

# Running / Viewing / Printing Reports

## Time Entry Errors

This report provides a list of time and leave errors, if applicable. The report is a hard copy of the time and leave errors that may be viewed on-line using the Error Message pages and is designed to display errors throughout the recording process. It may be printed at any time during the recording process and as many times as needed. Example: If an “OK” to process check box is turned on during the recording process ... the report should be printed the next day. Note: If there are no department errors ... the report will indicate “No Employees in Error.” If there are errors, the errors need to be corrected so that the employee receives a timely paycheck.

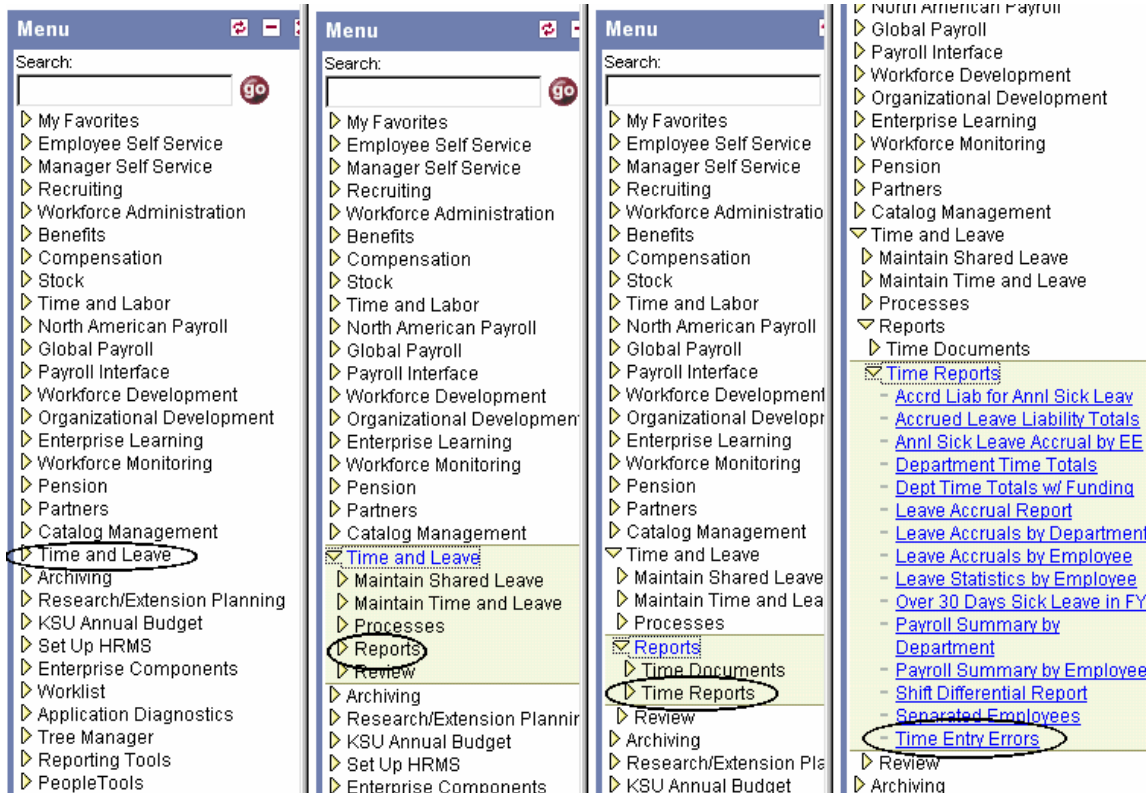
### 1. Access HRIS Report

Menu Group: Time and Leave

Menu Application: Reports

Menu Item: Time Reports

Component: Time Entry Errors



# Time Entry Errors

## 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>

### Time Entry errors

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](#)

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**Search by:** Run Control ID begins with

[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."** 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.

## Time Entry Errors

**The Report Request Parameters page will appear.**

### 3. Complete the Report Request Parameters

- # **Pay Period End Date** (MM/DD/YY format)
- # **Department ID Low Range:**      Required field ... Example:  
36700XXXXX
- # **Department ID High Range:**      Required field ... Example:  
36700XXXXX
- # **Pay Group (Optional):** See Pay Group Table for valid values.
- # **Sort by Subunit (Optional):** Click indicator "on" to sort report by subunits within department. This option is only available to those departments who have created subunits.

