Running / Viewing / Printing Reports

Active Employees With a Visa Expiration

This report is used to review active employees within a selected department who have a Visa/Work Permit Expiration date specified in HRIS. This report may be printed at any time and for any range of dates. This is an excellent tool for tracking employees whose work permits will be expiring.

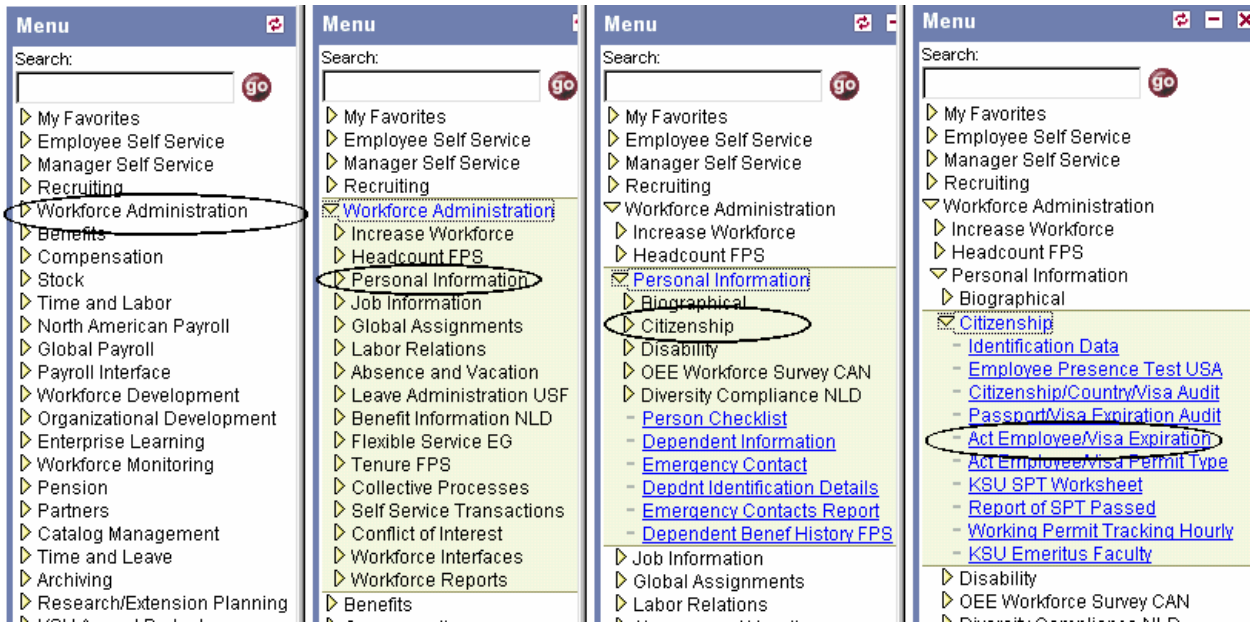
1. Access HRIS Report

Menu Group: Workforce Administration

Menu Application: Personal Information

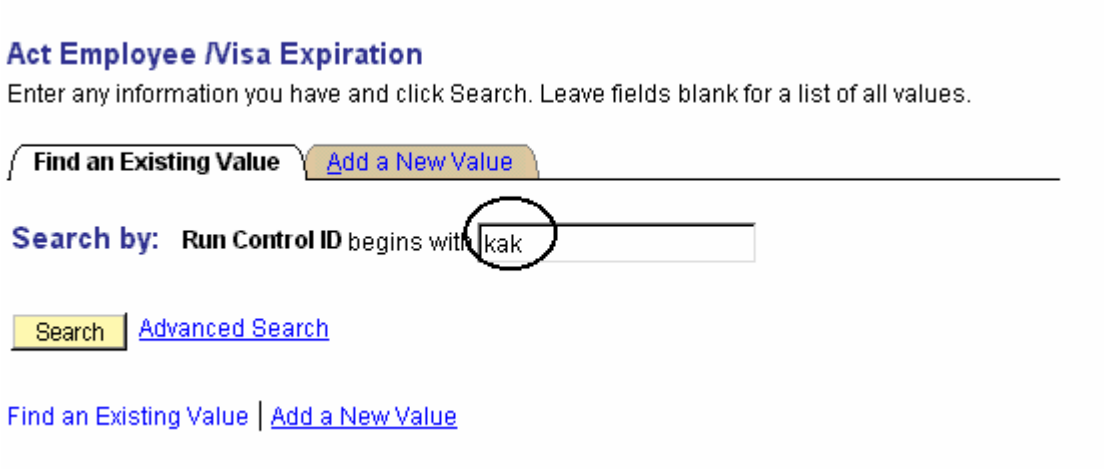
