

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 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.

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

Process Scheduler Request

User ID FRIEDA Run Control ID fab

Server Name Run Date

Recurrence Run Time

Time Zone Central Time (US)

Process List

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	Summary Serv Code/Fund - Cyr	WBUD406	SQR Report	Web	PDF	Distribution

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 Last 30 Days

Status Folder Instance to

Report List Personalize Find View All First 1-22 of 22 Last

Select	Report ID	Prce Instance	Description	Request Date/Time	Format	Status	Details
<input type="checkbox"/>	1613660	1771173	Summary Serv Code/Fund - Cyr	09/17/2019 8:01:44AM	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 (532-6277)