To run the URI State Position report, follow these instructions:

Once you log into HR e-Campus:

Favorites 🔫	Main Menu 👻	
THE UNIVERSIT OF RHODE ISLAND	e-Campus	
Menu		0 0 -
Search:		
	$\otimes$	
My Favorites		
URI Budget		
URI Human Re	esources Management	
URI Internal Pa	ayroll	
URI State Payr	oll	
Manager Self S	Service	
Recruiting		
Workforce Adm	ninistration	
Time and Labo	)r	
Organizational	Development	
Set Up HCM		
Tree Manager		
Reporting Tool	S	
PeopleTools		

• Click on URI Human Resources Management

THE UNIVERSITY OF RHODE ISLAND	e-Campus
Main Menu >	
URI Huma	n Resources Management
State Employe State Employee P	e Position Report Position Report (U_HHR159) short
URI Departmer Identifies all empl an individual dep	It Employee List oyees with their job data that a user has access to. Users are able to run the report for artment or get all departments they have access to. PDF or CSV (Excel)
URI Job Term I Job termination d	Dates ates and jobs with no termination date for all active employees by department.

• Then click on State Employee Position Report

_	·			0	-	-	•		-
Favorites 🕶		Main Menu 👻	>	URI Human	Resources	Management <del>•</del>	r	>	U
THE UNIVERSIT OF RHODE ISLAN	Y	e-Ca	lum: I <b>M</b>	an Resources					

## State Employee Pos RPT Short

Find an Existing Value Add a New Value
Run Control ID Training
Add

Find an Existing Value | Add a New Value

- If you have a Run Control ID which is basically just another password, enter it in the Run Control ID field.
- If you do not have one, click Add a New Value and create one
- Then Click Add

THE UNIVERSITY OF RHODE ISLAND	e-Campus			
Emp Pos Rpt Short				
Run Control II	) Training	Report Manager	Process Monitor	Run
Save				

• On this page, click Run

THE	Human Resources
OF RHODE ISLAND	e-Campus

## **Process Scheduler Request**

User ID hrtrainer		Run Control ID	Training		
Server Name Recurrence Time Zone Q	<ul><li> ■ Run Dat ■ Run Tim</li></ul>	e 07/25/2016 e 3:45:39PM	। Rese	t to Current Da	te/Time
Process List			2-	2	
Select Description	Process Name	Process Type	*Туре	*Format	Distribution
State Emp Pos Rpt short	U_HHR155	SQR Report	Web 👻	PDF 🚽	Dis
ок				CSV HP HTM LP PDF PS SPF XML	

- Here you can choose to run it either as a PDF or CSV file.
- Click OK

THE UNIVERSITY OF RHODE ISLAND	e-Campus		
Emp Pos Rpt Short	1		
Run Contro	NID Training	Report Manager Process Monitor Process Instance:1793391	

- The system brings you back to the original page but now there is a Process Instance # listed under the Process Monitor link. This tells you the report is running.
- Click on Process Monitor

THE UNIVERSIT OF RHODE ISLAN			e-C	amp	US										
Process List	Serv	/er Li	ist												
View Process	Requ	est l	For												
User ID Server Run Status	rainer		<ul><li></li><li></li><li></li><li></li><!--</th--><th>Type Name Distri</th><th>bution Stat</th><th>• Q us</th><th>Last Insta</th><th><!--</th--><th>ave On I</th><th>to Refresh</th><th>1</th><th>Days 👻</th><th></th><th>Refres</th><th>h</th></th></ul>	Type Name Distri	bution Stat	• Q us	Last Insta	</th <th>ave On I</th> <th>to Refresh</th> <th>1</th> <th>Days 👻</th> <th></th> <th>Refres</th> <th>h</th>	ave On I	to Refresh	1	Days 👻		Refres	h
Process List								Pe	rsonaliz	e   Find   \	/iew A	NI   🖾   🔣	First	🕘 1 of 1	● Last
Select Instanc	e Seq	. Pro	ocess T	уре		Process Name	User	Run Date/	Time			Run Status	Dist	tribution tus	Drails
179339	1	SC	R Rep	ort		U_HHR155	hrtrainer	07/25/20	6 3:45:	39PM EDT		Processing	N/A		$\langle$
Go back to State	Emplo Notify rver Lis	oyee st	Pos RP	PT Short											•