Runctl Wtec029 Ks

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

**Report Request Parameters**

Pay Period End Date:	<input type="text" value="07/17/2004"/>	<input type="button" value="Q"/>
Department ID Low Range:	<input type="text" value="3670005050"/>	<input type="button" value="Q"/> Division of Human Resources
Department ID High Range:	<input type="text" value="3670005050"/>	<input type="button" value="Q"/> Division of Human Resources
Pay Group:	<input type="text"/>	<input type="button" value="Q"/>
Sort By Subunit	<input type="checkbox"/>	
KSU Sub-Unit ID:	<input type="text"/>	<input type="button" value="Q"/>

# Time Entry Errors

## 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 Wtec029 Ks

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

**Report Request Parameters**

Pay Period End Date:	<input type="text" value="07/17/2004"/>	<input type="button" value="Q"/>	
Department ID Low Range:	<input type="text" value="3670005050"/>	<input type="button" value="Q"/>	Division of Human Resources
Department ID High Range:	<input type="text" value="3670005050"/>	<input type="button" value="Q"/>	Division of Human Resources
Pay Group:	<input type="text"/>	<input type="button" value="Q"/>	
Sort By Subunit	<input type="checkbox"/>		
KSU Sub-Unit ID:	<input type="text"/>	<input type="button" value="Q"/>	

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



# Time Entry Errors

## 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.

Or

- \* **Process Monitor** (Page 10) will provide the status of the report (i.e., initiated, error, success, etc.). This option is used when the email type has been selected on the Process Scheduler Request Page.

Runctl Wtec029 Ks

Run Control ID: kak

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

Process Instance:687

**Report Request Parameters**

Pay Period End Date:

Department ID Low Range:   Division of Human Resources

Department ID High Range:   Division of Human Resources

Pay Group:

Sort By Subunit

KSU Sub-Unit ID:

# Time Entry Errors

## Report Manager - Set Up Report List

### Select the Administration Tab:

Explorer | List | **Administration** | Archives

View Reports For

User ID: ALMAMD Type: [Dropdown] Last: 30 Days Refresh

Status: Posted Folder: [Dropdown] Instance: [Text] to: [Text]

Report List [Customize](#) | [Find](#) | [View 100](#) | First 1-50 of 113 Last

Select	Report ID	Prcs Instance	Report Description	Request Date/Time	Format	Status	Details	View
<input type="checkbox"/>	607	687	Time Entry Errors	10/07/2004 3:20:48PM	Acrobat (*.pdf)	Posted	<a href="#">Details</a>	<a href="#">View</a>

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

Explorer | List | Administration | Archives

View Reports For

User ID: ALMAMD Type: [Dropdown] Last: 30 Days Refresh

Status: Posted Folder: [Dropdown] Instance: [Text] to: [Text]

Report List [Customize](#) | [Find](#) | [View 100](#) | First 1-50 of 113 Last

Select	Report ID	Prcs Instance	Report Description	Request Date/Time	Format	Status	Details	View
<input type="checkbox"/>	607	687	Time Entry Errors	10/07/2004 3:20:48PM	Acrobat (*.pdf)	Posted	<a href="#">Details</a>	<a href="#">View</a>
<input type="checkbox"/>	604	684	Print Blank Time Documents	10/07/2004 3:20:48PM	Acrobat (*.pdf)	Posted	<a href="#">Details</a>	<a href="#">View</a>

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.

## Time Entry Errors

### 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 ...  
wtec029\_687.PDF

#### Report Detail

**Report ID:** 607                      **Process Instance:** 687  
**Name:** WTEC029                      **Process Type:** SQR Report  
**Run Status:** Success

Time Entry Errors

#### File List

<u>Name</u>	<u>File Size (bytes)</u>	<u>Datetime Created</u>
<a href="#">Message Log</a>	1,599	10/07/2004 3:21:06.000000PM CDT
<a href="#">wtec029_687.PDF</a>	1,395	10/07/2004 3:21:06.000000PM CDT
<a href="#">Trace File</a>	2,693	10/07/2004 3:21:06.000000PM CDT

