



8.9 HRMS Step-by-Step Guide Running Admin Training Report

Overview: The Admin Training report is designed to provide a list of all employees that have taken a specific course, accompanied by the date they took the training.

Users running this report are restricted to the departments or nodes within their row-level security. When attempting to run the report selecting parameters outside your security profile, the report will not produce any data. Setting up the run control parameters can provide a dynamic reporting tool that allows for easy tracking and analyzing of employee training records. This report may include the following parameters:

- for one or more departments
- for your entire campus or node on the HR Tree
- for a particular job code
- for a specific employee group(s)
- for all employees in your department, in alphabetical order
- for multiple courses, all in the same report

For a complete list of reports and reviews available in PeopleSoft 8.9, go to the 89HRMS Report and Review Resource Guide.

Note: The screen shots used in this guide may not be representative of your access.

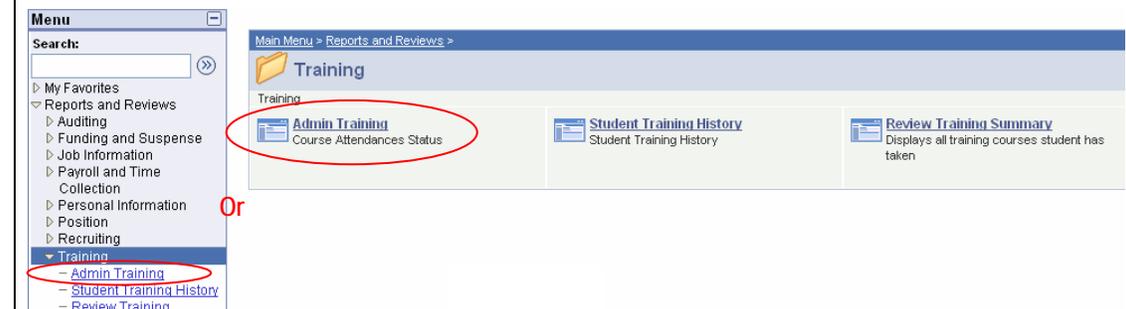
1. Navigate to Reports and Reviews

- Reports and Reviews
- Click on ▶ Training



2. Training Reports are displayed

- Click on [Admin Training](#)



3. Admin Training search page displays

- Click on Search to find an existing run control ID

4. Search Results display

- Click on an existing Run Control ID or create a new ID
- To create a new ID, Click on [Add a New Value](#)

5. Add a New Value page displays

- Enter a new Run Control ID.

NOTE: Spaces are not valid.

- Click on [Add](#)

6. Admin Training Run Control page displays

- If your row-level security is not set at a high level of access for your entire campus or for campus subgroups, **bypass the Campus and Campus Subgroup fields.**

University of Colorado
HRSSPRAC PRACT10 Home

Menu
Search: [] []
My Favorites
Reports and Reviews
Auditing
Funding and Suspense
Job Information
Payroll and Time Collection
Personal Information
Position
Recruiting
Training
Admin Training
Student Training History

Admin Training
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

Search by: Run Control ID begins with []

Search | Advanced Search

Find an Existing Value | Add a New Value

Admin Training
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

Search by: Run Control ID begins with test

Search | Advanced Search

Search Results

View All | First | 1 of 1 | Last

Run Control ID	Language Code
test	English

Find an Existing Value | Add a New Value

Admin Training

Find an Existing Value | Add a New Value

Run Control ID: Admin_trn

Add

Find an Existing Value | Add a New Value

Admin Training

Run Control ID: Admin_trn

Report Manager | Process Monitor | Run

Limit report as needed by adding each selection criteria

Campus: [] Job Code: []

EmpID: []

Campus Subgroup: []

Select date range for course end date (leave blank for all)

From Date: [] End Date: []

7. Admin Training Run Control page displays

- Enter a Job Code, only if running for specific job code
or
- Enter an EMPLID, only if running for one person
- Enter From and To Dates (Leave blank unless specific dates are required)
- Results are based on row level security
- In general, most report users run this report using only the parameters in these 3 sections.
- Click 

Admin Training

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

Limit report as needed by adding each selection criteria

Campus: Job Code: 2

EmplID: Martens, Matthew 3

Campus Subgroup:

Select date range for course end date (leave blank for all)

From Date: End Date:

Personnel Groups (leave blank for all groups): 4

Department (leave blank for all departments): 5

Course (choose one to six courses): 6

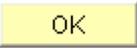
HRMS-Functional -Instr-led Tng

Fiscal Code of Ethics-WEB

Additional information for 1 – 6 (above):

1. **Campus** – This field is used to look at all transactions for a single campus and may be used in conjunction with a Campus Subgroup to further narrow the output.
2. **Job Code** – This parameter is used to limit the report results to a single job code. If additional parameters are not used the report will return results for every relevant transaction for that job code.
3. **EmplID** – This parameter is used to limit the report results to a single employee ID.
4. **Personnel Groups** – This parameter is used to limit the report results to a Personnel Group (job code series).
5. **Department** - This parameter is used to limit the report results to a single department. If additional parameters are not used the report will return results for every relevant transaction within department row-level security.
6. **Course(s) – Required** – This parameter is used to find the output for specific course(s). A maximum of six courses can be selected for each report output.