• Click the Refresh button until the Run Status shows *Success* and the Distribution Status shows *Posted* 

## How to Run A Report in HR

THE UNIV OF RHO	ERSITY DE ISLAND		e-Campus	ces				
Proce	ss List	<u>S</u> erve	er List					
View	Process R	leque	est For					
U S Run	ser ID hrtra Server Status	ainer	Q Type     Name     Distribution	▼ Q I Status	Last Insta		ys 👻	Refresh
Proc	ess List					Personalize   Find   View All	💷   📑 🛛 Fi	rst 🕙 1 of 1 🕑 Las
Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status Details
	1793391		SQR Report	U HHR155	hrtrainer	07/25/2016 3:45:39PM EDT	Success	Posted Details

Go back to State Employee Pos RPT Short

🔚 Save 🔛 Notify

Process List | Server List

• Once the Run Status is listed as Success and the Distribution Status states Posted, Click on the Details link on the right.

THE UNIVERSITY OF RHODE ISLAND e-Campus		
Process Detail		
Process		
Instance 1793391	Type SQR Report	
Name U_HHR155	Description State Emp Pos	s Rpt short
Run Status Success Distri	bution Status Posted	
Run	Update Process	
Run Control ID Training Location Server Server PSUNX Recurrence	<ul> <li>Hold Request</li> <li>Queue Request</li> <li>Cancel Request</li> <li>Delete Request</li> <li>Re-send Content</li> </ul>	Restart Request
Date/Time	Actions	
Request Created On         07/25/2016         3:47:10PM EDT           Run Anytime After         07/25/2016         3:45:39PM EDT           Began Process At         07/25/2016         3:47:35PM EDT           Ended Process At         07/25/2016         3:50:34PM EDT	Parameters Message Log Batch Timings View Log/Trace	Transfer
OK Cancel		

• Click on the View/Log Trace link

THE UNIVERSI OF RHODE ISL		e-Campus			
View Log/T	race				
Report					
Report ID Name Run Status	1452711 U_HHR155 Success	Process Instance Process Type	1793391 SQR Rep	Messa	ge Log
State Emp Po Distribution	s Rpt short 1 Details				
Distribution I	Node URI_	REPORTS Expiration	Date	09/23/2016	
File List					
Name		File Size	(bytes)	Datetime Created	
Message Log	3	1,597		07/25/2016 3:50:34.33	6512PM EDT
U_HHR155_	1793391.CSV	30,990		07/25/2016 3:50:34.33	6512PM EDT
u_hhr155_17	'93391.out	161		07/25/2016 3:50:34.33	6512PM EDT
Distribute T	o				
Distribution I	D Туре	*Distribu	ution ID		
User		hrtraine	r		
Return	]				

- Under the File List, the report is listed under the Message Log, U\_HHR155\_\*\*\*\*\*\*\*.CSV
- Click on the link for the report

OF	pening U_HHR155_1793391.CSV
	You have chosen to open:
	🔊 U_HHR155_1793391.CSV
н.	which is: Microsoft Excel Comma Separated Values File (519 KB)
	from: https://apphrdev.ucs.uri.edu:7601
	What should Firefox do with this file?
	Open with Microsoft Excel (default)
	Save File
	Do this <u>a</u> utomatically for files like this from now on.
•	
	ОК
L	

- If you ran this file as in the CSV format, you will get this box when you try to open it.
- Click OK.
- Your file will open in Excel.