How to Run an HR Report

Additional Information
## Procedure

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
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| 1.   | All URI HR reports require a **Run Control ID** - this is an identifier created by the user, it is the first thing you must enter when running a report. If you have a **Run Control ID**, enter it here, if you do not have a **Run Control ID** click the **Add a New Value** tab and create one.  

**TIP:** If you have created a **Run Control ID** but cannot remember it leave the box blank and click the **Search** button. This will display a list of all the **Run Control IDs** you have created. |
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<td>2.</td>
<td>To create a <strong>Run Control ID</strong> enter the text you want for your <strong>Run Control ID</strong> it can be all letters or a combination of letters and numbers and click <strong>Add</strong>.</td>
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**TIP:** You should choose a **Run Control ID** that you can remember. If you forget your Run Control you can always create a new one by following this process.
Step | Action
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3. | Enter the **Run Control ID** you want to create and click **Add**.
**Step 4.** URI HR reports allow users to obtain specific information based on the criteria they search on.

For example on this report, the **Pay Distribution Report**, a user may enter as much or as little information as they desire.

Enter the information you’d like to search by and then click **Run** in the upper left hand section of the screen.

All reports run in a similar fashion, some may have fewer input/search options but the concept and layout are the same.
Step | Action
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5. | We have two different kinds of report formats:

1) PDF - Reports that combine data into an Adobe PDF form which you can save to your desktop. This report format is best for printing. To run a PDF report you must choose PDF as the Format.

2) CSV - Reports that combine data into a Microsoft Excel readable format. The .CSV file can be downloaded and organized/sorted by the user in MS Excel. To run a .CSV report you must choose CSV as the format.
Step | Action
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6. | After clicking **Ok** on the previous screen you now want to click the **Process Monitor** link
You will now be at your **Process List** and will see your report below with a status of **Queued** under the **Run Status**.

Click the **Refresh** button to obtain the latest status of your report. Note some reports may take several minutes to compile the data.

**TIP:** If you do not see your report listed check your settings at the top of the page, you may be only displaying results for the last day, or a specific server. You can select the blank setting (shown here) and it will display reports run on both servers (PSUNX, PSNT).
8. When your Run Status has updated to "Success" and the Distribution Status reads "Posted" click on the "Details" link
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<td>9.</td>
<td>Click the View Log/Trace link.</td>
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View Log/Trace
### Step 10
**Action**: Click on the link (.PDF or .CSV) to open/download your report.

You can right click and "Save As" to your desktop (recommended for .CSV files) or open in your browser.

### Step 11
**Action**: End of Procedure.