129 | Deutch, Alma M | W0000012326 | Debat, Jennifer I | W0004090 | 4226A6 | St Dv Sp 2 | 17-OCT-2004 | 18-JUN-1993 | 28-APR-2003 | E | 17-OCT-2003 | A N N |

Performance Reviews Due

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 WPER214

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

Report Request Parameters

Department: 🔍

Process List [Server List](#)

View Process Request For

User ID: 🔍 Type: Last: Days **Refresh**

Server: Name: 🔍 Instance: to

Run Status: Save On Refresh

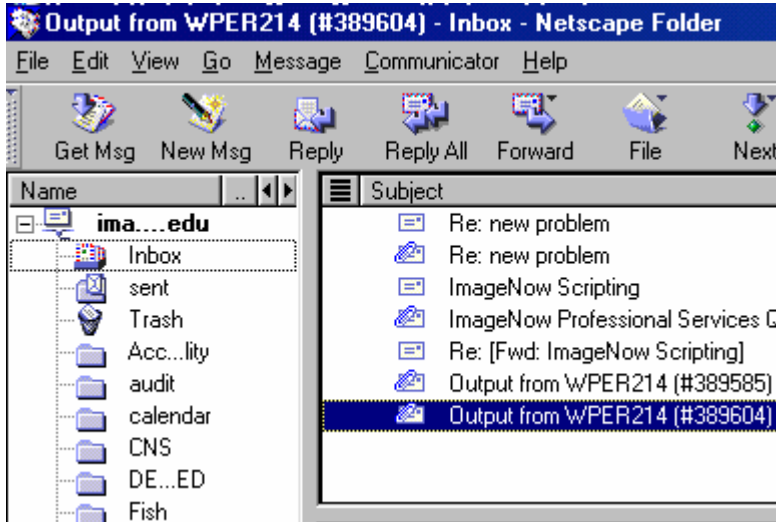
[Customize](#) | [Find](#) | [View All](#) | [First](#) | 1-41 of 41 | [Last](#)

| Instance | Seq. | Process Type | Process Name | User | Run Date/Time | Run Status | Details |
|----------|------|--------------|--------------|--------|--------------------------|----------------|-------------------------|
| 931 | | SQR Report | WPER214 | ALMAMD | 10/22/2004 9:12:11AM CDT | Success | Details |
| 930 | | SQR Report | WTEC028A | ALMAMD | 10/22/2004 8:37:08AM CDT | Success | Details |


Performance Reviews Due


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.**

| | |
|--|--|
|  wper214_389604.out | Name: wper214_389604.out Type: OUT File (application/x-unknown-content-type-out_auto_file) Encoding: base64 |
|--|--|

| | |
|--|--|
|  wper214_389604.PDF | Name: wper214_389604.PDF Type: Acrobat (application/pdf) Encoding: base64 |
|--|--|

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.