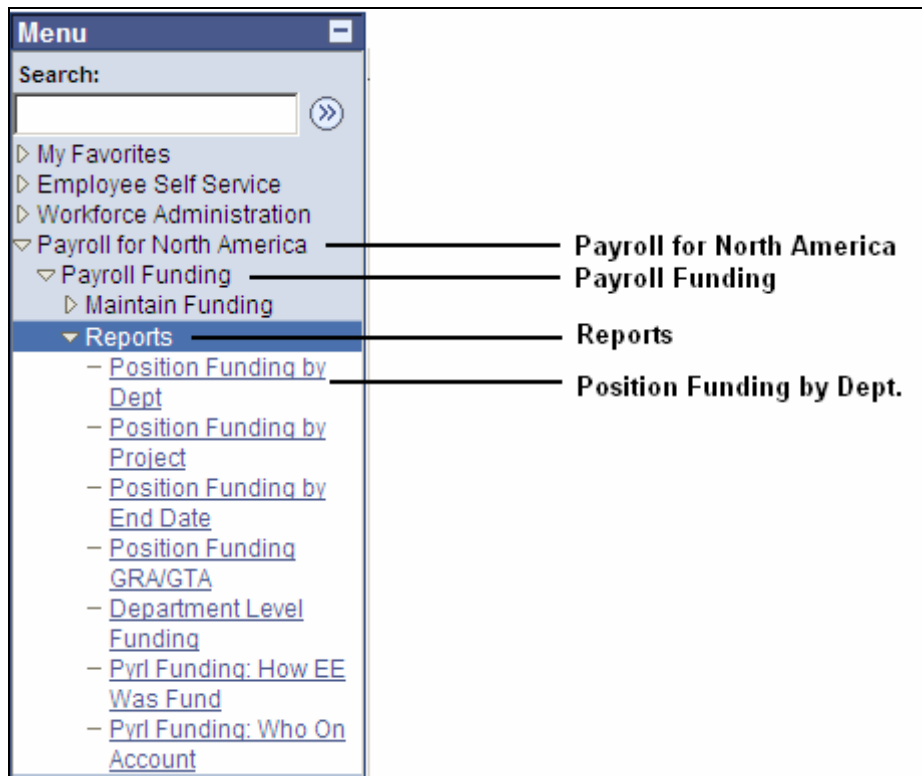


# Running / Viewing / Printing Reports

## Position Funding by Department

This report provides position information for all position (vacant and filled) within a selected department. This report may be printed at any time and for any date (history/current/future). This report is an excellent tool for viewing funding distribution prior to final pay calculation.

### 1. Access HRIS Report



# Report: Position Funding by Department

## 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 by Dept

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](#)

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Run Control ID:     [Basic Search](#)

[Find an Existing Value](#) | [Add a New Value](#)

**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.

## Report: Position Funding by Department

The Report Request Parameters page will appear.

### 2. 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 (**MMDDYYYY** format).

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

**Department Group ID:** This identification number will allow major administrative units to print the Position Funding by Department report for **all** the departments within the college/major administrative unit.

**OR**

**Department:** Used to print information for a single department. This identification number will print the Position Funding by Department report for selected positions within the department. Example: 367000XXXX

- ***Select Class Indicator and Subunit indicator for desired output.***

**Students Only?** To print the Position Funding report for only student positions, click on the “**Students Only?** ” check box.

**Note:** When the “Students Only?” check box is on, it overrides the radio buttons for classified, unclassified, or both. Example: If the “Students Only” check box is on and the “Classified” radio button is on, the Position Funding by Department report will print information for only student positions. Classified position funding data will not be included in this report

## Report: Position Funding by Department

- **Select Indicator for desired output - continued**

**Class:** To print Position Funding report for only classified positions, click on the “ **Class** ” radio button. Be sure to click off the “ Students Only? ” check box, if it is on.

