# **Running / Viewing / Printing Reports**

# **Blank Time Document**

This report produces a blank time document and may be printed at any time. This report is normally printed for employees who did not receive a time document when department time documents were printed (i.e., new hires, rehires, transfers, etc.).

### 1. Access HRIS Report

Menu Group:

Time and Leave

Time Documents

Menu Application: Reports

Menu Item:

Drivt Diard

Component	
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**Print Blank Time Doc's** 

Menu	Menu	Menu	Menu 📃
	North American Pavroll	Pavroll Interface	Vorkforce Monitoring
Nu Foueritee	Global Pavroll	Vorkforce Development	▶ Pension
New Pavonies	Pavroll Interface	Organizational	▶ Partners
Managar Colf Copica	Vorkforce Developmer	Development	Catalog Management
Decruiting	Organizational	Enterprise Learning	✓ Time and Leave
Necrating	Development	Vorkforce Monitoring	Maintain Shared Leave
D Renefite	▶ Enterprise Learning	Pension	Maintain Time and Leave
Compensation	Vorkforce Monitoring	▶ Partners	Processes
Stock	▶ Pension	Catalog Management	✓ Reports
Time and Labor	▶ Partners	🗢 Time and Leave	Time Documents
North American Pavroll	Catalog Management	Maintain Shared Leave	<ul> <li>Department Time</li> </ul>
Global Pavroll	▽ Time and Leave	Maintain Time and Leav	Document
Pavroll Interface	Maintain Shared Leave	Processes	- <u>Employee Time</u>
Vorkforce Development	Maintain Time and Le:	✓ Reports	Document
Organizational	▶ <u>Proces</u> ses		CBlank Time Document >
Development	▲ Reports >	Time Reports	Time Reports
Enterprise Learning	D Review	▶ Review	▶ Review
Vorkforce Monitoring	Archiving	Archiving	▶ Archiving
Pension	Research/Extension	Research/Extension	Research/Extension
▶ Partners	Planning	Planning	Planning
Catalog Management	🕨 🕑 KSU Annual Budget	KSU Annual Budget	KSU Annual Budget
Time and Leave	Set Up HRMS	Set Up HRMS	Set Up HRMS
Archiving	Enterprise Component	Enterprise Components	Enterprise Components
Research/Extension	Vvorklist	Vorklist	▶ Worklist
Planning	Application Diagnostics	Application Diagnostics	Application Diagnostics
🕨 KSU Annual Budget	Tree Manager	Tree Manager	Tree Manager
Set Up HRMS	Reporting Tools	Reporting Tools	Reporting Tools

### 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. <Enter>

Print Blank Time Doc's 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 by: Run Control ID begins with kak
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."** 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.

**<u>HRIS Training Tip</u>**: When creating a RUN CONTROL ID, keep the Run Control ID short and use only alphabetical letters or numbers. Some characters (Examples: &, %, \*, etc.) take on a special meaning that is not intended and cause problems. If you have a Run Control ID that includes a special character, please discontinue using it.

#### The Report Request Parameters page will appear.

# 2. The Report Request Parameters panel will NOT appear for this report . . . proceed to step 3.

Run Control	
Run Control ID: kak	Report Manager Process Monitor Run
Save Q Return to Search	(君 Update/Display)

#### 3. Save and Run the Report

Web Option

- Select "Save" to retain selected report parameters.
- Select "**Run**" to run the report and to access the Process Scheduler Request page.

**E-Mail Option** 

#### 5. Set Up Process Scheduler Request Page

The following options exist for running, viewing or printing the report:

<u></u>						
To view/print r	eport via the	<u>Web</u> :	. То	view/print	report via <u>Elect</u>	ronic Mail:
Server Name:	PSUNX		. <u>s</u>	erver Name	<u>PSUNX</u>	
<u>Type</u> :	Web		. <u>T</u>	<u>ype</u> :	E-Mail	
<u>Format</u> :	PDF		. <u>E</u>	ormat:	PDF	
Runs report to t	he process sc	heduler.	. R	uns report	to e-mail.	•
Process Schedule	er Request					
User ID:	ALMAMD		Run Cont	trol ID: kak		
Server Name: Recurrence: Time Zone:	PSUNX	Run Date: Run Time:	10/07/2004 2:34:09PM	EI Res	et to Current Date/Time	
Process List		_				
Select Description Print Blank Ti	me Documents	Proce KTEC	e <u>ss Name</u> 1008	Process Type SQR Report	Email PDF Email PDF	

All other fields may be left blank or filled with default data (i.e., Recurrence, Time Zone, Run Date, and Run Time). After completing the options, select **"OK" to run the report.** 

# 6. View or Print the Report

After selecting "OK" ... HRIS will return to the Report Request Parameters page.

Report Manager (Page 6) will produce a list of reports that have been set up using the web type on the Process Scheduler Request Page and sent to the process scheduler/report list.

Or

Process Monitor (Page 9) will provide the status of the report (i.e., initiated, error, success, etc.). This option is used when the email type has been selected on the Process Scheduler Request Page.

