

# Running / Viewing / Printing Reports

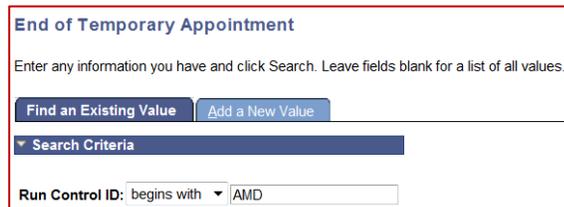
## End of Temporary Appointment Report

This report provides a list of employees within a selected department that have an "End of Appointment Date" designated in HRIS. This report may be run at any time and for any range of dates. It is an excellent tool for tracking employees who are assigned to temporary (non-benefit) positions.

1. Access HRIS Report

**Workforce Administration > Workforce Reports > End of Temporary Appointment**

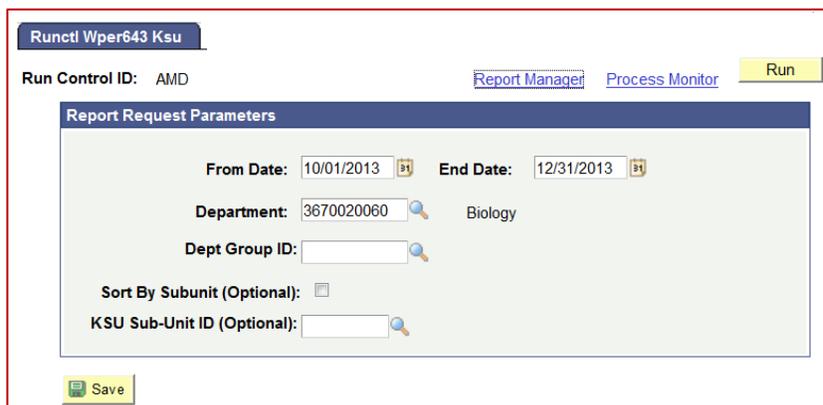
2. Select Run Control ID



The screenshot shows a web interface titled "End of Temporary Appointment". Below the title is a text box with the instruction: "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" section with a dropdown menu. The dropdown is currently set to "Run Control ID: begins with" and has "AMD" entered in the adjacent text input field.

**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



The screenshot shows a web interface titled "Runctl Wper643 Ksu". Below the title is a text box with "Run Control ID: AMD". There are three buttons: "Report Manager", "Process Monitor", and "Run". Below these is a "Report Request Parameters" section with the following fields:  
From Date: 10/01/2013  
End Date: 12/31/2013  
Department: 3670020060 Biology  
Dept Group ID: [empty]  
Sort By Subunit (Optional): [checkbox]  
KSU Sub-Unit ID (Optional): [empty]  
There is a "Save" button at the bottom left.

4. Save and Run the Report

Select **"Save"** to retain selected report parameters.

Select **"Run"** to run the report & 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: 10/15/2013

Recurrence: Run Time: 11:34:42AM Reset to Current Date/Time

Time Zone:

Select	Description	Process Name	Process Type	Type	Format	Distribution
<input checked="" type="checkbox"/>	End Temporary Appointment Date	WPER643	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 executed reports.

Run Control

Run Control ID: amd

Report Manager Process Monitor Run

- 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.

View Reports For

User ID: ALMAMD Type: Last 1 Days Refresh

Status: Folder: Instance: to:

Select	Report ID	Pica Instance	Description	Request Date/Time	Format	Status	Details
<input type="checkbox"/>	924524	983864	End Temporary Appointment Date	10/15/2013 11:37:30AM	Acrobat (*.pdf)	Posted	Details

File List

Name

SQR\_WPER643\_983864.log

wper643\_983864.PDF

wper643\_983864.csv

wper643\_983864.out

Questions may be directed to your HR liaison at (785) 532-6277.