**Note:** If the “ Students Only ” check box is on, click it off. The report will contain only hourly student data if the “ Students Only ” check box and the “ Class ” radio button are on at the same time.

**Unclass:** To run Position Funding report for only unclassified positions, click on the “ **Unclass** ” radio button. Be sure to click off the “ Students Only ” check box, if it is on.


**Note:** If the “ Students Only ” check box is on, click it off. The report will contain only hourly student data if the “ Students Only ” check box and the “ unclass ” radio button are on at the same time.


**Both:** To run the Position Funding report for both classified and unclassified positions, click on the “ Both ” radio button. Be sure to click off the “ Students Only ” check box, if it is on.


**Note:** If the “ Students Only ” check box is on, click it off. The report will contain only hourly student data if the “ Student Only ” check box and the “ Both ” radio button are on at the same time.

**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.

**Report Request Parameters**

Main Content: 12/31/2008 

Department Group ID:  

Department: 3670030010 

Students Only?

All Student / Class / Unclass

Sort By Subunit (Optional)

**Classified/Unclassified**

Class     Unclass     Both

# Report: Position Funding by Department

## 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.

The screenshot shows a web-based report configuration interface. At the top, there are two tabs: "Position Funding by Department" and "Position Funding History by Dp". Below the tabs, the "Run Control ID" is set to "ALMA". There are three links: "Report Manager", "Process Monitor", and a highlighted "Run" button. The main area is titled "Report Request Parameters" and contains several input fields and checkboxes. The "Main Content" field is set to "12/31/2008". The "Department Group ID" field is empty. The "Department" field is set to "3670030010". There are three checkboxes: "Students Only?", "All Student / Class / Unclass", and "Sort By Subunit (Optional)". A "Classified/Unclassified" section has three radio buttons: "Class", "Unclass", and "Both", with "Both" selected. At the bottom, there are several buttons: "Save", "Return to Search", "Notify", "Previous tab", "Next tab", and "Add".

# Report: Position Funding by Department

## 5. Set Up Process Scheduler Request Page

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

For FY 2006 and beyond, select the WPOS101A.

For prior to FY 2006, select the WPOS101.

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input type="checkbox"/>	Position Funding histor by Dep	WPOS101	SQR Report	Web	PDF	<a href="#">Distribution</a>
<input type="checkbox"/>	Position Funding Report by Dep	WPOS101A	SQR Report	Email	PDF	<a href="#">Distribution</a>

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** 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.

Run Control ID: ALMA

Report Request Parameters

As Of Date: 08/01/2008

Department Group ID: [ ]

Department: 3670030010

Students Only

All Student / Class / Unclass

Sort By Subunit (Optional)

Classified/Unclassified

Class  Unclass  Both

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

## Report: Position Funding by Department

### Report List

- Select "Refresh" to View Report List
- If status = Details ... Select "Details" to Access Report

View Reports For

User ID:  Type:  Last:  Days

Status:  Folder:  Instance:  to:

Report List [Customize](#) | [Find](#) | [View All](#) | [First](#) | 1-10 of 10 | [Last](#)

Select	Report ID	Prcs Instance	Description	Request Date/Time	Format	Status	Details
<input type="checkbox"/>	371263	399667	Position Funding histor by Dep	07/09/2008 4:01:13PM	Acrobat (*.pdf)	N/A	
<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.

- A Message Log, Trace File, and File Name(s) will appear.
- To view/print the report, select the file name ... wpos101\_xxxx.PDF

Report Detail

Report ID: 2217 Process Instance: 2788

Name: WPOS101 Process Type: SQR Report

Run Status: Error

Position Funding histor by Dep

File List

Name	File Size (bytes)	Datetime Created
<a href="#">Message Log</a>	1,614	05/23/2005 8:01:40.000000AM CDT
<a href="#">wpos101_2788.PDF</a>	1,668	05/23/2005 8:01:40.000000AM CDT
<a href="#">Trace File</a>	82	05/23/2005 8:01:40.000000AM CDT

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.