Run Control	
Run Control ID: kak	Report Manager Process Monitor Run
🗐 Save) 🔍 Return to Search)	(国•Add) (涸 Update/Display)

# **Report Manager** - Set Up Report List

#### **Select the Administration Tab:** Administration Explorer List Archives View Reports For 30 Days • Refresh Last: User ID: ALMAMD Type: Posted Folder: • Instance: Ŧ to: Status: Customize | Find | View 100 | 🎬 Report List First 🔳 1-50 of 111 🕨 Last Instance Report Description Report Prcs Request Select Format Status Details View Date/Time D 10/07/2004 Acrobat 603 683 Print Blank Time Documents Posted Details View 2:36:25PM (\*.pdf)

- \* Status Edit Box = Posted or Blank
- \* Select "Refresh" to View Report List
- \* If status = Posted ... Select "View" to Access Report Detail

	Explore	rΥ	List	Administration Archive	s		
	View Rep	orts For					
	User ID:	AL	MAMD	Type:	Last:	30 Days	Refresh
	Status:	₫	osted	Folder:	🔳 Instanc	ce:	tor tor
	Report Li	st		 Custom	ize   Find   View	/ <u>100</u>   📜 👘 Firs	🖪 1-50 of 111 🕨 Last
	<u>Select</u>	<u>Report</u> ID	<u>Prcs</u> Instance	Report Description	<u>Request</u> Date/Time	<u>Format</u>	<u>Status</u> <u>Details</u> <u>View</u>
		603	683	Print Blank Time Documents	10/07/2004 2:36:25PM	Aerobat (*.pdf)	Posted Details View
		602	682	Department Time Totals by Pay	, 10/07/2004 2:02:04PM	Acrobat (* ndf)	Posted <u>Details View</u>
Status	Poste	ed		Select <b>"Refresh"</b> to view reports that have been processed. Note: May need to select "Refresh more than once to view report on the list.	v Д о	ofter report ap	pears ect <b>"View"</b>
		No	te: Re	ports will remain on the	"Report Lis	st" for 30 day	S.

# **Report Manager** -Access Report from Report Detail

- \* A Message Log, Trace File, and File Name(s) will appear.
- ✤ To view the report, select the file name ... ktec008\_683.PDF.

Report Detail											
Report ID:	603	Process Instance	<b>:</b> 683								
Name:	KTEC008	Process Type:	SQR Report								
Run Status:	Success										
Print Blank T	ime Documents										
File List											
<u>Name</u>			<u>File Size (bytes)</u>	Datetime Created							
Messade Loc	<b>L</b> _		1,599	10/07/2004 2:36:33.000000PM CDT							
ktec008 683.	PDF		2,569	10/07/2004 2:36:33.000000PM CDT							
Trace File			0	10/07/2004 2:36:33.000000PM CDT							

#### \* After selecting the PFD file, the report will appear.

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	CTLA Hours FLSA Hours		2.00	4.00	4.00	4.00	4.00			2.00	2.00	4.00	4.00	4.00		34.00	

# **Process Monitor** - View Report Status

Use Process Monitor to view the Process List and Run Status. A report set up using **Type = Email ; Format = PDF** can not be accessed using Report Manger.

/ Run Contro	л <u>}</u>						_
Run Control	ID: kak			Repor	tManager Proc	ess Monitor	Run
<u> </u>							
/ Process Li	st <u>S</u> erver List						_
User ID: A Server:	LMAMD Q T	ype:		L ا	ast: 10 🛙	Days 🔽 🥂 Re	ifresh
	R	un Status:		•	⊠ Sav	/e On Refresh	
			Custom	nize   Find   Vi	iew All   📜 🛛 Fi	rst 🚺 1-21 of 21	🕑 Last
Instance See	q. <u>Process Type</u>	<u>Process</u> Name	<u>User</u>	<u>Run Date/Ti</u>	me	Run Status	Details
684	SQR Report	KTEC008	ALMAMD	10/07/2004	2:46:37PM CDT	Success	<u>Details</u>
683	SQR Report	KTEC008	ALMAMD	10/07/2004	2:34:09PM CDT	Success	<u>Details</u>
000	DOD Dowest	10750000	01.8408475	4 0/07/0004	DOM STOM ODT	O	Distance in the second se

# **Process Monitor** - View Report Status

# \* When Process Monitor Run Status indicates "Success" open e-mail to view/print report.

NP II	nuox -	NIELS	cape	Folder							
<u>F</u> ile	<u>E</u> dit	$\underline{V} iew$	<u>G</u> o	<u>M</u> essage	<u>C</u> ommunicat	or <u>H</u> elp					
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## **\*** Open the PDF file to view or print the report.

Name:         wtec002_6889.out           Type:         OUT File (application/x-unknown-content-type-out_auto_file)           Encoding:         base64	
wtec002_6889.PDF	Name: wtec002_6889.PDF Type: Portable Document Format (application/pdf) Encoding: base64

If an error occurs, please contact the **HELP DESK at 532-6282.** Be prepared to provide them with any details (i.e., error message(s), steps followed, etc.).

If you have questions regarding the information displayed in the report -- please call your HR Resource Center Representative at 532-6277.