7. Process Scheduler page displays

- Enter *PSUNX* in the Server Name
- Verify the report type is Web
- Verify the format is PDF format
- Click 

Process Scheduler Request

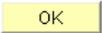
User ID: R00198 Run Control ID: sh

Server Name: Run Date: 

Recurrence: Run Time: 

Time Zone: 

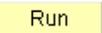
Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	Admin Training	TRN060CU	SQR Report	Web	PDF	Distribution

8. Admin Training page re-displays

- Click on [Report Manager](#)

Admin Training

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

Process Instance: 2753

Limit report as needed by adding each selection criteria

Campus: Job Code: 

EmpID:  Martens, Matthew

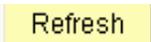
Campus Subgroup: 

Select date range for course end date (leave blank for all)

From Date:  End Date: 

Personnel Groups (leave blank for all groups): [Find](#) First Last

9. Report Manager displays

- The report will not display until the process status is Posted
- Click  until the report is Posted
- Click on the report Description [Admin Training](#)
(If a new window does not open, hold down the Ctrl key and click again)

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

View Reports For

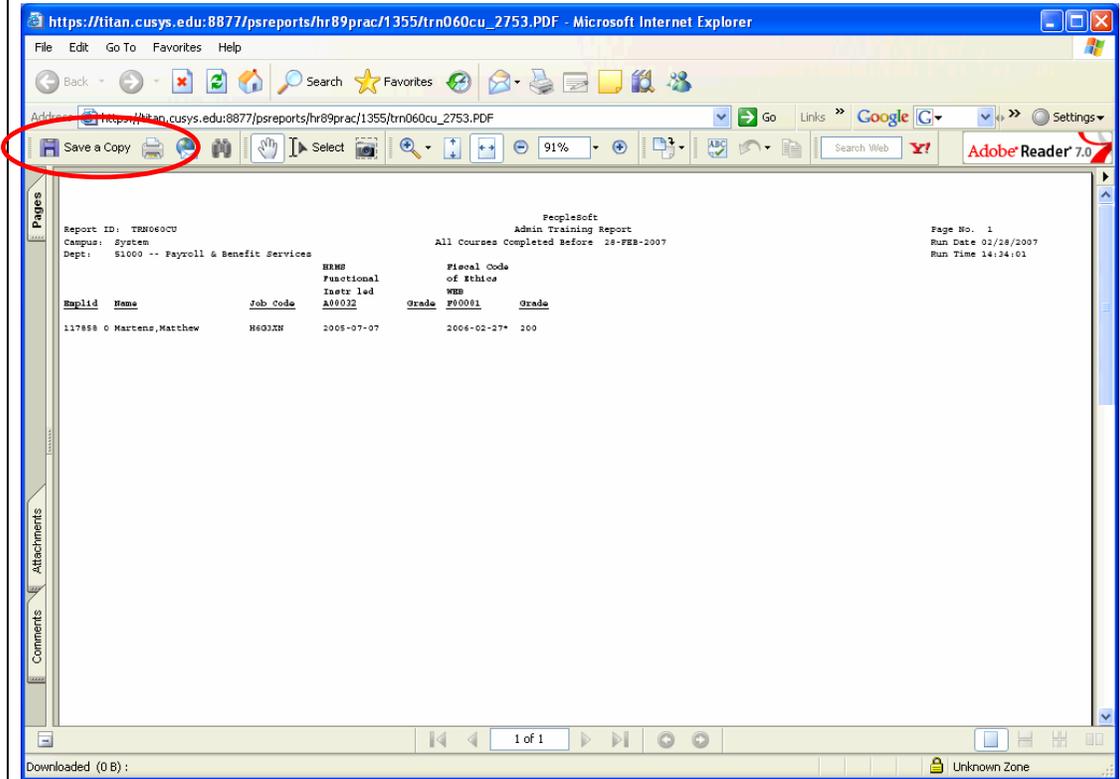
User ID: Type: Last: Days  

Status: Folder: Instance: to:

Select	Report ID	Prce Instance	Description	Request Date/Time	Format	Status	Details
<input type="checkbox"/>	1355	2753	Admin Training	02/28/2007 2:33:50PM	Acrobat (*.pdf)	Posted	Details

10. Admin Training Report displays in Adobe Acrobat

- Click  to print the report
- Click  to save the report



Report ID: TRN060CU
Campus: System
Dept: 91000 -- Payroll & Benefit Services

PeopleSoft
Admin Training Report
All Courses Completed Before 28-FEB-2007

Page No. 1
Run Date 02/28/2007
Run Time 14:34:02

EmpId	Name	Job Code	Functional Instr led	Grade	Fiscal Code of Ethics
117858	0 Martens, Matthew	H6032N	2008-07-07	2004-02-27*	200

Running Admin Training Report complete