

# Running / Viewing / Printing Reports

## Position Funding GRA/GTA

This report provides a list of positions for GRA's and GTA's within a selected department or department group. This report may be printed at any time and for any date (history/current/future).

### 1. Access HRIS Report

PATH:

>>>> Payroll for North America

>>> Payroll Funding

>> Reports

> Position Funding GRA/GTA



## Position Funding GRA/GTA

### 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 ... search results will appear. Select a Run Control ID from the list. <Enter>

**Position Funding GRA/GTA**  
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](#)

Run Control ID: begins with

[Search](#) [Clear](#) [Basic Search](#) [Save Search Criteria](#)

**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.

## Position Funding GRA/GTA

The Report Request Parameters page will appear.

### 3. Complete the Report Request Parameters

- **As of Date:** The “ **As of Date** “ provides the opportunity to print the report for a prior date, today’s date, or a future date. The “ As of Date ” used will provide a view of the information as it appears on the selected date in the Human Resource Information System. The “ As of Date” does *not* automatically default to today’s date ... the date that appears is the last selected date used for a prior report (i.e. T & L Report, etc.). If a different date is desired, simply change the date (**MMDDYY** format).

- **Enter Department Group ID OR Department ID, not both.**

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

- **Sort by Name?:** Checkbox when clicked on will sort the report by Name.

Position Funding GRA/GTA

Run Control ID: KKF [Report Manager](#) [Process Monitor](#)

**Report Request Parameters**

As Of Date: 08/01/2008

Department: 3670005050

Department Group ID:

Sort By Name?

## Position Funding GRA/GTA

### 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.

Position Funding GRA/GTA

Run Control ID: KKF [Report Manager](#) [Process Monitor](#)

**Report Request Parameters**

As Of Date: 08/01/2008

Department: 3670005050

Department Group ID:

Sort By Name?

## Position Funding GRA/GTA

### 5. *Set Up* Process Scheduler Request Page

The following options exist for running, viewing or printing the report:

#### **Web Option**

#### **E-Mail Option**

<b>To view/print report via the <u>Web</u>:</b>	.	<b>To view/print report via <u>Electronic Mail</u>:</b>
<u>Server Name</u> : <b>PSUNX</b>	.	<u>Server Name</u> : <b>PSUNX</b>
<u>Type</u> : <b>Web</b>	.	<u>Type</u> : <b>E-Mail</b>
<u>Format</u> : <b>PDF</b>	.	<u>Format</u> : <b>PDF</b>
	.	
Runs report to the process scheduler.	.	Runs report to e-mail.



Position Funding GRA/GTA

Run Control ID: KKF

[Report Manager](#) [Process Monitor](#)

**Report Request Parameters**

As Of Date:  

Department:  

Department Group ID:  

Sort By Name?

## Position Funding GRA/GTA

### Report Manager - Set Up Report List

- **Status Edit Box = Posted or Blank**
- **Select "Refresh" to View Report List**
- **Select "Details" to Access Report**

[List](#) | [Explorer](#) | [Administration](#) | [Archives](#)

View Reports For

User ID:  Type:  Last:  Days

Status:  Folder:  Instance:  to:

Report List [Customize](#) | [Find](#) | [View All](#) |  1-7 of 7

Select	Report ID	Prcs Instance	Description	Request Date/Time	Format	Status	Details
<input type="checkbox"/>	371262	399666	<a href="#">Position Funding GRA/GTA</a>	07/09/2008 3:55:16PM	Acrobat (*.pdf)	Posted	<a href="#">Details</a>

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

## Position Funding GRA/GTA

Report Manager- Access Report from Report Details

- A Message Log, Trace File, and File Name(s) will appear.
- To view the report, select the file name ... wpos107\_XXX.PDF

**Report Detail**

**Report**

Report ID: 371262      Process Instance: 399666      [Message Log](#)  
Name: WPOS107      Process Type: SQR Report  
Run Status: Success

Position Funding GRA/GTA

**Distribution Details**

Distribution Node: KSU      Expiration Date: 08/08/2008

**File List**

Name	File Size (bytes)	Datetime Created
<a href="#">SQR_WPOS107_399666.log</a>	1,601	07/09/2008 3:55:36.000000PM CDT
<a href="#">wpos107_399666.PDF</a>	1,636	07/09/2008 3:55:36.000000PM CDT
<a href="#">wpos107_399666.csv</a>	541	07/09/2008 3:55:36.000000PM CDT
<a href="#">wpos107_399666.out</a>	222	07/09/2008 3:55:36.000000PM CDT

**Distribute To**

Distribution ID Type      \*Distribution ID

User

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

- To print the report, select the icon.

Or, select File > Print.

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.