

SSI Report by Department

According to information on record in the KSU Division of Human Capital Services (HCS), this report provides a list of employees who need to file a Statement of Substantial Interest with the Kansas Governmental Ethics Commission. This list will include all SSI designees as well as any employee who has an annual salary of \$150,000 or greater. It is the responsibility of each department to review this list and notify HCS of any corrections or additions.

1. Workforce Administration > Job Information > Reports > SSI Master List
2. Select Run Control ID

Enter an existing Run Control ID or click on the "Search" button. To produce a list of Run Control IDs. Select a Run Control ID from the list.

HRIS

Menu

Search:

- My Favorites
- Self Service
- Manager Self Service
- Recruiting
- Workforce Administration
 - Personal Information
 - Job Information
 - Contract Administration
 - Review Job Information
 - Summer School
 - Academic Rank
 - Reports
 - Prefill PER-39 Form
 - Classified Employment Report
 - SSI Master List
 - Position Update Report
 - Employee Education Comparison

SSI Master List

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

Search Criteria

Search by: Run Control ID begins with

Include History

Search | Advanced Search

Find an Existing Value | Add a New Value

If a RUN CONTROL ID DOES NOT EXIST, repeat Step 1. Select "Add a New Value" tab.

A "Run Control ID" edit box will appear. Enter a three-digit Run Control ID. 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 over and over for any HRIS report.

3. Enter the Department ID range you are requesting. If you are only requesting one department, enter that ID as both the low and high range.

The screenshot shows the 'SSI Master List' interface. At the top, there are tabs for 'Run Control ID BLB', 'Report Manager', 'Process Monitor', and 'Run'. An arrow labeled '5' points to the 'Report Manager' tab. Below this is the 'Report Request Parameters' section, which contains several input fields: 'Department ID Low Range' (3670020010), 'Department ID High Range' (3670020310), 'Pay Group', 'Sort By Subunit' (checkbox), and 'KSU Sub-Unit ID'. An arrow labeled '3' points to the 'Department ID Low Range' field. Below the parameters are buttons for 'Save', 'Return to Search', 'Notify', 'Add', 'Update/Display', and 'Include History'. An arrow labeled '4' points to the 'Run' button at the top right.

4. Leave all of the other boxes blank and select “Run”
5. Click “okay” and then go to the “Report Manager”
6. Click “refresh” until the SSI list status shows “posted” and then click on “details.”

The screenshot shows the 'Report Manager' interface. At the top, there are tabs for 'Administration' and 'Archives'. Below this is the 'View Reports For' section, which contains fields for 'User ID' (BECKLEY), 'Type', 'Last', 'Days', 'Status', 'Folder', and 'Instance'. A 'Refresh' button is located on the right. Below this is the 'Report List' section, which contains a table with columns for 'Select', 'Report ID', 'Prce Instance', 'Description', 'Request Date/Time', 'Format', 'Status', and 'Details'. An arrow labeled '6' points to the 'Refresh' button.

Select	Report ID	Prce Instance	Description	Request Date/Time	Format	Status	Details
<input type="checkbox"/>	2276665	2488382	SSI List	03/03/2022 9:49:17AM	Acrobat (*.pdf)	Posted	Details

7. In Report Detail, you will want the report named “WPERssi1 KSU.”

Report Detail

Report

Report ID 2276665 Process Instance 2488382 [Message Log](#)
 Name WPERSSI1 Process Type SQR Report
 Run Status Success

SSI List

Distribution Details

Distribution Node ReportNode Expiration Date 04/02/2022

File List

Name	File Size (bytes)	Datetime Created
SQR_WPERSSI1_2488382.log	1,602	03/03/2022 9:49:47.135829AM CST
wperssi1_2488382.PDF	25,137	03/03/2022 9:49:47.135829AM CST
wperssi1_2488382.out	2,926	03/03/2022 9:49:47.135829AM CST
wperssi1_KSU_2488382.csv	9,449	03/03/2022 9:49:47.135829AM CST
wperssi1_Topeka_2488382.csv	8,322	03/03/2022 9:49:47.135829AM CST

Distribute To

Distribution ID Type	*Distribution ID		
User <input type="text" value="User"/>	BECKLE'	+	-

This report should give you all the names of the employees in your department who need to file a Statement of Substantial Interest form with the Kansas Governmental Ethics Commission.

8. **Save the file to your computer**, review the names and email the list back in it's entirety to Human Capital Services as an attachment with any corrections or additions. Changing the Y to N (or vice versa) in the SSI field is the simplest way to identify the changes. Then list any additions at the bottom following the same format as the rest with a heading of "New". HCS is working off the report you send rather than duplicating effort by running each report also and comparing each name one by one to the reports sent, so it's important that you identify what has changed.