

ADVANCED
HR CUSTOM REPORTS

Training Guide
& Reference



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TABLE OF CONTENTS

	Page
Introduction.....	1
My Access	3
My HRCR Usage	5
Saved Lists	8
Viewing Other Saved List Names	9
Using Foreign Saved Lists	10
Starter Saved Lists	12
The Current-Employees Saved List Builder	13
Saved List Operations.....	15
Adding Saved Lists	16
Subtracting Saved Lists	17
Intersecting Saved Lists	18
Copying Saved Lists to Another name	20
Creating HRP Saved List from Other List.....	21
Deleting Saved List.....	24
Identifying Lists to be Deleted	24
Confirming Deletion.....	27
Deleting Lists with “Oops” in Name	29
Splitting/Sampling Saved Lists.....	30
Utilities	
Re-directing LPTR Output to HOLD File	35
Changing Your Network Printer	38
Printing Tip.....	39
Printer Name List	40

ABOUT THIS DOCUMENT

Title: Advanced HR Custom Reports Features

Original Filename: AHRCRF.doc

Date of Publication: February 28, 2003

Last Revision September 30, 2005

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Publisher: Office of Human Resources, Sue Flaig, Director
Hillsborough Community College, Gwendolyn Stephenson, President

Purpose: This document is intended to serve as a guide for learning how to use the advanced features of HR Custom Reports, as a quick refresher and checklist for users, as a reference for programmers or developers making modifications or enhancements, and as a resource for those desiring information about the HR Custom Reports

Target Audience: Human resources personnel, deans, directors and their administrative support staff, and others with access to the college's administrative computer network, the Colleague (R17) application, and the HR Custom Reports menus.

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Introduction

The *Introduction to HR Custom Reports* training guide and reference introduced the user to the basic workings of HRCR, such as navigating the menus, responding to prompts, building saved lists, and running reports.

In this training guide and reference some of the more advanced features and obscure reports are described so that the user may be more precise and productive in using HR Custom Reports.

My Security Access

Viewing an HRCR screen is evidence that the user has been granted access to at least some Colleague functions. However, the user may need to know the full extent of that access. This feature allows the user to view/print the security classes which have been assigned, i.e., his/her access.

```
.
DPT|LST
Reports and Listings

  1. (DPT) Administrative depts...    21. (LV) Leave & eval repts...
  2. (FAC) Faculty related reports... 22. (PAY) Pay related reports
  3. (HDC) Head count reports...     23. (POS) Position control & vacancy...
  4. (HIS) Histories                  24. (PSR) Position reference reports...
  5. (HRC) HR code translations...    25. (STP) Stipend reports...
  6. (HRP) HRPerson reference and    26. (UDR) User-defined reports...
      locator reports...              27. (DRP) DROP reports...
  7. (HRT) HRCR Training...

-----
31. Address Change Notice              41. FT Employee birthday list
32. Barg unit covered emp              42. My HR Custom Reports Usage
33. Email Addresses                    43. My security access
34. Ex/NonEx barg unit coverage        44. Not BU-cov with SEIU deduction
35. Expiring Positions                 45. Those in Temp Status
36. Expiring Wage Records              46. Who's in position

[Enter] to Quit
=====
Choice->
```



```
Report: My Security Security Access Report                (R.MY.SCTY.ACCESS)
Descr.: Security access I have been granted.
Data..: Name, ID, Username, Security classes, last login date/time.
=====
Continue? (Y/N): y

Report header message: EXAMPLE

To print enter LPTR..:
```

```

                                Hillsborough Community College
                                *** MY SECURITY ACCESS REPORT ***
01-16-03                        EXAMPLE                        Page 1

Username..: RSMITH
ID.....: 0999999
Name.....: Smith, Jason R.
Last Login: 01/16/03 21:31
Access....: CF.GLGEN
           CF.HR
           HR.SUPERV
           CF.LOONLY
           PC.ADMIN
           ALL.IN.USE
           ST.HRINQ
           XCPADO
           ST.HR
           XHR
           XHR2
           ST.EXLO

HR Custom Report: R.MY.SCTY.ACCESS (v1)
Done! Press any key to continue...
```

My HRCR Usage

As users access menus, processes and reports within the HR Custom Reports system, a record is kept of which programs are run, by whom, and when. Usage by the current user may be displayed/printed via this report.

```
DPT|LST
Reports and Listings

  1. (DPT) Administrative depts...      21. (LV) Leave & eval repts...
  2. (FAC) Faculty related reports...  22. (PAY) Pay related reports
  3. (HDC) Head count reports...      23. (POS) Position control & vacancy...
  4. (HIS) Histories                  24. (PSR) Position reference reports...
  5. (HRC) HR code translations...     25. (STP) Stipend reports...
  6. (HRP) HRPerson reference and     26. (UDR) User-defined reports...
      locator reports...              27. (DRP) DROP reports...
  7. (HRT) HRCR Training...

-----
31. Address Change Notice              41. FT Employee birthday list
32. Barg unit covered emp              42. My HR Custom Reports Usage
33. Email Addresses                   43. My security access
34. Ex/NonEx barg unit coverage       44. Not BU-cov with SEIU deduction
35. Expiring Positions                45. Those in Temp Status
36. Expiring Wage Records             46. Who's in position

[Enter] to Quit
=====
Choice->
```



The user first selects the method by which the report will be sorted; 1 - sorted by date of use, then by program name, or 2 - sorted by program name and then date of use. In this example user RSMITH has selected option 1.

```
Report: My Usage Rept (R.CUR.USR.USAGE)

Descr.: What HR Custom Report program I used and when, over the
last x number of days.

Shows: Program, Date accessed, number of times accessed
per day, user-name

Sorted by: 1. Date, then program name
           2. Program name, then date
           [Enter] Quit

=====!
Choice-> 1

Look back how may days?: 10

Header message.....: example 1
To print enter LPTR:
```



Next, the user enters a number representing the number of days, prior to today, the report is to cover. All the usage for the current user that occurred over this period of time will be included. In this case the number 10 has been entered

Next, the user enters a header message (optional) and then sends the output to the printer (LPTR) or to the screen (Enter). In this example, RSMITH has entered "example 1" as the header message and has sent the output to the screen.

Hillsborough Community College
 *** HR CUSTOM REPORTS CURRENT USER'S USAGE REPORT ***

10-04-02 example 1 Page: 1

Date Accessed	Program.....	Program Count	# Times Hit	User-Name
10/04/02	M.DPT	1	2	RSMITH
10/04/02	M.DPT.LST	1	1	RSMITH
10/04/02	M.DPT.UTL	1	1	RSMITH
10/04/02	M.OHR	1	2	RSMITH
10/04/02	M.OHR.CMP	1	1	RSMITH
10/04/02	M.OHR.CMP.MSC	1	1	RSMITH
10/04/02	M.OHR.CMP.POS	1	1	RSMITH
10/04/02	M.OHR.CMP.POS.PC	1	1	RSMITH
10/04/02	M.OHR.UTL	1	2	RSMITH
10/04/02	M.OHR.UTL.USR	1	2	RSMITH
10/04/02	M.OHR.UTL.USR.SL	1	1	RSMITH
10/04/02	R.CUR.USR.USAGE	1	3	RSMITH
10/04/02	R.USR.GEN.REF	1	2	RSMITH
		=====	=====	
TOTAL		13	20	

HR Custom Report: R.CUR.USR.USAGE (v3) - Last 10 days
 Done! Press any key to continue...

