# Running / Viewing / Printing Reports

Leave Accruals by Department

This report provides a history of leave earned, used, and lost for <u>ALL benefit eligible employees within a selected department. This report may be distributed to employees</u>. The report may be printed for a selected range of dates and may be printed at any time. However, to include the most recent pay period, print this report after the final pay calculation has run for the pay period.

1. Access HRIS Report

Menu Group:	Time and Leave
Menu Application:	Reports
Menu Item:	Time Reports
Component:	Leave Accruals by Department
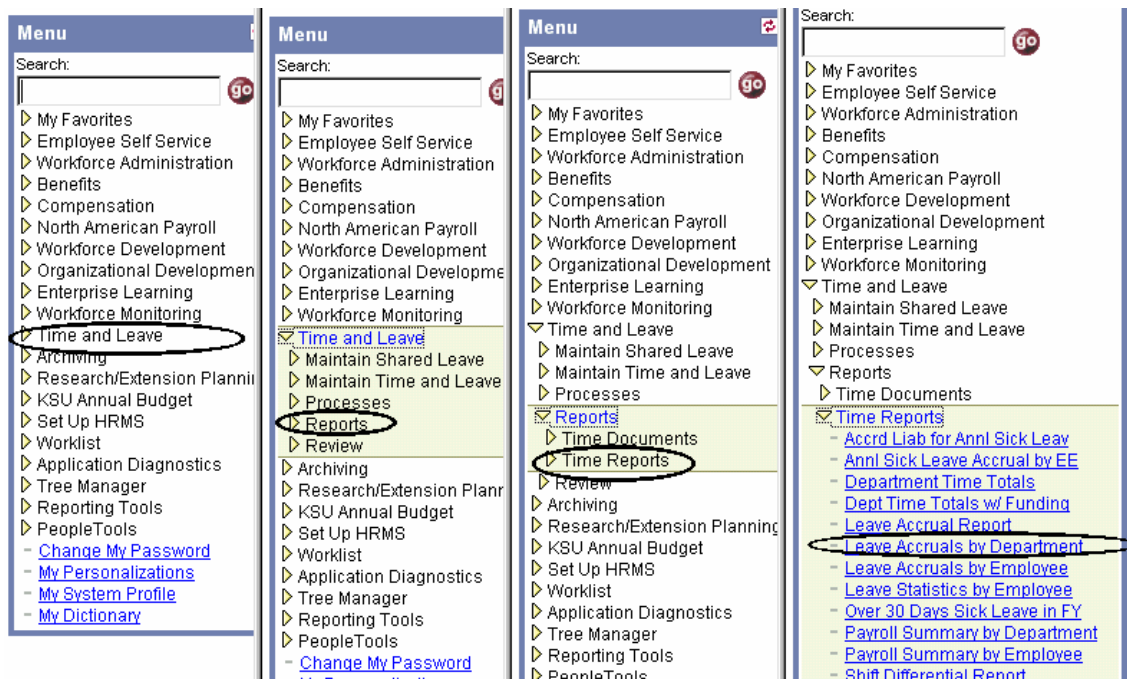
Leave Accruals by Employee

2.   Select Run Control ID

✻   Enter an existing Run Control ID <u>or</u> 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>

Leave Accruals by Department
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.

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 Accruals by Department

The Report Request Parameters page will appear.

3. Complete the Report Request Parameters

- ❖ **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
    (The department description will appear after ID has been entered.)

- ❖ **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.

- ❖ **From Date:** The begin date for the report. MMDDYYYY format.

- ❖ **Through Date:** The end date for the report. MMDDYYYY format.

Report Request Parameters

Department ID:	3670005050 🔍	Division of Human Resources
Pay Group (Optional):	🔍	
Sort By Subunit (Optional) ☐		
From Date: 12/01/2004 📅	Through Date: 03/31/2004 📅	
KSU Subunit ID (Optional):	🔍	

Leave Accruals by Department

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 Wtec035 Ksu

Run Control ID: kak   Report Manager   Process Monitor   Run

Report Request Parameters

Department ID: 3670005050 🔍   Division of Human Resources

Pay Group (Optional):   🔍

Sort By Subunit (Optional) ☐

From Date: 12/01/2004 📅   Through Date: 03/31/2004 📅

KSU Subunit ID (Optional):   🔍

💾 Save   🔍 Return to Search   ➕ Add

Leave Accruals by Department

5. *Set Up* Process Scheduler Request Page

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

<u>Web Option</u>	<u>E-Mail Option</u>

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:	KKUGLE		Run Control ID: kak

Server Name:	PSUNX	Run Date:	10/18/2004	
Recurrence:		Run Time:	4:22:32PM	Reset to Current Date/Time
Time Zone:				

Process List

Select	Description	Process Name	Process Type	*Type	*Format	
☑	Leave Accruals by Department	WTEC035	SQR Report	Web	PDF	
				Email	PDF	

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.**

Leave Accruals by Department

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.

