

Running / Viewing / Printing Reports

Leave Accruals by Department

This report provides a history of leave earned, used, and lost for ALL benefit eligible employees within a selected department. This report may be distributed to employees. 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.

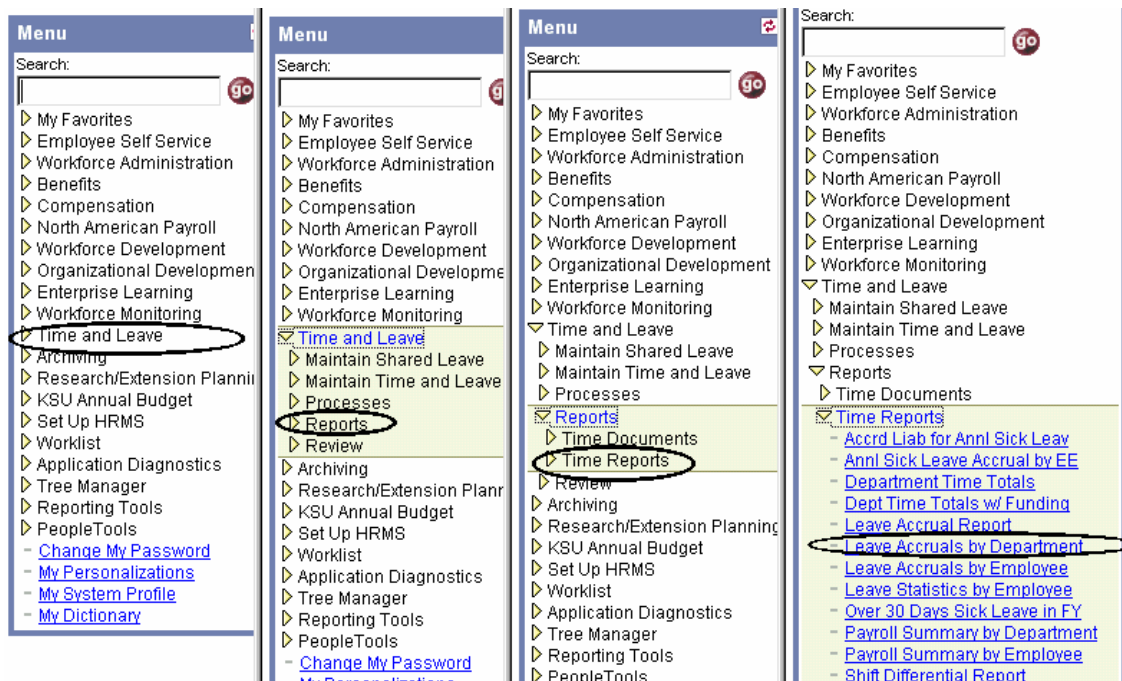
1. Access HRIS Report

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 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>

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

[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:	<input type="text" value="3670005050"/>  Division of Human Resources
Pay Group (Optional):	<input type="text"/> 
Sort By Subunit (Optional)	<input type="checkbox"/>
From Date:	<input type="text" value="12/01/2004"/>  Through Date: <input type="text" value="03/31/2004"/> 
KSU Subunit ID (Optional):	<input type="text"/> 

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: Division of Human Resources

Pay Group (Optional):

Sort By Subunit (Optional)

From Date: Through Date:

KSU Subunit ID (Optional):

Save

Leave Accruals by Department

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: KKUGLE Run Control ID: kak

Server Name: Run Date:

Recurrence: Run Time:

Time Zone:

Select	Description	Process Name	Process Type	Type	Format
<input checked="" type="checkbox"/>	Leave Accruals by Department	WTEC035	SQR Report	<input type="text" value="Web"/>	<input type="text" value="PDF"/>
				<input type="text" value="Email"/>	<input type="text" value="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.

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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 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: Division of Human Resources

Pay Group (Optional):

Sort By Subunit (Optional)

From Date: **Through Date:**

KSU Subunit ID (Optional):

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Report Manager - Set Up Report List

Select the Administration Tab:

The screenshot shows the 'Administration' tab selected. The 'View Reports For' section includes fields for User ID (KKUGLE), Type (SQR Report), Last (1 Days), Status, Folder, Instance, and a Refresh button. Below is a table with one report entry.

Select	Report ID	PrCs Instance	Report Description	Request Date/Time	Format	Status	Details	View
<input type="checkbox"/>	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

This screenshot is similar to the previous one but includes annotations. The 'Status' dropdown is set to 'Posted' and circled. The 'Refresh' button is also circled. In the report list, the 'View' link for the first report is circled. Arrows point from the text below to these elements.