The number in the Program Count column will always be a "1". This allows the number of programs used to be totalled at the bottom. The number in the "# Times Hit" column indicates the number of times on that day that program was used. This column is also totalled at the bottom. In the report footer, the number of days entered by the user is shown.

The report above indicates that during this ten day period, RSMITH used 14 separate programs a total of 21 time

In this example, JSMITH has selected option 2, entered the number 10, entered "example 2" and sent the output to the screen again.

```

Report: My Usage Rept                                     (R.CUR.USR.USAGE)

Descr.: What HR Custom Report program I used and when, over the
        last x number of days.

        Shows: Program, Date accessed, number of times accessed
        per day, user-name

Sorted by:  1. Date, then program name
           2. Program name, then date
           [Enter] Quit

=====!
Choice-> 2

Look back how may days?: 10

Header message.....: example 2
To print enter LPTR:

```



This report is sorted first by the program name, then by the date.

```

Hillsborough Community College
*** HR CUSTOM REPORTS CURRENT USER'S USAGE REPORT ***
10-04-02                                     example 2                                     Page: 1

Program..... Date          Program # Times
              Accessed      Count   Hit   User-Name

M.DPT          10/04/02         1     2   RSMITH
M.DPT.LST      10/04/02         1     1   RSMITH
M.DPT.UTL      10/04/02         1     1   RSMITH
M.OHR          10/04/02         1     2   RSMITH
M.OHR.CMP      10/04/02         1     1   RSMITH
M.OHR.CMP.MSC  10/04/02         1     1   RSMITH
M.OHR.CMP.POS  10/04/02         1     1   RSMITH
M.OHR.CMP.POS.PC 10/04/02         1     1   RSMITH
M.OHR.UTL      10/04/02         1     2   RSMITH
M.OHR.UTL.USR  10/04/02         1     2   RSMITH
M.OHR.UTL.USR.SL 10/04/02         1     1   RSMITH
R.CUR.USR.USAGE 10/04/02         1     4   RSMITH
R.USR.GEN.REF  10/04/02         1     2   RSMITH

=====  =====
TOTAL                14     21

HR Custom Report: R.CUR.USR.USAGE (v3)          -          Last 10 days
Done! Press any key to continue...

```

Saved Lists

Creating and using saved lists greatly increases the flexibility of HR Custom Reports. The following are more advanced uses of saved lists such as saved list algebra (adding and subtracting lists), using foreign saved lists, and deleting saved lists.

Viewing other saved list names

If you want to see saved lists other than your own you can view the names of all the saved lists on the system.

```
Report: Saved list names                                (R.SAV.LIST.NAMES)

Descr.: Produces report of those saved lists currently in the
        VOC.

        If user follows a pattern in naming saved lists, such
        as using their initials, those lists may be selected
        by responding to the name prompt as follows;

            ...XYZ...      (where XYZ are the initials)

=====

Save.list name like.....:=...TEMP...

Enter header message....: EXAMPLE

To print enter LPTR.....:
```

```
H20.STTR.TEMP.LIST000
H20.STTR.TEMP.LIST001
H20.STTR.TEMP.LIST002
H20.STTR.TEMP.LIST003
H20.STTR.TEMP.LIST004
H20.STTR.TEMP.LIST005
H20.STTR.TEMP.NAT.DEANS000
H20.TEMP.ACAD.BKNIGHT000
H20.TEMP.BKNIGHT.PEOPLE000
H20.TEMP.GRADS.BKNIGHT000
H20.TEMP.GRADS000
H20.XFGL.TEMP000
H20.XFGL.TEMP001
H20.XFGL.TEMP002
H20.XFGL.TEMP003
HCC.FTE.TEMP000
HRP.TEMP000
HRP.TEMP001
ZAK.TEMP3000
211 records listed
```

In this case we asked for all saved lists that contained the letters TEMP somewhere in the name:

Using Foreign Saved Lists as Your Own

A foreign saved list is any saved list that does not carry your username in its title. This is usually one that someone other than yourself created in HR Custom Reports, thus it has another person's username in its name. It can also be a list that was created at the colon prompt where the username is not automatically added to the name supplied by the user.

Since HR Custom Reports normally adds your username to any text you enter as a saved list, foreign lists cannot be directly accessed. Example: Assume you are **RSMITH**. If you wanted to use saved list **PJONES.HRP.1234** and entered that name, the system would look for (and not find) a saved list named **RSMITH.PJONES.HRP.1234**. The solution is to make a copy of the foreign list with your username as the prefix.

The utility – **Copy Foreign Saved List** – allows you to enter the name of a foreign saved list without your username being automatically added to it. It then allows you to supply a new name for the list using the regular list naming rules. Then you can use that list for whatever purpose you like in HR Custom Reports.

```
Process: Copy foreign saved list to one with RSMITH prefix

Descr..: Use this utility to copy a saved list which does not
        your username prefix such as a list created;

        > by someone else using HR Custom Reports,
        > at the colon prompt, or
        > by the system,

        to a new list which you name and which will have your
        username automatically prefixed.

Example;

        Foreign list: xyz.hrp.033102.list.
        New list....: RSMITH.HRP.MY.LIST.

        (Foreign saved list will remain unchanged.)
=====
Continue? (Y/N):
```

Using the example cited above, you would enter **PJONES.HRP.1234** as the foreign list name, then a name by which you would know the list such

as **borrowed.from.pjones**. A copy of the foreign list would then be created as **RSMITH.BORROWED.FROM.PJONES**.

```
Process: Copy foreign saved list to one with RSMITH prefix

In identifying a foreign list enter the name exactly as it was
created, observing upper and lower case, and including other
username prefix, if any.

Unlike other HR Custom Report actions, your username WILL NOT
be prefixed to the name you enter for the foreign list.

Examples of foreign lists:  xyz.hrp.033102.list.
                           JINMAN.HRP.SPECIAL
-----

Name of foreign saved list ([Enter] to cancel)
: PJONES.HRP.1234
Searching for: PJONES.HRP.1234
50 records retrieved to list 0.

Foreign list successfully identified.  Press any key to continue...
```

Note: Nothing added to text entered by user.

List found and size reported.

```
Process: Copy foreign saved list to one with RSMITH prefix

Foreign list-> PJONES.HRP.1234

In naming the new saved list to be created, you may use upper or
lower case letters and you need NOT include your initials, name
or any other personal identifying phrase.

Your username (RSMITH) will be automatically prefixed
to whatever text you enter. Example;

Text: my.list           will become: RSMITH.MY.LIST
-----

Name for new saved list ([Enter] to cancel).
:: borrowed.from.pjones

Creating new->RSMITH.BARROWED.FROM.PJONES

Done!  Press any key to continue...
```

Not case sensitive. No personal distinguishing phrases needed.

