

# HRIS – Human Resources Information Solution RESOURCE GUIDE: AGENCY HCM VIEW – HRIS ON-DEMAND REPORTS

## AGENCY HCM VIEW – HRIS ON-DEMAND REPORTS

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#### Introduction

After a report job has been setup and 'added' to the system using the Add button, you must submit the report to HRIS to process. Only after the report has been submitted and processed, will results be available for you to view.

Once the job has been submitted, you can check the status of the job using the Job Scheduler. The job schedule is available to show you whether your job is Waiting, Active or Completed.

After the job has reached a Completed status, you can then access the report results in one place:

• Print Manager

Once the report results are open, you have the option of printing the results, saving the results to your hard drive, or exporting the results into a Comma Separated Value (CSV) file or a PDF format.

#### Submit Report Job

(Image 1)

≡ Menu							٩	. ▼ xp391	X Go	â
			XP391 - S	OA EEO-4 Report						+
Special Actions 🔻	+ Add 🖉 Change	📅 Delete ┥	Previous		Next	Quick Submit		🗄 Work File Distril	bution	•••
Parametare	Submit	Job Name [ Job Description [ User Name [ Data Area/ID ]	Reports	QE QE	Jo	ob Sched	]	Print M	lgr	

#### Steps 1-2 of 2

(Image 1, Table 1)

No.	HRIS Field	Required (R) Optional (O)	Step / Action	Expected Results	Notes / Additional Information
1	Submit Job button	R	Click <b>Submit</b> under Related Actions to submit job to process. Job <b>Submit</b> window opens. Click <b>Submit</b> button again.	Receive message "Job has been submitted".	You must have clicked ' <b>Add'</b> or ' <b>Change'</b> to save the report parameters in HRIS BEFORE clicking Submit.
2	Job Scheduler link	R	Click <b>Job</b> <b>Scheduler</b> to check the status of a job.	This will take you to the Job Scheduler. Use the job schedule to determine the current status of your job.	Job must be in Normal Completion and appear in the Completed tab to be available to view under the Print Files or Reports link. You cannot view report results through the job scheduler, you can only view the status of the report job.

## Verify Status using the Job Scheduler

The Job Scheduler should be used to check the status of a submitted job. The job can only be viewed in the Print Manager when it appears in the Completed tab.

(Image	2)
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User Options			Active Jobs	Waiting Jobs		7			
Change Password				- realing coso		_			
			Job Name	Parameters	Job Queue	Start Date	Stop Date	Status	
Help				XT251	*********	01/20/2020 23:25:29	01/20/2020 23:25:29	Normal Completion	
Bookmarks				XT251	*******	01/20/2020 23:25:25	01/20/2020 23:25:26	Normal Completion	
+ Inbasket			TESTING	HR170	*******	10/07/2019 00:34:00	10/07/2019 00:34:43	Normal Completion	
			TESTING	HR170	********	10/07/2019 00:31:47	10/07/2019 00:31:47	Normal Completion	
+ HRIS Web Reports			TESTING	HR170	********	10/07/2019 00:30:23	10/07/2019 00:30:23	Normal Completion	
<ul> <li>Jobs and Reports</li> </ul>			TESTING	HR170	********	10/07/2019 00:29:13	10/07/2019 00:29:42	Normal Completion	
Job Schedule			TESTING	HR170	********	10/07/2019 00:26:48	10/07/2019 00:26:49	Normal Completion	
Print Manager			TESTING	HR170	*********	10/07/2019 00:26:01	10/07/2019 00:26:01	Normal Completion	
Job List			TESTING	HR170	********	10/07/2019 00:25:04	10/07/2019 00:25:28	Normal Completion	
i≡ Frequent			TESTING	HR170	*******	10/07/2019 00:24:00	10/07/2019 00:24:00	Normal Completion	
i incquein			TESTING	HR170	*********	10/07/2019 00:23:14	10/07/2019 00:23:15	Normal Completion	
③ Recent			TESTING	HR170	******	10/07/2019 00:22:27	10/07/2019 00:22:27	Normal Completion	•
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#### Steps 1-3 of 3

(Image 2, Table 1)

No.	HRIS Field	Required (R) Optional (O)	Step / Action	Expected Results	Notes / Additional Information
1	Active Jobs Waiting Jobs Completed Jobs	R	Click on Active, Completed or Waiting to see the status of your Job.	Queue refreshes automatically. If job is not in 'Normal Completion' status. This can be done multiple times, until job reaches the 'Normal Completion' status. To be available for display, report job must be in Normal Completion	The filter options available are: • Active –your job is processing in HRIS. • Completed – your job has finished processing and is ready for review • Waiting – you job is waiting to be processed or may need recovery. If your job states 'needs recovery' contact HRIS for assistance.

No.	HRIS Field	Required (R) Optional (O)	Step / Action	Expected Results	Notes / Additional Information
				status and appear in the Completed view.	
2	Job Name	R	Click the row for the job you are checking	This row will be highlighted. The row displays the Job Name, Parameters, Job Queue, Start and Stop Date, and Status.	If your job is completed, you can now view your results.
3	Print Manager	R	Click on <b>Print</b> <b>Manager</b> to access report results: • Reports – this queue will display all the reports you have processed.	Print Manager will display your reports.	If you do not want to display results, see the next step for additional options.

