

Running / Viewing / Printing Reports

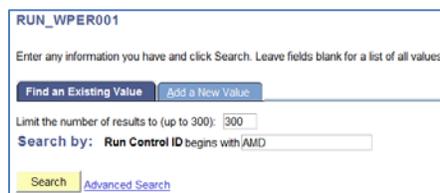
HRIS Access Report

The HRIS Access Report assists with tracking HRIS security access and may be run at any time. For those identified on this report who have had a change in responsibilities, a HRIS Access Form needs to be completed and submitted to modify security access. An automated process eliminates HRIS access, except Employee Self Service, for those who have separated from the university — no need to submit a HRIS Access Form to delete access for these individuals. HRIS Access Form/Instructions/Role Definitions: <http://www.k-state.edu/hr/forms/itaccessforms.html>

1. Access Report

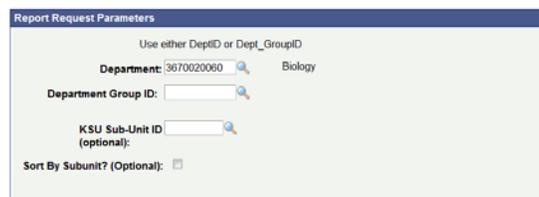
[Workforce Administration](#) > [Workforce Reports](#) > [HRIS Access](#)

2. Enter Existing Run Control ID or Add a New Value



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



4. *Save* and *Run* the Report

- ❖ Select "[Save](#)" to retain selected report request 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

- 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 link**.

Selecting Report Description or Details link provides a PDF and CSV (Microsoft Excel) file.

Name	File Size (bytes)	Datetime Created
SQR_WPER001_868736.log	1,753	10/10/2012 10:29:39.739801AM CDT
wper001_868736.PDF	2,189	10/10/2012 10:29:39.739801AM CDT
wper001_868736.csv	5,677	10/10/2012 10:29:39.739801AM CDT
wper001_868736.out	3,195	10/10/2012 10:29:39.739801AM CDT

Questions concerning HRIS security access may be directed to Alma Deutsch at almamd@ksu.edu, (785) 532-1448 or Frieda Beat at frieda@ksu.edu, (785) 532-1884.