Menu Item: Citizenship

Component: **Act Employee/Visa Expiration**



2. Select Run Control ID

- Enter an existing Run Control ID <u>or</u> 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>



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.

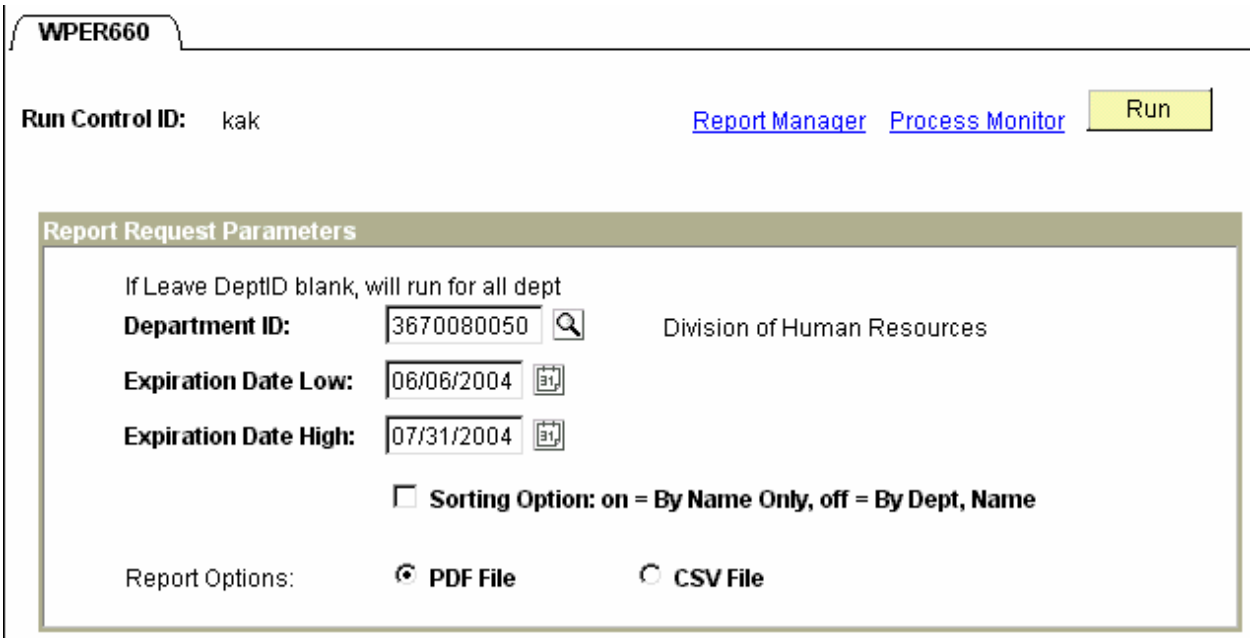
The RUN CONTROL ID is used to define the parameters for running the report. Once the Run Control ID is created, it may be reused over and over for any HRIS report.

***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.

The Report Request Parameters page will appear.

