

Running / Viewing / Printing Reports

Unclassified Data

This report provides a comprehensive view of unclassified data (employee data and contract data). This report may be printed at any time and for any date (history/current/future). This report is an excellent tool for viewing data that appears on the Unclassified Data and Contract Data panels.

1. Access HRIS Report

Menu Group: Workforce Administration
Menu Application: Workforce Reports
Component: Unclassified Data

The image displays three sequential screenshots of a web application's menu system, illustrating the navigation path to the 'Unclassified Data' report. Each screenshot shows a search bar and a list of menu items.

- First Screenshot:** The 'Menu' page shows a search bar and a list of menu items. 'Workforce Administration' is highlighted with a red oval.
- Second Screenshot:** The 'Menu' page shows the 'Workforce Administration' menu item expanded. 'Workforce Reports' is highlighted with a red oval.
- Third Screenshot:** The 'Workforce Reports' menu item is expanded, showing a list of sub-items. 'Unclassified Data' is highlighted with a red oval.

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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>

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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](#)

[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.

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The Report Request Parameters page will appear.

3. Complete the Report Request Parameters

Enter Department ID or Department Group ID
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

Or


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.


As of Date:


The “ **As of Date** “ provides the opportunity to print the report for a prior date, today’s date, or a future date. The “ **As of Date** ” used will provide a view of the information as it appears on the selected date in the Human Resource Information System. The “ **As of Date** ” does *not* automatically default to today’s date ... the date that appears is the last selected date used for a prior report (i.e. T & L Report, etc.). If a different date is desired, simply change the date (MMDDYYYY format).

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.

Report Request Parameters

Department: 

Department Group ID: 

As Of Date: 

Sort By Subunit (Optional)

End of Term Contracts Only (Optional)

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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.

Run WPER632

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

Language: English

Report Request Parameters

Department: 3870005050

Department Group ID:

As Of Date: 01/01/2005

Sort By Subunit (Optional)

End of Term Contracts Only (Optional)

Save [Return to Search](#)

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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.

Run WPER632

Run Control ID: kak
Language: English

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

Process Instance:16817

Report Request Parameters

Department: 3670005050

Department Group ID:

As Of Date: 01/01/2005

Sort By Subunit (Optional)

End of Term Contracts Only (Optional)

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

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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

View Reports For

User ID: Type: Last: Days

Status: Folder: Instance: to:

Report List [Customize](#) | [Find](#) | [View All](#) | [First](#) | 1-2 of 2 | [Last](#)

Select	Report ID	Instance	Report Description	Request Date/Time	Format	Status	Details	View
<input type="checkbox"/>	15496	16817	Unclassified Data	01/14/2005 10:59:27AM	Acrobat (*.pdf)	Posted	Details	View
<input type="checkbox"/>	15474	16795	Active Positions Report	01/14/2005 10:33:44AM	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.

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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 ...
wper632_16817.PDF

Report Detail

Report ID: 15496 **Process Instance:** 16817
Name: WPER632 **Process Type:** SQR Report
Run Status: Success

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File List

Name	File Size (bytes)	Datetime Created
Message Log	1,629	01/14/2005 10:59:33.000000AM CST
wper632_16817.PDF	3,148	01/14/2005 10:59:33.000000AM CST
Trace File	243	01/14/2005 10:59:33.000000AM CST

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

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Report Manager - Print Report

* To print the report, select the  icon.

Or, select File > Print.

Report ID: W000632
Database: HR10
Department: 36700005050 Division of Human Resources Sub unit id:

PeopleSoft
UNCLASSIFIED DATA
Page No. 1
Run Date 11/26/2002
Run Time 16:12:12

EMPLOYEE DATA										CONTRACT DATA		
Employee Name	Employee ID	Role	Tenure Data	Tenure Status	KATS Pae/Staff	Teaching Faculty	Faculty Senate	Grad/Fac Status	Grad/Fac Date	Contract St. Date	Contract End Dt.	Contract Type
Position Nbr	Business Title	Academic Rank	Description									
Gehrt, Jennifer I W0006087	W000012336	0	ASOCIATE DIRECTOR	Non-Eligible	N	N	Administrative	No Grad Fac Status		06/09/02		BC
Havenstein, Patricia A W0034946	W000012484	0	ASSTANT DIRECTOR	Non-Eligible	N	N	Administrative	No Grad Fac Status		06/09/02		BC
Leitmaker, Gary B W0006085	W000006126	0	DIRECTOR	Non-Eligible	N	N	Administrative	No Grad Fac Status		06/09/02		BC
Woolbsch, Judy K W0027307	W000008563	0	Asstiant Director	Non-Eligible	N	N	Administrative	No Grad Fac Status		06/09/02		BC
Younger, Robert J W0037306	W000000875	0	Assistant Director	Non-Eligible	N	N	Administrative	No Grad Fac Status		06/09/02		BC

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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.

Run WPER632

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

Language: English

Report Request Parameters

Department: 3670005050

Process List [Server List](#)

View Process Request For

User ID: KKUGLE Type: Last: 1 Days Refresh

Server: Name: Instance: to

Run Status: Save On Refresh

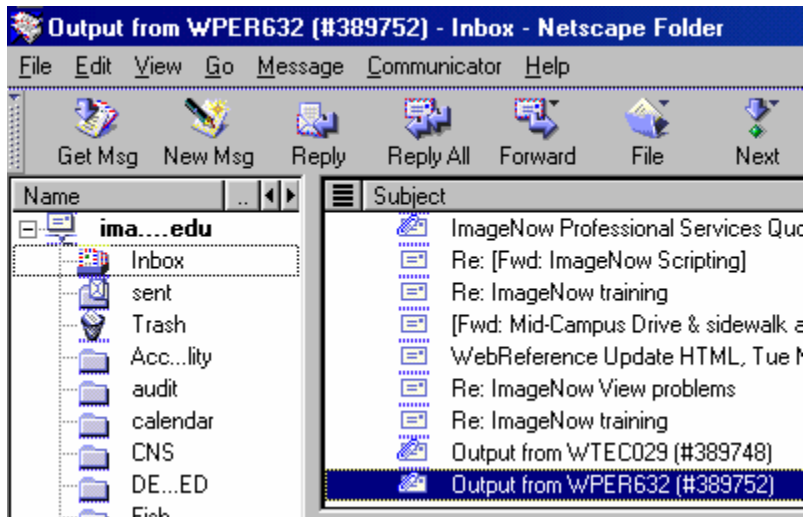
Customize | Find | View All | First 1-2 of 2 Last

Instance Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Details
16817	SQR Report	WPER632	KKUGLE	01/14/2005 10:56:53AM CST	Success	Details
16795	SQR Report	WPOS002	KKUGLE	01/14/2005 10:32:39AM CST	Success	Details


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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.**

 wper632_389752.out	Name: wper632_389752.out Type: OUT File (application/x-unknown-content-type-out_auto_file) Encoding: base64
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 wper632_389752.PDF	Name: wper632_389752.PDF Type: Acrobat (application/pdf) Encoding: base64
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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.