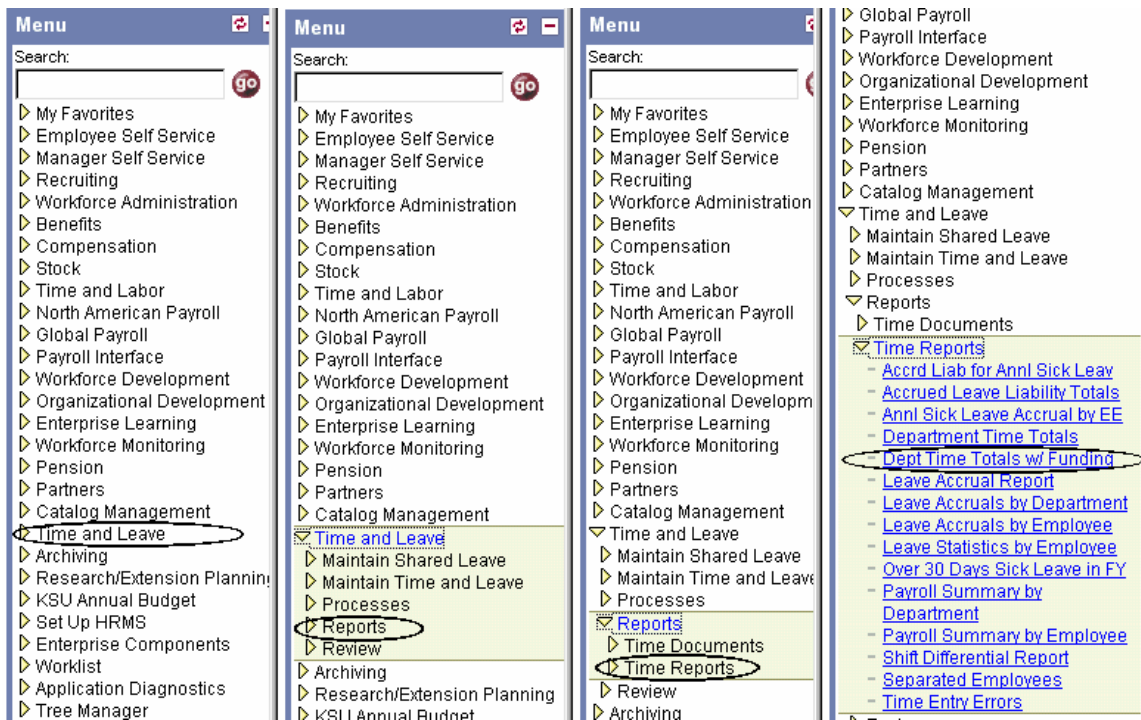


Running / Viewing / Printing Reports

Department Time Totals With Funding

1. Access HRIS Report

- Menu Group: Time and Leave
Menu Application: Reports
Menu Item: Time Reports
Component: Dept Time Totals W/ Funding



Print Time With Funding

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>

Print Time With Funding

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

[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.

Print Time With Funding

The Report Request Parameters page will appear.

3. Complete the Report Request Parameters

- ❖ **Enter Department ID:** Used to print information for a single department. This identification number will print the Department Time Totals with Funding report for all employees within the department. Example: 367000XXXX

- ❖ **Enter Pay Period End Date** (MM/DD/YY format)

- ❖ **Pay Group (Optional):** See Pay Group Table for valid values.

Company	Pay Group	Description
ATH	AEX	Athletics EXEMPT Uncl Salaried
ATH	ANX	Athletics NON-EXEMPT Hourly
ATH	AST	Athletics NON-EX Student Hrly
CDC	CEX	Child Dev Ctr EXEMPT Salaried
CDC	CNX	Child Dev Ctr NON-EXEMPT Hrly
CDC	CST	Child Dev Ctr NON-EX Studnt Hr
KUN	UEX	KSU Student Union EXEMPT Sal
KUN	UNX	KSU Student Union NONEXEMPT Hr
KUN	UST	KSU Student Union NEX Student
PUB	PEX	Student Pub EXEMPT Salaried
PUB	PNX	Stu Pub NON-EXEMPT Hourly
PUB	PST	Stu Pub NON-EX Student Hourly
SOK	KEX	SOK EXEMPT Unclassified Salary
SOK	KFD	SOK Federal EXEMPT
SOK	KNX	Class & Unclass NON-EX Hourly
SOK	KST	SOK Student NON-EXEMPT Hourly

- ❖ **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

Print Time With Funding


Runctl Wtec028aksu


Run Control ID: kak


[Report Manager](#) [Process Monitor](#)

Run


Report Request Parameters

Department ID:  Division of Human Resources


Pay Period End Date: 

Pay Group (Optional): 

Sort by Subunit (Optional)

KSU Subunit ID (Optional): 

