

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.



- 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.

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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

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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.

Fiscal Code of Ethics-WEB

- 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.

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- 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.
- 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.

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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 <u>Report</u>
 <u>Manager</u>

- 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 <u>Admin</u> <u>Training</u>

(If a new window does not open, hold down the Ctrl key and click again)

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10. Admin Training Report displays in https://titan.cusys.edu:8877/psreports/hr89prac/1355/trn060cu_2753.PDF - Microsoft Internet Explorer File Edit Go To Favorites Help Adobe Acrobat 🔇 Back 🔹 🕗 🔹 🛃 🛟 🔎 Search 🤺 Favorites 🚱 🔗 😓 🔜 🛄 鑬 🖏 Chickpon//Wilan.cusys.edu:8877/psreports/hr89prac/1355/trn060cu_2753.PDF 🗸 🔁 Go 🛛 Links 🎽 Google 💽 🗸 🗸 💀 🔘 Settings 🗸 Click line to print the 📙 Save a Copy 🚔 🤌 🙌 🚺 💽 Select 📷 🔍 - 📜 🗗 😌 91% - 🐵 👫 - 🐯 🔊 - 🐚 Search Web 👥 Adobe Reader 7.0 report Pages Click ^{B Save a Copy} to save PeopleSoft Admin Training Report All Courses Completed Before 28-FEB-2007 Report ID: TRN060CU Campus: System Dept: S1000 -- Payroll & Benefit Services Page No. 1 Run Date 02/28/2007 Run Time 14:34:01 the report HRMS Functional Instr led A00032 Fiscal Code of Ethics WEB Grade <u>F00001</u> Grade Emplid Name Job Code 2006-02-27* 200 117858 0 Martens,Matthew несэхи 2005-07-07 Attachments 1 of 1 -Downloaded (0 B) : 🔒 Unknown Zone

Running Admin Training Report complete