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.

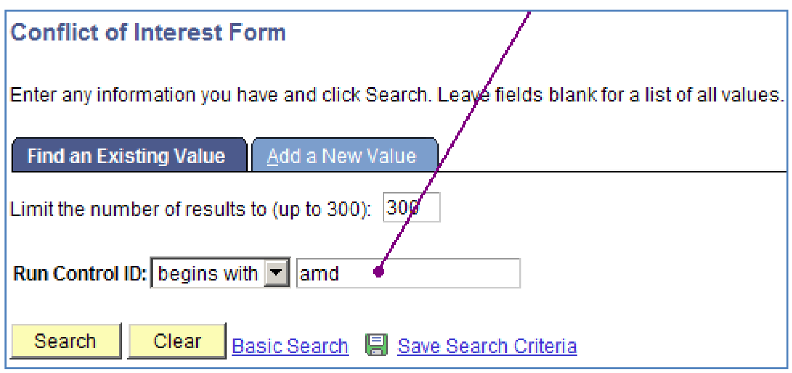
Questions or requests for clarification regarding this form and/or process may be directed to the Office of Academic Personnel at lifesvr@k-state.edu, or call (785) 532-4392. Additional information: http://www.k-state.edu/conflict/

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>

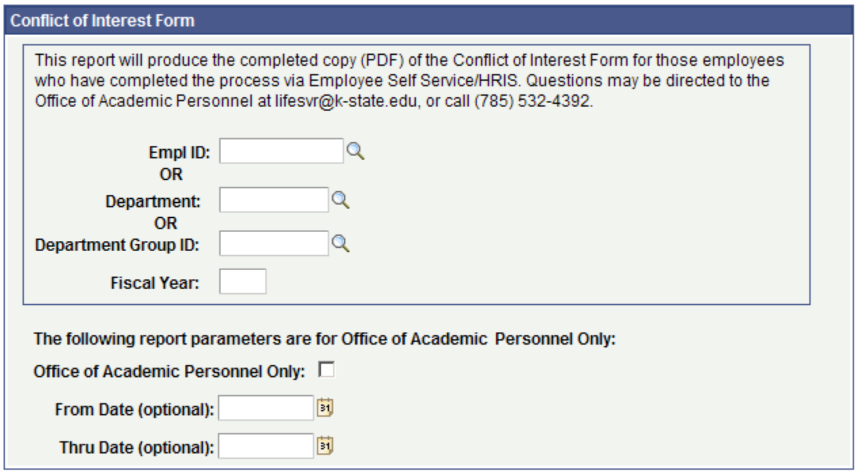


If a RUN CONTROL ID DOES NOT EXIST, please repeat Step 1. Select "Add a New Value" tab. A "Run Control ID" edit box will appear … Enter a three-digit Run Control ID and select the "Add" button. Note: This procedure will only need to be done ONE TIME. The RUN CONTROL ID is used to define the parameters 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

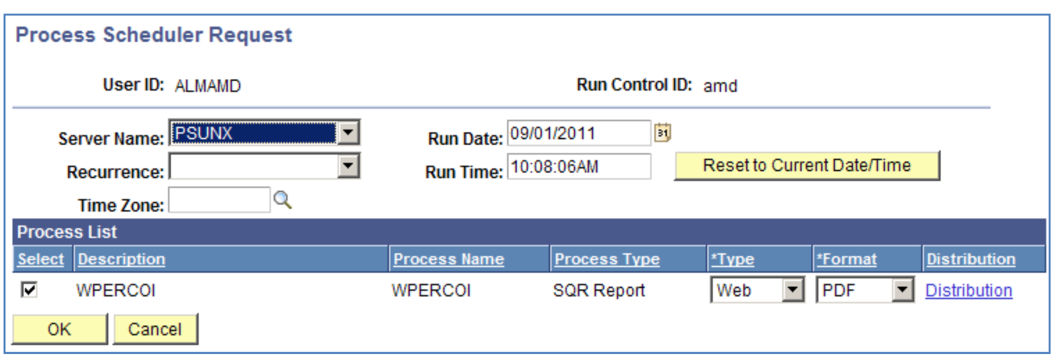


4. *Save* and *Run* the Report

- **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

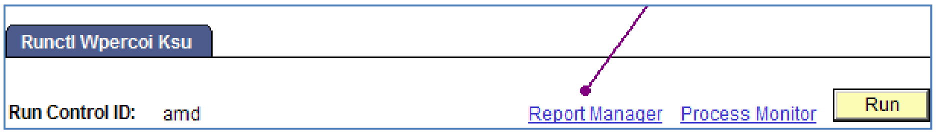
Server Name: PSUNX - Type: Web - Format: PDF



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

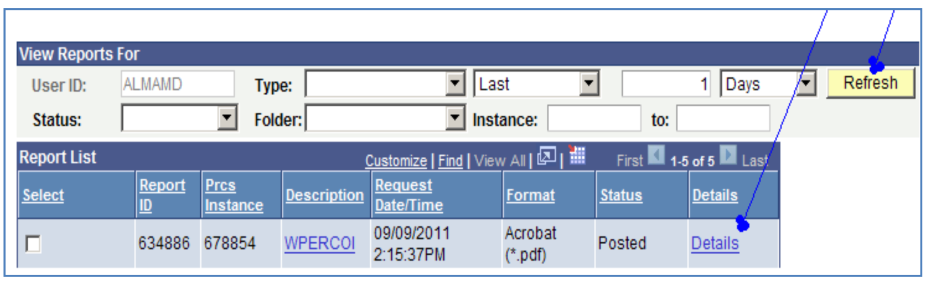
6. View or Print the Report

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

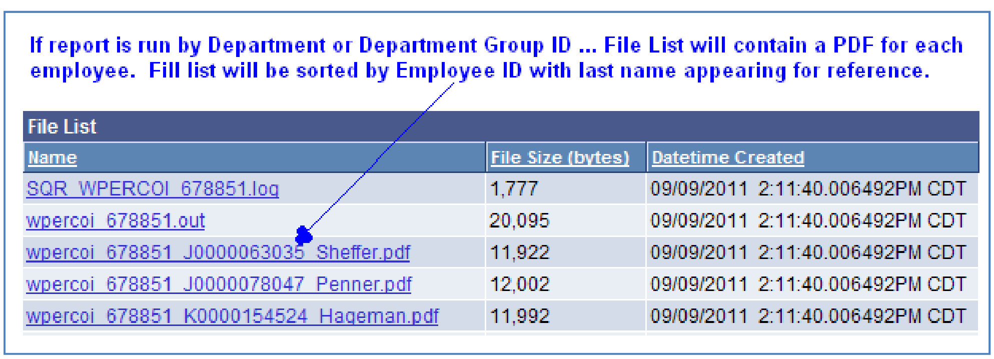


Report Manager

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. Fill list will be sorted by Employee ID with last name appearing for reference.

File List

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