

Running / Viewing / Printing Reports

Summer School Report - College

This report provides information about summer school.

1. Access HRIS Report

- Menu Group: Workforce Administration
- Menu Application: Job Information
- Menu Item: Summer School
- Menu Item: Summer School Reports
- Component: **Summer School Rpt - College**

The image displays four sequential screenshots of the HRIS system's menu structure, illustrating the path to the 'Summer School Rpt - College' report. Each screenshot shows the 'Human Resource' header for Kansas State University and a search bar. The navigation path is highlighted with yellow boxes and red circles:

- Screenshot 1:** Shows the main menu with 'Workforce Administration' selected.
- Screenshot 2:** Shows the 'Workforce Administration' sub-menu with 'Job Information' selected.
- Screenshot 3:** Shows the 'Job Information' sub-menu with 'Summer School' selected.
- Screenshot 4:** Shows the 'Summer School' sub-menu with 'Summer School Reports' selected, and finally 'Summer School Rpt - College' selected.

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>

Human Resource Information System
Kansas State University

Summer School Rpt - College

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

Search Clear 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.

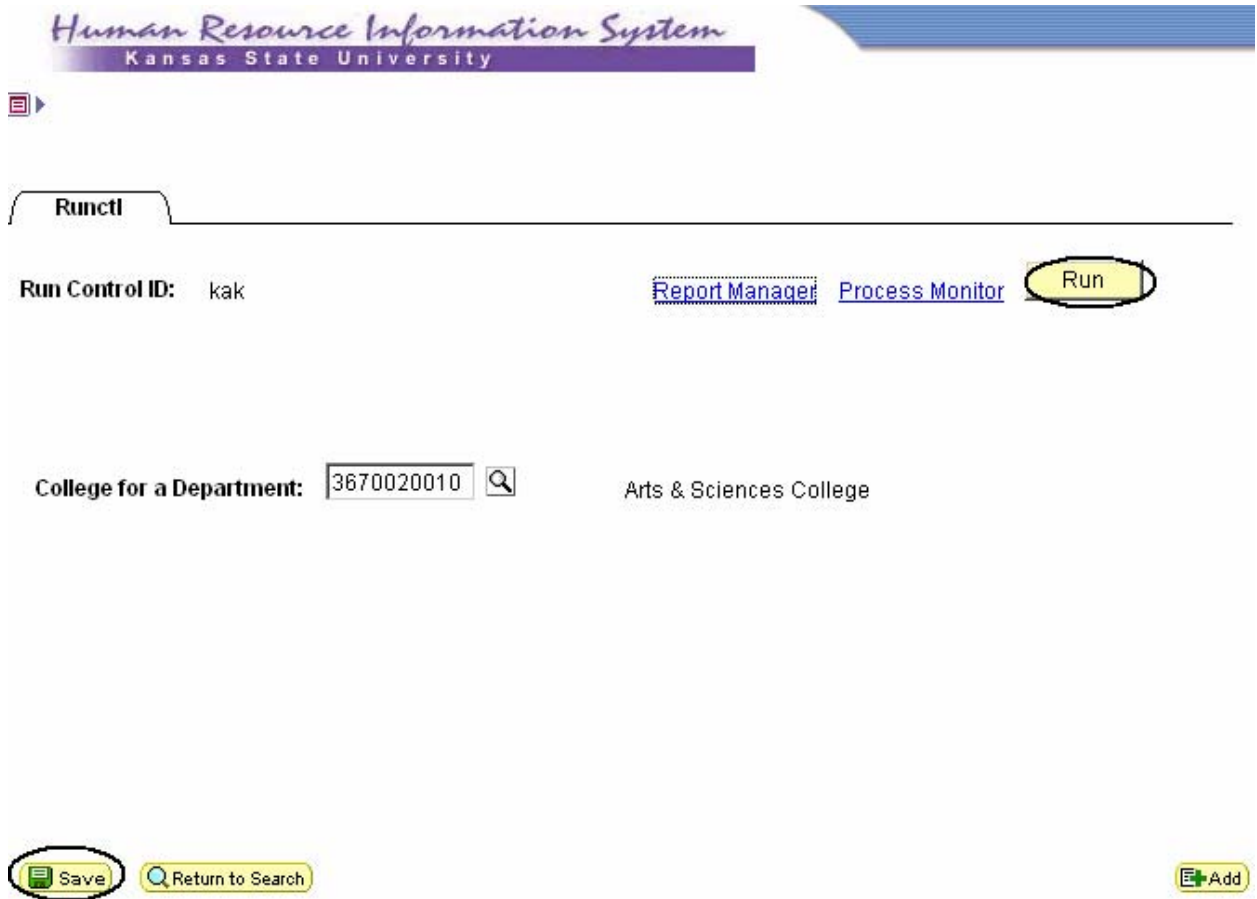
2. Complete the Report Request Parameters.