 Save

 Return to Search

 Add

Print Time With Funding

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 Wtec028aksu

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

Report Request Parameters

Department ID:	<input type="text" value="3670005050"/> 🔍	Division of Human Resources
Pay Period End Date:	<input type="text" value="07/17/2004"/> 🔍	
Pay Group (Optional):	<input type="text"/> 🔍	
Sort by Subunit (Optional)	<input type="checkbox"/>	
KSU Subunit ID (Optional):	<input type="text"/> 🔍	

Save [Return to Search](#)

Print Time With Funding

5. Set Up Process Scheduler Request Page

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

Web Option

E-Mail Option

<p>To view/print report via the <u>Web</u>:</p> <p><u>Server Name</u>: PSUNX</p> <p><u>Type</u>: Web</p> <p><u>Format</u>: PDF</p> <p>Runs report to the process scheduler.</p>	<p>To view/print report via <u>Electronic Mail</u>:</p> <p><u>Server Name</u>: PSUNX</p> <p><u>Type</u>: E-Mail</p> <p><u>Format</u>: PDF</p> <p>Runs report to e-mail.</p>
---	---

Process Scheduler Request

User ID: ALMAMD 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"/>	Dept Time Totals with Funding	WTEC028A	SQR Report	<input type="text" value="Email"/>	<input type="text" value="PDF"/>
				<input type="text" value="Web"/>	<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.

Print Time With Funding

6. View or Print the Report

After selecting "OK" ... HRIS will return to the Report Request Parameters page.

- * **Report Manager** (Page 8) 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 11) 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 Wtec028aksu

Run Control ID: kak

[Report Manager](#) [Process Monitor](#)

Process Instance:689

Report Request Parameters	
Department ID:	<input type="text" value="3670005050"/> <input type="button" value="Q"/> Division of Human Resources
Pay Period End Date:	<input type="text" value="07/17/2004"/> <input type="button" value="Q"/>
Pay Group (Optional):	<input type="text"/> <input type="button" value="Q"/>

Print Time With Funding

Report Manager - Set Up Report List

Select Administration Tab:

Select	Report ID	Prcs Instance	Report Description	Request Date/Time	Format	Status	Details	View
<input type="checkbox"/>	609	689	Dept Time Totals with Funding	10/07/2004 3:48:28PM	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 Detail

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.

Print Time With Funding

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 ... Wtec028a_689.PDF.

Report Detail

Report ID: 609 **Process Instance:** 689
Name: WTEC028A **Process Type:** SQR Report
Run Status: Success

Dept Time Totals with Funding

File List

<u>Name</u>	<u>File Size (bytes)</u>	<u>Datetime Created</u>
Message Log	1,614	10/07/2004 3:48:38.000000PM CDT
Wtec028a_689.PDF	5,076	10/07/2004 3:48:38.000000PM CDT
Trace File	141	10/07/2004 3:48:38.000000PM CDT

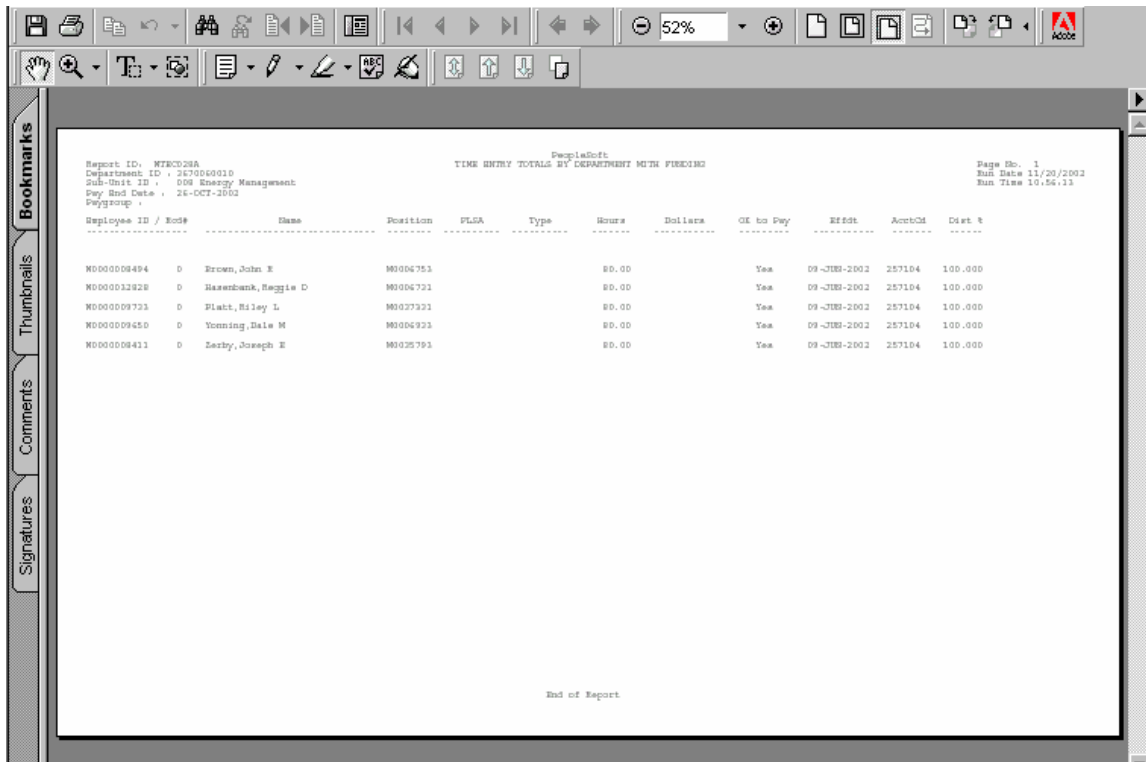
- * After selecting the PDF file, the report will appear.

