

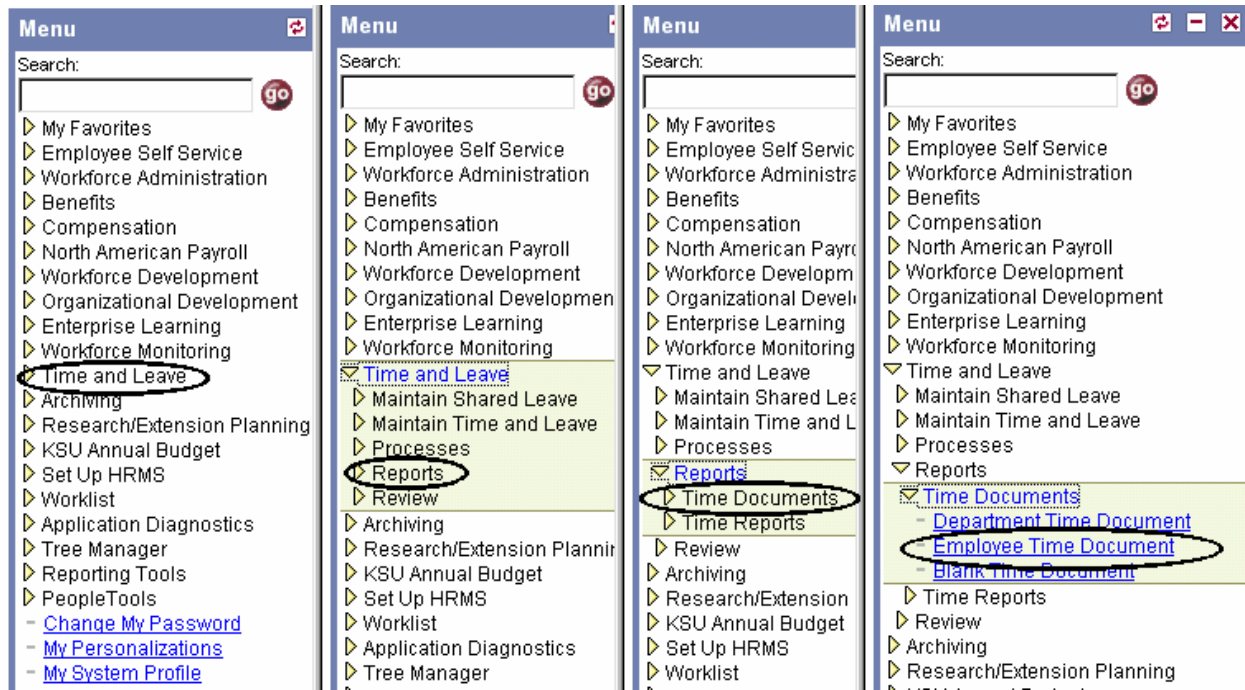
# Running / Viewing / Printing Reports

## Print Employee Time Documents

This report produces time documents for nonexempt employees within a selected department, pay period, and pay group (optional), subunit (Optional). It may be printed after time documents become available for the pay period, but not after the final pay calculation has run for the pay period. Normally, this report may be printed the Friday prior to the beginning of the pay period or anytime before the final pay calculation runs for the pay period. To print this report utilizing the pay group option, refer to the Pay Group Table for a list of pay groups and descriptions.

### 1. Access HRIS Report

Menu Group:	Time and Leave
Menu Application:	Reports
Menu Item:	Time Documents
Component:	<b>Employee Time Document</b>



## 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 Employee 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](#)

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**Search by:** Run Control ID begins with

[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.

***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.

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

**2. Complete the Report Request Parameters.**

- ❖ **Department ID**: Example: 36700XXXXX
- ❖ **Pay Period End Date**: MMDDYYYY format
- ❖ **Employee ID**: Example: W0000000000
- ❖ **Empl Rcd #**: Employment record number Example: 1

**Run Control**

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

**Report Request Parameters**

Dept ID:	<input type="text" value="3670005050"/>	<input type="button" value="Q"/>
Pay Period End Date:	<input type="text" value="06/19/2004"/>	<input type="button" value="Q"/>
Employee ID:	<input type="text" value="W0000060532"/>	<input type="button" value="Q"/> Kugle, Kathrine Ann
Empl Rcd#:	<input type="text" value="0"/>	<input type="button" value="Q"/>

### 3. **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.

#### Run Control

Run Control ID: kak

[Report Manager](#) [Process Monitor](#)

**Run**

#### Report Request Parameters

Dept ID:	<input type="text" value="3670005050"/>	<input type="button" value="Q"/>	
Pay Period End Date:	<input type="text" value="06/19/2004"/>	<input type="button" value="Q"/>	
Employee ID:	<input type="text" value="W0000060532"/>	<input type="button" value="Q"/>	Kugle, Kathrine Ann
Empl Rcd#:	<input type="text" value="0"/>	<input type="button" value="Q"/>	

**Save**

## 5. Set Up Process Scheduler Request Page

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

### Web Option

### E-Mail Option

<b>To view/print report via the <u>Web</u>:</b>	.	<b>To view/print report via <u>Electronic Mail</u>:</b>
<u>Server Name</u> : <b>PSUNX</b>	.	<u>Server Name</u> : <b>PSUNX</b>
<u>Type</u> : <b>Web</b>	.	<u>Type</u> : <b>E-Mail</b>
<u>Format</u> : <b>PDF</b>	.	<u>Format</u> : <b>PDF</b>
Runs report to the process scheduler.	.	Runs report to e-mail.