New list name. Automatically uppercased and username prefixed.

Starter Saved Lists

(Using an existing saved list as a starting point for building another saved list)

There may be times when the user wants to identify certain records, not from the entire set of records in a file, but rather from a group of records that have already been identified. If a set of records has already been tagged in saved list "A", the user may enter that saved list name as the first operation, then enter a name for the new saved list "B", then enter the criteria for saved list "B". Only those records that are in saved list "A" and match the criteria for saved list "B" will appear in saved list "B".

Example: At any given time, there are numerous part-time employees with an open assignment but who are not actively working and are not being paid. These are called **stagnant** assignments. In generating an employee head count, if all open assignments are considered, the resulting number may be misleading. Often, the preferred number is a count of only those currently being paid. A complex routine has been developed to create a saved list of those persons and is available at option 1 in figure 14.

Once this starting saved list of current employees is created, referencing it in any of the saved list builder options 2 through 8 will ensure that regardless of any criteria used in them, the resulting saved list will be comprised of **only** current employees.

```
OHR|OTH|HSL      DPT|LST|HRP|HSL
HRPER saved list building options

1. HRPersons with recent pay. Use as a starting point for other saved lists
   involving part-timers (optional).

Active HRPersons that match user defined criteria:
2. [Employment]   ID, HR-Status, Pri-Pos, Dept, Location
3. [Work related] HR-Status, 1st-Hire-Date, Pos-Type, Pos-Class
4. [Demographic] HR-status, Sex, Ethnic, Marital-Status, and age

-----Pre-programmed-----

11. All active FT employees           21. President's cabinet members
12. All active PT employees           22. All active FT faculty
13. All active FT and PT emps        23. All active FT admntrs, managers,
14. All active FT admntrs             supvrs, coordinators
15. All active FT admntrs             24. All incumbents of POS saved list
    (excluding president)

[Enter] to Cancel
=====
Choice->
```

The current-employees saved list builder.

```
Process: Current Employees Saved List Builder

Descr..: Identifies current employees, which for report purposes,
         are defined as;

         - Full-timers as of today, plus
         - Others paid within last 60 days, plus
         - Others starting new asgmt within last 60 days,
           regardless of pay.

Note...: Use this prior to running head count reports or as a
         starter for other saved list builders to exclude those
         part-timers with open assignments but not actively
         working, i.e., stagnant asgmts.

=====!

Name for new saved list, (<Enter> to quit)
: HRP.CUR.EMP
```

A name is entered for the saved list to be created.

While running, the resulting records selection is displayed on screen.

```
* Selecting those who were paid in last 60 days...
1859 records selected to list 0.

** Selecting those who started an asgmt within last 60 days...
234 records selected to list 0.

*** Selecting those in full-time or leave-of-absense status...
765 records selected to list 0.

**** Merging lists and deleting recent separations...
1863 records selected to list 0.
```

```
OHR|OTH|HSL      DPT|LST|HRP|HSL
HRPER saved list building options

All active PT employees

This will select all HRPER records whose associated
HR-Status is like PT... and has no expired Term date.

The saved list will be sorted alphabetically by name.

Start with saved list named (optional)...: HRP.CUR.EMP
1863 records retrieved to list 0.

Name for new saved list (<Enter> to canx): HRP.PT

1113 records selected to list 0.
```

Enter name of an existing saved list. Colleague then reports number of records found in that saved list.

Enter a unique saved list name, or presses <Enter> to cancel.

After finding all the HRPER records that match the criteria, the count is shown on screen.

```
OHR|OTH|HSL      DPT|LST|HRP|HSL
HRPER saved list building options

All active PT employees

This will select all HRPER records whose associated
HR-Status is like PT... and has no expired Term date.

The saved list will be sorted alphabetically by name.

Start with saved list named (optional)...:
Name for new saved list (<Enter> to canx): HRP.PT2

2322 records selected to list 0.
```

In this example, no "starter" saved list was used.

Notice the difference in the result. Many "stagnant" assignments have obviously been included.

Although our example shows the "starter" saved list as being current employees, in fact, any HRPER saved list may be used. If a "starter" saved list is not to be used, the user merely presses <Enter> instead of entering a name.

Saved List Operations

Sometimes a saved list is almost, but not quite, what is desired. The exact definition of a group of records may not be obtainable with the prompts offered on a single saved list builder screen. If the user can produce a second list containing those specific records that should be added to or removed from the original list then a third list can be produced that contains exactly the right mix, and the original two lists can be discarded.

```
Process: Saved list operations

Descr...: Allows user to perform certain addition, subtraction
          and copy operations on saved lists.

1. Add those in list A to those in list B creating new list C.
   Example   A (200) + B (50) = C (250)

2. Subtract those in list B from those in list A making list C.
   Example   A (200) - B (50) = C (150)

3. Take only those in list A who are also in list B making C.
   Example   A (200) intersect B (50) = C (50)

4. Copy list A to new list B

<Enter> to Quit

=====

Choice->
```

One example might be an HRPER saved list created to identify tenured faculty. For some unknown reason one tenured faculty member does not show up because the tenure code is missing from the record. No amount of tweaking a single saved list builder will result in that person's record being included with the others.

A quick solution would be to create another HRPER saved list using the Person ID to positively identify the missing person. Now we have two saved lists: one that is missing one person, and another that contains only that person. Using the Saved List Math process we can create a third list that includes the missing person.

When prompted, the user supplies the names of the saved lists for list A, list B, and list C.

Adding lists

The ID's included in a list can be added to the ID's in a second list to produce a third list containing ID's from both lists.

In the example below, **MY.BIGLIST** contains the ID's of all persons whose last name start with "M", or "N", or "P". It contains 200 IDs. The **MY.SMALLLIST** contains the ID's of all persons whose last name start with "T". It contains 50 ID's. By adding the two lists a third list, **MY.HUGHLIST**, containing 250 ID's is produced.

```
Process: Saved list Operations

Add those in list A to those in list B making new list C.

Note: Both lists A and B must have the same key.

    Name of saved list A: MY.BIGLIST
    200 records retrieved to list 1.

    Name of saved list B: MY.SMALLLIST
    50 records retrieved to list 2.

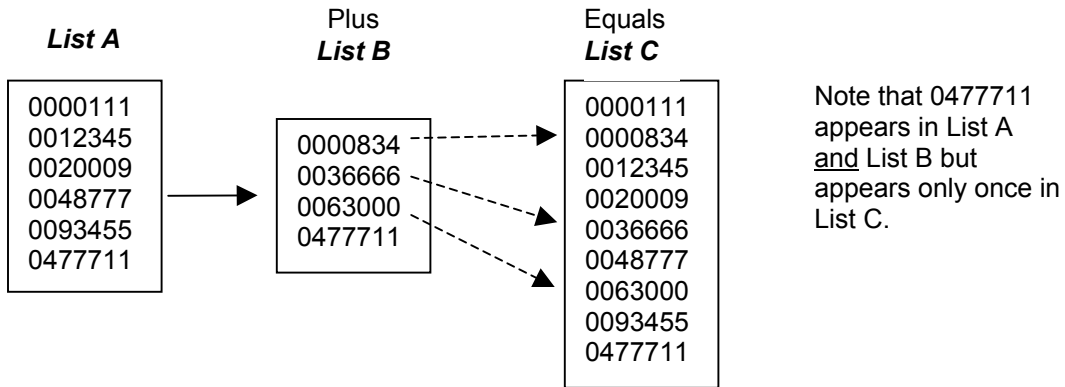
    Name for saved list C: MY.HUGHLIST
    250 record(s) selected.
    250 key(s) saved to 1 record(s).
```

