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.
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 Run

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 OK

8. Admin Training page re-displays
   - Click on Report Manager

9. Report Manager displays
   - The report will not display until the process status is Posted
   - Click Refresh 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)
10. Admin Training Report displays in Adobe Acrobat

- Click [ ] to print the report
- Click [ ] to save the report

Running Admin Training Report complete