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. **When completing report request parameters, please use As of Date: 12/31/20XX (Current Year).**

1. Access HRIS Report

Work Development

Performance Management

Employee Performance Review

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. Select a Run Control ID from the list.

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.

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The Report Request Parameters page will appear.

3. Complete the Report Request Parameters

Enter Department ID or Department Group ID, <u>not both</u>.

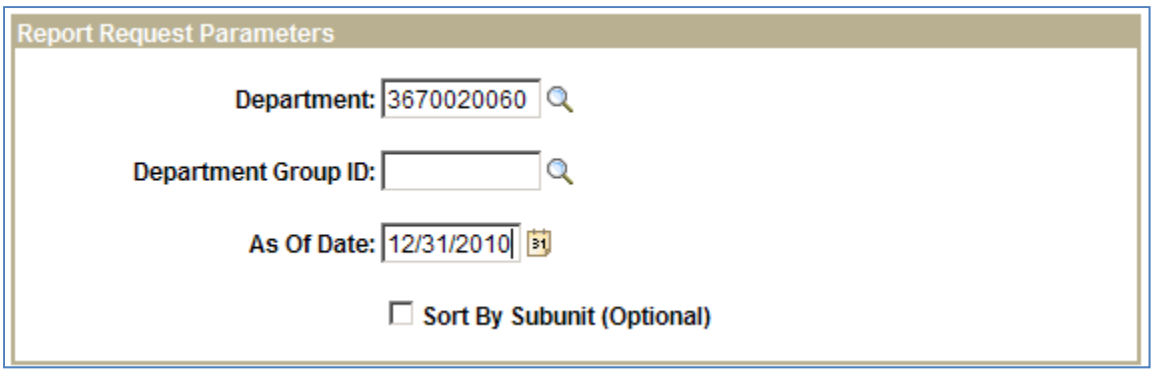
***<u>Department ID</u>*:** Used to print the report for a single department. This identification number will provide Performance Reviews Due within the department for a selected duration. Example: 367000XXXX

<u>Or</u>

<u>Department Group ID</u>: 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*:* Please use 12/31/20XX (Current Year). 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." MMDDYY 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.



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.

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5. Set Up Process Scheduler Request Page

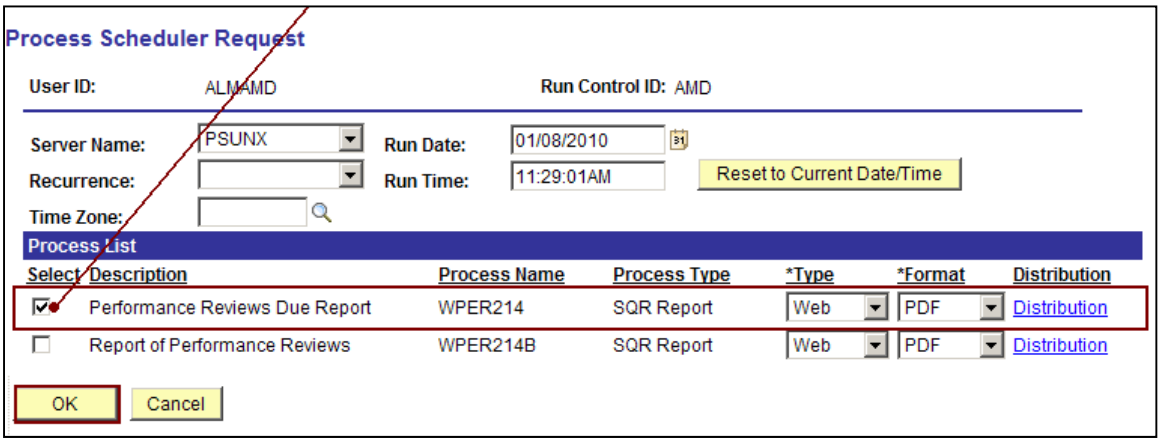
The following options exist for running, viewing or printing the report:

Web Option		**E-Mail Option**	
To view/print report via the Web:		**To view/print report via E-Mail:**	
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.	

The following fields may be left blank or filled with default data (i.e., Recurrence, Time Zone, Run Date, and Run Time).

Turn on the check box for the Performance Reviews Due Report (WPER214).