Notice that the two original lists were entirely separate groups of people. No one in list A was included in list B. Therefore the result was the arithmetic sum of the two. On the other hand, If some of the ID's in list A were also in list B, they would not appear twice in list C. The reason:

When adding lists, the resultant list have unique ID's. That is, no matter how many times an ID might appear in list A and/or list B, it will appear only once in list C.

In the example, if **MY.SMALLLIST** was made up of ID's of persons whose last name started with "P", adding it to **MY.BIGLIST** would produce a list of only 200, since the P;s were already in **MY.BIGLIST**.

Another example of adding lists.



Subtracting lists

A new list can be created which contains those ID's in the original list which remain after the ID's matching those in a second list are removed.

In the example below, **MY.BIGLIST** contains the ID's of all persons whose last name start with "M", or "N", or "P". It contains 200 IDs. The **MY.TINYLIST** contains the ID's of all persons whose last name start with "M". It contains 50 ID's. By subtracting the second lists from the first, a third list, **MY.SMALLLIST**, containing 150 ID's is produced.

```
Process: Saved list operations

Subtract those in list B from those in list A making new list C.

Note: Both lists A and B must have the same key.

Name of saved list A: MY.BIGLIST
200 records retrieved to list 1.

Name of saved list B: MY.TINYLIST
50 records retrieved to list 2.

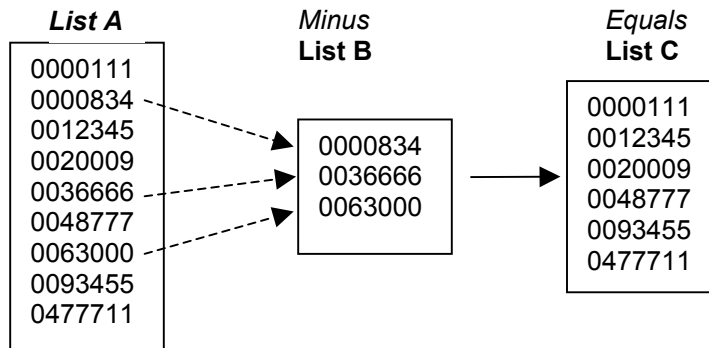
Name for saved list C: MY.SMALLLIST
150 record(s) selected.
150 key(s) saved to 1 record(s).
```

Notice that the two original lists contained some people in common. Therefore the result was the arithmetic difference of the two. On the other hand, If no ID's in list B occurred in list A, then list C would be the same size as list A. The reason:

When subtracting lists, only ID's common to both lists do not appear in third list.

In the example, if **MY.TINYLIST** contained the ID's on 10 persons whose last name starting with "M" and 40 persons whose last name started with "G" or "H", then **MY.SMALLLIST** would contain (200 – 10 =) 190 ID's, since only 10 ID's were common to both.

Another example of subtracting lists.



Intersecting lists

A new list can be created which contains those ID's in the original list which match those in a second list.

In the example below, **MY.BIGLIST** contains the ID's of persons in positions in department **A1500**. It contains 200 IDs. The **MY.TINYLIST** contains the ID's of all persons in positions covered by bargaining unit **SN**. It contains 50 ID's. By intersecting the two lists a third list, **MY.NEWLIST**, containing 50 ID's is produced. This would represent all those in Dept A1500 covered by bargaining unit SN, criteria not found together on a single saved list builder screen.

```
Process: Saved list operations

  Take only those in list A that are also in list B making list C.

  Note: Both lists A and B must have the same key.

Name of saved list A: MY.BIGLIST
Overwriting existing select list.
200 records retrieved to list 1.

  Name of saved list B: MY.TINYLIST
50 records retrieved to list 2.

  Name for saved list C: MY.NEWLIST
50 record(s) selected.
Overwriting existing saved list.
50 key(s) saved to 1 record(s).
```

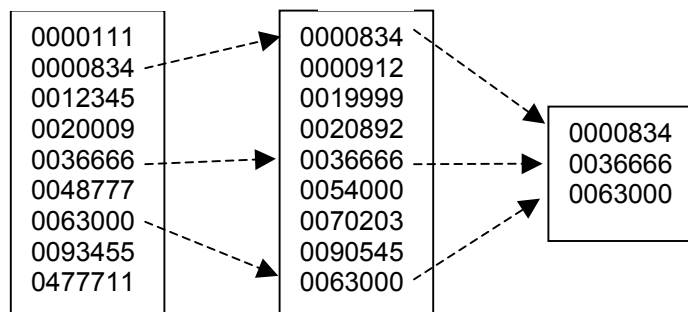
Notice that all the ID's in list B also were in list A. Therefore the result was a list C that equals list B. On the other hand, If no ID's in list B occurred in list A, then list C would be zero.

Another example of intersecting lists.

The intersection of
List A

And
List B

Equals
List C



Copying a list to another name

An existing list can be copied to a list with a different name. The new list is exactly like the original list except for the name. This is useful in the event a generic name has been used and the user then wants to give it a more unique name to preserve it. It may be much quicker to simply copy the list to a new name rather than go through the creation process all over again.

In the example below, at the first prompt, the user enters the name of the existing (original) saved list, **HRP.TEMP**. The system then looks for that list, and if it finds it, displays the number of record ID's in it.

At the second prompt, the user enters a name for the new list. The system then copies the ID's to the new list and displays the results.

```
Process: Saved list operations

Copy list A to a new list B.

    Note: If list B already exists it will be overwritten.

    Name of saved list A: HRP.TEMP
56 records retrieved to list 0.

    Name for saved list B: HRP.112099
Overwriting existing select list.
56 records retrieved to list 0.
```



Notes on copying saved lists

- *If the ID's in the original list were from the HRPER file, the ID's in the new list will also pertain to the HRPER file. Replacing the "HRP" in the name with "POS" will not make the new list work on the POSITION file.*
- *The user's username will automatically be prefixed to any text entered here as a saved name.*
- *To copy a saved list that does not have the user's prefix in the name (a foreign saved list), use the **Copy Foreign Saved List** utility, described earlier.*

Creating HRP Saved List from Other List

Occasionally a project may involve the creation of a saved list in a file such as STIPEND or PAYTODAT and require reports showing basic HRP data for every employee named in the source list. Since those source saved lists include only the keys from the source files – not HRP keys – they cannot be used directly to run a report requiring an HRP saved list.

