

Running / Viewing / Printing Reports

Leave Statistics by Employee – History

This report provides a summary of time and leave history; time recorded two and three years ago. At any given time there will be two years of information in the history pages that can be retrieved using this report. For example, for calendar year 2011 calendar year 2008 and 2009 have been moved to the history pages and can be retrieved using this report.

1. Access HRIS Report

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

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 Stat by Emp - History

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](#)

Limit the number of results to (up to 300):

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, please 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

3. Complete the Report Request Parameters

- From Date: (mm/dd/yyyy - format) Begin date of report
- Through Date: (mm/dd/yyyy - format) End date of report
- Empl ID: Employee ID

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

From Date: Through Date:

Empl ID: Beat,Frieda A

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.

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.

The screenshot shows a web interface for viewing reports. At the top, there are navigation tabs: List, Explorer, Administration, and Archives. Below this is a search and filter section titled 'View Reports For'. It includes fields for 'User ID' (FRIEDA), 'Type' (Last), and a range of '30 Days'. A yellow 'Refresh' button is located to the right of these fields. Below the search section is a 'Report List' table with columns: Select, Report ID, Prcs Instance, Description, Request Date/Time, Format, Status, and Details. A single report is listed with Report ID 687313, Prcs Instance 732992, and Description 'Leave Statistics by Emp Hist'. The status is 'Posted'. Red annotations with arrows point to the 'Refresh' button, the 'Description' field, the 'Status' field, and the 'Details' link.

Select	Report ID	Prcs Instance	Description	Request Date/Time	Format	Status	Details
<input type="checkbox"/>	687313	732992	Leave Statistics by Emp Hist	08/03/2011 9:43:36AM	Acrobat (*.pdf)	Posted	Details

Select REFRESH button to view report as it processes.

Select Description to VIEW report.

Status = Posted when report is ready to view.

Select DETAILS link to view PDF or CSV file.

- To **view** the report, select the **PDF file**.
- To view the report via **Microsoft Excel**, select the **CSV file**.

After selecting the PDF or CSV file, the report will appear.

If a **technical error occurs**, please contact the **IT HELP DESK at 785.532.7722**. 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 contact the **Division of Human Resources at HR@ksu.edu or 785.532.6277**.