Running / Viewing / Printing Reports

KSU Emergency Contacts Report

This report provides a list of emergency contacts for those individuals who have completed this information via Employee Self Service. This report displays the employee's name, department, and a list of those designated as emergency contacts including their relationship to the employee and their telephone numbers.

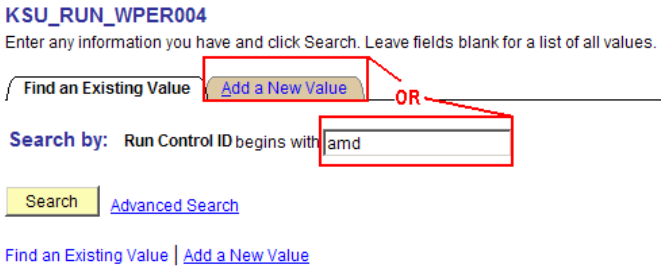
Department personnel specialists may update INCORRECT or MISSING information using the following path: Workforce Administration > Personal Information > Personal Relationships > Emergency Contact

1. Access Report

Workforce Administration
Personal Information
Personal Relationships
KSU Emergency Contacts Report

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.

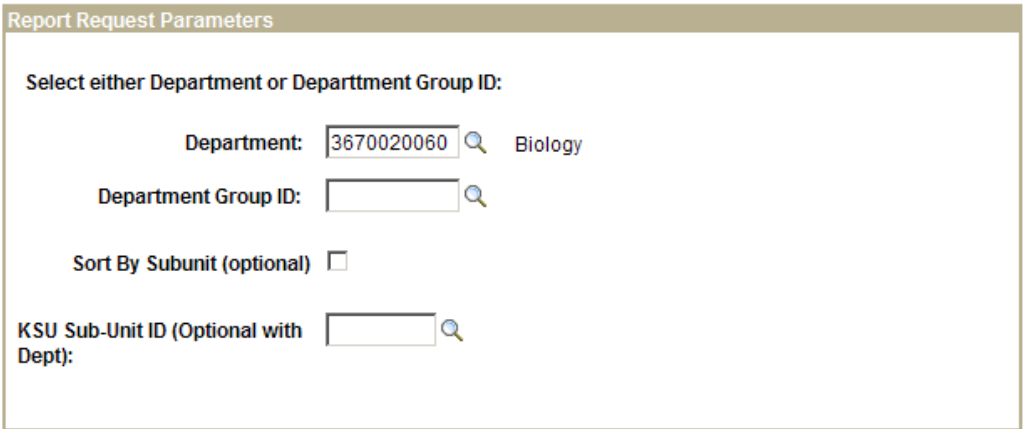
The RUN CONTROL ID is used to define the parameters for running the report. Once the Run Control ID is created, it may be reused over and over for any HRIS report.

***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.

KSU Emergency Contacts Report

The Report Request Parameters page will appear.

3. Complete Report Request Parameters for desired output.



- **Department:**
  The Department ID used to print information for a single department. Do not use Department Group ID as a parameter if Department is used.

- **Department Group ID:**
  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.

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

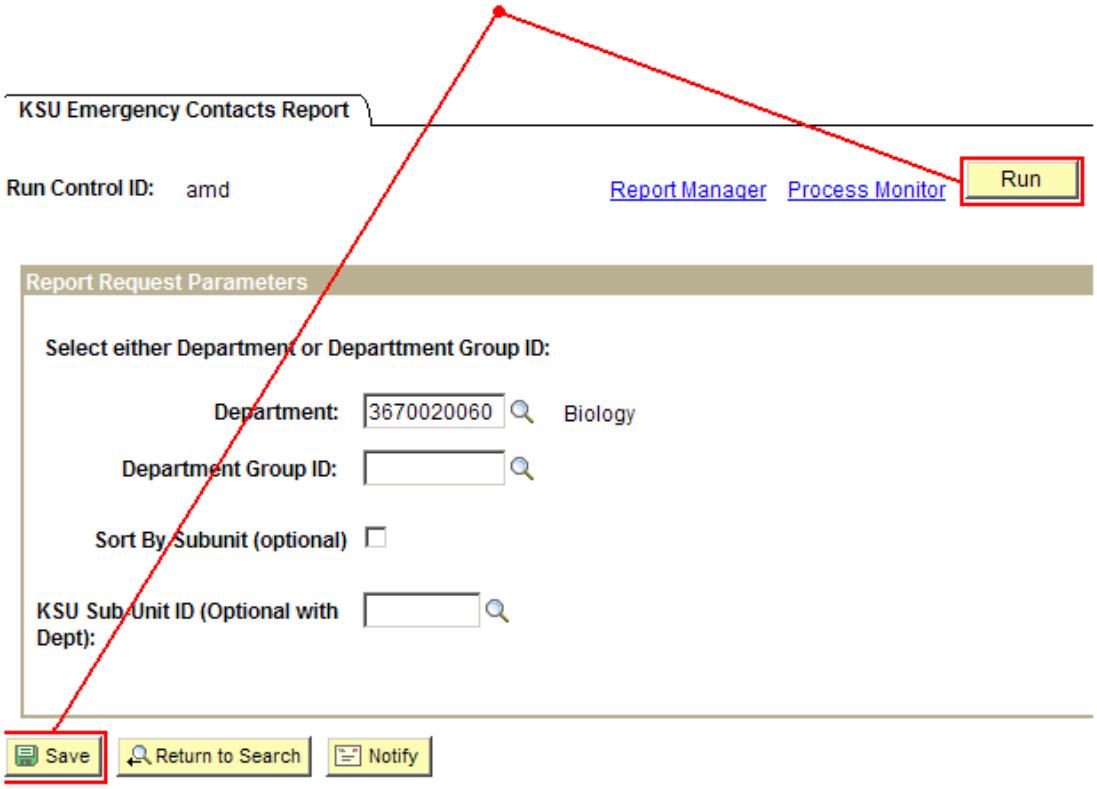
- **Sort by Subunit (Optional):**
  Click indicator "on" to sort report by subunits within department. This option is only available to those departments who have created subunits.

