Running / Viewing / Printing Reports

Earnings Code(s) Record

This report has been developed to track the use of specific earnings codes. It provides a detailed list of those who have used these earnings codes by pay period within selected department/department group.

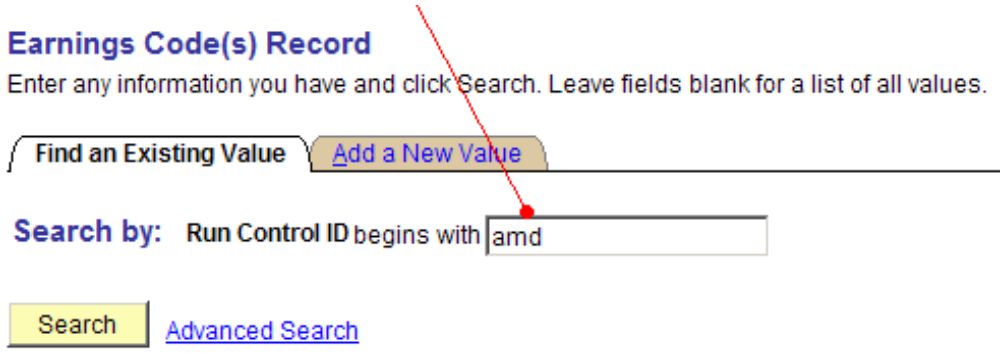
This report may be run at any time … normally after the final pay calculation has been run for the pay period.

1. Access Report

Time and Leave > Reports > Time Reports > Earnings Code(s) Record

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" tab.** 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.

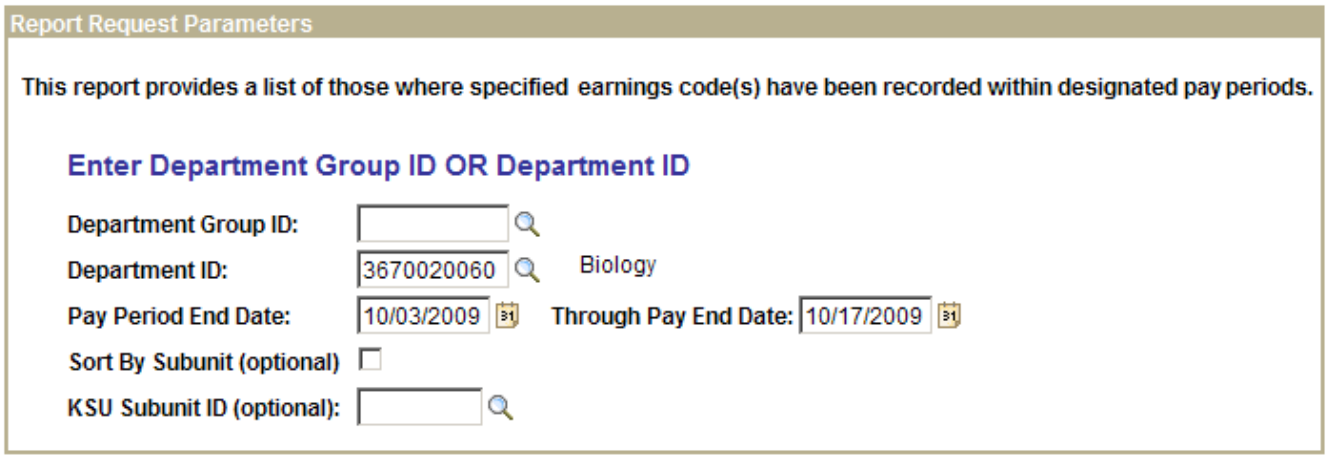
The RUN CONTROL ID is used to define the parameters for running the report. Once the Run Control ID is created, it may be reused over and over for any HRIS report.

***<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.

Earnings Code(s) Record

The Report Request Parameters page will appear.

3. Complete Report Request Parameters for desired output.



- **Department Group ID**:
  The Department Group ID is used by major administrative unit personnel (Dean's Office) to print information for all the departments within the established Group ID. **When using Department Group ID … do not use Department ID.**

- **Department ID**:
  The Department ID used to print information for a single department.
  When using Department ID … do not use Department Group ID.

