Running / Viewing / Printing Reports

Academic Rank Verification Report

Academic rank information is used in various university reports and needs to be verified and/or updated on-line each year by **October 1.**

The Academic Rank Verification Report has been created to assist with maintaining current information and produces a one-page document for each individual where academic rank has been recorded on the following page: Workforce Administration > Job Information > Academic Rank > Academic Rank

It is intended that department personnel specialists run and distribute these documents to those with academic rank.   Instructions and acquired academic rank(s) and associated date(s) are listed on the documents for verification.

The Report Request Parameters include a **Document Return Date**. This date will be determined by the department personnel specialist and will be printed at the top of each document. This date indicates when the document is to be returned to the department personnel specialist for update/correction in HRIS.

This report may be run at any time and is intended to expose incomplete or inaccurate data.

1.   Access HRIS Report

Path: **Workforce Administration > Job Information >
Academic Rank > Academic Rank Verification**

Academic Rank Verification Report

2. Select Run Control ID

Enter an existing Run Control ID <u>or</u> select the Add a New Value tab to create a Run Control ID.

Select the Add a New Value Tab
or
Enter Existing Run Control ID

Academic Rank Verification
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 amd

Search   Advanced Search

_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.

<u>HRIS Training Tip</u>: 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.

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The Report Request Parameters page will appear.

3.   Complete the Report Request Parameters

- **Document Return Date:** This date will be printed on the top of each document and is the date faculty members are asked to return the document to the department personnel specialist for on-line entry.

- **Department ID   OR   Department Group ID**

    ***Department*:**   Used to print information for a single department. This identification number will print the 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 report for *all* the departments within the college/major administrative unit.

- **Sub-Unit ID (Optional):** Used to run/print information for only the employee's within one subunit within the department/unit.

- **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.

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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.

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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.	

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, <u>select **"OK" to run the report**</u>.

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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.

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Run Control ID: AMD	Report Manager	Process Monitor	Run

Academic Rank Update Sheet

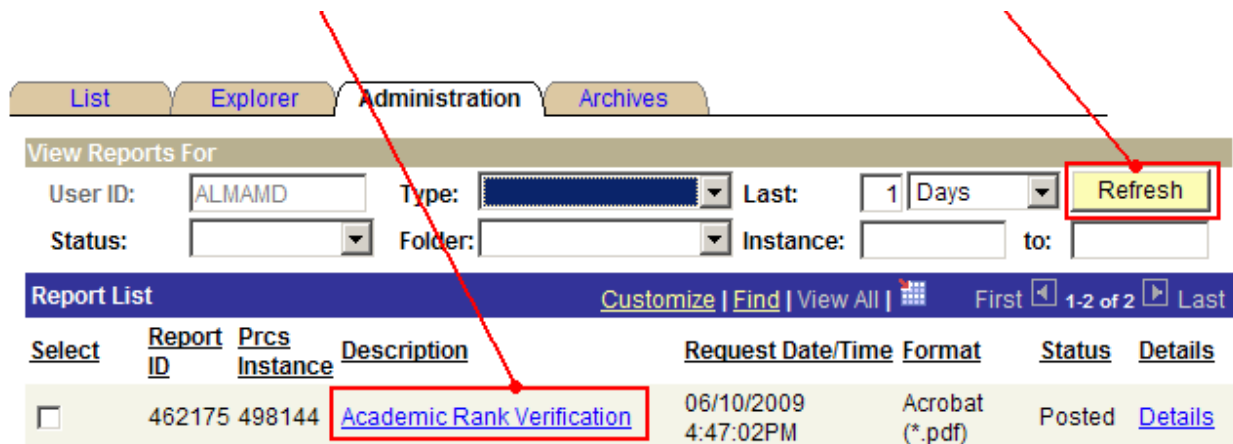|		
Document Return Date:	08/01/2009 📅	(This date will be printed on the documents.)
Department:	🔍	
Department Group ID:	3670080010 🔍	
Sub-Unit ID (Optional):	🔍	
	☐ Sort By Subunit (Optional)	

Academic Rank Verification Report

Report Manager - Set Up Report List

    Select **"<u>Refresh</u>"** to View Report List

    When Description (<u>Academic Rank Verification Report</u>) appears, select it to access the report.

List	Explorer	Administration	Archives

View Reports For

| User ID: | ALMAMD | Type: | | Last: | 1 Days | Refresh |
| Status: | | Folder: | | Instance: | | to: |

Report List   Customize | <u>Find</u> | View All | First ◄ 1-2 of 2 ► Last

Select	Report ID	Prcs Instance	Description	Request Date/Time	Format	Status	Details
☐	462175	498144	Academic Rank Verification	06/10/2009 4:47:02PM	Acrobat (*.pdf)	Posted	Details

> 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.