

Running / Viewing / Printing Reports

Position Not OK to Process

This report is used to view those positions that have not been designated as “OK to Process” . . . where the “OK to Process” check box has not been selected.

The appropriate time to print this report is after entering\updating service code information. Normally, service code information is updated in August and September.

1. Access HRIS Report

Organizational Development >> Position Management
Maintain Service Codes >> Reports >> Position Not OK to Process

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.

Position Not OK to Process

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

▼ Search Criteria

Run Control ID

[Basic Search](#)  [Save Search Criteria](#)

3. Complete the Report Request Parameters.

Position Not OK to Process

Run Control ID fab Report Manager Process Monitor Run

Report Request Parameters

As Of Date: 09/06/2019

Fiscal Year: 2018

Department: 3670008010

Department Group ID:

Budgeted Position

Sort By Subunit (Optional):

Save Return to Search Notify Add Update/Display

4. Save and Run the Report

- ◆ Select " Save " to retain selected report parameters.
- ◆ Select " Run " to run the report and to access the Process

5. Set Up Process Scheduler Request Page

Process Scheduler Request

User ID FRIEDA Run Control ID fab

Server Name PSUNX Run Date 09/16/2019

Recurrence Recurrence Run Time 4:51:05PM Reset to Current Date/Time

Time Zone CST Central Time (US)

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	Position Not OK to Process	WBUD405	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 view the report, select the **Description** or **Details** link.

List Explorer **Administration** Archives

View Reports For

User ID: FRIEDA Type: [v] Last: [v] 30 Days: [v] Refresh

Status: [v] Folder: [v] Instance: [v] to: [v]

Report List Personalize | Find | View All | [v] | [v] First [v] 1-20 of 20 [v] Last

Select	Report ID	Prcs Instance	Description	Request Date/Time	Format	Status	Details
<input type="checkbox"/>	1613654	1771167	Position Not OK to Process	09/16/2019 4:59:33PM	Acrobat (*.pdf)	Posted	Details

Questions regarding the information displayed within this report may be directed to Planning and Analysis at (785) 532-3931 or Human Capital Services Resource Center Representative at (785) 532-6277.