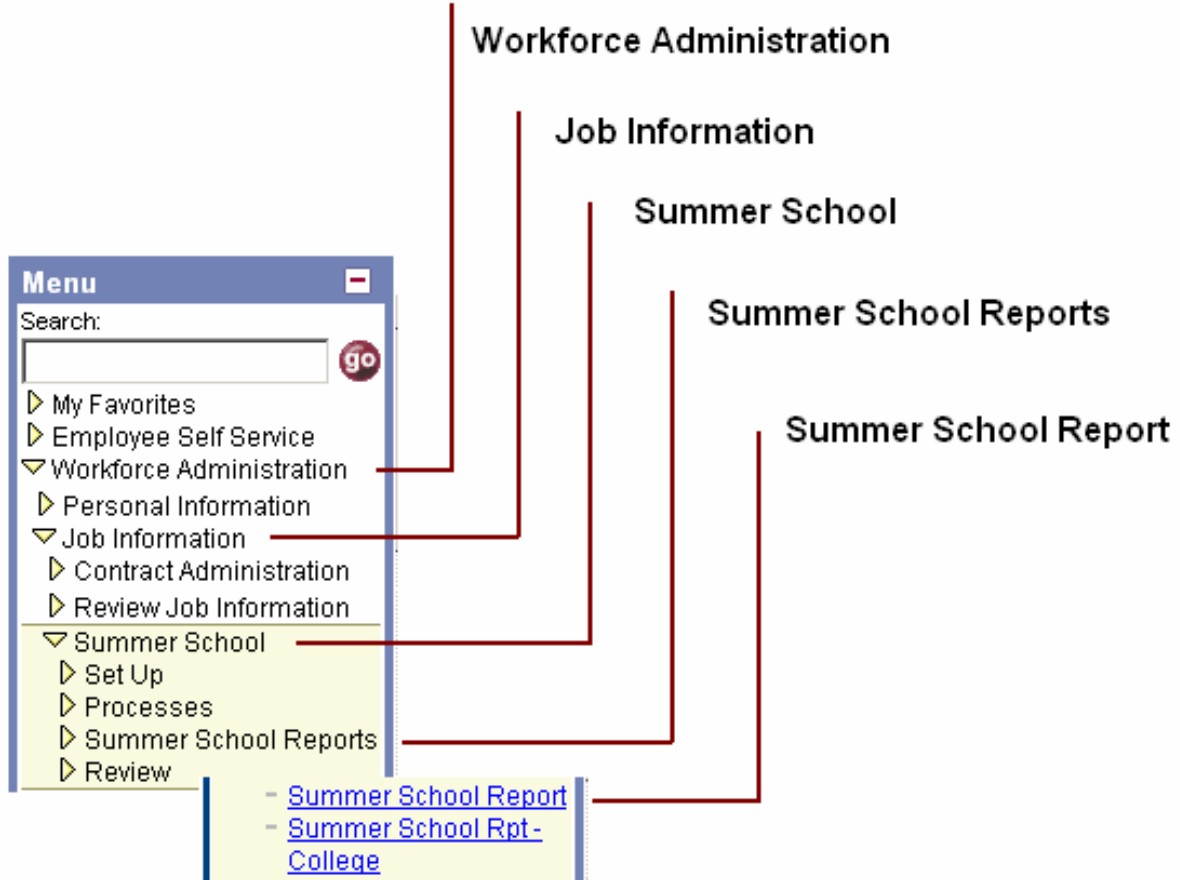


Running / Viewing / Printing Reports

Summer School Report

This report provides information by college, department, and instructor. Report includes employee ID, Instructor, Ref #, Course, DeptID, Position, Account/Project, FTE, and total gross by summer pay period.

1. Access Summer School 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>

Summer School Report

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.

2. Complete the Report Request Parameters.

❖ **Language:** Default is English

❖ **Select One**

Graduate Students or Faculty Only or Both Grads and Faculty

❖ **Only Print Initial Hires:** Used to produce a list of initial hires only.

❖ **Choose a SS Pay Period:** 1st Period, 2nd Period, 3rd Period, etc.

The screenshot shows a web browser window titled "Runctl Wperss7 Ksu". The page contains the following elements:

- Run Control ID:** amd
- Language:** English (dropdown menu)
- Navigation:** [Report Manager](#), [Process Monitor](#), and a **Run** button.
- Report Choice:** A section with three radio buttons: Graduate Students, Faculty Only, and Both Grads and Faculty.
- Options:** Only Print Initial Hires? and a text prompt "Choose a period, if leave blank, will print all periods".
- Pay Period:** "Choose a SS Pay Period:" followed by a dropdown menu showing "1st period".
- Footer:** **Save**, **Return to Search**, and **Notify** buttons.

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.

Runctl Wperss7 Ksu

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

Language: English

Report Choice

Graduate Students Only Print Initial Hires?

