

# Running / Viewing / Printing Reports

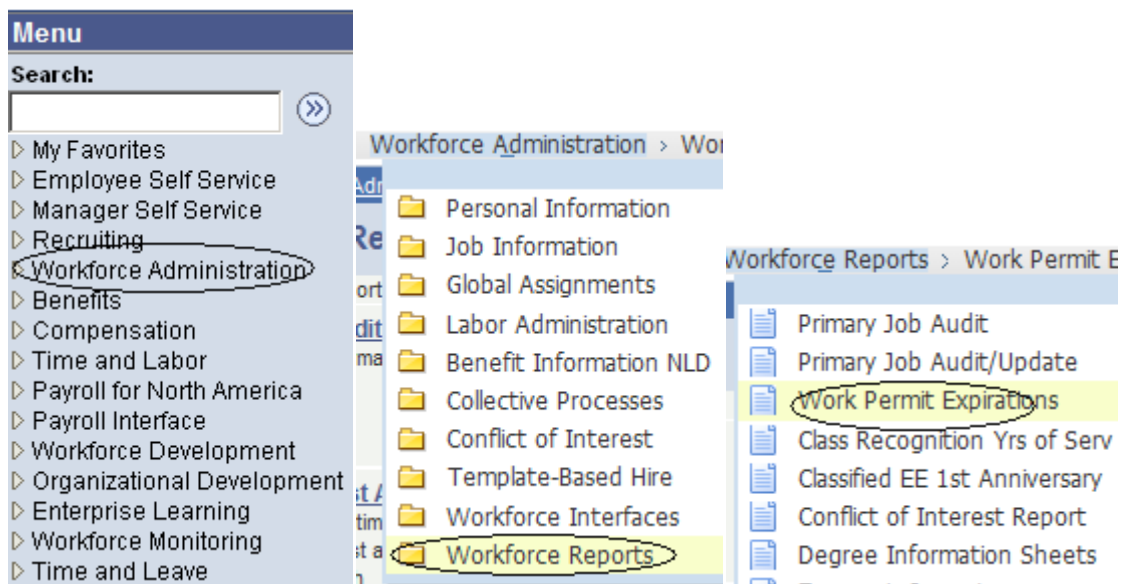
## Work Permit Expirations

This report is used to review active employees within a selected department or department group who have a Work Permit Expiration date specified in HRIS. This report may be printed at anytime and for any range of dates. This is an excellent tool for tracking employees whose work permits will be expiring.

Note: A new work permit along with a Form I-9 needs to be submitted to Human Resources **prior** to the current work permit expiration date to remain on the payroll.

### 1. Access HRIS Report

Menu Group: Workforce Administration  
Menu Item: Workforce Reports  
Component: Work Permit Expirations



## 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>

### Work Permit Expiration

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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Limit the number of results to (up to 300):

**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**" tab. 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

- ❖ **Department ID:** Example: 36700XXXXX  
The Department ID used to print information for a single department. Do not use Department Group ID as a parameter if Department is used
- ❖ **Department Group ID:** Example: 36700XXXXX  
The Department Group ID is used by major administrative unit personnel to print information for all the departments within the established Group ID. Do not use Department as a parameter if Department Group ID is used.
- ❖ **Expiration Date Low:** Enter a begin date of range MMDDYYYY format
- ❖ **Expiration Date High:** Enter an end date of range MMDDYYYY format


WPER660


Run Control ID: fab


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


Run

#### Report Request Parameters

Department ID:   Department of Housing & Dining

Department Group ID:  

Expiration Date Low:  

Expiration Date High:  

#### 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.

WPER660

Run Control ID: fab


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


Run

##### Report Request Parameters

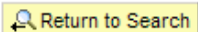
Department ID:   Department of Housing & Dining

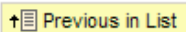
Department Group ID:  

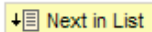
Expiration Date Low:  

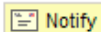
Expiration Date High:  

 Save

 Return to Search

 Previous in List

 Next in List

 Notify

 Add





## 6. View or Print the Report

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

**Select . . . Report Manager** to produce a list of reports that have been sent to the process scheduler/report list

WPER660

Run Control ID: fab

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

Process Instance:694680

**Report Request Parameters**

Department ID:  Department of Housing & Dining

Department Group ID:

Expiration Date Low:

Expiration Date High:

[Save](#) [Return to Search](#) [Previous in List](#) [Next in List](#) [Notify](#) [Add](#)

## Report Manager

Select the “Refresh” button to view report as it processes. May need to select “Refresh” more than once.

Status will indicate “Posted” when report has finished processing.

List Explorer Administration Archives

View Reports For

User ID: FRIEDA Type: Last 30 Days

Status: Folder: Instance: to:

Select	Report ID	Prce Instance	Description	Request Date/Time	Format	Status	Details
<input type="checkbox"/>	650384	694680	WPER660	04/07/2011 11:15:56AM	Acrobat (*.pdf)	Posted	<a href="#">Details</a>

Select the Refresh button to view report as it processes.

Status = Posted when report is ready to view

Select Details to view PDF or CSV file

## Report Manager – Access Report via Report/Log Viewer

**File List will appear.**


- **To view the report, select the PDF file.**
- **To view the report via Microsoft Excel, select the CSV file.**

### Report Detail

Report		
Report ID: 650384	Process Instance: 694680	<a href="#">Message Log</a>
Name: WPER660	Process Type: SQR Report	
Run Status: Success		

WPER660

#### Distribution Details

Distribution Node: KSU      Expiration Date: 05/07/2011 

File List		
Name	File Size (bytes)	Datetime Created
<a href="#">SQR_WPER660_694680.log</a>	1,753	04/07/2011 11:16:15.468273AM CDT
<a href="#">wper660_694680.PDF</a>	1,751	04/07/2011 11:16:15.468273AM CDT
<a href="#">wper660_694680.csv</a>	900	04/07/2011 11:16:15.468273AM CDT
<a href="#">wper660_694680.out</a>	3,073	04/07/2011 11:16:15.468273AM CDT

Distribute To

**After selecting the PDF or CSV file, the report will appear.**

If an error occurs, please contact the **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 contact Frieda Beat at 532-1884.