2. Complete the Report Request Parameters.

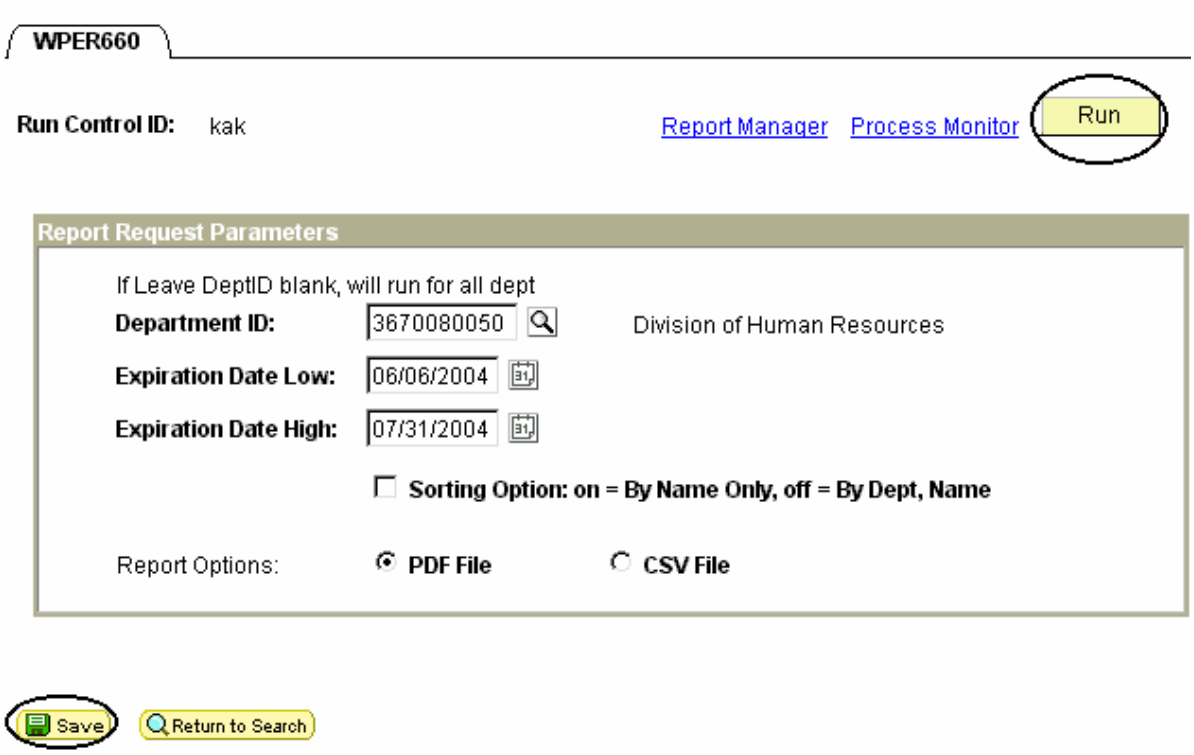
- **Department ID**: Example: 36700XXXXX
- **Expiration Date Low**: Enter a begin date of range MMDDYYYY format
- **Expiration Date High**: Enter an end date of range MMDDYYYY format



3. *Save and Run the Report*

- Select **" Save "** to retain selected report parameters.

