

Running / Viewing / Printing Reports

Academic Rank Compare

Academic Rank Compare - Identifies discrepancies between what appears on the Academic Rank page and what appears in Position Data. This report may be run either before the update process or at the end of the update process to expose inaccurate data.

Report Example:

PeopleSoft POSITION RANK COMPARE						
Emplid	Red	Position	Current Job Title	Rank	Posn Rank	Dt Acquired
W0000043329	0	W0038200	Research Assistant Profes	Professor	Asst Prof	13-AUG-2001

*Academic Rank and Position Rank do not agree.
Update Acaemic Rank page.*

1. Access HRIS Report

**Workforce Administration > Job Information >
Academic Rank > Academic Rank Compare**

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>

Position Rank Compare
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

Run Control ID: begins with | amd

Search | Clear | Basic Search | Save Search Criteria

Find an Existing Value | Add a New Value

<<<<< Attention: New User >>>>>

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.


Academic Rank Report


The Report Request Parameters page will appear.

2. Complete the Report Request Parameters

Report Request Parameters

Department: 3670020060  Biology

Department Group ID: 

As Of Date: 07/01/2008 

Sort By Subunit (Optional)

- Enter Department ID OR Department Group ID, not both.

Department: Used to print information for a single department. This identification number will print the Position Funding by Department report for selected positions within the department. Example: 367000XXX.

OR (not both)

Department Group ID: This identification number will allow major administrative units to print the Position Funding by Department report for **all** the departments within the college/major administrative unit.

- **As Of Date:** MM/DD/YYYY format.
- **Sort by Subunit (Optional):** This option is only available to those departments who have created subunits. Output will be sorted by subunit ... those positions where no subunit has been assigned will appear first on the report.

Academic Rank 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.

The screenshot displays the 'Run Wperrkcp' interface. At the top, there is a tab labeled 'Run Wperrkcp'. Below the tab, the 'Run Control ID' is set to 'amd' and the 'Language' is set to 'English'. There are two links: 'Report Manager' and 'Process Monitor'. A yellow 'Run' button is located in the top right corner, highlighted with a blue box. Below these elements is a 'Report Request Parameters' section with a light green header. It contains the following fields: 'Department' with the value '3670020060' and a magnifying glass icon, 'Department Group ID' with an empty field and a magnifying glass icon, 'As Of Date' with the value '03/01/2008' and a calendar icon, and a checkbox labeled 'Sort By Subunit (Optional)'. The 'Department' field has the text 'Biology' next to it. At the bottom of the interface, there are four buttons: 'Save' (highlighted with a blue box), 'Return to Search', 'Notify', and 'Add'. A blue line connects the 'Save' button to the 'Run' button.

Academic Rank Report

5. Set Up Process Scheduler Request Page

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

Home | Worklist | MultiChannel Console | Add to Favorites

[New Window](#) | [Help](#) | [Customize Page](#)

Process Scheduler Request

User ID: ALMAMD Run Control ID: amd

Server Name: PSUNX Run Date: 05/12/2008

Recurrence: Run Time: 4:41:58PM [Reset to Current Date/Time](#)

Time Zone:

Select	Description	Process Name	Process Type	Type	Format	Distribution
<input checked="" type="checkbox"/>	Position Rank Compare	WPERRKCP	SQR Report	Web	PDF	Distribution

[OK](#) [Cancel](#)

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.**

Academic Rank Report

6. View or Print the Report

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

Report Manager 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.

New Window

Run Wperrkcp

Run Control ID: amd

Language: English

Report Manager Process Monitor Run

Report Request Parameters

Department: 3670020060 Biology

Department Group ID:

As Of Date: 03/01/2008

Sort By Subunit (Optional)

Project Award End Date Report

Report Manager - Set Up Report List

Select "**Refresh**" to View Report List

When Description (Academic Rank Compare) appears, select it to access the report.

The screenshot displays the 'Report Manager' interface. At the top, there are tabs for 'List', 'Explorer', 'Administration', and 'Archives'. Below these is a 'View Reports For' section with the following fields: 'User ID' (ALMAMD), 'Type' (dropdown), 'Last' (1 Days), 'Status' (dropdown), 'Folder' (dropdown), and 'Instance' (text input). A 'Refresh' button is located to the right of the 'Last' field. Below this is a 'Report List' section with a table. The table has columns: 'Select', 'Report ID', 'PrCs Instance', 'Description', 'Request Date/Time', 'Format', 'Status', and 'Details'. The table contains one row with the following data: '354272 381463', 'Position Rank Compare', '05/12/2008 4:08:03PM', 'Acrobat (*.pdf)', and 'Posted'. A 'Refresh' button is highlighted with a yellow background and a red arrow points to it from the text above.

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

To print the report, select the  icon.

Or, select File > Print.

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.