

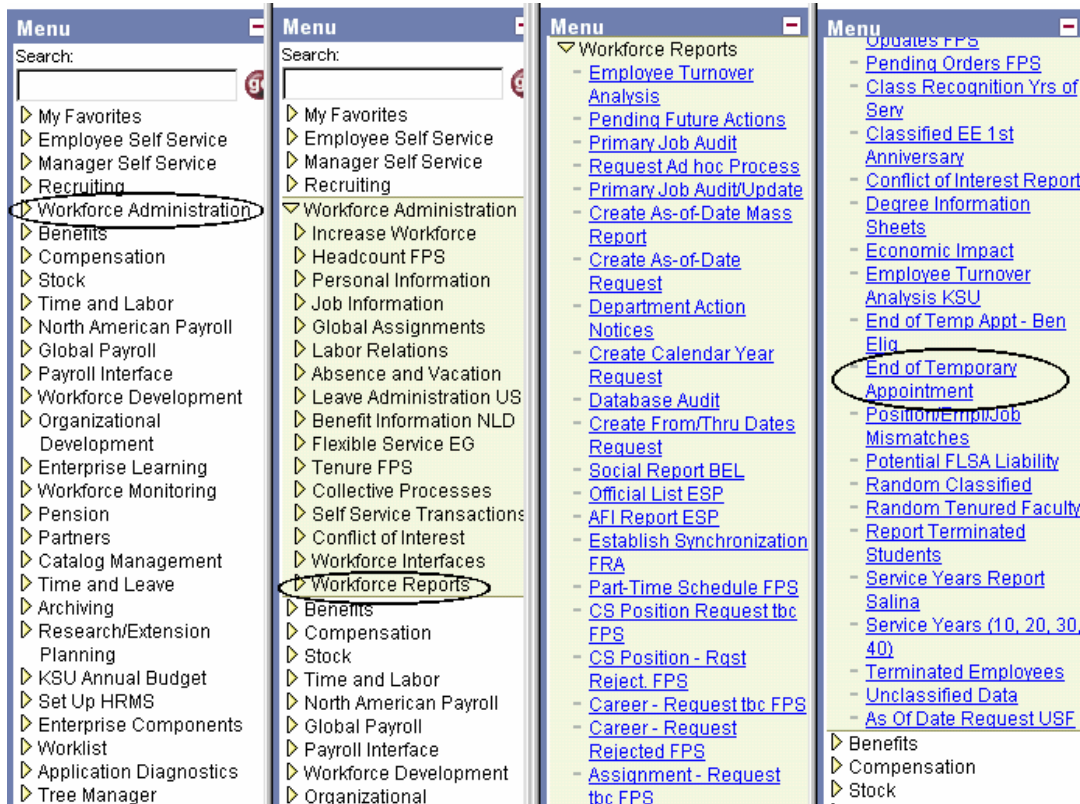
Running / Viewing / Printing Reports

End of Temporary Appointment

This report provides a list of employees within a selected department that have an “End of Appointment Date” specified in HRIS. This report may be printed at any time and for any range of dates. It is an excellent tool for tracking employees who are assigned to temporary (non-benefit) positions.

STEP 1: Access Report

Menu Group: Workforce Administration
Menu: Workforce Reports
Component: End of Temporary Appointment



End of Temporary Appointment Report

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>

End of Temporary Appointment

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

[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.

End of Temporary Appointment Report

The Report Request Parameters page will appear.

3. Complete Report Request Parameters for desired output.

Start Date: The begin date for the report.

End Date: The end date for the report.

The "From Date" and "Thru Date" will list those employees who have "End of Appointment Dates" between these two dates.

Department:: The Department ID

(The department name will appear after ID has been entered.)

Runctl Wper643 Ksu

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

Report Request Parameters

From Date: 06/06/2004

End Date: 07/31/2004

Department: 3670080050 Clinical Sciences

End of Temporary Appointment 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.

Runctl Wper643 Ksu

Run Control ID: kak

[Report Manager](#)

[Process Monitor](#)

Run

Report Request Parameters

From Date: 06/06/2004

End Date: 07/31/2004

Department: 3670080050 Clinical Sciences

Save

Return to Search

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

Process Scheduler Request

User ID: ALMAMD Run Control ID: kak

Server Name: Run Date: 

Recurrence: Run Time:

Time Zone: 

Process List

Select	Description	Process Name	Process Type	Type	Format
<input checked="" type="checkbox"/>	End Temporary Appointment Date	WPER643	SQR Report	Web	PDF
				Email	PDF

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.

End of Temporary Appointment Report

6. View or Print the Report

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

- * **Select . . . Report Manager** (Page 9) 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

- * **Select . . . Process Monitor** (Page 11) 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.