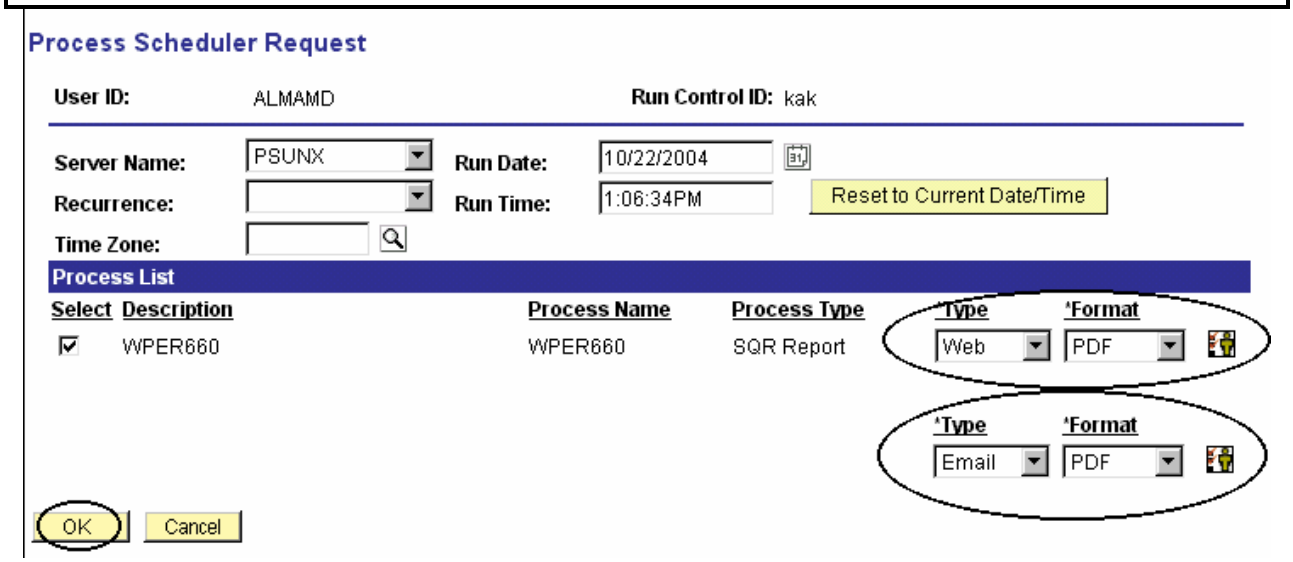
- Select **" Run "** to run the report and to access the Process Scheduler Request page.



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 Electronic Mail:**
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.**

