Running / Viewing / Printing Reports

Payroll Summary by Department

This report provides a summary of hours worked, overtime paid, leave hours, total hours paid, gross pay, etc. for each employee within the selected department for the pay period. This report is an excellent tool for viewing recorded time and leave and may be printed at any time and for any pay period.

The report parameters page includes radio buttons for selecting on-cycle, off-cycle or both on-cycle and off-cycle data to be displayed within the report.

1. Access HRIS Report

Time and Leave > Reports > Time Reports > Payroll Summary by Department

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>

> *If a RUN CONTROL ID DOES NOT EXIST, repeat Step 1. Select "Add a New Value" tab or link. 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.*

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The Report Request Parameters page will appear.

3. Complete the Report Request Parameters

Pay Period End date: Any pay period end date may be selected that has been confirmed\completed. MMDDYY format

Through Pay Period End date: Any pay period end date may be selected that has been confirmed\completed. MMDDYYYY format

Pay Group (Optional): Refer to - http://www.k-state.edu/hr/hris/hris-tables-pay.html

Payroll Cycle:

On-Cycle: Used to select normal payroll cycle data.

Off-Cycle: Used to select adjustments and/or a supplemental data.

Both: Includes On-Cycle and Off-Cycle data.

Department *or* Department Group ID: Use one -- not both.

Department: Used to print information for a single department (i.e.,   36700XXXXX).

Department Group ID: The Department Group ID is used by major administrative unit personnel (i.e., Dean's Office). This option provides information for all the departments within the college.

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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.

5. Set Up Process Scheduler Request Page

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

Web Option (*Runs report to process scheduler.*)   **E-Mail Option** (*Runs report to e-mail.*)

Web Option	E-Mail Option
Server Name: **PSUNX**	ServerName: **PSUNX**
Type: **Web**	Type: **E-Mail**
Format: **PDF**	Format: **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.

- Select **Report Manager** to view a list of reportst.

Report Manager

*Select **"Refresh"** to view reports that have been processed. Note: May need to select "Refresh" more than once to view report on the list.*

Status ... Posted

*After report appears on the list, select **"Details"***

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

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Report Manager - Access Report

- **To view the report, select the file name … wtec034_xxxxxx9.PDF**

- **To drop the report into Microsoft Excel, select the file name … wte034_xxxxxx.csv**

File List		
Name	**File Size (bytes)**	**Datetime Created**
SQR_WTEC034_550373.log	1,730	12/02/2009 8:21:11.000000AM CST
wtec034_550373.PDF ● View Report	25,924	12/02/2009 8:21:11.000000AM CST
wtec034_550373.csv ● Microsoft Excel	19,613	12/02/2009 8:21:11.000000AM CST
wtec034_550373.out	1,220	12/02/2009 8:21:11.000000AM CST

Report Manager - Print Report

- **To print the report, select the** [printer icon] **icon.**

    Or, select File > Print.

If technical difficulties occur, please contact the **HELP DESK at (785) 532-7722.** Be prepared to provide them with any details (i.e., error message(s), steps followed, etc.).

Questions regarding the information displayed in the report may be directed to your HR liaison at (785) 532-6277 or Alma Deutsch at (785) 532-1448.