

Running / Viewing / Printing Reports

Workers Compensation Adjustments Report

This report has been developed to track workers compensation adjustments. It provides a list of those with workers compensation adjustments by pay period within selected department/department group and displays the employee's name, employee ID, department ID, pay period end date(s), workers compensation earnings code(s), total hours by earnings code(s) and grand totals.

This report may be run at any time ... normally after the final pay calculation for the pay period.

1. Access Report

Time and Leave > Reports > Time Reports > Workers Comp Adjustments

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>

Workers Comp Adjustments

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

[Search](#)

[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" tab**. 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.

Workers Compensation Adjustments Report

The Report Request Parameters page will appear.

3. Complete Report Request Parameters for desired output.

Runctl Wtec020 Ksu

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

Report Request Parameters

Pay Period End Date: 06/27/2009

Through Pay End Date: 09/19/2009

Department: 3670020060 Biology

OR

Department Group ID:

Sort By Subunit?

KSU Subunit ID (Optional):

- **Pay Period End Date:** Format MM/DD/YY
- **Through Pay Period End Date:** Format MM/DD/YY
- **Department:**
The Department ID used to print information for a single department. **Do not use Department Group ID if Department is used as a report request parameter.**
- **Department Group ID:**
The Department Group ID is used by major administrative unit personnel to print information for all the departments within the established Group ID. **Do not use Department if Department Group ID is used as a report request parameter.**
- **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.
- **Sub-Unit ID (Optional):**
If employee's within one subunit within the department is desired, identify subunit.

Workers Compensation Adjustments Report

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 Wtec020 Ksu

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

Report Request Parameters

Pay Period End Date: 06/27/2009

Through Pay End Date: 09/19/2009

Department: 3670020060 Biology

OR

Department Group ID:

Sort By Subunit?

KSU Subunit ID (Optional):

Save [Return to Search](#) [Notify](#)

Workers Compensation Adjustments Report

5. Set Up Process Scheduler Request Page - Select OK.

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

Web Option

E-Mail Option

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

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.**

Process Scheduler Request

User ID: ALMAMD Run Control ID: amd

Server Name: Run Date: [B]

Recurrence: Run Time:

Time Zone:

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	Workers Comp Adjustments	WTEC020	SQR Report	<input type="text" value="Web"/>	<input type="text" value="PDF"/>	Distribution

Workers Compensation Adjustments Report

6. View or Print the Report

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

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

Runctl Wtec020 Ksu

Run Control ID: amd [Report Manager](#) [Process Monitor](#) [Run](#) Process Instance:471378

Report Request Parameters

Pay Period End Date: 06/27/2009

Through Pay End Date: 09/19/2009

Department: 3670020060 Biology

OR

Department Group ID:

Sort By Subunit?

KSU Subunit ID (Optional):

Report Manager

Select the "Refresh" button to view report as it processes. May need to select "Refresh" more than once before report is Posted. Status will indicate "Posted" when report has finished processing.

List Explorer Administration Archives

View Reports For

User ID: ALMAMD Type: Last: 1 Days Refresh

Status: Folder: Ins: Main Content to:

Report List Customize | Find | View All | First 1-2 of 2 Last

Select	Report ID	Prce Instance	Description	Request Date/Time	Format	Status	Details
<input type="checkbox"/>	437071	471378	Workers Comp Adjustments	09/14/2009 1:27:06PM	Acrobat (*.pdf)	Posted	Details

Select the REFRESH button to view report as it processes.

Status = Posted when report is ready to view.

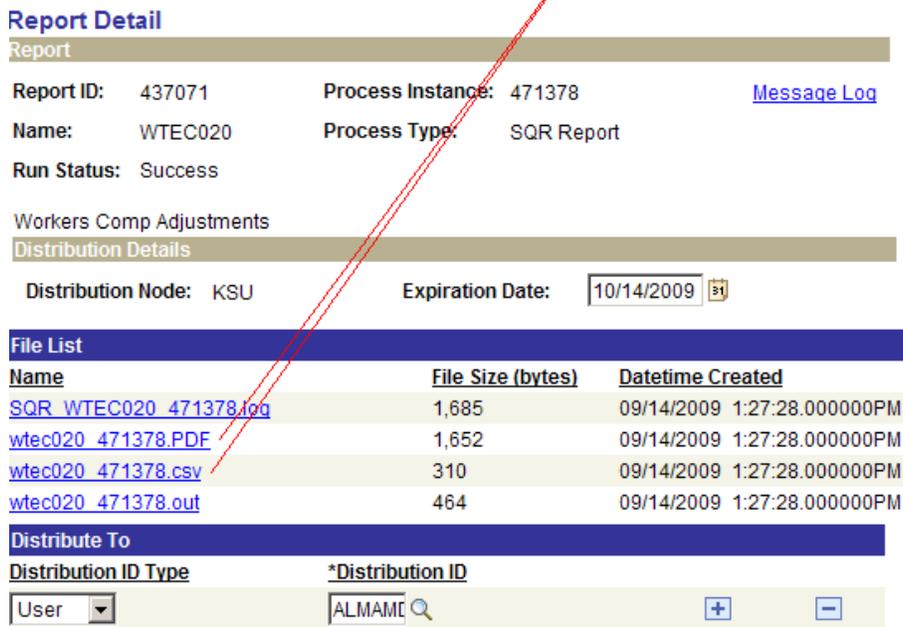
Select DETAILS link to access/view PDF or CSV file.

Workers Compensation Adjustments Report

Report Manager - Access Report via Report/Log Viewer

File List will appear.

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



Report Detail

Report

Report ID: 437071 Process Instance: 471378 [Message Log](#)
Name: WTEC020 Process Type: SQR Report
Run Status: Success

Workers Comp Adjustments

Distribution Details

Distribution Node: KSU Expiration Date: 10/14/2009

File List

Name	File Size (bytes)	Datetime Created
SQR_WTEC020_471378.log	1,685	09/14/2009 1:27:28.000000PM
wtec020_471378.PDF	1,652	09/14/2009 1:27:28.000000PM
wtec020_471378.csv	310	09/14/2009 1:27:28.000000PM
wtec020_471378.out	464	09/14/2009 1:27:28.000000PM

Distribute To

Distribution ID Type	*Distribution ID
User <input type="text"/>	ALMAMC <input type="text"/>

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

If an error occurs, please contact the **HELP DESK at 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 call your HR liaison at 532-6277 or Alma Deutsch at 532-1448.