

Running / Viewing / Printing Reports

Leave Accrual Report

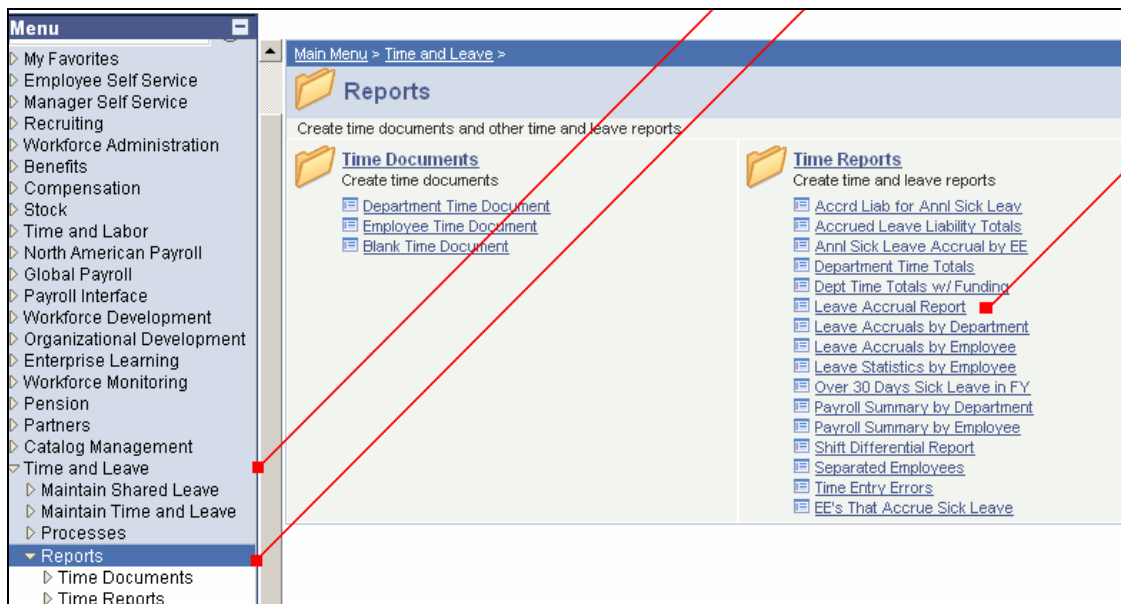
This report provides leave accrual balances for active benefit eligible employees and may be run after the final pay calculation has run for the pay period (normally Friday morning). See HRIS Calendar: http://www.k-state.edu/hr/hris/hris_calendar.html

Report request parameters permit user to select either “All Leave” to display all leave balances for employees or a particular leave option to monitor selected leave balances (i.e., Discretionary Day, Vacation Leave, etc.).

To interpret the plan types and benefit plans displayed on the report output, refer to the Plan Types and Benefit Plans table on the following web site: <http://www.k-state.edu/hr/hris/hris-tables.html>

1. Access HRIS Report

Menu Group:	Time and Leave
Menu Application:	Reports
Menu Item:	Time Reports (Optional)
Component:	Leave Accrual Report



Leave Accrual Report

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 Leave Accrual Report
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" page tab**. 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.

Leave Accrual Report

The Report Request Parameters page will appear.

3. Complete the Report Request Parameters

- ◆ Enter Department Group ID OR Department ID, not both.

Department Group ID: *This identification number will allow major administrative units to print the Time and Leave Accrual report for **all** the departments within the major administrative unit\college.*

OR

Department ID: Used to print information for a single department. This identification number will print the Leave Accrual report for active benefit eligible employees within the department. Example: 367000XXXX

- ◆ **Pay Group (Optional):** See Pay Group Table for valid values.
- ◆ **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):** Identify a subunit to display only information for those within specified subunit. This option is only available to those departments who have created subunits.
- ◆ **Leave Options (Select One):** Select "All Leave" to display all leave balances for employees or a particular leave option when monitoring selected leave balances (i.e., Discretionary Day, Vacation Leave, etc.).