❖ College for a Department: 36700XXXXX

The screenshot shows the 'Human Resource Information System' interface for Kansas State University. At the top, there is a navigation bar with a 'Runctl' tab. Below the navigation bar, the 'Run Control ID' is set to 'kak'. There are two links: 'Report Manager' and 'Process Monitor', and a yellow 'Run' button. The 'College for a Department' field contains the value '3670020010' and is followed by a search icon and the text 'Arts & Sciences College'. At the bottom of the page, there are three buttons: 'Save', 'Return to Search', and 'Add'.

3. **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.



6. View or Print the Report

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

- * **Report Manager** (Page 7) 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.

Human Resource Information System
Kansas State University

Runctl

Run Control ID: kak

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

Process Instance:47114

College for a Department:

Arts & Sciences College

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

Human Resource Information System
Kansas State University

Explorer List Administration Archives

View Reports For

User ID: KKUGLE Type: SQR Report Last: 1 Days Refresh

Status: Posted Folder: Instance: to:

Report List Customize | Find | View All | First 1 of 1 Last

Select	Report ID	Prcs Instance	Report Description	Request Date/Time	Format	Status	Details	View
<input type="checkbox"/>	42970	47114	SS Rpt for a particular colleg	05/02/2005 2:23:45PM	Acrobat (*.pdf)	Posted	Details	View

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.

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 ...
wppers7b_47114.PDF

Report Detail

Report ID: 42970 **Process Instance:** 47114
Name: WPERSS7B **Process Type:** SQR Report
Run Status: Success

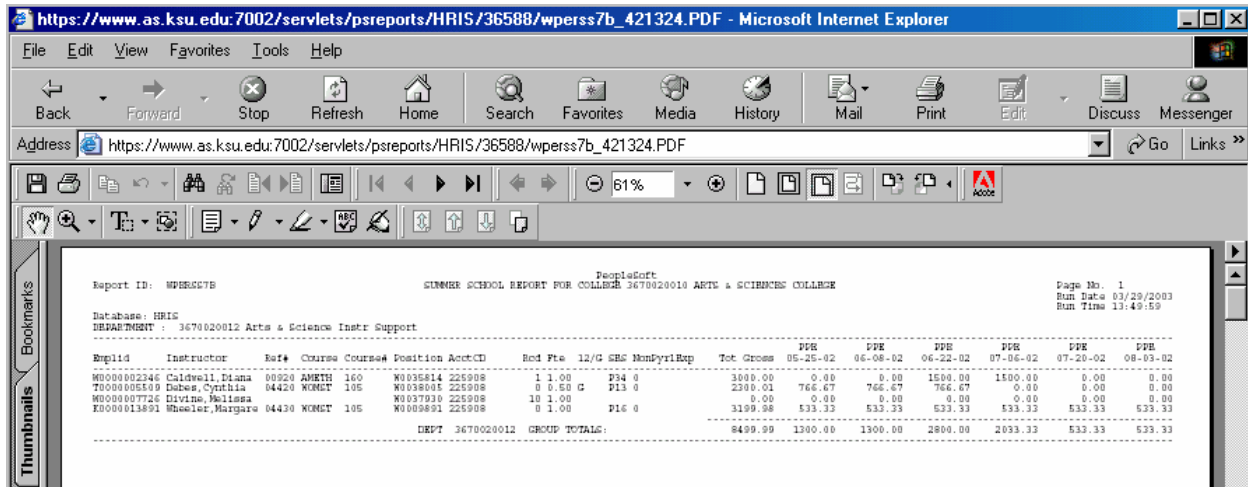
SS Rpt for a particular colleg

File List		
Name	File Size (bytes)	Datetime Created
Message Log	1,644	05/02/2005 2:24:00.000000PM CDT
wppers7b_47114.PDF	52,164	05/02/2005 2:24:00.000000PM CDT
Trace File	2,389	05/02/2005 2:24:00.000000PM CDT

Report Manager - Print Report

* To print the report, select the  icon.

Or, select File > Print.



Report ID: WPERSS7B
 Database: HRIS
 DEPARTMENT : 3670020012 Arts & Science Instr Support

EmpId	Instructor	Emp#	Course	Course#	Position	AcctID	Red Pts	12/G	SBS	MunYr1Exp	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
W000002246	Caldwell, Diana	00920	AMETH	160		W0035814 225908	1	1.00	P14	0	3000.00	0.00	0.00	1500.00	1500.00	0.00	0.00
W000005109	Dabos, Cynthia	04420	WOMGT	105		W00398005 225908	0	0.50	G	P13	0	2300.01	766.67	766.67	0.00	0.00	0.00
W000007725	Divine, Melissa					W0037930 225908	10	1.00			0.00	0.00	0.00	0.00	0.00	0.00	0.00
E0000013891	Wheeler, Margare	04430	WOMGT	105		W0009891 225908	0	1.00	P16	0	3199.98	533.33	533.33	533.33	533.33	533.33	533.33
DEPT 3670020012 GROUP TOTALS:											8499.99	1300.00	1300.00	2800.00	2033.33	533.33	533.33

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.