

## HR RESOURCE CENTER & OPERATIONS

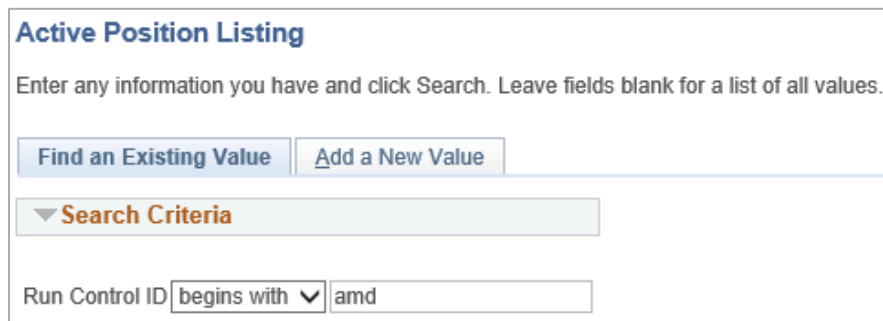
### Active Position Listing Report

This report provides active position information (i.e. name, Empl ID, position number, job code title, business title, work address/phone, as well as reports to, title and name). May be used to ensure campus directory information is accurate.

#### 1. Access HRIS Report

- [Organizational Development](#) > [Position Management](#) > [Position Reports](#) > [Active Position Listing](#)

#### 2. Select Run Control ID



The screenshot shows a web interface titled "Active Position Listing". Below the title is a text prompt: "Enter any information you have and click Search. Leave fields blank for a list of all values." There are two buttons: "Find an Existing Value" and "Add a New Value". Below these is a "Search Criteria" dropdown menu. Underneath, there is a label "Run Control ID" followed by a dropdown menu set to "begins with" and a text input field containing "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 Request Parameters**

**Enter Department ID or Department Group ID**

As Of Date:

Department:   Human Capital Services

Department Group ID:

KSU Subunit ID:

Sort By Subunit?:

Include Students?:

Include Non Employees:

**Classified/Unclassified**

Univ Sup Stf   
  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

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Server Name        Run Date

Recurrence        Run Time

Time Zone

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	Active Positions Report	WPOS002	SQR Report	<input type="text" value="Web"/> <input type="button" value="v"/>	<input type="text" value="PDF"/> <input type="button" value="v"/>	Distribution

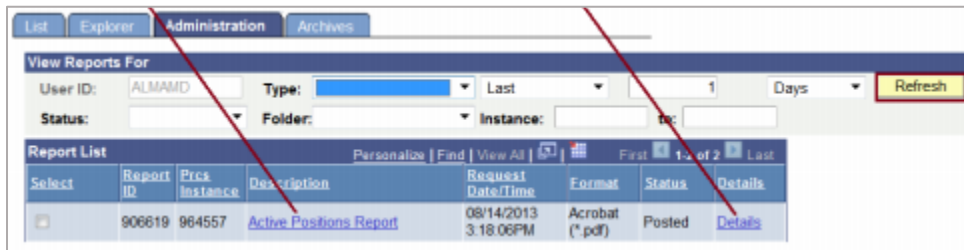
- After completing the options, select “OK” to run the report.

### 6. View or Print the Report

- Select *Report Manager* to produce a list of reports that have been set up using the web type on the Process Scheduler.



- 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 report, select the *Description* or *Details* Link
- Selecting the *Description* link will provide a PDF file. Selecting the *Details* link provides a PDF and/or a CSV file for Microsoft Excel.



If you have any questions, please contact your HR Resource Center liaison at (785)532-6277.