### Process Scheduler Request

**User ID:** KKUGLE      **Run Control ID:** kak

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**Server Name:**       **Run Date:** 10/18/2004

**Recurrence:**       **Run Time:** 3:34:19PM     

**Time Zone:**

**Process List**

Select	Description	Process Name	Process Type	Type	Format
<input checked="" type="checkbox"/>	Print Employee Time Documents	KTEC003	SQR Report	Web	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 7) 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 10) 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](#)

Process Instance:776

Report Request Parameters	
Dept ID:	<input type="text" value="3670005050"/> <input type="button" value="Q"/>
Pay Period End Date:	<input type="text" value="06/19/2004"/> <input type="button" value="Q"/>
Employee ID:	<input type="text" value="W0000060532"/> <input type="button" value="Q"/> Crockett,Candance R
Empl Rcd#:	<input type="text" value="0"/> <input type="button" value="Q"/>

## Report Manager - Set Up Report List

### Select the Administration Tab:

[Explorer](#) | [List](#) | **Administration** | [Archives](#)

View Reports For

User ID:  Type:  Last:  Days

Status:  Folder:  Instance:  to:

Report List Customize | Find | View All | First 1-3 of 3 Last

Select	Report ID	Prcs Instance	Report Description	Request Date/Time	Format	Status	Details
<input type="checkbox"/>	692	776	Print Employee Time Documents	10/18/2004 3:39:29PM	Acrobat (*.pdf)	Posting	<a href="#">Details</a>

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

[Explorer](#) | [List](#) | **Administration** | [Archives](#)

View Reports For

User ID:  Type:  Last:  Days

Status:  Folder:  Instance:  to:

Report List Customize | Find | View All | First 1 of 1 Last

Select	Report ID	Prcs Instance	Report Description	Request Date/Time	Format	Status	Details	View
<input type="checkbox"/>	692	776	Print Employee Time Documents	10/18/2004 3:39:29PM	Acrobat (*.pdf)	Posted	<a href="#">Details</a>	<a href="#">View</a>

Status ... Posted

Select "**Refresh**" to view reports that have been processed. Note: May need to select "Refresh" more than once to view report on the list.

After report appears on the list, select "**View**"

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

## 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 ...  
ktec003\_2080.PDF.

### Report Detail

**Report ID:** 1790                      **Process Instance:** 2080  
**Name:** KTEC003                      **Process Type:** SQR Report  
**Run Status:** Success

Print Employee Time Documents

File List		
Name	File Size (bytes)	Datetime Created
<a href="#">Message Log</a>	1,614	11/18/2004 8:53:25.000000AM CST
<a href="#">ktec003_2080.PDF</a>	3,625	11/18/2004 8:53:25.000000AM CST
<a href="#">Trace File</a>	96	11/18/2004 8:53:25.000000AM CST

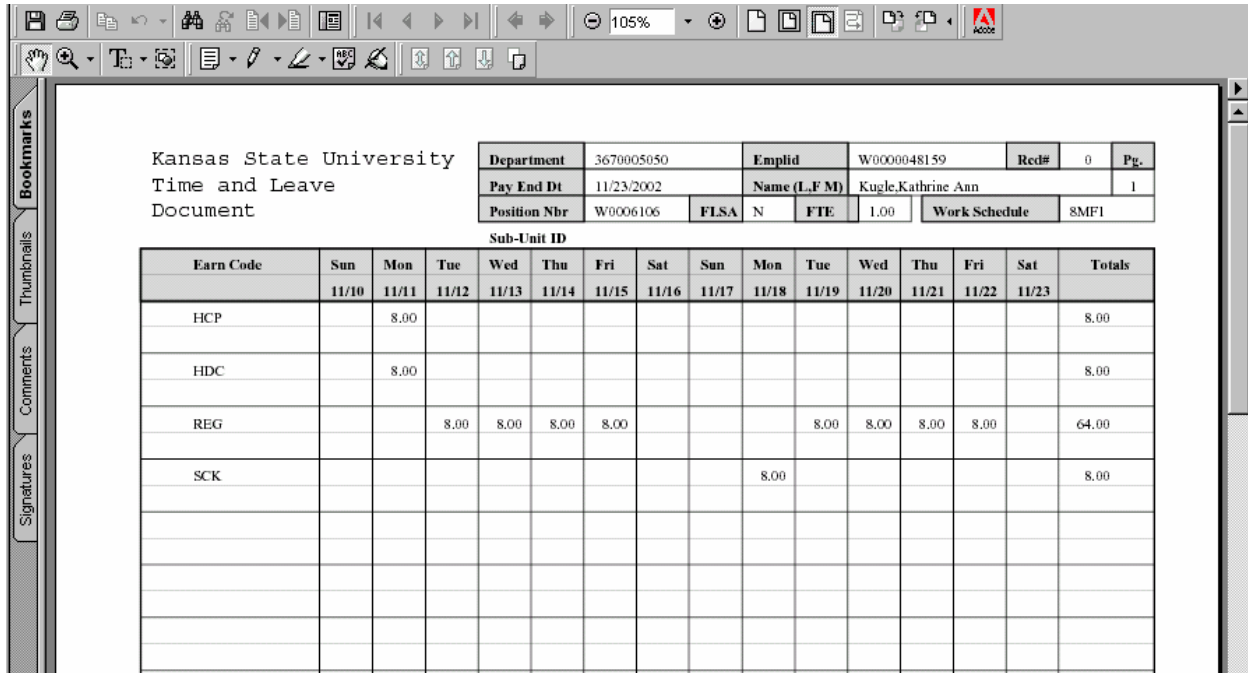
- \* After selecting the PDF file, the report will appear.