- **Pay Period End Date**: Format MM/DD/YY

- **Through Pay Period End Date**: Format MM/DD/YY

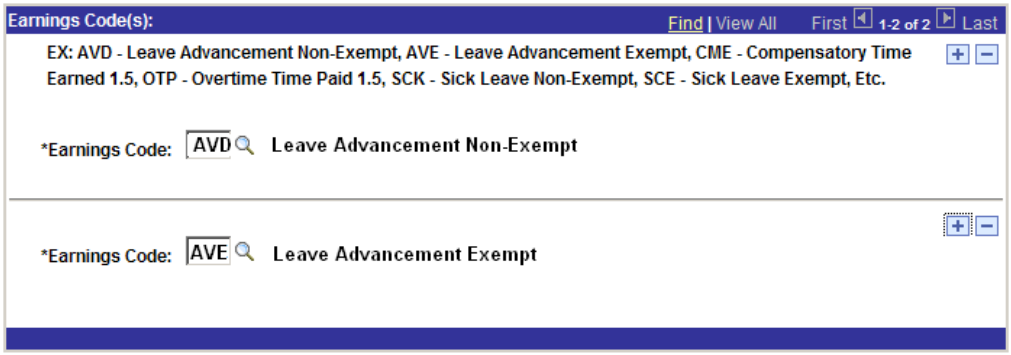
- **Sort by Subunit (Optional)**:
  Click indicator "on" to sort report by subunits within department.
  This option is only available to those departments who have created subunits.

- **KSU Sub-Unit ID (Optional)**:
  If employee's within one subunit within the department is desired, identify subunit.

Earnings Code(s) Record

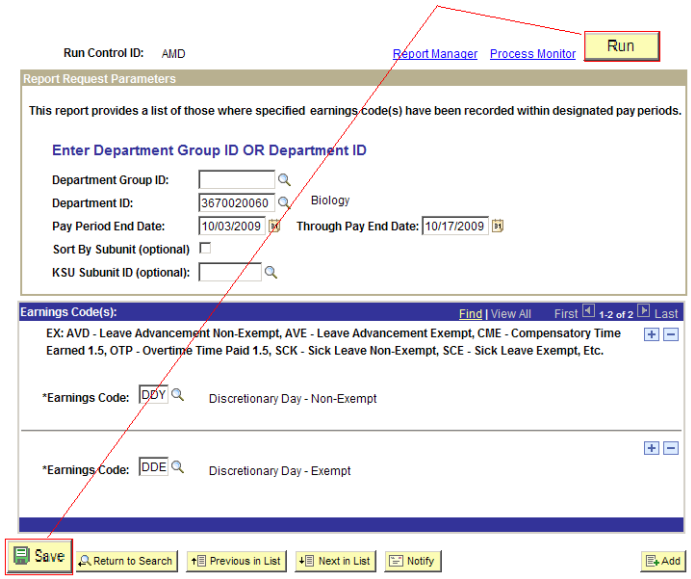
3. Continued - Complete Report Request Parameters for desired output.

- **<u>Earnings Code(s)</u>:** Enter one or more earnings codes to produce a list of individuals who have used specified earnings codes and the hours associated with those earnings codes.



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.