Select	Report ID	PrCs Instance	Report Description	Request Date/Time	Format	Status	Details	View
<input type="checkbox"/>	693	777	Leave Accruals by Department	10/18/2004 4:24:40PM	Acrobat (*.pdf)	Posted	Details	View
<input type="checkbox"/>	692	776	Print Employee Time Documents	10/18/2004 3:38:29PM	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.

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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

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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

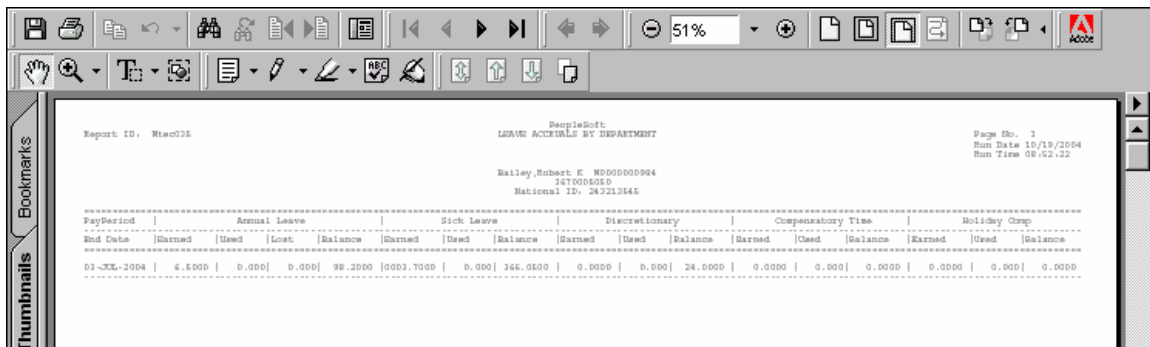
- * After selecting the PDF file, the report will appear.

Leave Accruals by Department

Report Manager - Print Report

* To print the report, select the  icon.

Or, select File > Print.



The screenshot shows a report viewer window with a toolbar at the top containing various navigation and editing icons. The report content is as follows:

Report ID: Wtwc03E

PeopleSoft
LEAVE ACCRUALS BY DEPARTMENT

Page No. 1
Run Date 10/19/2004
Run Time 08:52:22

Malley, Robert E W0000000904
147000000
National ID: 24221264E

PayPeriod	Annual Leave			Sick Leave			Discretionary			Compensatory Time			Holiday Comp			
End Date	Earned	Used	Lost	Balance	Earned	Used	Balance	Earned	Used	Balance	Earned	Used	Balance	Earned	Used	Balance
03-JUL-2004	4.5000	0.0000	0.0000	98.2000	0003.7000	0.0000	346.0100	0.0000	0.0000	24.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000

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.

PEOPLE Soft Home

Home > [Compensate Employees](#) > [Maintain Time and Leave](#) > [Report](#) > **Leave Accruals by Department**

Runctl Wtec035 Ksu

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

Process Instance:387965

Report Request Parameters

Department ID: Division of Human Resources

Pay Group (Optional):

Process List [Server List](#)

View Process Request For

User ID: Type: Last: Days

Server: Name: Instance: to

Run Status: Save On Refresh

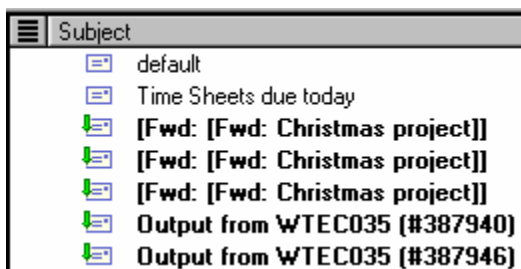
[Customize](#) | [Find](#) | [View All](#) | 1-16 of 16

Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Details
784		SQR Report	KTEC003	ALMAMD	10/19/2004 8:54:48AM CDT	Error	Details
783		SQR Report	KTEC003	ALMAMD	10/19/2004 8:54:42AM CDT	Error	Details
782		SQR Report	WTEC035	ALMAMD	10/19/2004 8:52:05AM CDT	Success	Details
781		SQR Report	KTEC003	ALMAMD	10/19/2004 8:46:10AM CDT	Error	Details

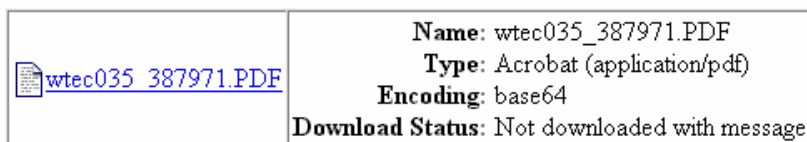
Leave Accruals by Department

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.