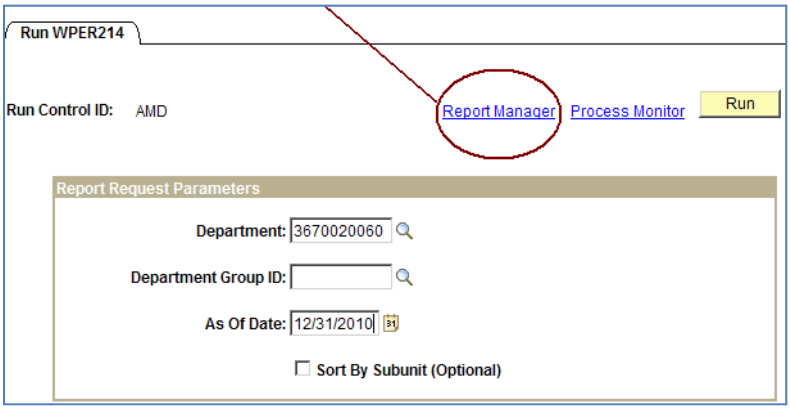
Select **"OK" to run the report.**



Performance Reviews Due

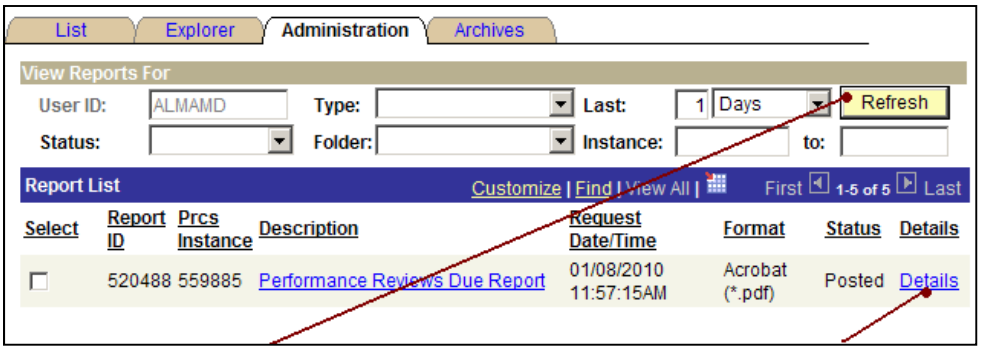
6. View or Print the Report

Select **Report Manager** to produce a list of reports.



Report Manager

- Select the **"Refresh"** button to view report as it processes. May need to select "Refresh" more than once.
- Status will indicate **"Posted"** when report has processed. **If status indicates "Posted" … select "Details" to access the report.**



Select the "Refresh" Button to view report as it processes.

If status indicates "Posted" … select "Details" to access the report.

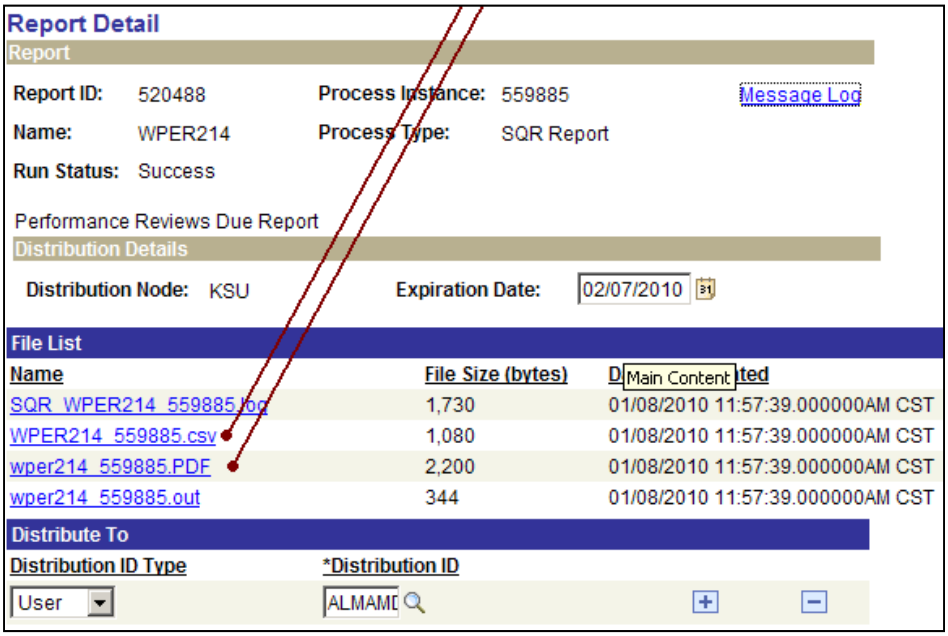
Note: Reports will remain on the "Report List" for 30 days.

Performance Reviews Due

Report Manager Access Report from File List

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

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



Report Manager - Print Report

To print the report, select the **icon.**

Or, select File > Print.

If an error occurs, please contact the **IT HELP DESK at (785) 532-7722 or helpdesk@ksu.edu.** 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 (785) 532-1448.

December 2010