Since the source files contain a field that holds the employee's ID, which is the HRP key, it is possible to generate an HRP saved list. This utility allows the user to pick a source file, enter the name of an existing source file saved list and the name for a new HRP saved list and produce such a saved list.

```
Process: Create HRP saved list from other saved lists

Desc...: Allows user to create an HRP saved list from other files that have
         an HRP ID. User selects which file to use as source, then enters
         name for new HRP saved list, then enters name of existing source
         saved list. IDs are not repeated in HRP saved list regardless of
         number of occurrences in source.

1. ACAD.CREDENTIALS          9. PER.ASGMT.CONTRACT      17. PR.AVICES
2. COURSE.SEC.FACULTY       10. PERBEN                 18. PR.CHECKS
3. EMPLOYES                  11. PERBENCS               19. REMITTANCES
4. INSTITUTIONS.ATTEND      12. PERLEAVE               20. STIPEND
5. PAC.LOAD.PERIODS         13. PERLVDTL              21. UT.OPERS
6. PAC.LP.ASGMTS           14. PERPOS
7. PAYPRDS                  15. PERPOSWG
8. PAYTODAT                 16. PERSTAT                [Enter] to Quit

=====
Choice->
```

In the following example, the user has identified everyone with an open stipend and has created a STIPEND saved list. Now the user wants to run an HRP Reference report on each person, so the STIPEND file is selected (choice 20).

Next, the user supplies the name for the new HRP saved list to be created. Note: If there is an existing saved list by this name it will be overwritten.

```
Process: Create HRP saved list from PERPOSWG saved list.

=====
=

Step 1. Name for new HRP saved list ([Enter] to retry).
: HRP.TEMP

Step 2. Name of existing STIPEND (STP) saved list ([Enter] to retry).
:: STP.TEMP
500 records found in RSMITH.STP.TEMP

Proceed? (Y/N): Y

376 IDs saved to RSMITH.HRP.TEMP
Done! Note that saved IDs may be fewer than records in source list.
Press any key to continue...
```

Next, the user identifies the STP saved list. HR Custom Reports searches for it and if found, displays the number of IDs contained in it. The user may continue or cancel at this point.

The STP saved list is opened and the STIPEND file is scanned. For every record, the ID found in STP.HPR.ID field is added to a new list which will be given the HRP name supplied by the user. An employee may have more than one stipend but the HRP ID is added to the HRP list only once. That is to say, it is not duplicated. This is why the number of IDs in the resulting HRP saved list may be less than the number of IDs in the STP saved list.

These are examples of IDs contained in the two saved lists. Those in table A are keys found in the STIPEND file while those in table B are keys found in the HRPER file.

A	RSMITH.STP.TEMP	B	RSMITH.HRP.TEMP
	670		0000379
	671		0000382
	3653		0000385
	6652		0000398
	6653		0000419
	9651		0000424
	12490		0000427
	15489		0000429
	15490		0000430
	21487		0000446
	21488		0000455
	24486		0000467
	24487		0000472
	30484		0000473
	36482		0000499
	36483		0000571
	39481		0000609
	39482		0000619
	45479		0000623
	48478		0000632
	48479		0000635
	54476		0000666
	54477		0000678
	60474		0000738

If the user were to attempt to run the HRPER Reference report with the STP saved list it would not work. However, the HRP saved list will work nicely.

Deleting saved lists

Deleting saved lists works the same way as building them in that only those saved lists created by a user may be deleted by that user.

This HR Custom Reports utility allows the user to identify and delete saved list he/she has created.

Identifying lists to be deleted

Much like specifying criteria for a report or new saved list, the ellipse (...) can be used here. As always, the user's username is *not* entered by the user. It will be added automatically.

```
Process: Delete My Saved Lists

Descr..: Allows some or all saved lists whose name begins with RSMITH to
        be deleted when no longer needed.

        Using the "like" phrase, please specify which of your saved lists to
        view and then delete.

        The text "RSMITH." will automatically be prefixed to your input.

=====

Delete saved lists like ([Enter] to quit, OOPS to start over)
: pos...
```

Pressing <**Enter**> instead of entering a saved list name takes the user out of the utility.

Generally, keystroke errors should not be corrected with the backspace. Instead, enter the letters **oops** on the same line.

```
Process: Delete My Saved Lists

Descr.: Allows some or all saved lists whose name begins with RSMITH to
        be deleted when no longer needed.

        Using the "like" phrase, please specify which of your saved lists to
        view and then delete.

The text "RSMITH." will automatically be prefixed to your input.

=====

Delete saved lists like ([Enter] to quit, OOPS to start over)
: POS,,OOPS
```

Here commas, rather than periods, were entered by mistake. Then **OOPS** was added. to tell the system to start over.

Let's try that again.

All the saved list names that match are listed. Note that zeros have been added to the names.

```
LIST SAVEDLISTS WITH @ID LIKE RSMITH.POS... 13:52:13 Jan 15 2003 1
SAVEDLISTS.....
RSMITH.POS.BU.VAC000
RSMITH.POS.SAC000
RSMITH.POS.ORG000
RSMITH.POS.PM000
RSMITH.POS.ACAD.ADV000
RSMITH.POSTEMP000
RSMITH.POS.NONEXEMPT000
RSMITH.POS.1000
RSMITH.POS.BU000
RSMITH.POS.EXEMPT000
RSMITH.POSPAY.TEMP000
RSMITH.POSPAY.FTFAC000
RSMITH.POS.ALL.PM000
RSMITH.POS.ENC.PM000
RSMITH.POS.N0924000
RSMITH.POS.E0709000
16 records listed

Continue? (Y/N): Y
```

Username has been added to what user typed in at the saved list name prompt.

Extremely large saved lists may be broken up into two or more parts. They will have the same name except the first will be numbered 000, the second one 001, and so on.

The user may respond with **N** here, canceling the operation and returning to the menu. To continue with the deleting the user responds with **Y**.

Confirming deletion

Once again the user is prompted.

```
16 records selected to list 0.

Do you want to delete records in select list?(Y/N) Y

'RSMITH.POS.BU.VAC000 deleted.
'RSMITH.POS.SAC000 deleted.
'RSMITH.POS.ORG000 deleted.
'RSMITH.POS.PM000 deleted.
'RSMITH.POS.ACAD.ADV000 deleted.
'RSMITH.POSTEMP000 deleted.
'RSMITH.POS.NONEXEMPT000 deleted.
'RSMITH.POS.1000 deleted.
'RSMITH.POS.BU000 deleted.
'RSMITH.POS.EXEMPT000 deleted.
'RSMITH.POSPAY.TEMP000 deleted.
'RSMITH.POSPAY.FTFAC000 deleted.
'RSMITH.POS.ALL.PM000 deleted.
'RSMITH.POS.ENC.PM000 deleted.
'RSMITH.POS.N0924000 deleted.
'RSMITH.POS.E0709000 deleted.

Done! Press any key to continue...
```

Responding with **Y** causes the saved list just identified to be deleted.