Report Request Parameters		
Enter Dept Group OR Dept ID		
Department Group ID:	<input type="text"/>	
Department:	<input type="text" value="3670060020"/> Fac Custodial Services	
Pay Group (Optional):	<input type="text" value="KNX"/> SOK - Nonexempt Hourly	
Sort by Subunit (Optional)	<input checked="" type="checkbox"/>	
KSU Subunit ID (Optional):	<input type="text"/>	
Leave Options (Select One)		
<input type="radio"/> All Leave	<input type="radio"/> Holiday Comp Only	<input type="radio"/> Sick Only
<input type="radio"/> Compensatory Only	<input type="radio"/> Military Only	<input type="radio"/> Vacation Only
<input checked="" type="radio"/> Discretionary Only	<input type="radio"/> Shared Only	

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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.

Run Control

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

Report Request Parameters

Enter Dept Group OR Dept ID

Department Group ID:

Department: Fac Custodial Services

Pay Group (Optional): SOK - Nonexempt Hourly

Sort by Subunit (Optional)

KSU Subunit ID (Optional):

Leave Options (Select One)

<input type="radio"/> All Leave	<input type="radio"/> Holiday Comp Only	<input type="radio"/> Sick Only
<input type="radio"/> Compensatory Only	<input type="radio"/> Military Only	<input type="radio"/> Vacation Only
<input checked="" type="radio"/> Discretionary Only	<input type="radio"/> Shared Only	

Save Return to Search Notify Add

Leave Accrual Report

5. Set Up Process Scheduler Request Page

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

Web Option

E-Mail Option

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

Process Scheduler Request

User ID: ALMAMD Run Control ID: AMD

Server Name: Run Date:

Recurrence: Run Time:

Time Zone:

Select	Description	Process Name	Process Type	Type	Format	Distribution
<input checked="" type="checkbox"/>	Leave Accrual Report	WPA019	SQR Report	Web	PDF	Distribution

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.

Select **"Report Manager."** A list of reports that have been selected to run will appear.

Run Control

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

Report Request Parameters

Enter Dept Group OR Dept ID

Department Group ID:

Department: Fac Custodial Services

Pay Group (Optional): SOK - Nonexempt Hourly

Sort by Subunit (Optional)

KSU Subunit ID (Optional):

Leave Options (Select One)

All Leave Holiday Comp Only Sick Only

Compensatory Only Military Only Vacation Only

Discretionary Only Shared Only

Report List will appear.

- ◆ Select "Refresh" button until **"Details"** link appears.
- ◆ If status = Posted ... Select **"Details"** link to Access Report/Log Viewer

List Explorer Administration Archives

View Reports For

User ID: Type: Last: Days

Status: Folder: Instance: to:

Report List [Customize](#) | [Find](#) | [View All](#) | First Last

Select	Report ID	Prcs Instance	Description	Request Date/Time	Format	Status	Details
<input type="checkbox"/>	203046	218538	Leave Accruals by Department	02/06/2007 11:08:08AM	Acrobat (*.pdf)	Posted	Details

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

Leave Accrual Report

Report Manager -Access Report from Report Details

- ◆ A Message Log, Trace File, and File Name(s) will appear.
- ◆ To view the report, select the file name ...
wpay019_XXX.PDF

Report Detail

Report

Report ID: 203043 Process Instance: 218535 [Message Log](#)
Name: WPAY019 Process Type: SQR Report
Run Status: Success

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Distribution Details

Distribution Node: KSU Expiration Date:

File List

Name	File Size (bytes)	Datetime Created
SQR_WPAY019_218535.log	1,669	02/06/2007 10:33:29.000000AM CST
wpay019_218535.PDF	18,933	02/06/2007 10:33:29.000000AM CST
wpay019_218535.out	160	02/06/2007 10:33:29.000000AM CST

Distribute To

Distribution ID Type	Distribution ID
User	ALMAMD

- ◆ After selecting the PDF file, the report will appear.
- ◆ o print the report, select the  icon.

Or, select File > Print.

If an error occurs, please contact the **HELP DESK at 532-7722**. 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.