

Running / Viewing / Printing Reports

Classified Temporary Hours Paid

Temporary classified appointments are limited to 999 paid hours within one year. This report is intended to assist with tracking the temporary appointment date and paid hours. Paid hours will include both on-cycle and off-cycle payrolls.

1. Access HRIS Report

[Time and Leave > Reports > Time Reports > Classified Temp Hours Paid](#)

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>

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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

[Advanced Search](#)

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.

HRIS Training Tip: 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.

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The Report Request Parameters page will appear.

3. Complete the Report Request Parameters

- **Through Pay End date:** Beginning with the employee's last assignment start date, this report will calculate hours paid.

Any pay period end date may be selected that has been confirmed/completed. MMDDYY format.

- **Department or Department Group ID:** Use one -- not both.
- **Department:** Used to print information for a single department (i.e., 36700XXXXX).

OR


Department Group ID: The Department Group ID is used by major administrative unit personnel (i.e., Dean's Office). Used to print information for all the departments within the college

- **Sort by Subunit** (Optional): Click indicator "on" to sort report by subunits within department. This option is only available to those departments who have created subunits.
- **KSU Subunit ID** (Optional): Enter Subunit ID.

Report Request Parameters

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Through Pay End Date: 

Department: 

Business Administration Dean

OR

Sort By Subunit?

KSU Subunit ID (Optional): 

Department Group ID: 

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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.

Runctl Wtec039 Ksu

Run Control ID: AMD [Report Manager](#) [Process Monitor](#) Run

Report Request Parameters

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Through Pay End Date:

Department:

Business Administration Dean
OR

Sort By Subunit?

KSU Subunit ID (Optional):

Department Group ID:

Save Return to Search Notify Add

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5. Set Up Process Scheduler Request Page

The Web option exists for running, viewing or printing the report:

Process Scheduler Request

User ID: ALMAMD Run Control ID: AMD

Server Name: PSUNX Run Date: 11/17/2008
Recurrence: Run Time: 3:26:08PM [Reset to Current Date/Time](#)
Time Zone:

Process List

| Select | Description | Process Name | Process Type | *Type | *Format | Distribution |
|-------------------------------------|----------------------------|--------------|--------------|-------|---------|------------------------------|
| <input checked="" type="checkbox"/> | Classified Temp Hours Paid | WTEC039 | SQR Report | Web | PDF | Distribution |

[OK](#) [Cancel](#)

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.

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6. View or Print the Report

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

- **Report Manager** (Page 8) 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.

Runctl Wtec039 Ksu

Run Control ID: AMD [Report Manager](#) [Process Monitor](#)

Process Instance:439630

Report Request Parameters

Temporary classified appointments are limited to 999 paid hours within one year. This report is intended to assist with tracking the temporary appointment date and paid hours. Paid hours will include both on-cycle and off-cycle payrolls.

Through Pay End Date:

Department:

Business Administration Dean
OR

Sort By Subunit?

KSU Subunit ID (Optional):

Department Group ID:

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Report Manager - Set Up Report List

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

The screenshot shows the 'Report Manager' interface. At the top, there are tabs for 'List', 'Explorer', 'Administration', and 'Archives'. Below the tabs is a 'View Reports For' section with the following fields: 'User ID' (ALMAMD), 'Type' (dropdown), 'Last' (1 Days), 'Status' (Posted), 'Folder' (dropdown), 'Instance' (input), and 'to:' (input). A 'Refresh' button is located to the right of the 'Last' field. Below this is a 'Report List' section with a blue header bar containing 'Customize | Find | View All | First | 1-2 of 2 | Last'. The table below has the following columns: 'Select', 'Report ID', 'Prcs Instance', 'Description', 'Request Date/Time', 'Format', 'Status', and 'Details'. Two rows of reports are listed:

| Select | Report ID | Prcs Instance | Description | Request Date/Time | Format | Status | Details |
|--------------------------|-----------|---------------|--|-------------------------|-----------------|--------|-------------------------|
| <input type="checkbox"/> | 408063 | 439632 | Classified Temp Hours Paid | 11/17/2008 3:35:54PM | Acrobat (*.pdf) | Posted | Details |
| <input type="checkbox"/> | 408061 | 439630 | Classified Temp Hours Paid | 11/17/2008 3:32:48PM | Acrobat (*.pdf) | Posted | Details |

Note: Reports will remain on the "Report List" for 30 days.

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Report Manager -Access Report

- A Message Log, Trace File, and File Name(s) will appear.
- To view the report, select the file name ...
wtec039_439632.PDF

The screenshot displays the 'Report Detail' page for a report titled 'Classified Temp Hours Paid'. The report ID is 408063 and the process instance is 439632. The report name is WTEC039 and the process type is SQR Report. The run status is 'Success'. The distribution node is KSU and the expiration date is 12/17/2008. Below this, a 'File List' table is shown with columns for Name, File Size (bytes), and Datetime Created. The files listed are SQR_WTEC039_439632.log (1,601 bytes), wtec039_439632.PDF (1,533 bytes), wtec039_439632.csv (257 bytes), and wtec039_439632.out (732 bytes). A red arrow points from the PDF file name in the list to the 'wtec039_439632.PDF' text in the instructions above. At the bottom, there is a 'Distribute To' section with a dropdown menu set to 'User' and a search box containing 'ALMAMC'.

| Name | File Size (bytes) | Datetime Created |
|--|-------------------|---------------------------------|
| SQR_WTEC039_439632.log | 1,601 | 11/17/2008 3:36:24.000000PM CST |
| wtec039_439632.PDF | 1,533 | 11/17/2008 3:36:24.000000PM CST |
| wtec039_439632.csv | 257 | 11/17/2008 3:36:24.000000PM CST |
| wtec039_439632.out | 732 | 11/17/2008 3:36:24.000000PM CST |

After selecting the PDF file, the report will appear.

Print Report

- To print the report, select the  icon.
 - Or, select File > Print.

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.