

Running / Viewing / Printing Reports

Summer School Department Logs

This report provides a list of either 9-month budgeted, 9-month non-budgeted, or 9-month graduate assistants with summer school appointments. This report is intended to track summer appointments and may be printed during and after summer school appointments have been entered in HRIS.

1. Access Report:

The screenshot displays the HRIS interface. At the top, the logo for "Human Resource Information System" at "Kansas State University" is visible. Below the logo, there are links for "Personalize Content" and "Layout". A "Menu" window is open, showing a search bar and a list of navigation options. The "Summer School Reports" menu item is expanded, showing a list of reports including "Summer School Report", "Summer School Rpt - College", "Summer School Acct Check", "Summer School Dept Logs", "Summer School Positions", "Estimated Revenue Expense Rpt", "Est Revenue Expense - College", and "SS Instructor List By College". Red lines connect the menu items to labels on the right side of the page: "Workforce Administration" (connected to the main menu), "Job Information" (connected to the "Job Information" sub-menu), "Summer School" (connected to the "Summer School" sub-menu), "Summer School Reports" (connected to the "Summer School Reports" sub-menu), and "Summer School Dept Logs" (connected to the "Summer School Dept Logs" report item).

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>

Summer School Dept Logs

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.

The Report Request Parameters page will appear.

3. Complete the Report Request Parameters.

- ❖ **Pay End Date From:** Use MMDDYYYY format and date appropriate for summer school.
- ❖ **Pay End Date To:** Use MMDDYYYY format and date appropriate for summer school.

Human Resource Information System
Kansas State University

Home | Add t

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Runctl Wbensm4bksu

Run Control ID: kak

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

Report Request Parameters

Enter Summer Pay Period End Dates

'Pay End Date From: 'Pay End Date To:

Department Group ID: OR

Department	Description
1 <input type="text"/>	<input type="text"/>

9-Month Budgeted 9-Month Non-Budgeted 9-Month Grads

[Save](#) [Return to Search](#) [Add](#)

3. Continued

- ❖ **Department Group ID:** This identification number will allow major administrative units to print the report for all the departments within the college or the unit.

- ❖ **OR**

- ❖ **Department ID:** Used to print information for a single department. This identification number will print service code information for all budgeted positions\employees within the department. Example: 367000XXXX.

The screenshot shows a web application interface. On the left, there is a label "Department Group ID:" followed by an empty text input box and a magnifying glass icon. Below this is the word "OR". To the right, there is a table with a blue header bar containing "Customize | Find | View All |" and "First 1 of 1 Last". The table has two columns: "Department" and "Description". The first row contains the number "1" in a small box, the text "3670020050" in a text input box with a magnifying glass icon, and two buttons: a plus sign "+" and a minus sign "-".

- ❖ **9-Month Budgeted:** Select this radio button to view/print information for 9-month budgeted employees with summer school appointments.

- ❖ **9-Month Non-Budgeted:** Select this radio button to view/print information for 9-month non-budgeted employees with summer school appointments.

- ❖ **9-Month Grads:** Select this radio button to view/print information for 9-month graduate assistants with summer school appointments.

The screenshot shows three radio button options in a horizontal row, all enclosed in a blue-bordered box. The first option is "9-Month Budgeted" with a selected radio button. The second option is "9-Month Non-Budgeted" with an unselected radio button. The third option is "9-Month Grads" with an unselected 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.

Runctl Wbensm4bksu

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

Report Request Parameters

Enter Summer Pay Period End Dates

'Pay End Date From: 06/04/2005 'Pay End Date To: 06/18/2005

Department Group ID: OR

Customize Find View All First 1 of 1 Last	
Department	Description
1 3670020050	Biochemistry

9-Month Budgeted 9-Month Non-Budgeted 9-Month Grads

Save [Return to Search](#) [Add](#)

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.

Process Scheduler Request

User ID: KKUGLE Run Control ID: kak

Server Name: Run Date:

Recurrence: Run Time:

Time Zone:

Process List					
Select	Description	Process Name	Process Type	Type	Format
<input checked="" type="checkbox"/>	Summer Logs - Department	WBENSM4B	SQR Report	Web	PDF

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.

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.

Runctl Wbensm4bksu

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

Process Instance:47217

Report Request Parameters

Enter Summer Pay Period End Dates

'Pay End Date From: 06/04/2005 'Pay End Date To: 06/18/2005

Department Group ID: OR

Customize Find View All <input type="button" value="Grid"/>	
Department	Description
1 3670020050 <input type="text"/> <input type="button" value="Q"/>	Biochemistry <input type="button" value="+"/> <input type="button" value="-"/>

9-Month Budgeted 9-Month Non-Budgeted 9-Month Grads

Report Manager - Set Up Report List

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

The screenshot shows the 'Report Manager' interface with the 'List' tab selected. The 'View Reports For' section includes fields for User ID (KKUGLE), Type (SQR Report), Last (1 Days), Status (Posted), Folder, Instance, and to. A 'Refresh' button is highlighted with a red box. Below this is a 'Report List' table with columns: Select, Report ID, Prcs Instance, Report Description, Request Date/Time, Format, Status, Details, and View. The first row is highlighted, and its 'View' link is also highlighted with a red box.