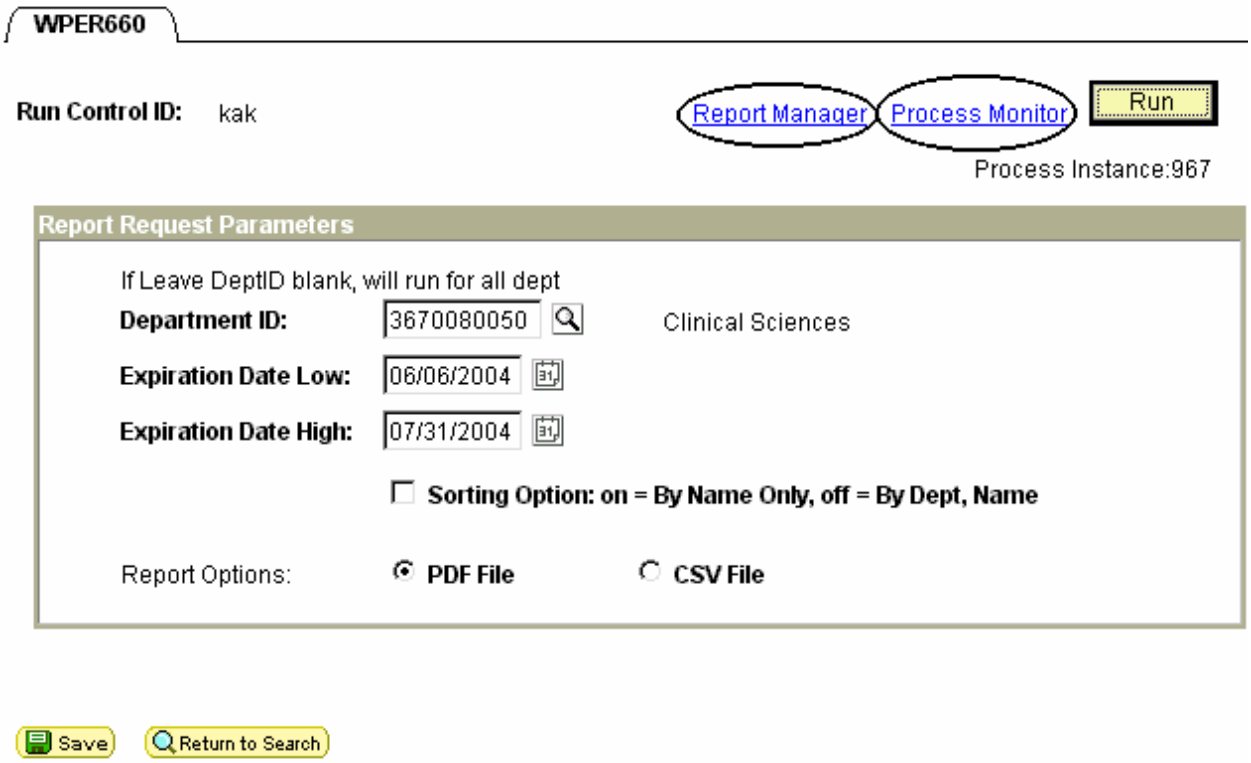
6. View or Print the Report

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

- **Report Manager** (Page 7) 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.

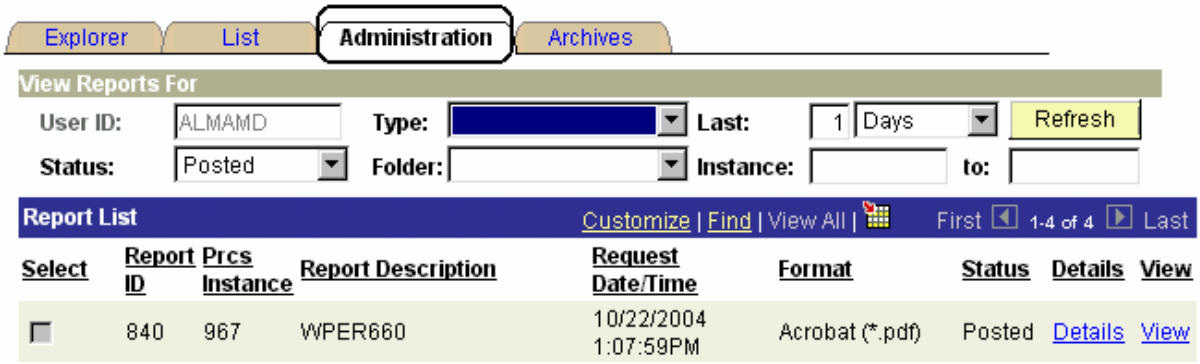
Or

- **Process Monitor** (Page 10) will provide the status of the report (i.e., initiated, error, success, etc.). This option is used when the email type has been selected on the Process Scheduler Request Page.

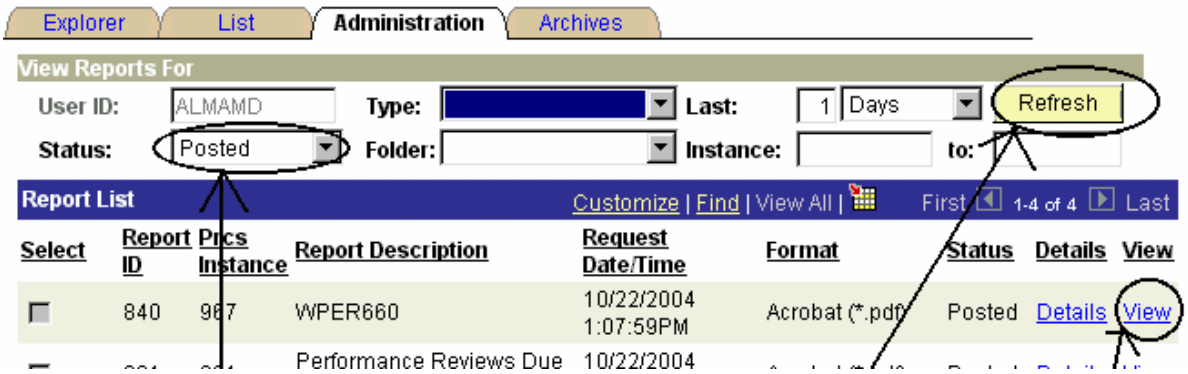


Report Manager - Set Up Report List

Select the Administration Tab:



- ✷ **Status Edit Box = Posted or Blank**
- ✷ **Select "Refresh" to View Report List**
- ✷ **If status = Posted … Select "View" to Access Report/Log Viewer**



Status … Posted

Select **"Refresh"** to view reports that have been processed. Note: May need to select "Refresh" more than once to view report on the list.