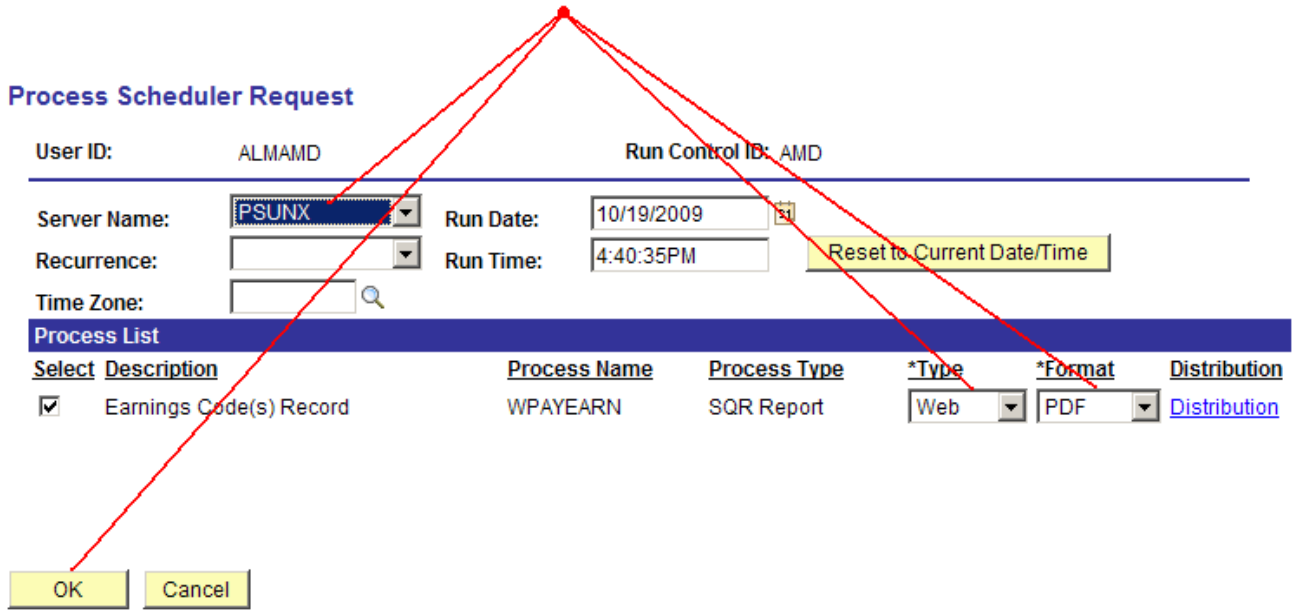
Earnings Code(s) Record

5. Set Up Process Scheduler Request Page - Select OK.

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.**

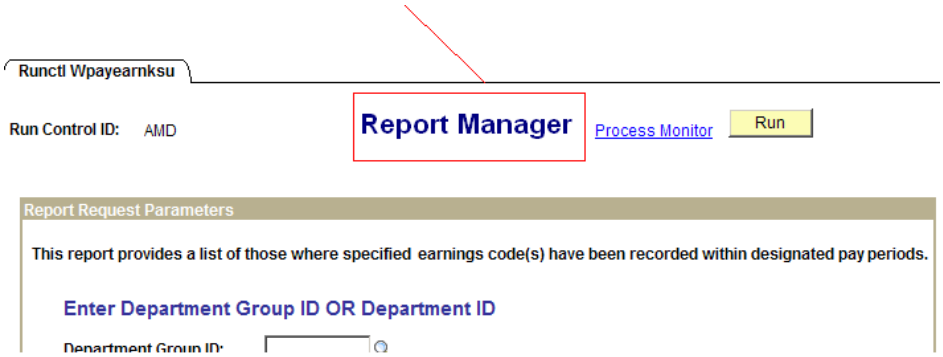


Earnings Code(s) Record

6. Report Manager

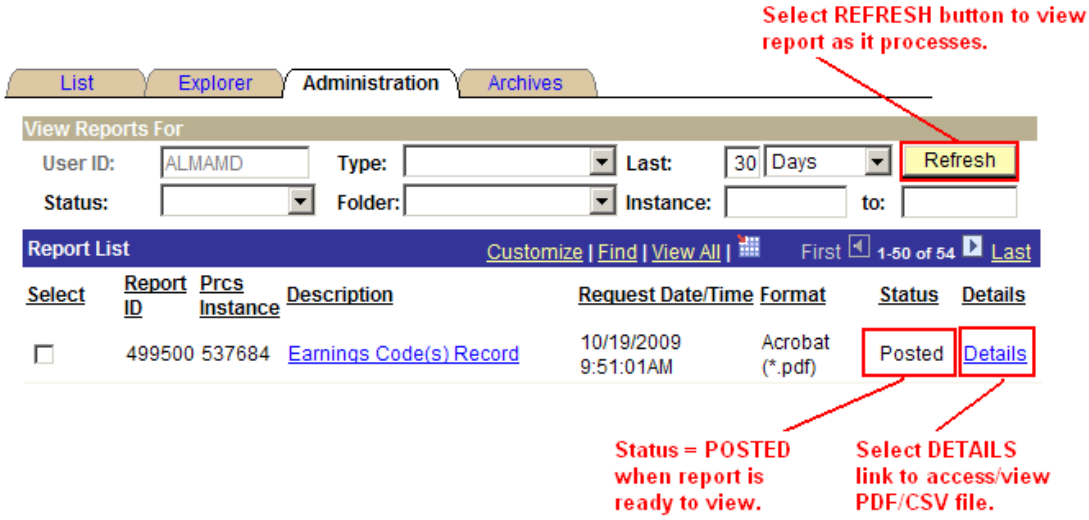
After selecting "OK" … HRIS will return to the Report Request Parameters page.