Select	Report ID	Prcs Instance	Report Description	Request Date/Time	Format	Status	Details	View
<input type="checkbox"/>	43044	47217	Summer Logs - Department	05/03/2005 8:18:02AM	Acrobat (*.pdf)	Posted	Details	View
<input type="checkbox"/>	42994	47147	Revenue/Expense For 1 College	05/02/2005 3:04:46PM	Acrobat (*.pdf)	Posted	Details	View

Status ... Blank

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.

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 ...
wbensm4b_xxxxx.PDF

Report Detail

Report ID: 43044 **Process Instance:** 47217
Name: WBENSM4B **Process Type:** SQR Report
Run Status: Success

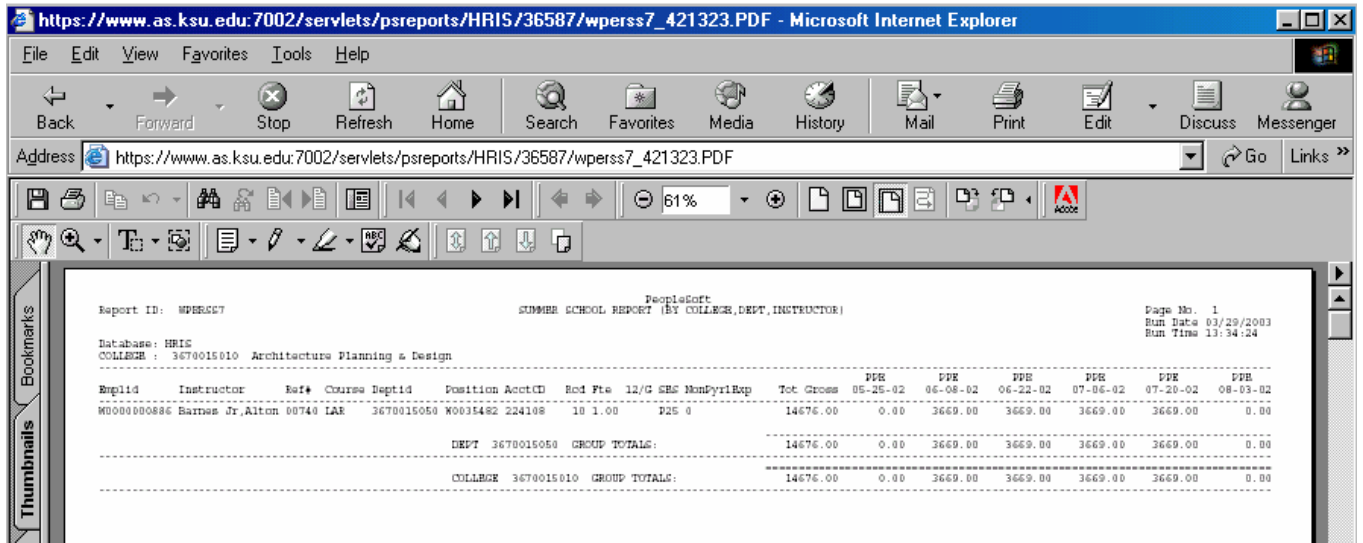
Summer Logs - Department

File List		
Name	File Size (bytes)	Datetime Created
Message Log	1,644	05/03/2005 8:18:20.000000AM CDT
WBENSM4A_47217.csv	1,555	05/03/2005 8:18:20.000000AM CDT
wbensm4b_47217.PDF	1,942	05/03/2005 8:18:20.000000AM CDT
Trace File	393	05/03/2005 8:18:20.000000AM CDT

Report Manager - Print Report

- To print the report, select the  icon.

Or, select File > Print.



Report ID: WPERSS7
 Database: HRIS
 COLLEGE : 3670015010 Architecture Planning & Design

EmpId	Instructor	Emp#	Course Deptid	Position AcctID	Red Fte	12/G SRS	MonFyriExp	Tot Gross	PPR 05-25-02	PPR 06-08-02	PPR 06-22-02	PPR 07-06-02	PPR 07-20-02	PPR 08-03-02
W0000000886	Barnes Jr, Alton	00740	LAR	3670015050 W0035482 224108	10	1.00	P25 0	14676.00	0.00	3669.00	3669.00	3669.00	3669.00	0.00
DEPT 3670015050 GROUP TOTALS:								14676.00	0.00	3669.00	3669.00	3669.00	3669.00	0.00
COLLEGE 3670015010 GROUP TOTALS:								14676.00	0.00	3669.00	3669.00	3669.00	3669.00	0.00

If an error occurs, please contact the **IT 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.