Runctl Wper643 Ksu

Run Control ID: kak

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

Process Instance:988

Report Request Parameters

From Date:

End Date:

Report Manager - Set Up Report List

Select the Administration Tab:

The screenshot shows the 'Administration' tab selected. The 'View Reports For' section includes fields for User ID (ALMAMD), Type (dropdown), Last (1 Days), Status (Posted), Folder (dropdown), Instance (dropdown), and a Refresh button. Below this is a 'Report List' table with columns: Select, Report ID, Prcs Instance, Report Description, Request Date/Time, Format, Status, Details, and View. The table contains two rows of data.

Select	Report ID	Prcs Instance	Report Description	Request Date/Time	Format	Status	Details	View
<input type="checkbox"/>	851	988	End Temporary Appointment Date	10/22/2004 1:54:01PM	Acrobat (*.pdf)	Posted	Details	View
<input type="checkbox"/>	840	967	WPER660	10/22/2004 1:07:50PM	Acrobat (*.pdf)	Posted	Details	View

- * **Status:** Blank or Posted
- * **Refresh:** Select to View Report List
- * **Status:** When status is "Posted" ... Select "View" to Access Report/Log Viewer

This screenshot is annotated with circles and arrows. A circle around the 'Refresh' button in the 'View Reports For' section has an arrow pointing to the text 'Select "Refresh" to view reports that have been processed...'. Another circle around the 'View' link in the 'Report List' table for the first row has an arrow pointing to the text 'After report appears on the list, select "View"'. A third circle around the 'Posted' status in the 'Status' dropdown has an arrow pointing to the text 'Status ... Posted'.

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 via Report/Log Viewer

- * A Message Log, Trace File, and File Name(s) will appear.
- * To view the report, select the file name ...
wper643_XXXXXX.PDF.

Report Detail

Report ID: 851 **Process Instance:** 988
Name: WPER643 **Process Type:** SQR Report
Run Status: Success

End Temporary Appointment Date

File List		
Name	File Size (bytes)	Datetime Created
Message Log	1,599	10/22/2004 1:54:12.000000PM CDT
wper643_988.PDF	1,407	10/22/2004 1:54:12.000000PM CDT
Trace File	2,473	10/22/2004 1:54:12.000000PM 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.

Report ID: WPER643

PeopleSoft
END OF TEMPORARY APPOINTMENT

Page No. 1
Run Date 10/28/2002
Run Time 09:02:35

3670020060 Biology
27-OCT-2002 THRU 21-DEC-2002

Name	Emplid	Rcd#	Jobcode	Position	End Appoint Dt
Adams, Tracy E		0	026200	W0008627	06-DEC-2002
An, Ke		0	026100	W0008621	16-NOV-2002
Anderson, Christopher D		0	032000	W0008659	21-DEC-2002
Bernot, Randall J		0	032000	W0008676	21-DEC-2002
Lett, Michelle S		0	032000	W0008694	21-DEC-2002
Means, John C		0	030500	W0031920	21-DEC-2002

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 Manager.

Runctl Wper643 Ksu

Run Control ID: kak

[Report Manager](#)

[Process Monitor](#)

Run

Report Request Parameters

From Date: 06/06/2004

End Date: 07/31/2004

Department: 3670080050 Clinical Sciences

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

Process List [Server List](#)

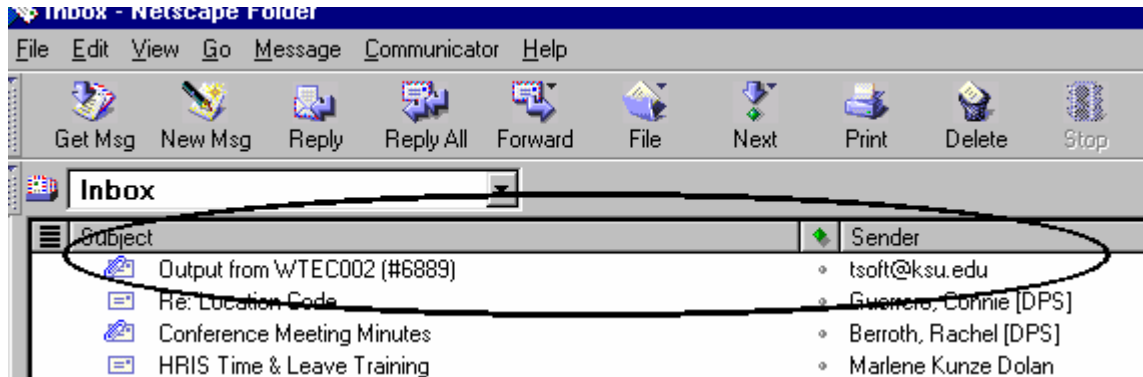
View Process Request For

User ID: ALMAMD Type: Last: 10 Days Refresh
 Server: Name: Instance: to
 Run Status: Save On Refresh

Customize | Find | View All | First 1-43 of 43 Last

Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Details
988		SQR Report	WPER643	ALMAMD	10/22/2004 1:52:20PM CDT	Success	Details
967		SQR Report	WPER660	ALMAMD	10/22/2004 1:06:34PM CDT	Success	Details

Retrieve Report via E-Mail Inbox to View or Print



* **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.