Select . . . Report Manager to produce a list of reports that have been sent to the process scheduler/report list.



Report List

After selecting Report Manager … the Report List page will appear. Select the **"Refresh"** button to view report as it processes. May need to select "Refresh" more than once before report is Posted. Status will indicate "Posted" when report has finished processing.

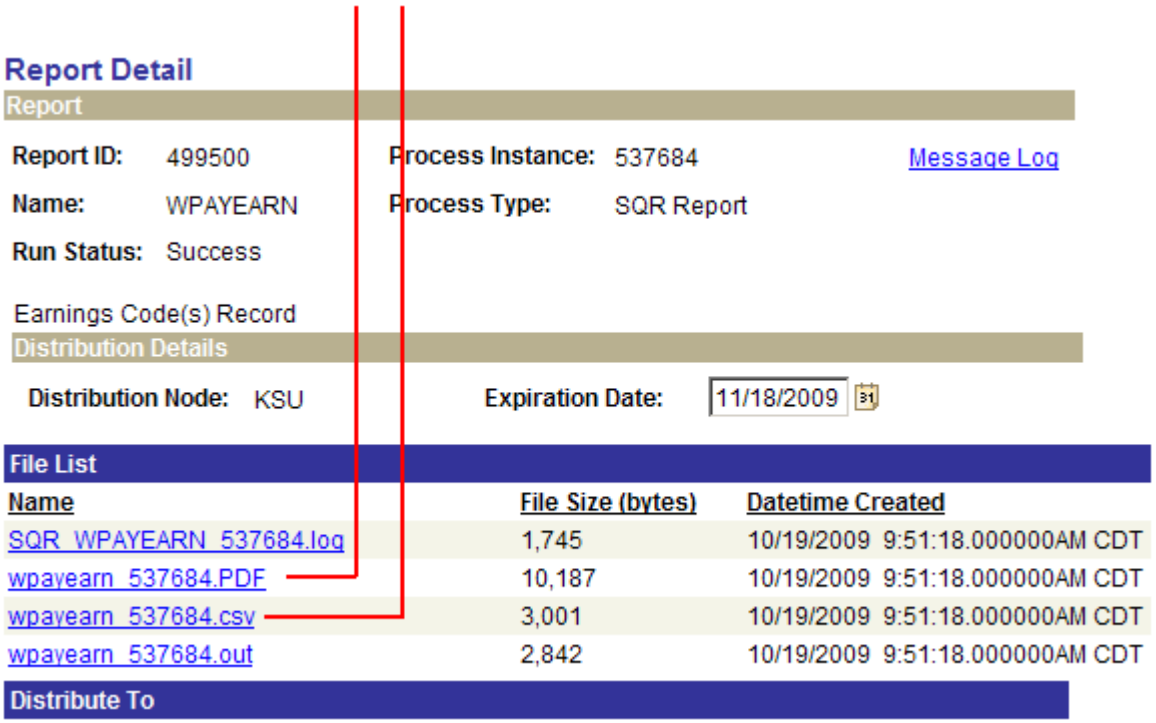


Earnings Code(s) Record

Report Manager - Access Report via Report/Log Viewer

File List will appear.

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



Report Detail

Report

Report ID:	499500	Process Instance:	537684	Message Log
Name:	WPAYEARN	Process Type:	SQR Report	
Run Status:	Success			

Earnings Code(s) Record

Distribution Details

Distribution Node: KSU Expiration Date: 11/18/2009

File List

Name	File Size (bytes)	Datetime Created
SQR_WPAYEARN_537684.log	1,745	10/19/2009 9:51:18.000000AM CDT
wpayearn_537684.PDF	10,187	10/19/2009 9:51:18.000000AM CDT
wpayearn_537684.csv	3,001	10/19/2009 9:51:18.000000AM CDT
wpayearn_537684.out	2,842	10/19/2009 9:51:18.000000AM CDT

Distribute To

After selecting the PFD or CSV file, the report will appear.

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.

October 2009