Faculty Only Choose a period, if leave blank, will print all periods

Both Grads and Faculty Choose a SS Pay Period: 1st period

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: ALMAMD Run Control ID: amd

Server Name: PSUNX Run Date: 04/14/2005
Recurrence: Run Time: 4:56:28PM **Reset to Current Date/Time**
Time Zone:

Process List

Select	Description	Process Name	Process Type	'Type	'Format	
<input type="checkbox"/>	Summer School Rpt (Master Alph	WPERSS6	SQR Report	Web	PDF	
<input checked="" type="checkbox"/>	Report by College,Dept,Instruc	WPERSS7	SQR Report	Web	PDF	

OK **Cancel**

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 Wperss7 Ksu

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

Language: English Process Instance:42687

Report Choice

Graduate Students Only Print Initial Hires?

Faculty Only Choose a period, if leave blank, will print all periods

Both Grads and Faculty Choose a SS Pay Period: 1st period

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. 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' (ALMAMD), 'Type', 'Last' (1 Days), 'Status', 'Folder', and 'Instance'. A 'Refresh' button is highlighted with a red box. Below this is the 'Report List' section, which includes a table with columns: 'Select', 'Report ID', 'PrCs Instance', 'Report Description', 'Request Date/Time', 'Format', 'Status', 'Details', and 'View'. The table contains one row with the following data: '39115 42687 Report by College,Dept,Instruc 04/14/2005 5:02:16PM Acrobat (*.pdf) Posted Details View'. The 'View' link in the table is highlighted with a red box.

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/Log Viewer

- A Message Log, Trace File, and File Name(s) will appear.
- To view the report, select the file name ...
wppers7_xxxxx.PDF

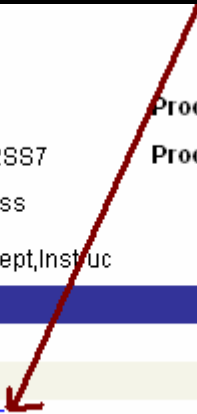
Report Detail

Report ID: 39115 **Process Instance:** 42687
Name: WPERSS7 **Process Type:** SQR Report
Run Status: Success

Report by College,Dept,Instruc

File List

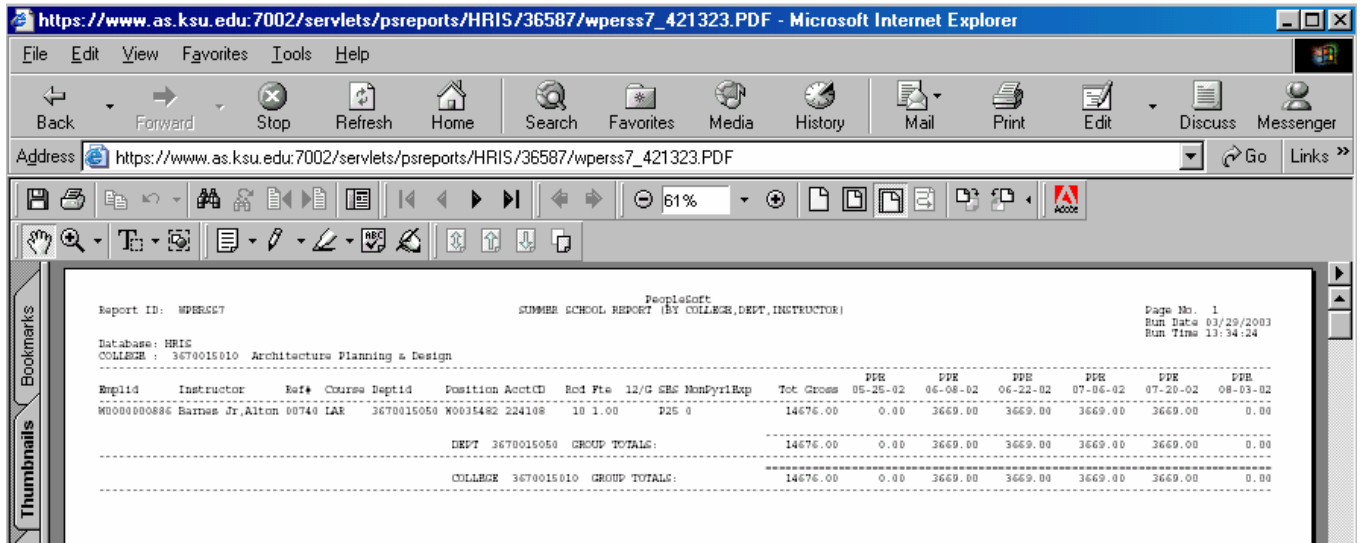
<u>Name</u>	<u>File Size (bytes)</u>	<u>Datetime Created</u>
Message Log	1,629	04/14/2005 5:02:23.000000PM CDT
wppers7_42687.PDF	36,348	04/14/2005 5:02:23.000000PM CDT
Trace File	2,363	04/14/2005 5:02:23.000000PM CDT



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
W0000000880	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	0.00
COLLEGE 3670015010 GROUP TOTALS:									14676.00	0.00	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.