

# SSI Report by Department

According to information on record in the KSU Division of Human Resources (HR), this report provides a list of employees who need to file a Statement of Substantial Interest with the Ethics Commission in Topeka. This list will include all SSI designees as well as any employee who has an annual salary of \$50,000 or greater. It is the responsibility of each department to review this list and notify HR of any corrections or additions.

## 1. Workforce Administration > Job Information > Reports > SSI Master List

## 2. Select Run Control ID

Enter an existing Run Control ID or click on the "Search" button. To produce a list of Run Control IDs. Select a Run Control ID from the list.

SSI Master List

HRIS

Home

Menu

- Reports
  - Prefill PER-39 Form
  - Classified Employment Report
  - SSI Master List**
  - Position Update Report
- Job Data
- Add Employment Instance
- Add Contingent Worker Instance
- Other Payee
- Add Additional Assignment
- Move Assignment to another Inst
- Demote an Instance
- Current Job
- Pay Rate Change

SSI Master List

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

Include History

Search | 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" 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.

- Enter the Department ID range you are requesting. If you are only requesting one department, enter that ID as both the low and high range.

SSI Master List

Run Control ID: clj

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

**Report Request Parameters**

Department ID Low Range:  Arts & Sciences Dean Office

Department ID High Range:  American Ethnic Studies

Pay Group:

Sort By Subunit

KSU Sub-Unit ID:

[Save](#) [Return to Search](#) [Notify](#) [Add](#) [Update/Display](#) [Include History](#)

- Leave all of the other boxes blank and select “Run”
- Click “okay” and then go to the “Report Manager”
- Click “refresh” until the SSI list status shows “posted” and then click on “details.”

[List](#) [Explorer](#) [Administration](#) [Archives](#)

**View Reports For**

User ID:  Type:  Last:  Days [Refresh](#)

Status:  Folder:  Instance:  to:

**Report List** [Customize](#) | [Find](#) | [View All](#) | [First](#) | 1-16 of 16 | [Last](#)

Select	Report ID	Prcs Instance	Description	Request Date/Time	Format	Status	Details
<input type="checkbox"/>	536084	576411	<a href="#">SSI List</a>	03/08/2010 1:42:38PM	Acrobat (*.pdf)	Posted	<a href="#">Details</a>

7. In Report Detail, you will want the report named “WPERssi1 KSU.”


**Report Detail**

**Report**

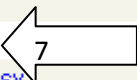
**Report ID:** 536084      **Process Instance:** 576411      [Message Log](#)  
**Name:** WPERSSI1      **Process Type:** SQR Report  
**Run Status:** Success

SSI List





**Distribution Details**

**Distribution Node:** KSU      **Expiration Date:** 04/07/2010 

**File List**

Name	File Size (bytes)	Datetime Created
<a href="#">SQR_WPERSSI1_576411.log</a>	1,746	03/08/2010 1:42:59.000000PM CST
<a href="#">wperssi1_576411.PDF</a>	68,060	03/08/2010 1:42:59.000000PM CST
<a href="#">wperssi1_576411.out</a>	2,810	03/08/2010 1:42:59.000000PM CST
<a href="#">wperssi1_KSU_576411.csv</a> 	57,811	03/08/2010 1:42:59.000000PM CST
<a href="#">wperssi1_Topeka_576411.csv</a>	53,718	03/08/2010 1:42:59.000000PM CST

**Distribute To**

Distribution ID Type	Distribution ID
User 	CJORD   

OK      Cancel

This report should give you all the names of the employees in your department who need to file a 2010 Statement of Substantial Interest form with the Topeka Ethics Commission.

8. **Save the file to your computer**, review the names and email the list back to Human Resources as an attachment with any corrections or additions.