

Running / Viewing / Printing Reports

Project Award End Date Report

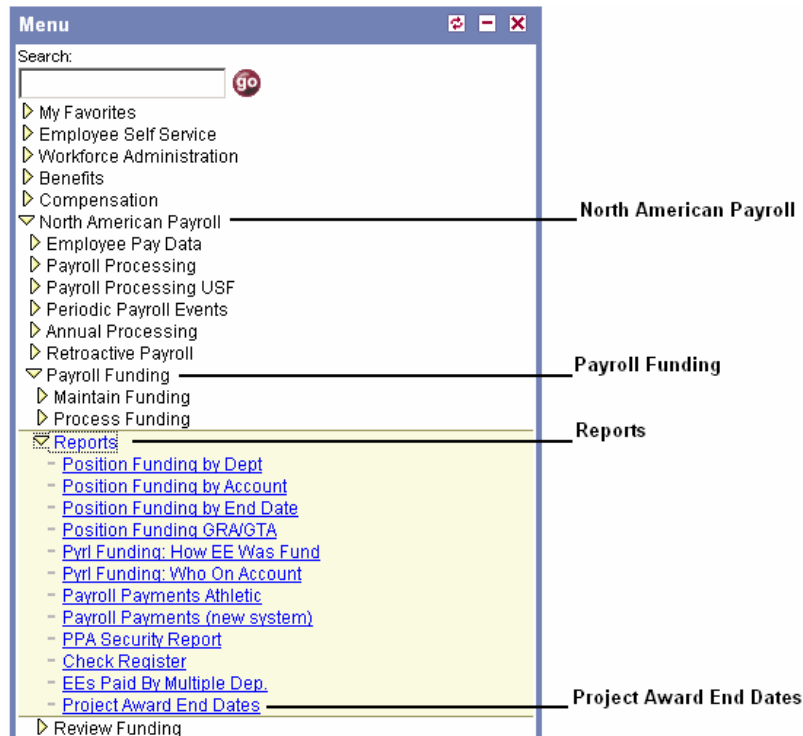
This report lists positions that have project award end dates and need funding established beyond this date. It is critical that this report is run every pay period prior to on-cycle payroll processing.

For those positions appearing on the report, a new effective dated row must be inserted with a valid project beyond the award end date to ensure that the position is fully funded for the pay period. Please do not wait until the project has ended to add the additional row of funding or to contact Sponsored Project Accounting (SPA) for an extension.

Questions regarding new funding rows may be directed to Alma Deutsch or Julie Henton at (785) 532-6277.

If the project-award is going to be extended, please be sure that SPA has all the proper paperwork in their office prior to the end date. Questions, please contact SPA at (785) 532- 6207.

1. Access HRIS Report



Project Award End Date Report

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_WPOS101B
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: begins with

[Basic Search](#)  [Save Search Criteria](#)

[Find an Existing Value](#) | [Add a New Value](#)

< < < < < Attention: New User > > > > >

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.

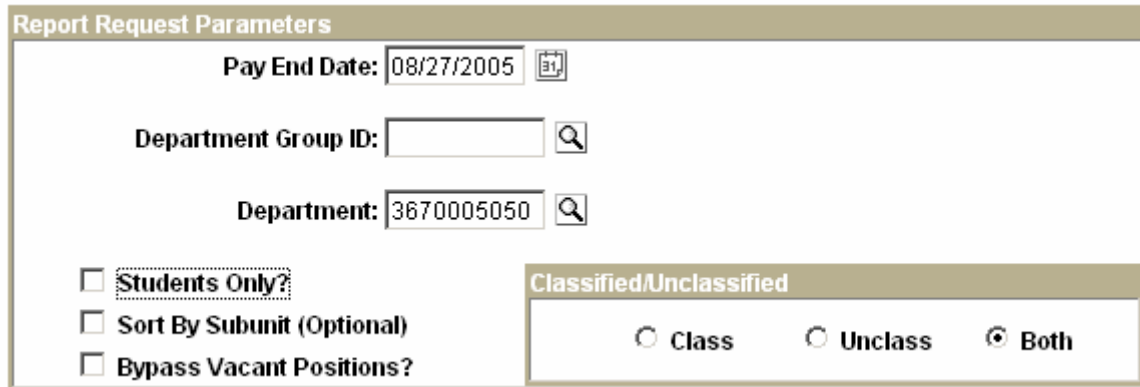
The RUN CONTROL ID is used to define the parameters for running the report. Once the Run Control ID is created, it may be reused over and over for any HRIS report.

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.

