

Running / Viewing / Printing Reports

Leave Accruals by Employee

This report provides a history of leave earned, used, and lost for a selected benefit eligible employee for a selected range of dates and may be run at any time. However, to include the most recent pay period, run this report after the final pay calculation has completed for the pay period.

1. Access HRIS Report

[Time and Leave > Reports > Time Reports > Leave Accruals by Employee](#)

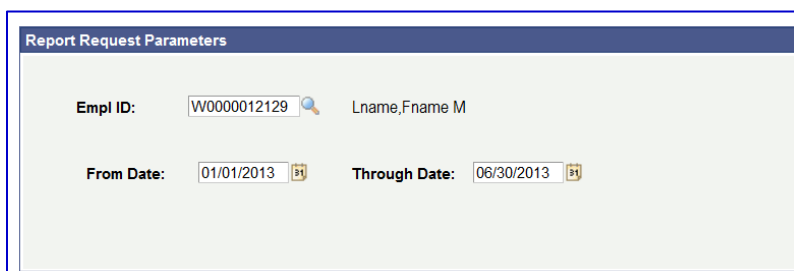
2. Enter Existing Run Control ID or Add a New Value



The screenshot shows a web form titled "Leave Accruals by Employee". Below the title is a search instruction: "Enter any information you have and click Search. Leave fields blank for a list of all values." There are two tabs: "Find an Existing Value" (selected) and "Add a New Value". Below the tabs is a "Search Criteria" dropdown menu. A search field contains the text "Run Control ID begins with [amcd]". At the bottom are "Search" and "Advanced Search" buttons.

If a RUN CONTROL ID DOES NOT EXIST, please repeat Step 1. Select "Add a New Value" tab. A "Run Control ID" edit box will appear ... Enter a three-digit Run Control ID and select the "Add" button. **Note: This procedure will only need to be done ONE TIME.** Once the Run Control ID is created, it may be reused for any HRIS report. When creating a RUN CONTROL ID, please keep the Run Control ID short and use only alphabetical letters or numbers.

3. Complete the Report Request Parameters



The screenshot shows a form titled "Report Request Parameters". It contains the following fields:

- Empl ID:** W0000012129 (with a search icon) Lname,Fname M
- From Date:** 01/01/2013 (with a calendar icon)
- Through Date:** 06/30/2013 (with a calendar icon)

4. Save and Run the Report

- ❖ Select "Save" to retain selected report request parameters.
- ❖ Select "Run" to run the report and to access the Process Scheduler Request page.

5. Set Up Process Scheduler Request Page

Server Name: PSUNX - Type: Web - Format: PDF

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	Leave Accruals by Employee	WTEC032	SQR Report	Web	PDF	Distribution

After completing the options, select **“OK”** to run the report.

6. View or Print the Report

- **Select . . . Report Manager** to produce a list of reports that have been sent to the process scheduler/report list

Report Manager

- Select the **Refresh** button to view report as it processes. May need to select “Refresh” more than once. Status will indicate **“Posted”** when report has finished processing.
- To **view/print** the report, select the **Description or the Details link**.
- Selecting the **Details link** provides a PDF and CSV (Microsoft Excel) file.

Select	Report ID	Pracs Instance	Description	Request Date/Time	Format	Status	Details
<input type="checkbox"/>	894991	952165	Leave Accruals by Employee	07/08/2013 4:30:10PM	Acrobat (*.pdf)	Posted	Details

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