Running / Viewing / Printing Reports

Unclassified Data Report

The Unclassified Data Report provides a comprehensive view of unclassified data and is an excellent tool for tracking contract end dates as well as tenure status/date.
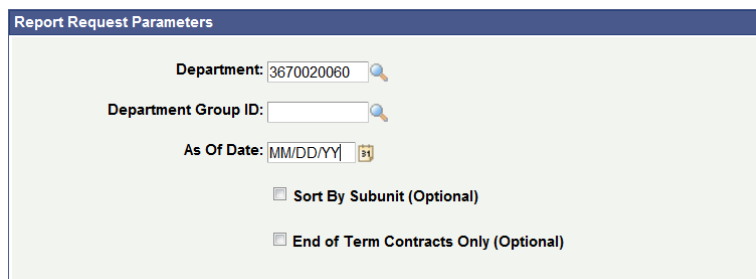
1. Access Report

Workforce Administration > Workforce Reports > Unclassified Data

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

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

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

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

- ➢ 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 Details link.**

- ➢ **Selecting the Details link provides a PDF and CSV (Microsoft Excel) file.**

Questions concerning HRIS security access may be directed to Alma Deutsch at almamd@ksu.edu, (785) 532-1448 or Frieda Beat at frieda@ksu.edu, (785) 532-1884.