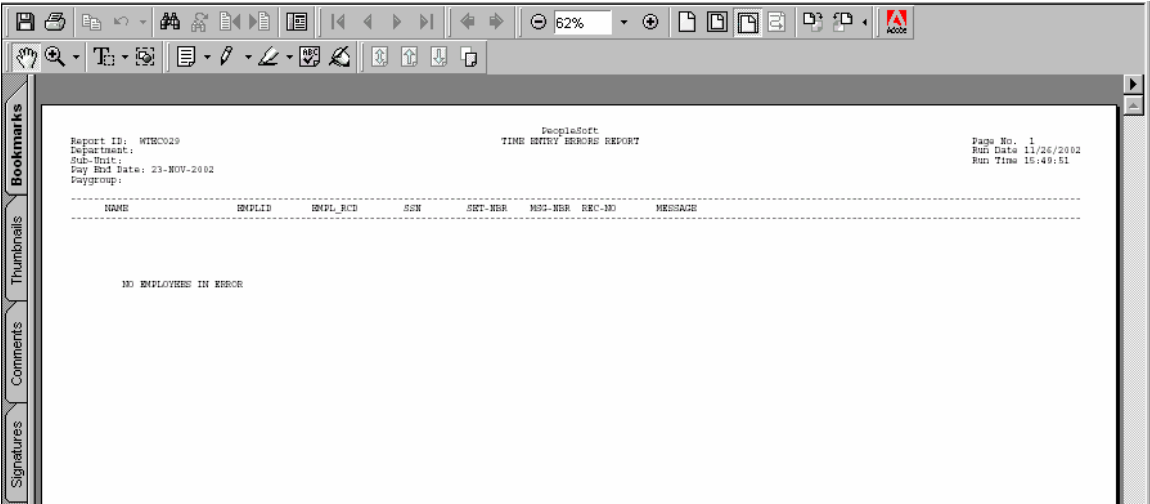
- \* After selecting the PDF file, the report will appear.

# Time Entry Errors

## Report Manager - Print Report

\* To print the report, select the  icon.

Or, select File > Print.



# Time Entry Errors

## Process Monitor - View Report Status

Use Process Monitor to view the Process List and Run Status. A report set up using **Type = Email ; Format = PDF** can not be accessed using Report Manager.

**Runctl Wtec029 Ks**

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

Process Instance:688

**Report Request Parameters**

Pay Period End Date:

Department ID Low Range:   Division of Human Resources

Department ID High Range:   Division of Human Resources

**Process List** [Server List](#)

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**View Process Request For**

User ID:   Type:  Last:  Days

Server:  Name:   Instance:  to

Run Status:   Save On Refresh

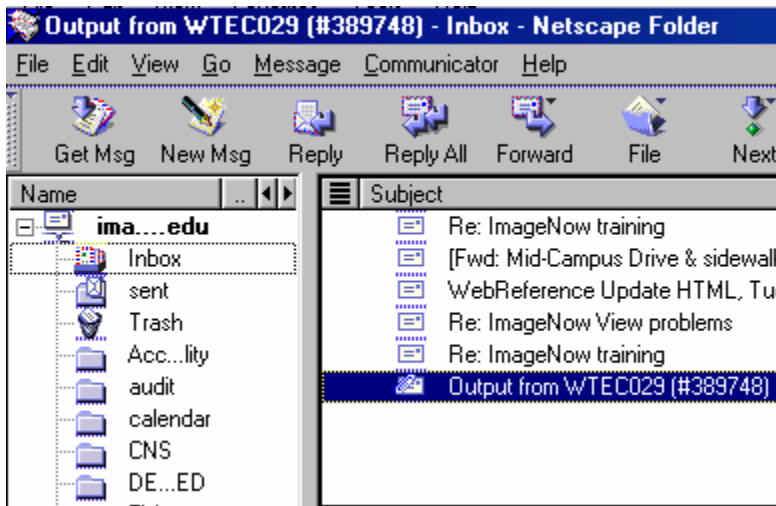
Customize | Find | View All |  1-23 of 23

Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Details
688		SQR Report	WTEC029	ALMAMD	10/07/2004 3:25:34PM CDT	Success	<a href="#">Details</a>
687		SQR Report	WTEC029	ALMAMD	10/07/2004 3:18:55PM CDT	Success	<a href="#">Details</a>

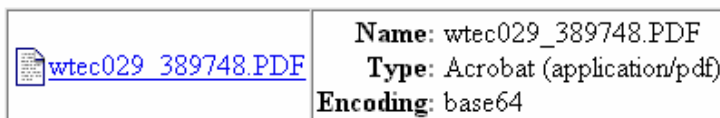
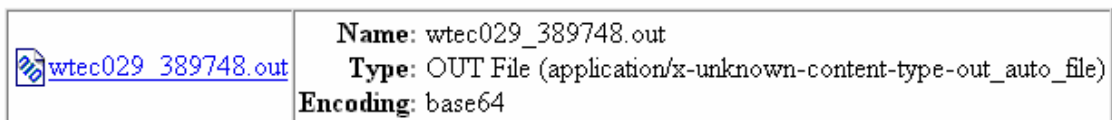
## Time Entry Errors

### Process Monitor - View Report Status

- \* **When Process Monitor Run Status indicates "Success" open e-mail to view/print report.**



- ❖ **Open the PDF file to view or print the report.**



If an error occurs, please contact the **HELP DESK at 532-6282**. 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.