If the user responds with **N**, the system prompts for a key (saved list name) allowing individual lists to be identified and deleted.

```
Do you want to delete records in select list?(Y/N) N

Please enter key:

Done! Press any key to continue...
```

When the user presses **<Enter>** instead of entering a name, the operation is cancelled from that point on.

Attempts to repeat the process fails now because the lists have all been deleted.

```
Process: Delete My Saved Lists

Descr.: Allows some or all saved lists whose name begins with RSMITH to
        be deleted when no longer needed.

        Using the "like" phrase, please specify which of your saved lists to
        view and then delete.

        The text "RSMITH." will automatically be prefixed to your input.

=====

Delete saved lists like ([Enter] to quit, OOPS to start over)
: pos...

No data retrieved from current (S)SELECT statement.
No saved lists matching RSMITH.POS... found.

Done! Press any key to continue...
```

Deleting saved lists with oops in name

So how do we find saved lists whose name includes the letters **oops**?

When created in HR Custom Reports, saved list names with the letters **oops** are not permitted. But, just in case, bracketing **oops** with the ellipse (...) and dollar sign (\$) here will turn up those lists.

```
Process: Delete My Saved Lists

Descr.: Allows some or all saved lists whose name begins with RSMITH to
        be deleted when no longer needed.

        Using the "like" phrase, please specify which of your saved lists to
        view and then delete.

The text "RSMITH." will automatically be prefixed to your input.

=====

Delete saved lists like ([Enter] to quit, OOPS to start over)
: ...$oops$...
```

...\$oops\$...

```
LIST SAVEDLISTS WITH @ID LIKE RSMITH...OOPS... 15:01:17 Jan 15 2003 1
SAVEDLISTS.....

RSMITH.CLS.OOPS000
1 record listed

Continue? (Y/N):.
```

Splitting / Sampling Saved List

(P.SPLIT.SAMPLE.SAV)

Sometimes a group of records needs to be subdivided into smaller groups such as a project to survey a population one portion at a time. For example, the full-time faculty might need to be broken down into ten smaller and more manageable groups and each group surveyed separately. Sometimes just a sample, say a third, of a population is needed.

The process for distributing individuals to specific subgroups should be random so as to maintain statistical parity across the groups. Frequently used methods – grouping by first letter of last name, or campus, or hire date really are not random and can introduce bias. At HCC employee records are assigned the next unassigned ID number by Colleague at the time the record is created. Every available number is assigned when its time rolls around. Therefore, picking from among assigned IDs based on some mathematical formula is near enough to true randomness as to be acceptable for most uses.

The modulo function provides a good means of dividing a population of numerical IDs into any given number of subgroups. Basically it looks at the remainder when the ID is divided by a number. For example if we pick each record whose ID is evenly divided by 9 (no remainder), we get approximately one ninth of the total number of records. For the next group, if we pick each record whose ID divided by 9 leaves 1 as a remainder, we another ninth. After modulo 8 is picked we end up with nine groups whose sum is equal to the number in the original group.

This utility will allow a group of IDs in a saved list to be broken down into 2 to 25 separate lists the contents of which are more-or-less random. We can then use one or more of the resulting saved lists for whatever purpose is required.

```
Process: Split or sample a saved lists whose composition is based upon @ID.

Descr..: User identifies a Colleague file as the reporting file. It must have
a numeric value as the @ID such as does PERSON, HRPER, etc.

User identifies an existing saved list made from the reporting file.
[Username will be automatically prefixed.]

User indicates number of groups the source list is to be broken into.
[a number from 2 to 25].

User indicates which group to make into a saved list. [A number from
0 to number of groups-1] or 99 for all.

User provides root name for resulting saved lists. Username will be
prefixed and a digit [0 to number of groups-1] will be suffixed to
each list.

=====

Continue? (Y/N):
```

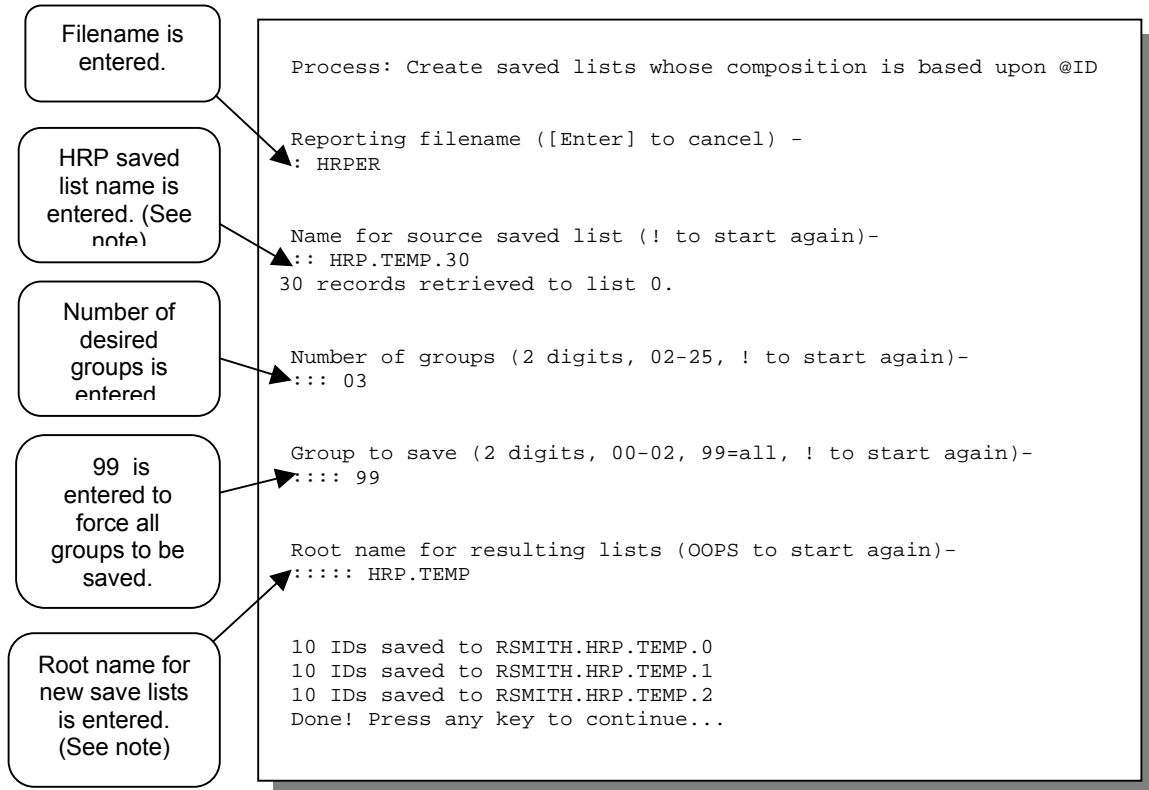
Requirements

- The reporting file must be listed in RT.FILES.
- The reporting file must have a numerical key. PERSON, HRPER, EMPLOYES, STIPEND, ACAD.CREDENTIALS, STUDENT.ACAD.CRED are good examples. Files such as POSITION and PAYTODAT do not have numeric keys.

