Running / Viewing / Printing Reports

Summary Service Code/Fund - Current Year

This report is used to view/print Fiscal Year data. This report provides service code related information for budgeted unclassified positions within a selected department or major administrative unit/college. 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 >> Summary Serv

Code/Fund – CYr

2.   Select Run Control ID

♦   Enter an existing Run Control ID <u>or</u> 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.

Summary Serv Code/Fund - CYr

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

Run Control ID begins with ▼ fab

[Search]   [Clear]   Basic Search   Save Search Criteria

Find an Existing Value | Add a New Value

3.   Complete the Report Request Parameters.

❖ **Department:** Used to print information for a single department. This identification number will print service code information for all budgeted positions\employees within the department. Example: 367000XXXX

OR

❖ **Department Group ID**: This identification number will allow major administrative units to print the report for all the departments within the college or the unit.

❖ **Fiscal Year:** Enter "New" fiscal year (YYYY).

❖ **Budgeted Position:** Turn checkbox on for budgeted positions. Turn check box off for non-budgeted positions.

Summary Serv Code/Fund - CYr

Run Control ID fab   Report Manager   Process Monitor   Run

Report Request Parameters

Enter Dept Group or Dept ID
Department: 3670008010
Department Group ID:
Fiscal Year: 2018
☑ 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 Scheduler Request page.

5. Set Up Process Scheduler Request Page

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.

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 (532-6277)