# Report Manager - Print Report

\* To print the report, select the  icon.

Or, select File > Print.



Kansas State University  
Time and Leave  
Document

Department	3670005050	Emplid	W0000048159	Red#	0	Pg.	
Pay End Dt	11/23/2002	Name (L, F M)	Kugle, Kathrine Ann				1
Position Nbr	W0006106	FLSA	N	FTE	1.00	Work Schedule	SMF1

Sub-Unit ID

Earn Code	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Totals
	11/10	11/11	11/12	11/13	11/14	11/15	11/16	11/17	11/18	11/19	11/20	11/21	11/22	11/23	
HCP		8.00													8.00
HDC		8.00													8.00
REG			8.00	8.00	8.00	8.00				8.00	8.00	8.00	8.00		64.00
SCK									8.00						8.00

## 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 Control**

Run Control ID: kak

[Report Manager](#)

[Process Monitor](#)

Run

**Report Request Parameters**

Dept ID: 3670005050  
 Pay Period End Date: 11/20/2004  
 Employee ID: W0000048159 Kugle, Kathrine Ann  
 Empl Rcd#: 0

**Process List**

[Server List](#)

**View Process Request For**

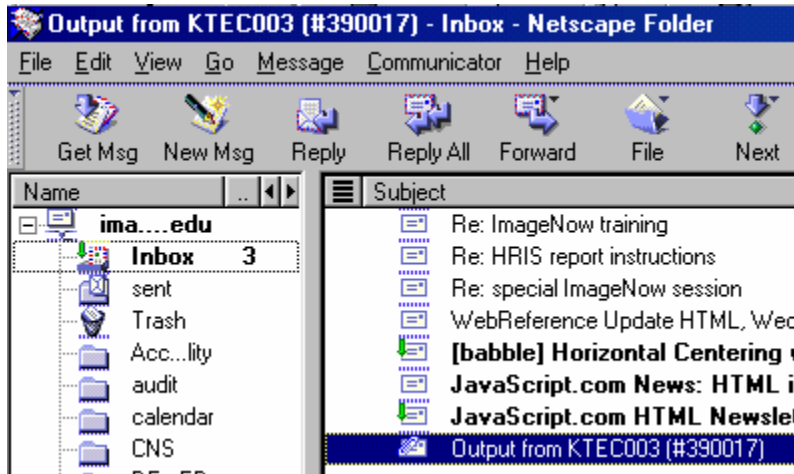
User ID: KKUGLE Type: Last: 1 Days Refresh  
 Server: Name: Instance: to  
 Run Status: Save On Refresh

Customize | Find | View All | First 1-2 of 2 Last

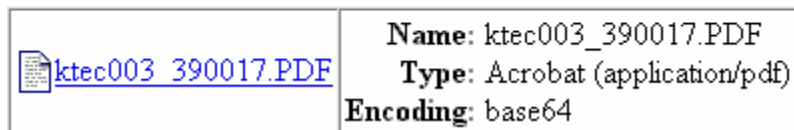
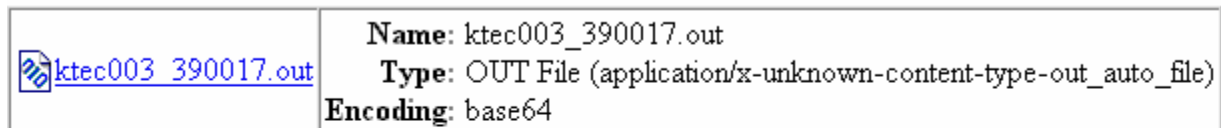
Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Details
2080		SQR Report	KTEC003	KKUGLE	11/18/2004 8:52:37AM CST	Success	<a href="#">Details</a>
2071		SQR Report	WTEC034	KKUGLE	11/18/2004 8:37:44AM CST	Success	<a href="#">Details</a>

## Process Monitor - View Report Status

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



- \* **Open the PDF file to view or print the report.**



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 liaison at 532-6277 or Alma Deutsch at 532-1448.