

# Running / Viewing / Printing Reports

## Position Reports to Listing

This report identifies each employee's supervisor by name and was created to assist department personnel specialists maintain current information. It is important to have the current supervisor identified for processes that utilize workflow (i.e., Student Time Entry Workflow, etc.).

Department personnel specialists may update INCORRECT or MISSING supervisor (Reports To) information within the Position Update page located at Workforce Administration > Job Information > Position Update

1. Access Report

### Workforce Administration Workforce Reports Position Reports to Listing

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>

RUN\_WPOS130  
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** Or

Run Control ID: begins with

Search Clear Basic Search Save Search Criteria

**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.

## Position Reports to Listing

The Report Request Parameters page will appear.

3. Complete Report Request Parameters for desired output. *Save and Run the Report*

**Report Request Parameters**

This report displays Reports To (Supervisor's Position Number) for selected employees. The Reports To field may be updated by going to Workforce Administration > Job Information > Position Update

Department Group ID:

Department:  Animal Sciences & Industry

Students Only?  
 All Student / Class / Unclass  
 Sort By Subunit (Optional)  
 Bypass Vacant Positions

**Classified/Unclassified**

Class  Unclass  Both

4. *Set Up* Process Scheduler Request Page - Select OK.

**Process Scheduler Request**

User ID: ALMAND Run Control ID: AMD

Server Name:  Run Date:

Recurrence:  Run Time:

Time Zone:

**Process List**

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	Position Reports to Listing	WPOS130	SQR Report	Web	PDF	Distribution

# Position Reports to Listing

## 5. View or Print the Report

Select . . . **Report Manager** to produce a list of reports that have been sent to the process scheduler/report list.

Ksu Rc Wpos130

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

Process Instance:620386

**Report Request Parameters**

This report displays Reports To (Supervisor's Position Number) for selected employees. The Reports To field may be updated by going to Workforce Administration > Job Information > Position Update

## 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 finished processing.

**View Reports For**

User ID:  Type:  Last:  Days

Status:  Folder:  to:

**Report List** [Customize](#) | [Find](#) | [View All](#) | [First](#) | [1-5 of 5](#) | [Last](#)

Select	Report ID	Prcs Instance	Description	Request Date/Time	Format	Status	Details
<input type="checkbox"/>	578957	620386	<a href="#">Position Reports to Listing</a>	09/30/2010 3:48:36PM	Acrobat (*.pdf)	Posted	<a href="#">Details</a>

Select the REFRESH button to observe changes in status.

Status = Posted indicates that report is ready to view.

Select Details to open PDF or CSV file.

## 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.**

<b>File List</b>		
<u>Name</u>	<u>File Size (bytes)</u>	<u>Datetime Created</u>
<a href="#">SQR_WPOS130_620386.jpg</a>	1,752	09/30/2010 3:49:27.000000PM CDT
<a href="#">wpos130_620386.PDF</a>	19,416	09/30/2010 3:49:27.000000PM CDT
<a href="#">wpos130_620386.csv</a>	28,825	09/30/2010 3:49:27.000000PM CDT
<a href="#">wpos130_620386.out</a>	367	09/30/2010 3:49:27.000000PM CDT

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

If an error occurs, please contact the **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 (785) 532-6277 or Alma Deutsch at (785) 532-1448.