

Running / Viewing / Printing Reports

Contract (Term) End Dates Report

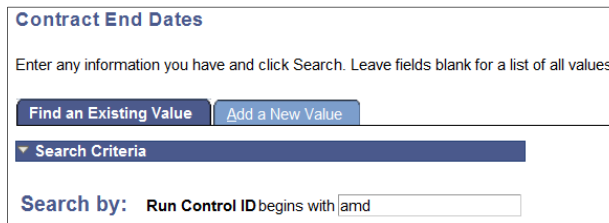
The Contract (Term) End Dates Report is intended to assist with tracking TERM contracts. It may be run anytime throughout the year.

1. Access Report

[Workforce Administration](#) > [Workforce Reports](#) > [Contract \(Term\) End Dates](#)

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.



Contract End Dates

Enter any information you have and click Search. Leave fields blank for a list of all values.

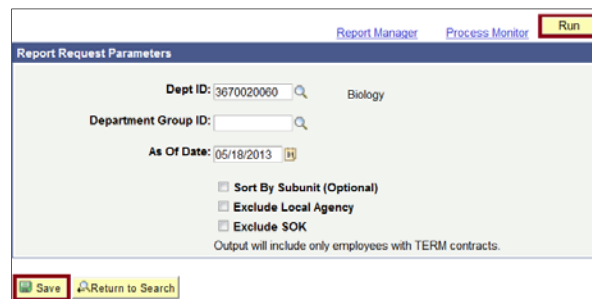
Find an Existing Value Add a New Value

Search Criteria

Search by: Run Control ID begins with amd

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. Once the Run Control ID is created, it may be reused for any HRIS report. When creating a RUN CONTROL ID, please keep the Run Control ID short and use only alphabetical letters or numbers.

3. Complete the Report Request Parameters



Report Manager Process Monitor Run

Report Request Parameters

Dept ID: 3670020060 Biology

Department Group ID:

As Of Date: 05/18/2013

Sort By Subunit (Optional)
 Exclude Local Agency
 Exclude SOK

Output will include only employees with TERM contracts.

Save Return to Search

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

Select	Description	Process Name	Process Type	Type	Format	Distribution
<input checked="" type="checkbox"/>	Contract End Dates Report	WPER671	SQR Report	Web	PDF	Distribution

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

Run Control ID: amd
Language: English
Process Instance: 898749

- 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.
- To **view/print** the report, select the **Description or Details**.

Select	Report ID	Disc Instance	Description	Request Date/Time	Format	Status	Details
<input checked="" type="checkbox"/>	846127	898749	Contract End Dates Report	01/18/2013 8:43:51AM	Acrobat (*.pdf)	Posted	Details

- **Selecting Report Details link** provides a PDF and CSV file.

Name	File Size (bytes)
SQR_WPER671_898749.log	1,753
wper671_898749.PDF	5,177
wper671_898749.csv	7,555
wper671_898749.out	717

Questions, please contact HR liaison at hr@ksu.edu or (785) 532-6277.