A saved list representing the population that is to be broken down must already exist. If every record in a file is to be considered as the population then the saved list must contain the IDs of the entire file.

Operation

In this example, RSMITH has identified thirty employees in a saved list named RSMITH.HRP.TEMP.30. To distribute work on a project, he wants to divide this group into three and produce a saved list for each group. He wants all the resulting saved list names to begin with RSMITH.HRP.TEMP.



Note The username RSMITH is not entered by the user but is automatically prefixed to whatever text the user enters.

Three saved lists have been produced. For each, a number, starting with zero and increasing by one has been added to the root name. The original saved list remains unchanged.

Source List RSMITH.HRP.TEMP.30	Resulting List RSMITH.HRP.TEMP.0	Resulting List RSMITH.HRP.TEMP.1	Resulting List RSMITH.HRP.TEMP.2
0001701	0001701	0001984	0001985
0001984	0141786	0002833	0002267
0001985	0225837	0008776	0003116
0002267	0324321	0181972	0136409
0002833	0393939	0326302	0429314
0003116	0394788	0404410	0470066
0008776	0438087	0429031	0470915
0136409	0459312	0438937	0485348
0141786	0466953	0442615	0487613
0181972	0489027	0461293	0520724
0225837			
0324321			
0326302			
0393939			
0394788			
0404410			
0429031			
0429314			
0438087			
0438937			
0442615			
0459312			
0461293			
0466953			
0470066			
0470915			
0485348			
0487613			
0489027			
0520724			

In building the **first** group, a pass is made through the source list and if the ID divided by 3 has no remainder it is added to the group.

In building the **second** group, a pass is made through the source list and if the ID divided by 3 has a remainder of 1 it is added to the group.

In building the **third** group, a pass is made through the source list and if the ID divided by 3 has a remainder of 2 it is added to the group.

0001701 ÷ 3 = 567 no remainder (1st list [0])

0001984 ÷ 3 = 661 remainder 1 (2nd list [1])

0001985 ÷ 3 = 661 remainder 2 (3rd list [2])

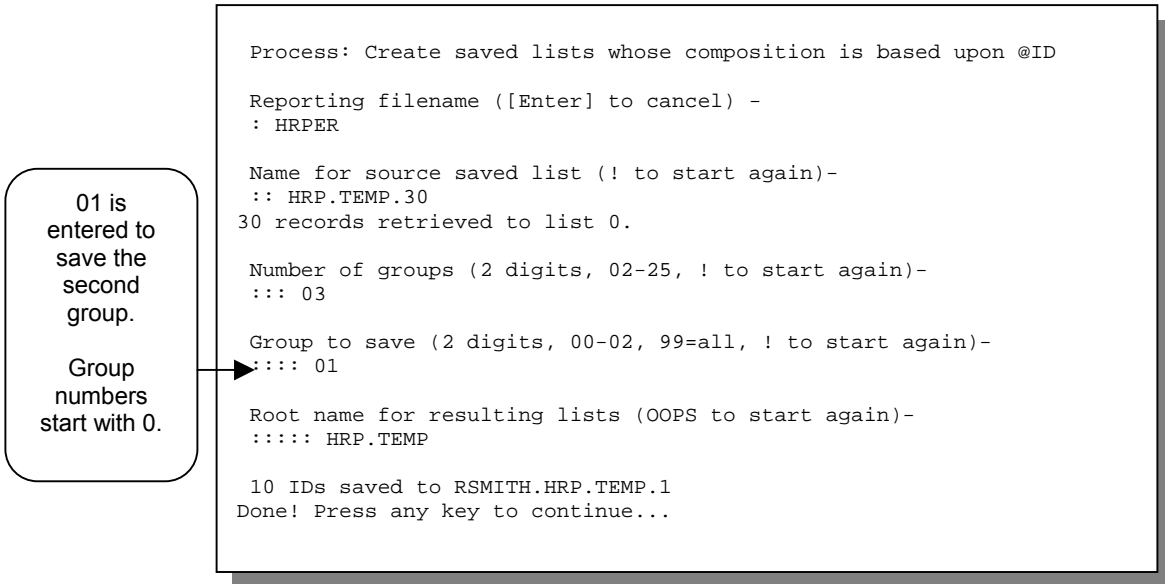
0002267 ÷ 3 = 955 remainder 2 (3rd list [2])

0002833 ÷ 3 = 944 remainder 1 (2nd list [1])

etc.

The original list is scanned as many times as there are groups requested, even though only one group may be saved to a saved list. Groups that are created but not saved to a saved list are immediately discarded.

In this next example, RSMITH's project is to sample 1/3 of the original population so he asks that a saved list be made only for the second group (which will be identified with a .1 suffix). Since group makeup is random he could have used any one of the three groups.



```
Process: Create saved lists whose composition is based upon @ID

Reporting filename ([Enter] to cancel) -
: HRPER

Name for source saved list (! to start again)-
:: HRP.TEMP.30
30 records retrieved to list 0.

Number of groups (2 digits, 02-25, ! to start again)-
::: 03

Group to save (2 digits, 00-02, 99=all, ! to start again)-
:::: 01

Root name for resulting lists (OOPS to start again)-
::::: HRP.TEMP

10 IDs saved to RSMITH.HRP.TEMP.1
Done! Press any key to continue...
```

01 is entered to save the second group.

Group numbers start with 0.

Only one new saved list has been created. The original saved list remains unchanged.

Caution. This is a powerful utility in that it can build up to 25 saved lists very quickly which collectively can take up as much disk space as the source. To delete saved lists that are no longer needed, use the [Delete My Saved Lists](#) utility in HR Custom Reports.

Note. The order of IDs within these lists is the order in which the records occur in the file. Before being used in other projects saved lists may need to be sorted using one of several sorting utilities in HR Custom Reports.

