

# Running / Viewing / Printing Reports

## Conflict of Interest Form

This report produces a completed Conflict of Interest Form for those employees who have completed the process in Employee Self Service/HRIS.

Questions or requests for clarification regarding this form and/or process may be directed to the Office of Academic Personnel at [lifesvr@k-state.edu](mailto:lifesvr@k-state.edu), or call (785) 532-4392. Additional information: <http://www.k-state.edu/conflict/>

### 1. Access HRIS Report

**[Workforce Administration > Conflict of Interest > Conflict of Interest Form](#)**

### 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>

**Conflict of Interest Form**

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**

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

Run Control ID:

**Search** **Clear** [Basic Search](#) [Save Search Criteria](#)

**If a RUN CONTROL ID DOES NOT EXIST**, please repeat Step 1. Select "Add a New Value" tab. A "Run Control ID" edit box will appear ... Enter a three-digit Run Control ID and 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 for any HRIS report.

**HRIS Training Tip:** When creating a RUN CONTROL ID, please 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 may 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

The screenshot shows a web form titled "Conflict of Interest Form". It contains a text box with instructions: "This report will produce the completed copy (PDF) of the Conflict of Interest Form for those employees who have completed the process via Employee Self Service/HRIS. Questions may be directed to the Office of Academic Personnel at lifesvr@k-state.edu, or call (785) 532-4392." Below this are several input fields: "Empl ID:" with a search icon, "OR", "Department:" with a search icon, "OR", "Department Group ID:" with a search icon, and "Fiscal Year:" with a text input. At the bottom, there is a section for "Office of Academic Personnel Only" with a checkbox, and two date pickers for "From Date (optional):" and "Thru Date (optional):".

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.

5. Set Up Process Scheduler Request Page

Server Name: PSUNX - Type: Web - Format: PDF

The screenshot shows the "Process Scheduler Request" form. It includes fields for "User ID: ALMAMD" and "Run Control ID: amd". Below these are "Server Name:" (a dropdown menu showing "PSUNX"), "Run Date:" (a date picker showing "09/01/2011"), "Recurrence:" (a dropdown menu), "Run Time:" (a time picker showing "10:08:06AM"), and "Time Zone:" (a search input). A yellow button labeled "Reset to Current Date/Time" is next to the Run Time field. Below the form is a table titled "Process List" with columns: "Select", "Description", "Process Name", "Process Type", "\*Type", "\*Format", and "Distribution". The table contains one row: a checked checkbox, "WPERCOI", "WPERCOI", "SQR Report", "Web", "PDF", and "Distribution". At the bottom of the table are "OK" and "Cancel" buttons.

After completing the options, select **“OK”** to run the report.

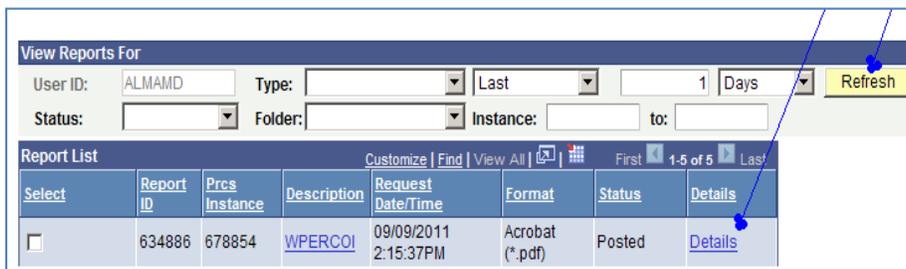
6. View or Print the Report

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



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 ... select **“Details.”**



➤ To view or print the report, select the **PDF file**.

If report is run by Department or Department Group ID ... File List will contain a PDF for each employee. File list will be sorted by Employee ID with last name appearing for reference.

Name	File Size (bytes)	Datetime Created
<a href="#">SQR_WPERCOI_678851.log</a>	1,777	09/09/2011 2:11:40.006492PM CDT
<a href="#">wpercoi_678851.out</a>	20,095	09/09/2011 2:11:40.006492PM CDT
<a href="#">wpercoi_678851_J0000063035_Sheffer.pdf</a>	11,922	09/09/2011 2:11:40.006492PM CDT
<a href="#">wpercoi_678851_J0000078047_Penner.pdf</a>	12,002	09/09/2011 2:11:40.006492PM CDT
<a href="#">wpercoi_678851_K0000154524_Hageman.pdf</a>	11,992	09/09/2011 2:11:40.006492PM CDT

If a technical error occurs, please contact the **IT HELP DESK at 785.532.7722**. Be prepared to provide them with any details (i.e., error message(s), steps followed, etc.).