Runctl Wtec035 Ksu

Run Control ID: kak   Report Manager Process Monitor   Run

Process Instance:777

Report Request Parameters

Department ID: 3670005050   Division of Human Resources

Pay Group (Optional):

Sort By Subunit (Optional) ☐

From Date: 12/01/2004   Through Date: 03/31/2004

KSU Subunit ID (Optional):

Leave Accruals by Department

Report Manager - Set Up Report List
Select the Administration Tab:

	Explorer	List	Administration	Archives		

View Reports For

User ID:	KKUGLE	Type:	SQR Report ▼	Last:	1 Days ▼	Refresh
Status:	▼	Folder:	▼	Instance:	to:	

Report List   Customize | Find | View All | 🔢   First ◀ 1-4 of 4 ▶ Last

Select	Report ID	Prcs Instance	Report Description	Request Date/Time	Format	Status	Details	View
☐	693	777	Leave Accruals by Department	10/18/2004 4:24:40PM	Acrobat (*.pdf)	Posted	Details	View

✱ **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:	KKUGLE	Type:	SQR Report ▼	Last:	1 Days ▼	Refresh
Status:	Posted ▼	Folder:	▼	Instance:	to:	

Report List   Customize | Find | View All | 🔢   First ◀ 1-2 of 2 ▶ Last

Select	Report ID	Prcs Instance	Report Description	Request Date/Time	Format	Status	Details	View
☐	693	777	Leave Accruals by Department	10/18/2004 4:24:40PM	Acrobat (*.pdf)	Posted	Details	View
☐	692	776	Print Employee Time Documents	10/18/2004 3:39:29PM	Acrobat (*.pdf)	Posted	Details	View

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.

Leave Accruals by Department

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 … wtec035_777.PDF**

Report Detail

Report ID:	693	Process Instance:	777
Name:	WTEC035	Process Type:	SQR Report
Run Status:	Success		

Leave Accruals by Department

File List

Name	File Size (bytes)	Datetime Created
Message Log	1,599	10/18/2004 4:24:59.000000PM CDT
wtec035_777.PDF	30,448	10/18/2004 4:24:59.000000PM CDT
Trace File	2,526	10/18/2004 4:24:59.000000PM CDT
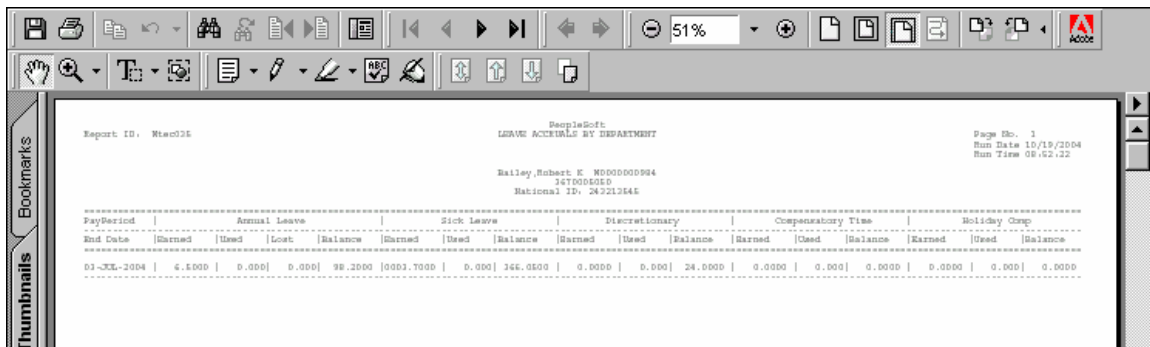
❋ **After selecting the PDF file, the report will appear.**

Leave Accruals by Department

Report Manager - Print Report

✻   **To print the report, select the** 📇 **icon.**

Or, select File > Print.

Leave Accruals by Department

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 Manager.

Leave Accruals by Department

Process Monitor - View Report Status

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

Subject	
default	
Time Sheets due today	
[Fwd: [Fwd: Christmas project]]	
[Fwd: [Fwd: Christmas project]]	
[Fwd: [Fwd: Christmas project]]	
Output from WTEC035 (#387940)	
Output from WTEC035 (#387946)	
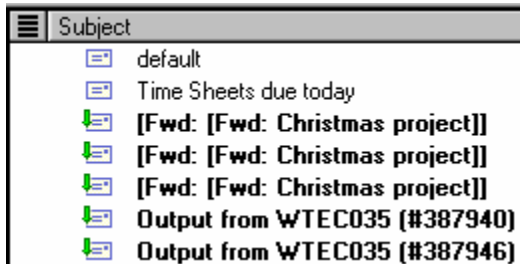
❖ Open the PDF file to view or print the report.

wtec035_387971.out	**Name:** wtec035_387971.out **Type:** OUT File (application/x-unknown-content-type-out_auto_file) **Encoding:** base64 **Download Status:** Not downloaded with message

wtec035_387971.PDF	**Name:** wtec035_387971.PDF **Type:** Acrobat (application/pdf) **Encoding:** base64 **Download Status:** Not downloaded with message

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.