After report appears on the list, select **"View"**

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

Report Manager -Access Report from Report/Log Viewer

- A Message Log, Trace File, and File Name(s) will appear.

- To view the report, select the file name … ktec003_390013.PDF.

Report Detail

Report ID:	840	**Process Instance:**	967
Name:	WPER660	**Process Type:**	SQR Report
Run Status:	Success		

WPER660

File List

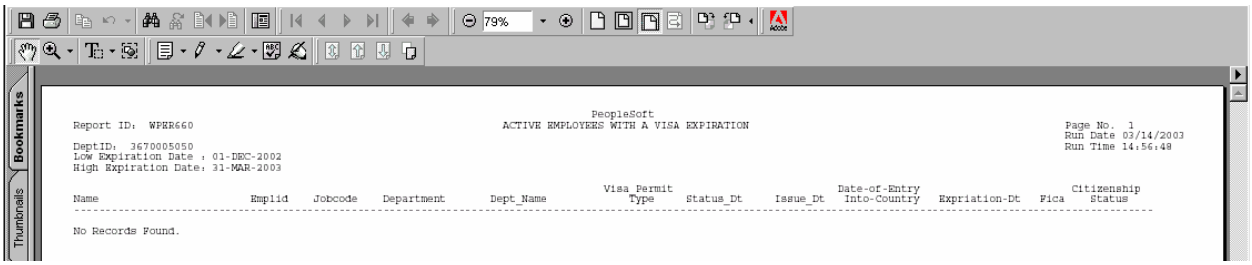
Name	File Size (bytes)	Datetime Created
Message Log	1,599	10/22/2004 1:08:18.000000PM CDT
wper660_967.PDF	1,643	10/22/2004 1:08:18.000000PM CDT
Trace File	2,675	10/22/2004 1:08:18.000000PM CDT

- After selecting the PFD file, the report will appear.

Report Manager - Print Report

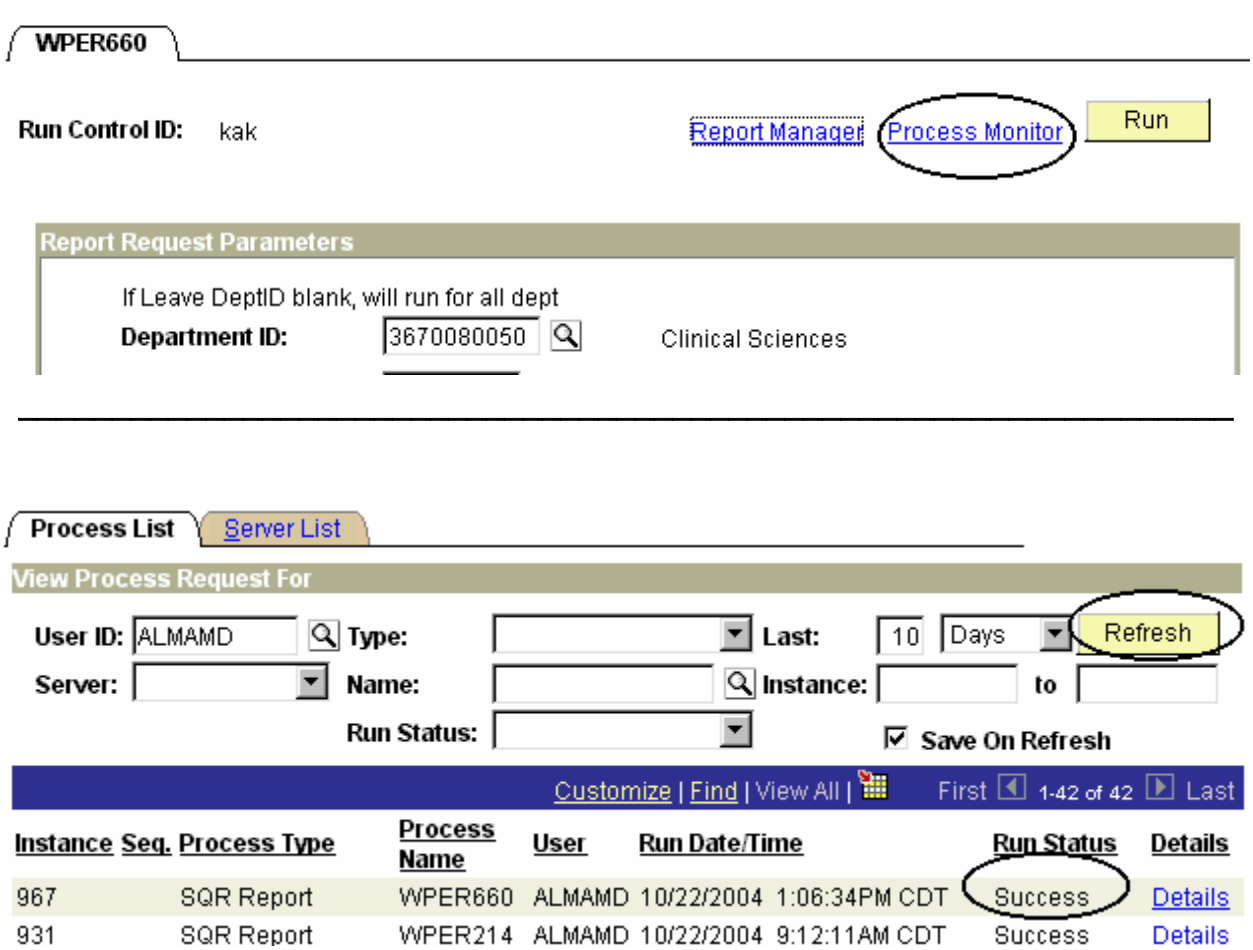
- To print the report, select the icon.

