

Work Permit Expirations

Rev. JULY 2021

Running/Viewing/Printing Reports



Overview

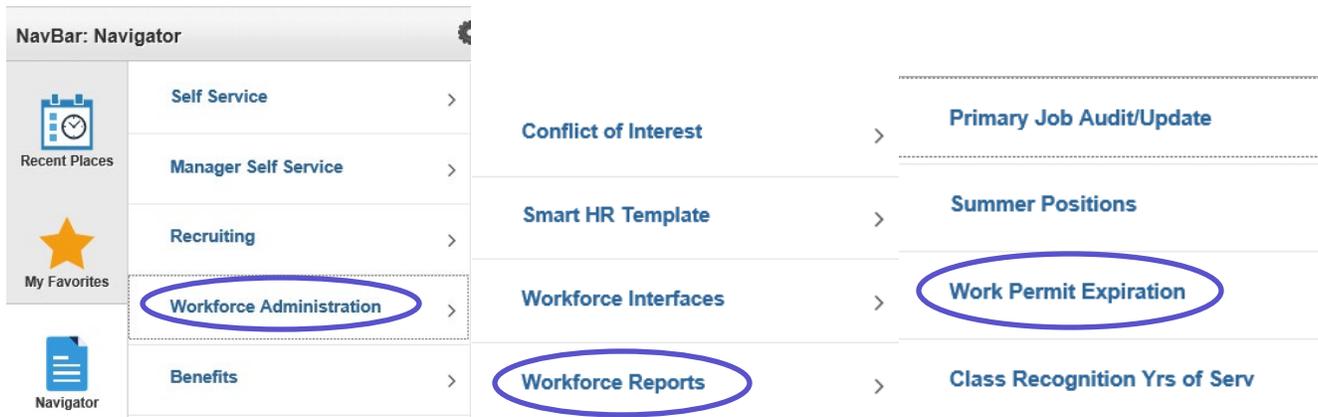
The Work Permit Expiration (WPER660) report is used to review active foreign national employees within a selected department or department group who have a Work Permit Expiration date specified in HRIS. This report may be ran and printed at any time and set up for any date range needed.

Note: A new work permit along with the Form I-9 section 3 needs to be submitted to Human Capital Services prior to the current work permit expiration date to remain on payroll.

Step 1: Access HRIS Report

Navigator Path:

Workforce Administration>>Workforce Reports>>Work Permit Expirations



Step 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, then the search results will appear.

Select a Run Control ID from the List. <Enter>

Work Permit Expiration

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 Criteria

Search by: Run Control ID begins with

Search

Advanced Search

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 process 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 reports.

HRIS Tip: When creating a Run Control ID, keep the Run Control ID short and **Only** use alphabetical letters or numbers. Some characters (i.e., &, %, *, 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.

The Report Request Parameters page will appear.

Step 3: Complete the Report Request Parameters

- ❖ **Department ID:** Example: 36700XXXXX
The Department ID is used to print information for a single department. Do Not use the Department Group ID as a parameter if the Department is used
- ❖ **Department Group ID:** Example: 36700XXXXX
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 as a parameter if Department Group ID is used.
- ❖ **Expiration Date Low:** Enter a begin date range (MMDDYYYY)
- ❖ **Expiration Date High:** Enter an end date range (MMDDYYYY)

WPER660

Run Control ID caw

Report Manager

Process Monitor

Run

Report Request Parameters

Department ID:  Department of Housing & Dining

Department Group ID: 

Expiration Date Low: 

Expiration Date High: 

Step 4: Save and Run the Report

- ❖ Select “Save” to retain selected report parameters
- ❖ Select “Run” to run the report and to access the Process Schedule Page

WPER660

Run Control ID *caw* Report Manager Process Monitor **Run**

Report Request Parameters

Department ID:  Department of Housing & Dining

Department Group ID: 

Expiration Date Low: 

Expiration Date High: 

Save  Return to Search  Previous in List  Next in List  Notify  Add  Update/Display

Step 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 Web:	To view/print report via E-Mail:
Sever Name: PSUNX	Sever 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 me be left blank or filled with default date (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 CANDYW Run Control ID caw

Server Name: Run Date:

Recurrence: Run Time:

Time Zone:

Process List						
Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	WPER660	WPER660	SQR Report	Web	PDF	Distribution

Step 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 process the scheduler/report list

WPER660

Run Control ID: caw

Report Manager Process Monitor Run

Process Instance: 2345239

Report Request Parameters

Department ID: 3670009200 Department of Housing & Dining

Department Group ID:

Expiration Date Low: 07/01/2021

Expiration Date High: 07/31/2021

Report Manager

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.

Administration Archives

View Reports For

User ID: CANDYW Type: Last 30 Days Refresh

Status: Folder: Instance: to:

Report List Personalize | Find | View 100 | First 1-50 of 387 Last

Select	Report ID	Prce Instance	Description	Request Date/Time	Format	Status	Details
<input type="checkbox"/>	2143365	2345239	WPER660	07/28/2021 1:50:06PM	Acrobat (*.pdf)	Posted	Details

Status = Posted when report is ready to view

Select to view PDF or CSV file

Report Manager – Access Report via Report/Log Viewer

Report Detail will appear with the File List

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

Report Detail

Report

Report ID 2143365

Process Instance 2345239

[Message Log](#)

Name WPER660

Process Type SQR Report

Run Status Success

WPER660

Distribution Details

Distribution Node ReportNode

Expiration Date 08/04/2021 

File List

Name	File Size (bytes)	Datetime Created
SQR_WPER660_2345239.log	1,586	07/28/2021 1:50:31.031918PM CDT
wper660_2345239.PDF	4,106	07/28/2021 1:50:31.031918PM CDT
wper660_2345239.csv	294	07/28/2021 1:50:31.031918PM CDT
wper660_2345239.out	3,354	07/28/2021 1:50:31.031918PM CDT

Distribute To

Distribution ID Type	*Distribution ID		
User <input type="text" value="User"/>	CANDYW <input type="text" value="CANDYW"/>	<input type="button" value="+"/>	<input type="button" value="-"/>

OK

Cancel

After selecting the PDF or CSV file, the report will appear

If an error occurs, please contact the **IT SERVICE 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 contact Candy Walsh at candyw@ksu.edu or 532-1896.