

Running / Viewing / Printing Reports: Degree Information Sheets

This report provides a summary page for each University Support Staff and Unclassified employee (excluding students) within a selected department/unit. The summary pages provide degree information and highest education level as it appears in HRIS.

To maintain accurate information in HRIS, print and distribute these information sheets to the employees within your department/unit at least once a year.

An example of the Degree Information Sheet is shown below:

KSU POST SECONDARY DEGREE INFORMATION

Please update by 11-15-2020.

This document lists your degree information and highest education level currently in the Human Resource Information System. Please review the information listed below for accuracy.

If the information is INCORRECT or MISSING, please update the information, sign and date this document and return it to your department personnel specialist.

If information is CORRECT, please sign, date and return this document to your department personnel specialist.

Dept ID: 3670008010	Dept Name: Human Capital Services	Employee ID: _____
Subunit: _____		Name: _____

CURRENT INFORMATION IS LISTED BELOW.

DEGREE	YEAR EARNED	MAJOR	SCHOOL
BS	1975	Accounting	University of Maryland

Degree Codes and Descriptions:

AA Associate of Arts	BSL Bachelor of Science - Law	MDI Master of Divinity
AAS Associate of Applied Science	BSN Bachelor of Science - Nursing	ME Master of Engineering
ABA Associate of Business Admin	BSW Bachelor of Social Work	MED Master of Education
ADN Associate of Nursing	BT Bachelor of Theology	MEE Master of Electrical Enginrg
AE Associate of Engineering	CER Certificate	MFA Master of Fine Arts
AS Associate of Science	DEA Doctor of Business Admin	MLA Master of Landscape Architect
AT Associate of Technology	DC Doctor of Chiropractic	MLS Master of Library Science
BA Bachelor of Arts	DD Doctor of Dentistry	MM Master of Music
BAA Bachelor of Architecture	DED Doctor of Education	MME Master of Mechanical Enginrg
BBA Bachelor of Business Admin	DM Doctor of Music	MPA Master of Public or Personnel
BD Bachelor of Divinity	DMA Doctor of Musical Arts	MPH Master of Philosophy
BE Bachelor of Engineering	DO Doctor of Osteopathic Med/Surg	MRCPP Master of Reg and Comm Planning
BFA Bachelor of Fine Arts	DPM Doctor of Podiatric Med and Surg	MS Master of Science
BGS Bachelor of General Studies	DVM Doctor of Veterinary Medicine	MSE Master of Science Education
BIA Bachelor of Interior Architect	JD Juris Doctor	MSL Master of Science - Law
BIA Bachelor of Landscape Arch	LL Bachelor of Laws	MSW Master of Social Work
BM Bachelor of Music	MA Master of Arts	MT Master of Theology
BME Bachelor of Music Education	MACC Master of Accountancy	PHD Doctor of Philosophy
BN Bachelor of Nursing Degree	MAJ Master of Administratin Justice	PHE Doctor of Engineering
BS Bachelor of Science	MARCH Master of Architecture	PHS Doctor of Science
BSA Bachelor of Science-Agriculture	MAE Master of Business Admin	SE Specialist in Education
BSE Bachelor of Science - Business	MEE Master of Business Education	SEC Secretarial Certificate
BSE Bachelor of Science - Educatn	MCE Master of Civil Engineering	TS Trade School Graduate
BSJ Bachelor of Science - Journalism	MD Doctor of Medicine	

Highest Education Level: Bachelors Level Degree

If your Highest Education Level is incorrect, circle correct level listed below:

B Less than HS Graduate	F 2-Year College Degree	J Doctorate (Academic-Ph.D)
C HS Graduate or Equivalent	G Bachelor's Level Degree	K Doctorate (Professional-MD,DDS,LD,etc.)
D Some College	H Some Graduate School	L Post Doctorate
E Technical School	I Master's Level Degree	

Employee Signature _____ Date _____

Add a Degree: To add a degree for an employee, follow the Education Data instructions under the Education Data drop down list at <https://www.k-state.edu/hcs/tools/hcs-liaisons/employee-information/index.html>.

Highest Education Level: If the employee needs to change their Highest Education Level, they may circle the correct Highest Education Level on the Degree Sheet, sign and date the sheet, and submit it to their department's HCS liaison.

The following instructions will allow you to generate and access the Degree Information Sheet

1. **Access the report**, found under:



2. **Select the Run Control ID.** If the Run Control ID exists, the Report Request Parameters page will appear and you will enter the parameters used to generate the report. If the Run Control ID does not exist, you will need to create one.

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.

When creating a Run Control ID, keep the Run Control ID short and use only alphabetical letters or numbers. Some characters (ex: &, %, *, etc.) take on a special meaning that is not intended and will create problems when generating a report. If you have a Run Control ID that includes a special character, please discontinue using it.

