HRIS Job Role Training

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Introduction

After a report job has been setup and 'added' to the system using the Add button, you must submit the report to HRIS to process. Only after the report has been submitted and processed, will results be available for you to view.

Once the job has been submitted, you will want to check the status of the job using the Job Scheduler. The job schedule is available to show you whether your job is Waiting, Active or Completed.

After the job has reached a Completed status, you can then access the report results in one place:

- Print Manager

Once the report results are open, you have the option of printing the results, saving the results to your hard drive, or exporting the results into a Comma Separated Value (CSV) file.

Submit Report Job

	HRIS Field	R/O	Step/Action	Expected Results	Additional Information
1	**Submit Job button**	R	Click **Submit** under Related Actions to submit job to process. Job **Submit** window opens. Click Submit button again.	Receive message "Job has been submitted".	You must have clicked 'Add' or 'Change' to save the report parameters in HRIS BEFORE clicking Submit.
2	**Job Scheduler** link	R	Click Job Scheduler to check the status of a job.	This will take you to the Job Scheduler. Use the job schedule to determine the current status of your job.	Job must be in Normal Completion and appear in the Completed tab to be available to view under the Print Files or Reports link. You cannot view report results through the job scheduler, you can only view the status of the report job. See Verify Job Status using the Job Schedule (Page 3)

Verify Job Status using the Job Schedule

The Job Scheduler should be used to check the status of a submitted job. The job can only be viewed in the Print Manager when it appears in the Completed tab.

	HRIS Field	R O	Step/Action	Expected Results	Additional Information
1	**Active Jobs** **Waiting Jobs** **Completed Jobs**	R	Click on **Active**, **Completed** or **Waiting** to see the status of your Job.	Queue refreshes automatically. If job is not in 'Normal Completion' status. This can be done multiple times, until job reaches the 'Normal Completion' status. To be available for display, report job must be in Normal Completion status and appear in the Completed view.	The filter options available are: • Active –your job is processing in HRIS. • Completed – your job has finished processing and is ready for review • Waiting – you job is waiting to be processed or may need recovery. If your job states 'needs recovery' contact HRIS for assistance. To see the results you must access the Reports link or the Print Files link. (See Step 4)
2	**Report Job Name**	R	Click the row for the job you are	This row will be highlighted.	If your job is completed, you can now

	HRIS Field	RO	Step/Action	Expected Results	Additional Information
			checking	The row displays the Job Name, Parameters, Job Queue, Start and Stop Date, and Status.	view your results. (See Step 4) If you do not want to view your job results, you can also complete any of the actions under Related Actions (See Step 5).
3	**Print Manager**	R	Click on Print Manager to access report results: • **Reports** – this queue will display all the reports you have processed.	Print Manager will display your reports.	If you do not want to display results, see the next step for additional options.

Access Report Results using the Print Manager

The Print Manager Files is one of two options that can be used to access your completed results. The reports results will be sorted by creation date in descending order.
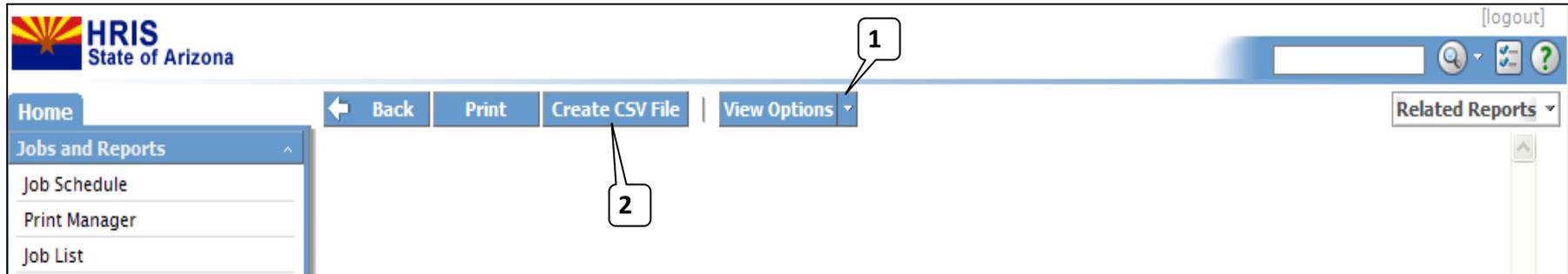

	HRIS Field	R/O	Step/Action	Expected Results	Additional Information
1	**Report Name**	R	Locate the row for the job you would like to view.	All completed report jobs will be displayed in this queue.	
2	**Related Actions:** **View** **Print** **Delete**	R	You can display report results one of two ways: • Click anywhere on the display line for the report, click your right mouse button and select 'View' from the drop down menu. **Or** Click the select box at the beginning of the report line and click 'View' under related actions. • Click Delete to delete the specific highlighted job. To delete multiple jobs. All jobs must have a check mark in the select box to be included in the delete.	Depending on the action performed, you will either see additional information, or be asked to confirm an action Delete. System will ask for confirmation to delete, Click **OK**. File is deleted	You should never resubmit a job to process while that job is processing (it is in active or waiting status). Please allow the first job to process before resubmitting.

Reviewing Report Results

From either the Print Files link, or the Reports link you can view the results of your job. You can change how your results are displayed, or print the results.

	HRIS Field	R/O	Step/Action	Expected Results	Additional Information

1	**View Options**	R	Click on drop down and select the option for your report results.	Report results will open.	View Options, report results will display in a different format:
					
					• **Text** will display in Excel Spreadsheet.
					• **PDF Landscape** or **Portrait** will display in Adobe Acrobat.
					  o PDF view will be used to print results or save the report to your hard drive.
					  o PDF Condensed 158, 198, 233 will minimize your report
					
					When displaying the report file, regardless of the view option, HRIS will display the selection criteria as the first page of the report. You must page down to see report results.
					
					Once in PDF view, you can click the print button or the save button to perform these additional actions on your report results.

2	**Create CSV File**	O	Click to export results into a spreadsheet.	Results will display in a Excel Spreadsheet	Once in Excel you can save your report and manipulate your criteria. Please make