Project Award End Date Report

The Report Request Parameters page will appear.

2. Complete the Report Request Parameters



Report Request Parameters

Pay End Date: 08/27/2005

Department Group ID: []

Department: 3670005050

Students Only?

Sort By Subunit (Optional)

Bypass Vacant Positions?

Classified/Unclassified

Class Unclass Both

Pay End Date: MM/DD/YYYY format.

Department Group ID OR Department ID: (not both)

Department Group ID:

This identification number will allow major administrative units to print the Position Funding by Department report for **all** the departments within the college/major administrative unit.

Department ID:

Used to print information for a single department. This identification number will print the Position Funding by Department report for selected positions within the department. Example: 367000XXX.

Students Only?:

To generate report for only student positions, click on this check box.

Note: When the “ Students Only? ” check box is on, it overrides the radio buttons for classified, unclassified, or both. **Example:** If the “ Students Only ” check box is on and the “classified” radio button is on, the report will print information for only student positions.

Project Award End Date Report

Sort by Subunit?: To sort report by subunits, click on this check box. This option is only available to those departments who have created subunits.

Bypass Vacant Positions?: To generate report for only filled positions, click on this check box.

Class: To run report for only classified positions, click on this radio button.

Unclass: To run report for only unclassified positions, click on this radio button.

Both: To run the report for both classified and unclassified positions, click on this radio button.

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.

Project End Dates

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

Report Request Parameters

Pay End Date: 07/16/2005

Department Group ID:

Department: 3670005050

Students Only
 Sort By Subunit (Optional)
 Bypass Vacant Positions?

Classified/Unclassified

Class Unclass Both

Save [Return to Search](#)

Project Award End Date Report

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.

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: KKUGLE Run Control ID: kak

Server Name: PSUNX Run Date: 06/30/2005

Recurrence: Run Time: 11:01:21AM **Reset to Current Date/Time**

Time Zone:

Process List

Select	Description	Process Name	Process Type	Type	Format
<input checked="" type="checkbox"/>	List Project End Dates	WPOS101B	SQR Report	Email	PDF

Process List

Select	Description	Process Name	Process Type	Type	Format
<input checked="" type="checkbox"/>	List Project End Dates	WPOS101B	SQR Report	Web	PDF

OK **Cancel**

Project Award End Date Report

6. View or Print the Report

After selecting "OK" ... HRIS will return to the Report Request Parameters page.

Report Manager 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.

Project End Dates

Run Control ID: kak

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

Process Instance:66103

Report Request Parameters

Pay End Date:	<input type="text" value="07/16/2005"/>	<input type="button" value="B"/>
Department Group ID:	<input type="text"/>	<input type="button" value="Q"/>

Project Award End Date Report

Report Manager - Set Up Report List

- Status Edit Box = Posted or Blank
- Select "Refresh" to View Report List
- If status = Posted ... Select "View" to Access Report/Log Viewer

The screenshot shows the 'Report Manager' interface. At the top, there are tabs for 'Explorer', 'List', 'Administration', and 'Archives'. Below the tabs is the 'View Reports For' section, which includes fields for 'User ID' (KKUGLE), 'Type' (SQR Report), 'Last' (1 Days), 'Status' (Posted), 'Folder', and 'Instance'. A 'Refresh' button is highlighted in yellow. Below this is the 'Report List' table, which has columns for 'Select', 'Report ID', 'Pics Instance', 'Report Description', 'Request Date/Time', 'Format', 'Status', 'Details', and 'View'. The table contains one row with the following data: Report ID 60469, Instance 66103, Report Description 'List Project End Dates', Request Date/Time '06/30/2005 11:04:00AM', Format 'Acrobat (*.pdf)', Status 'Posted', and 'Details' and 'View' links. The 'View' link is highlighted in blue.

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.

Project Award End Date Report

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 ...
wpos101b_66103.PDF
- * After selecting the PDF file, the report will appear.

Report Detail		
Report ID: 60469	Process Instance: 66103	
Name: WPOS101B	Process Type: SQR Report	
Run Status: Success		
List Project End Dates		
File List		
Name	File Size (bytes)	Datetime Created
Message Log	1,644	06/30/2005 11:04:10.000000AM CDT
wpos101b_66103.PDF	1,442	06/30/2005 11:04:10.000000AM CDT
Trace File	47	06/30/2005 11:04:10.000000AM CDT

Report Manager - Print Report

- * To print the report, select the  icon.

Or, select File > Print.

If an error occurs, please contact the **HELP DESK** at **532-7722**. 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.