- a. To find an existing run control ID, under the “Find an Existing Value” tab, enter the Run Control ID and click “Search”

Degree Information Sheets

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

A screenshot of a web application interface for searching Degree Information Sheets. At the top, there are two tabs: "Find an Existing Value" (selected) and "Add a New Value". Below the tabs is a "Search Criteria" dropdown menu. Underneath, the text "Search by:" is followed by "Run Control ID begins with" and a text input field containing "GJB". At the bottom, there are two buttons: "Search" (highlighted in yellow) and "Advanced Search".

- b. To create a Run Control ID, begin by selecting the “Add a New Value” tab. Next, type in a three-digit Run Control ID, using only alphabetical letters and numbers. Select the “Add” button. After adding, the Report Request Parameters page will appear.

Degree Information Sheets

Run Control ID

- 3. Complete the Report Request Parameters (as defined below) for your desired output.

Degree Update Sheet

Document Return Date: (This date will be printed on the documents)

Department:

Department Group ID:

Sub-Unit ID (Optional):

Sort By Subunit (Optional)

- a. **Document Return Date**: the due date that will appear at the bottom of the Degree Sheet. “Please update by < date >.
- b. **Department**: the Department number is used to print information for a single department. Do not use Department Group ID as a parameter if Department is used.
- c. **Department Group ID**: 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.
- d. **Sub-Unit ID (optional)**: used to print information for only the employees within one subunit within the department.
- e. **Sort by Subunit (Optional)**: click indicator “on” to sort report by subunits within the department. This option is only available to those departments who have created subunits.

4. Select “Save” to save your report parameters. Select “Run” to run the report.

Runctl Wper637 Ksu

Run Control ID GJB Report Manager Process Monitor **Run**

Degree Update Sheet

Document Return Date: (This date will be printed on the documents)

Department:

Department Group ID:

Sub-Unit ID (Optional):

Sort By Subunit (Optional)

5. Set up the Process Scheduler Request page, and choose whether you prefer to receive the report via Email or view it via the Web through your report manager, and then select “ok”.

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	Degree Information Sheet	WPER637	SQR Report	Web	PDF	Distribution
				*Type	*Format	
				Email	PDF	

After selecting “ok”, HRIS will return to the Report Request Parameters page. If “Web” was selected in step 5, continue with the instructions on Page 5 to access the report. If “Email” was selected in step 5, continue with the instructions on Page 6 to access the report.

6. Access the Report Via Web

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

Runctl Wper637 Ksu

Run Control ID GJB Report Manager Process Monitor Run

Process Instance:2163718

Degree Update Sheet

Document Return Date: (This date will be printed on the documents)

Department:

Department Group ID:

Sub-Unit ID (Optional):

Sort By Subunit (Optional)

Save Return to Search Notify Add Update/Display

It may take a few seconds before the report’s status changes to “Posted” and you are able to view the report. If the report’s status has not changed to “Posted”, click the “Refresh” button several times until the status is “Posted”.

Administration Archives

View Reports For

User ID Type Last 1 Days Refresh

Status Folder Instance to

Report List Personalize | Find | View All | First 1-9 of 9 Last

Select	Report ID	Prcls Instance	Description	Request Date/Time	Format	Status	Details
<input type="checkbox"/>	1975920	2163718	Degree Information Sheet	10/27/2020 11:07:46AM	Acrobat (*.pdf)	Posted	Details

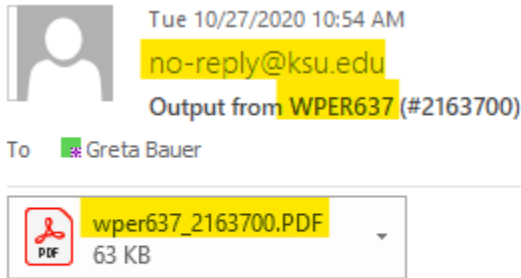
Once the status has updated to “Posted”, the report description (in this case, “Degree Information Sheet”) will change to a blue hyperlink. Click the hyperlinked report description to view the PDF file of the report in your web browser.

Report List Personalize | Find | View All | First 1-9 of 9 Last

Select	Report ID	Prcls Instance	Description	Request Date/Time	Format	Status	Details
<input type="checkbox"/>	1975920	2163718	Degree Information Sheet	10/27/2020 11:07:46AM	Acrobat (*.pdf)	Posted	Details

Access the Report Via Email

If you chose to receive the report via Email on the Process Scheduler Request page, you should receive an Email message within a few minutes of selecting “OK”. The e-mail will be from no-reply@ksu.edu, with the report name (WPER637) in the subject line. The report will be attached as a PDF file. Double click the PDF file to view the report.



Message from Process Scheduler running on system ksuhprd-PSUX, using database KSUHRPRD:

Questions?

- 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 call your HCS Liaison at 532-6277 or David Brown at 532-1448.