Print Time With Funding

Report Manager - Print Report

* To print the report, select the  icon.

Or, select File > Print.



Report ID: WTRC028A
Department ID: 2670050010
Sub-Unit ID: 008 Energy Management
Pay End Date: 26-OCT-2002
Paygroup:

PeopleSoft
TIME ENTRY TOTALS BY DEPARTMENT MONTH FUNDING

Page No. 1
Run Date 11/20/2002
Run Time 10:56:11

Employee ID / Eod#	Name	Position	PLSA	Type	Hours	Dollars	OK to Pay	Effdt	AcctCd	Dist %
W000008494	Brown, John E	M0004753			80.00		Yes	09-JUN-2002	257104	100.000
W0000032828	Hasenbank, Reggie D	M0004721			80.00		Yes	09-JUN-2002	257104	100.000
W0000097723	Platt, Riley L	M0027321			80.00		Yes	09-JUN-2002	257104	100.000
W000009450	Yonning, Dale M	M0004923			80.00		Yes	09-JUN-2002	257104	100.000
W000008411	Earby, Joseph E	M0025793			80.00		Yes	09-JUN-2002	257104	100.000

End of Report

Print Time With Funding

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.

Runctl Wtec028aksu

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

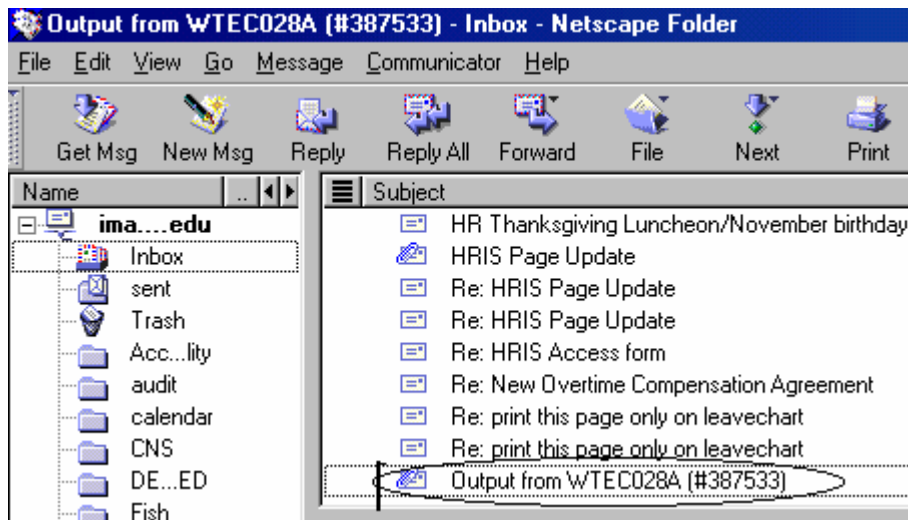
Process Instance:690

Report Request Parameters	
Department ID:	<input type="text" value="3670005050"/> <input type="button" value="Q"/> Division of Human Resources
Pay Period End Date:	<input type="text" value="07/17/2004"/> <input type="button" value="Q"/>

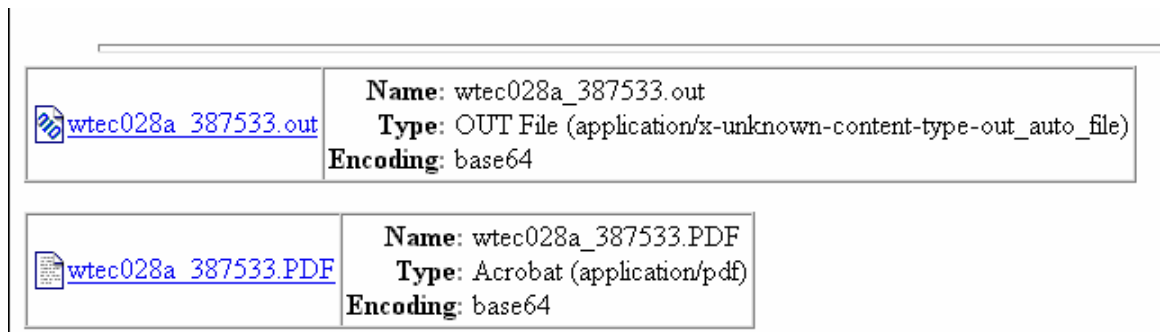
Print Time With Funding

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 Resource Center Representative at 532-6277.