#### Access Report Results using the Print Manager

The Print Manager Files is one of two options that can be used to access your completed results. The reports results will be sorted by creation date in descending order.

#### (Image 3)

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	Content			c	Ę				Time Zone: GMT-7
	User Options								
	Change Password		Job Owner	Job Name	Description	Parameters	File Name	Created	
•						XT251	XT251.prt	01/20/2020 23:25:29	
0		~		TESTING	Testing report 1	HR170	HR170.prt	10/07/2019 00:34:43	
R	Bookmarks	~		TESTING	Testing report 1	HR170	TESTING1	10/07/2019 00:34:43	
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	- Inbasket			TESTING	Testing report 1	HR170	testing	10/07/2019 00:34:43	
+	<ul> <li>HRIS Web Reports</li> </ul>			XP39111	xp39111	XP391	XP391.prt	09/27/2019 13:03:53	
34	<ul> <li>Jobs and Reports</li> </ul>			XP39111	xp39111	XP391	aghirsum	09/27/2019 13:03:53	
	Job Schedule			XP39111	xp39111	XP391	workforce	09/27/2019 13:03:53	
	Print Manager			LP270	lp270	LP270	LP270.prt	09/27/2019 12:42:14	
	Job List			LP240	LP240	LP240	LP240.prt	09/27/2019 10:46:52	
-				LP240	LP240	LP240	available	09/27/2019 10:46:52	
≣		~		LP231	lp231	LP231	LP231.prt	09/27/2019 09:25:04	
0		~		LP2045	LP204	LP204	LP204.prt	09/27/2019 08:58:42	
			4						
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			[ 10:56:02 - Print Man	ager - cxm58048 ] Rea	idy				Ŷ

#### Steps 1-2 of 2

(Image 3, Table 1)

No.	HRIS Field	Required (R) Optional (O)	Step / Action	Expected Results	Notes / Additional Information
1	Report Name	R	Locate the row for the job you would like to view.	All completed report jobs will be displayed in this queue.	
2	Report Actions: View Print Delete	R	You can display report results one of two ways: • Click anywhere on the display line for the report, click your right mouse button and select ' <b>View'</b> from the drop down menu. Or Click the select box at the beginning of the report line and	Depending on the action performed, you will either see additional information, or be asked to confirm an action Delete. System will ask for confirmation to delete, Click OK. File is deleted	You should never resubmit a job to process while that job is processing (it is in active or waiting status). Please allow the first job to process before resubmitting.

No.	HRIS Field	Required (R) Optional (O)	Step / Action	Expected Results	Notes / Additional Information
			click 'View' under related actions. • Click Delete to delete the specific highlighted job. To delete multiple jobs. All jobs must have a check mark in the select box to be included in the delete.		

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### **Reviewing Report Results**

#### (Image 4)

*	General	^	≡ Menu					Q ≠ xp391	X Go	â
						XT251.prt (Job	Step 1)			
	Sign Out		← Back Print	Create CSV File	Distribute 🔻	View Options 🔻	Quick Print			
	Lawson Home Content		XT251 Date: 01/20/20 Time: 23:25	JOB SUBMISS	ION PARAMETERS					î
	User Options Change Password		User Name: Job Name:							
0	Help		Step Nbr: 1							
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-	<ul> <li>Jobs and Reports</li> </ul>		Departr Locat	ent: ion:						
	Job Schedule		Superv: Employee Gr Emplo	oup:						
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	Job List		Report Seque Employee Seque	ence: 1 Ei ence: U	mployee se Company Default					
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			( 11:14:41 - Print Manag	er - ] Ready						1

#### Steps 1-2 of 2

#### (Image 4, Table 1)

No.	HRIS Field	Required (R) Optional (O)	Step / Action	Expected Results	Notes / Additional Information
1	View Options	R	Click on drop down and select the option for your report results. View Options Qui Text PDF - Landscape PDF - Portrait PDF - Condensed 158 PDF - Condensed 198 PDF - Condensed 233	Report results will open.	<ul> <li>View Options, report results will display in a different format:</li> <li>Text will display in Excel Spreadsheet.</li> <li>PDF Landscape or Portrait will display in Adobe Acrobat. <ul> <li>PDF view will be used to print results or save the report to your hard drive.</li> <li>PDF Condensed 158, 198, 233 will minimize your report</li> </ul> </li> <li>When displaying the report file, regardless of the view option, HRIS will display the selection criteria as the first page of the report. You must page down to see report</li> </ul>



No.	HRIS Field	Required (R) Optional (O)	Step / Action	Expected Results	Notes / Additional Information
					results. Once in PDF view, you can click the print button or the save button to perform these additional actions on your report results.
2	Create CSV File	R	Click export results into a spreadsheet.	Results will display in a Excel spreadsheet.	Once in Excel, you can save your report.