

Running / Viewing / Printing Reports

Employees Who Need Course

This report provides a list of employees who have not completed a specified course within a specified period of time. This report may be run at any time and for any range of dates and is an excellent tool for tracking employees whose need to complete the Secure IT course or other required training.

Each year the Secure IT course (**WIT008**) must be completed by every K-State employee. Suggested dates for Report Request Parameters are below:

Start Date: 01/04/13

End Date: Today's Date

1. Access HRIS Report

Enterprise Learning > Reports > EE's Who Need Course

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>

EE's Who Need Course

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): 300

Search by: Run Control ID begins with

Search Advanced Search

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

Report Request Parameters

Use either DeptID or Dept_GroupID

Department: 3670020060 Biology

Department Group ID:

Course Code: WIT008 Secure IT Baseline 2013

Start Date: 01/04/2013 Thru Date: 08/01/2013

KSU Sub-Unit ID:

Sort By Subunit?

Students Only?

All Student / Class / Unclass

Classified/Unclassified

Class Unclass Both

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

Process Scheduler Request

User ID: ALMAMD Run Control ID: AMD

Server Name: PSUNX Run Date: 08/01/2013

Recurrence: Run Time: 3:58:55PM [Reset to Current Date/Time](#)

Time Zone:

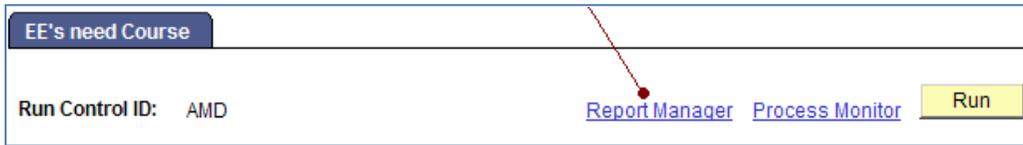
Select	Description	Process Name	Process Type	Type	Format	Distribution
<input checked="" type="checkbox"/>	EE's Who Need Course	WTRN026	SQR Report	Web	PDF	Distribution

[OK](#) [Cancel](#)

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

6. View or Print the Report

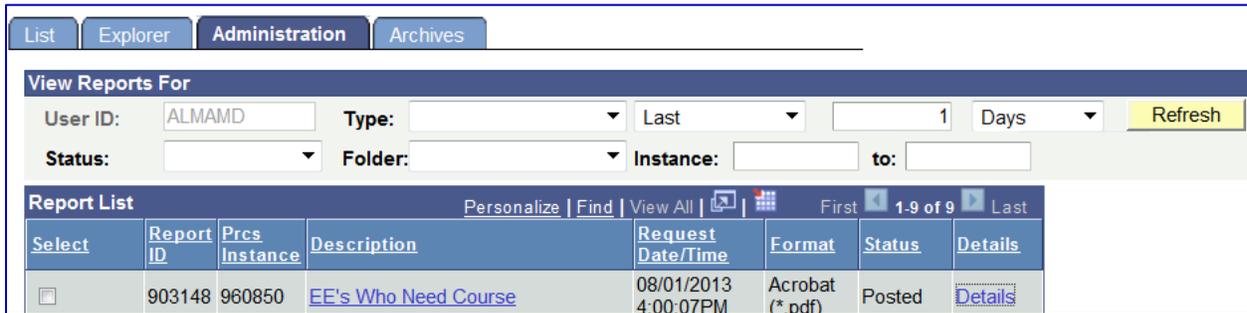
Select . . . **Report Manager** to produce a list of reports that have been sent to the process scheduler/report list



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.



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

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

If you have questions regarding the information displayed in the report -- please contact the **Division of Human Resources** at HR@ksu.edu or 785.532.6277.