KSU Emergency Contacts 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.



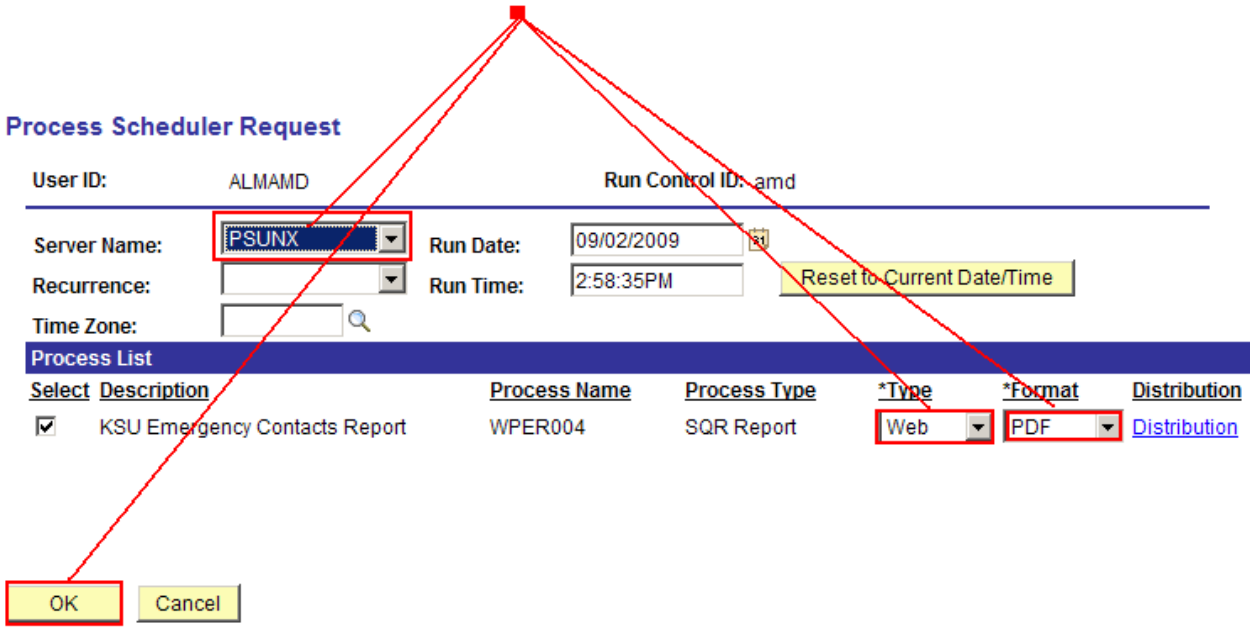
Education Data Report

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.**

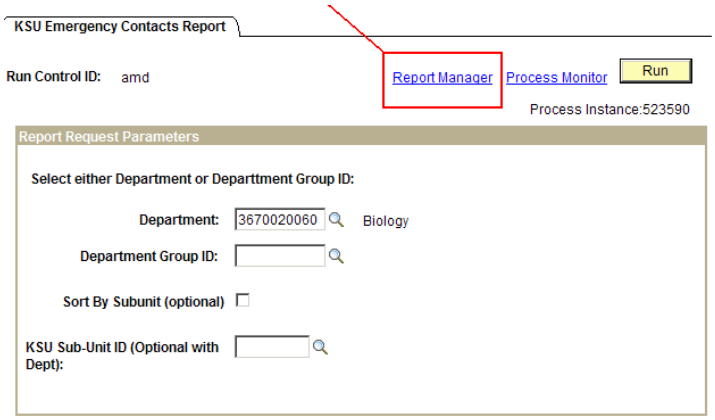


Education Data Report

6. View or Print the Report

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

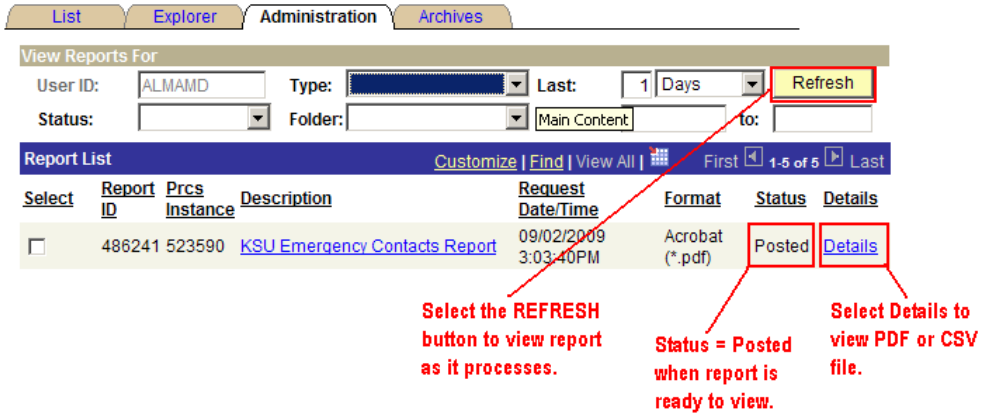
Select . . . Report Manager to produce a list of reports that have been sent to the process scheduler/report list.



Report Manager

Select the "Refresh" button to view report as it processes. May need to select "Refresh" more than once.

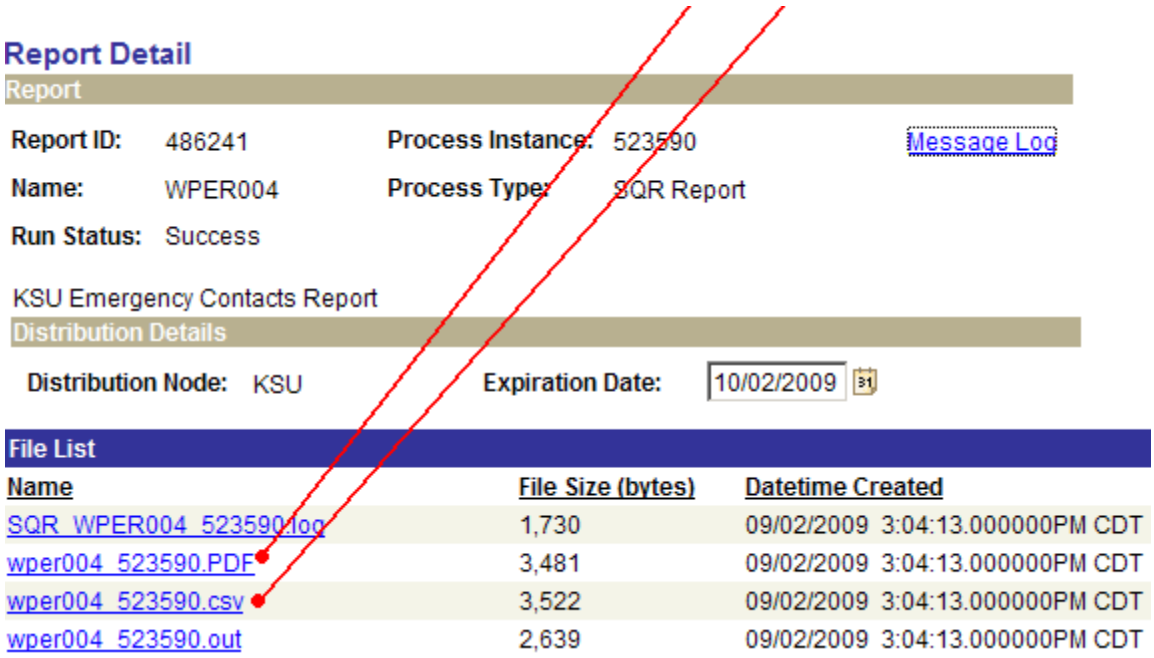
Status will indicate "Posted" when report has finished processing.



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:	486241	**Process Instance:**	523590	Message Log
Name:	WPER004	**Process Type:**	SQR Report	
Run Status:	Success			

KSU Emergency Contacts Report

Distribution Details

Distribution Node: KSU **Expiration Date:** 10/02/2009

File List

Name	File Size (bytes)	Datetime Created
SQR_WPER004_523590.log	1,730	09/02/2009 3:04:13.000000PM CDT
wper004_523590.PDF	3,481	09/02/2009 3:04:13.000000PM CDT
wper004_523590.csv	3,522	09/02/2009 3:04:13.000000PM CDT
wper004_523590.out	2,639	09/02/2009 3:04:13.000000PM CDT

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.

September 2009