  Or, select File > Print.



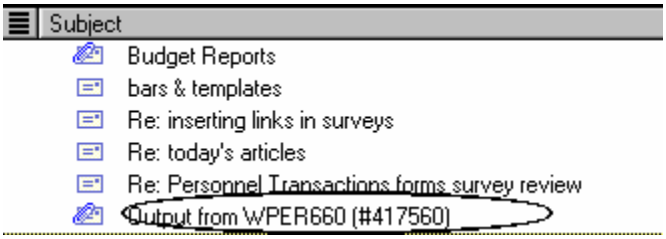
Process Monitor - View Report Status

Use Process Monitor to view the Process List and Run Status. A report set up using **Type = Email ; Format = PDF** can not be accessed using Report Manger.

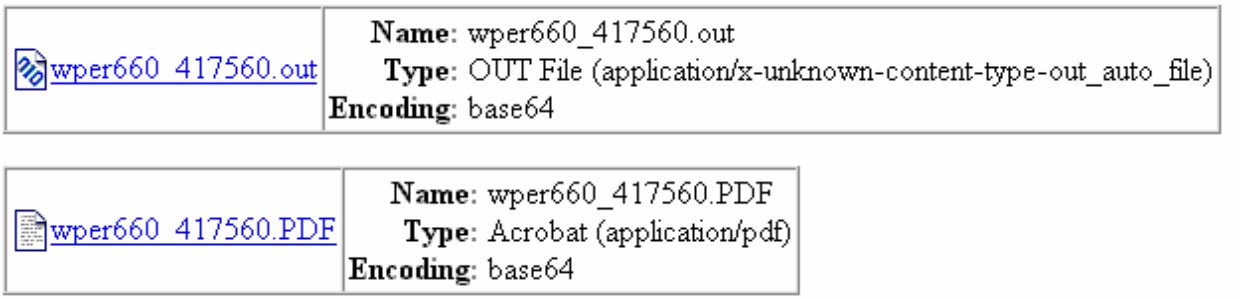


Process Monitor - View Report Status

- **When Process Monitor Run Status indicates "Success" open e-mail to view/print report.**



- **Open the PDF file to view or print the report.**



If an error occurs, please contact the **HELP DESK at 532-6282.** 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.