

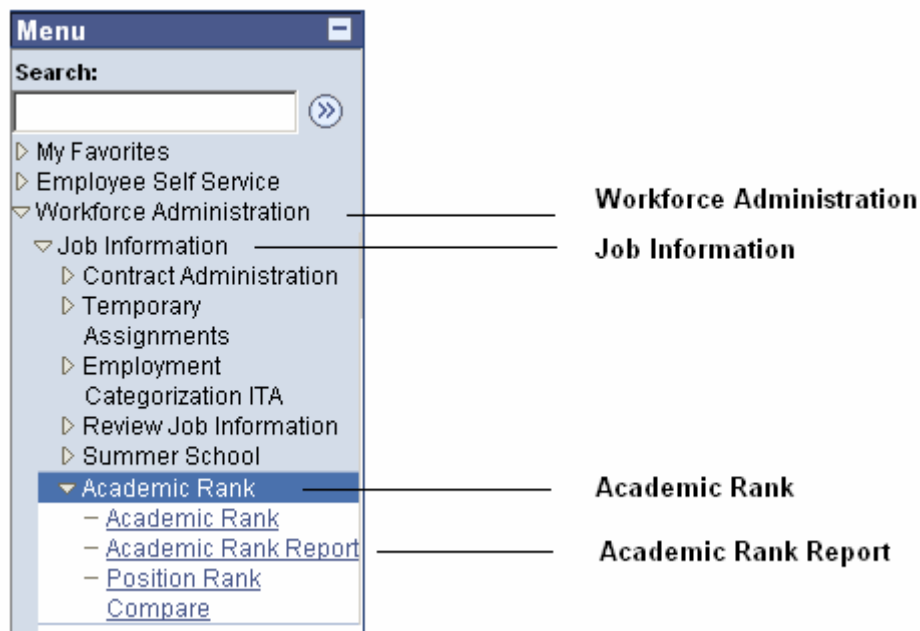
# Running / Viewing / Printing Reports

## Academic Rank Report

**Academic Rank** - Identifies a faculty member's rank of Professor, Associate Professor, Assistant Professor or Instructor. This report lists current academic rank and academic rank history, if appropriate, for faculty members within the department. This report may be run at any time and may be used to expose inaccurate data.

### 1. Access HRIS Report

**Path:**           **Workforce Administration**  
                      **Job Information**  
                          **Academic Rank**  
                              **Academic Rank Report**



## Academic Rank Report


### 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>

**Academic Rank**  
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:

[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

**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 Wperrank' web interface. At the top, there are navigation links for 'Report Manager', 'Process Monitor', and a highlighted 'Run' button. Below these, the 'Run Control ID' is set to 'AMD' and the 'Language' is set to 'English'. The main section, titled 'Report Request Parameters', contains several input fields: 'Department' with the value '3670020060' and a search icon, 'Department Group ID' with an empty field and search icon, and 'As Of Date' with the value '07/01/2008' and a calendar icon. A checkbox labeled 'Sort By Subunit (Optional)' is also present. At the bottom of the interface, there are four buttons: 'Save' (highlighted with a blue box), 'Return to Search', 'Notify', and 'Add'.

# 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

<b>To view/print report via the <u>Web</u>:</b>	<b>To view/print report via <u>Electronic Mail</u>:</b>
<u>Server Name</u> : <b>PSUNX</b>	<u>Server Name</u> : <b>PSUNX</b>
<u>Type</u> : <b>Web</b>	<u>Type</u> : <b>E-Mail</b>
<u>Format</u> : <b>PDF</b>	<u>Format</u> : <b>PDF</b>
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.

# 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 Wperrank**

Run Control ID: AMD

Language: English

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

**Report Request Parameters**

Department: 3670020060  Biology

Department Group ID:

As Of Date: 07/01/2008

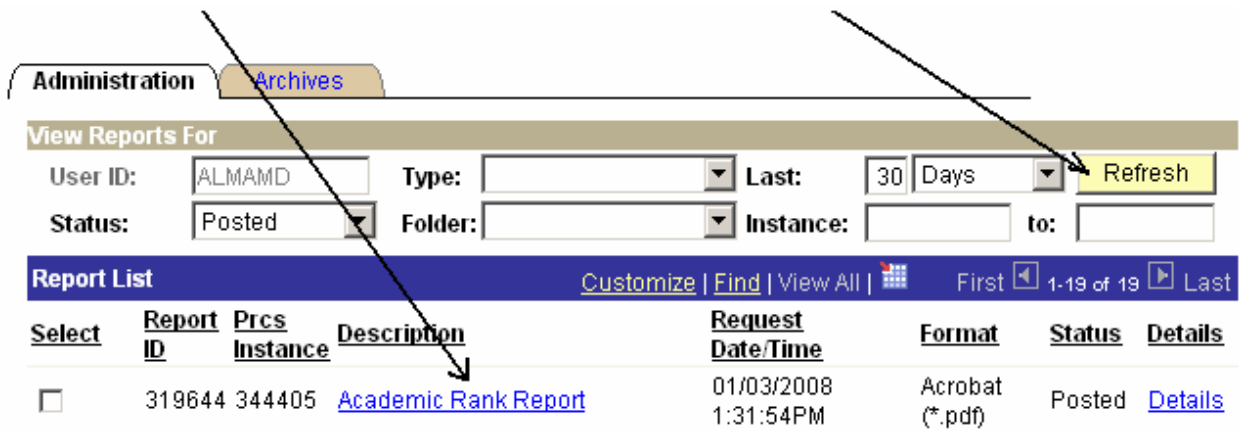
Sort By Subunit (Optional)

# Project Award End Date Report

## Report Manager - Set Up Report List

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

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



The screenshot shows the 'Archives' tab selected in the 'Administration' section. Below the tabs is a 'View Reports For' section with filters for User ID (ALMAMD), Type, Last (30 Days), Status (Posted), Folder, and Instance. A 'Refresh' button is highlighted in yellow. Below this is a 'Report List' table with columns: Select, Report ID, Prcs Instance, Description, Request Date/Time, Format, Status, and Details. The 'Academic Rank Report' is listed with a checkbox, Report ID 319644, Prcs Instance 344405, Request Date/Time 01/03/2008 1:31:54PM, Format Acrobat (\*.pdf), and Status Posted. A red arrow points from the 'Refresh' button to the 'Academic Rank Report' entry.

Select	Report ID	Prcs Instance	Description	Request Date/Time	Format	Status	Details
<input type="checkbox"/>	319644	344405	<a href="#">Academic Rank Report</a>	01/03/2008 1:31:54PM	Acrobat (*.pdf)	Posted	<a href="#">Details</a>

**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.