Utilities

Re-directing LPTR Output to HOLD File

```
Process: Set printer to HOLD / Reset printer to Default

Descr..: When printer is set to HOLD, all output normally sent to the printer
        goes instead to the _HOLD_ file. Use this to capture an electronic
        version of a report and then download it to your pc with WFTP or
        XFTP.

        1. Set printer to _HOLD_.      Data in the HOLD file will be named-
                RSMITH.TEMP

        2. Reset to my default printer

[Enter] to Quit

=====
Choice->  1
Done! LPTR output will now go to the HOLD file until you exit HR Custom
Reports or until you reset to your default printer.

Press any key to continue...
```

```
Process: Set printer to HOLD / Reset printer to Default

Descr..: When printer is set to HOLD, all output normally sent to the printer
        goes instead to the _HOLD_ file. Use this to capture an electronic
        version of a report and then download it to your pc with WFTP or
        XFTP.

        1. Set printer to _HOLD_.      Data in the HOLD file will be named-
                RSMITH.TEMP

        2. Reset to my default printer

[Enter] to Quit

=====
Choice->  2
Done! LPTR output will now go to your default printer.

Press any key to continue...
```

Output viewed directly from HOLD file

Hillsborough Community Coll
*** COURSE SECTION FACULTY by NAME
TEST

02-16-04

Faculty-Member.....	ID.....	Ld-Period.	Crd Typ	Section-Name.....	Section Start-Dt
Abdul-Rahim, Hiba	0539322	04/SP	P	ISS-2930-23325	01/12/04

Abdul-Rahim, Hiba					
Adams-Wallace, Carolyn	0001697	04/SP	P	EDG-2701-20033	01/12/04
Adams-Wallace, Carolyn	0001697	04/SP	P	ENC-1101-20191	01/12/04
Adams-Wallace, Carolyn	0001697	04/SP	P	ENC-1101-20193	01/12/04
Adams-Wallace, Carolyn	0001697	04/SP	P	ENC-1101-20187	01/12/04

Adams-Wallace, Carolyn					
Baldwin, Marc	0002193	04/SP	P	AML-2020-19315	01/12/04
Baldwin, Marc	0002193	04/SP	P	ENC-1102-20310	01/12/04
Baldwin, Marc	0002193	04/SP	P	ENC-1101-20180	01/17/04
Baldwin, Marc	0002193	04/SP	P	ENC-1101-20229	01/14/04

Page: 1 @(@,0) ->>> Enter L,R,U,D,P,T,B,S,@(), <RETURN> or FINISH:

Ready Ln 23 Col 68

Downloading output to user's PC.

02/17/04 11:08 WINDOWS FTP WFTP

1 Transfer Direction:

2 * PC File Name....:

3 Host Directory....:

4 Host File Name....:

Hillsborough Community College
 *** COURSE SECTION FACULTY by NAME LISTING ***
 TEST

02-16-04

Page 1

Faculty-Member.....	ID.....	Ld-Period.	Crd Typ	Section-Name.....	Section Start-Dt	Load-pts	Instr Methd	Cntrct Type....	Asgmt Pos-Num.	Asgmt Dept.	Pri Dept.	Primary Pos-Num.
Abdul-Rahim, Hiba	0539322	04/SP	P	ISS-2930-23325	01/12/04	15.00	LECT	PTCRED	FPNC0054	A1200	A1200	FPNC0054
*****						-----						
Abdul-Rahim, Hiba							15.00					
Adams-Wallace, Carolyn	0001697	04/SP	P	EDG-2701-20033	01/12/04	30.00	LECT	FTFACL	FFC20002	A1200	A1200	FFC20002
Adams-Wallace, Carolyn	0001697	04/SP	P	ENC-1101-20191	01/12/04	30.00	LECT	FTFACL	FFC20002	A1200	A1200	FFC20002
Adams-Wallace, Carolyn	0001697	04/SP	P	ENC-1101-20193	01/12/04	30.00	LECT	FTFACL	FFC20002	A1200	A1200	FFC20002
Adams-Wallace, Carolyn	0001697	04/SP	P	ENC-1101-20187	01/12/04	30.00	LECT	FTFACL	FFC20002	A1200	A1200	FFC20002
*****						-----						
Adams-Wallace, Carolyn							120.00					
Baldwin, Marc	0002193	04/SP	P	AML-2020-19315	01/12/04	30.00	LECT	FTFACL	FFC10047	A1200	A1200	FFC10047
Baldwin, Marc	0002193	04/SP	P	ENC-1102-20310	01/12/04	30.00	LECT	FTFACL	FFC10047	A1200	A1200	FFC10047
Baldwin, Marc	0002193	04/SP	P	ENC-1101-20180	01/17/04	30.00	DLTEL	FTFACL	FFC10047	A1200	A1200	FFC10047
Baldwin, Marc	0002193	04/SP	P	ENC-1101-20229	01/14/04	30.00	DLTEL	FTFACL	FFC10047	A1200	A1200	FFC10047
Baldwin, Marc	0002193	04/SP	P	ENC-1102-20266	01/17/04	30.00	DLTEL	OVL	LPNC0192	A8500	A1200	FFC10047
Baldwin, Marc	0002193	04/SP	P	ENC-1102-20311	01/14/04	30.00	DLTEL	OVL	LPNC0192	A8500	A1200	FFC10047
Baldwin, Marc	0002193	04/SP	P	ENC-1101-22651	01/12/04	30.00	DLONL	OVL	LPNC0056	A1200	A1200	FFC10047
Baldwin, Marc	0002193	04/SP	P	AML-2020-22654	01/12/04	30.00	DLONL	FTFACL	FFC10047	A1200	A1200	FFC10047
*****						-----						
Baldwin, Marc							240.00					
Berry, Keith W.	0002617	04/SP	P	AMH-1010-19262	01/12/04	30.00	LECT	FTFACL	FFC30018	A1200	A1200	FFC30018
Berry, Keith W.	0002617	04/SP	P	AMH-1010-19265	01/12/04	30.00	LECT	FTFACL	FFC30018	A1200	A1200	FFC30018
Berry, Keith W.	0002617	04/SP	P	AMH-1010-19271	01/12/04	30.00	LECT	FTFACL	FFC30018	A1200	A1200	FFC30018
Berry, Keith W.	0002617	04/SP	P	AMH-1020-19292	01/12/04	30.00	LECT	FTFACL	FFC30018	A1200	A1200	FFC30018
Berry, Keith W.	0002617	04/SP	P	AMH-1020-19296	01/12/04	30.00	LECT	FTFACL	FFC30018	A1200	A1200	FFC30018
Berry, Keith W.	0002617	04/SP	P	AMH-1020-19298	01/12/04	30.00	LECT	FTFACL	FFC30018	A1200	A1200	FFC30018
*****						-----						
Berry, Keith W.							180.00					
Bertalan, John J.	0002622	04/SP	P	EDF-1005-20021	01/12/04	30.00	LECT	FTFACL	FFC10012	A1200	A1200	FFC10012
Bertalan, John J.	0002622	04/SP	P	EDF-1005-20022	01/12/04	30.00	LECT	FTFACL	FFC10012	A1200	A1200	FFC10012
Bertalan, John J.	0002622	04/SP	P	EDG-2701-20032	01/12/04	30.00	LECT	FTFACL	FFC10012	A1200	A1200	FFC10012
Bertalan, John J.	0002622	04/SP	P	POS-2112-21128	01/14/04	30.00	DLIND	OVL	LPNC0200	A8500	A1200	FFC10012
Bertalan, John J.	0002622	04/SP	P	POS-2041-22655	01/14/04	30.00	DLTEL	FTFACL	FFC10012	A1200	A1200	FFC10012
Bertalan, John J.	0002622	04/SP	P	EDG-2701-20035	01/12/04	30.00	LECT	OVL	LPNC0033	A1200	A1200	FFC10012
*****						-----						
Bertalan, John J.							180.00					
Bisciglia, Natalie R.	0292670	04/SP	P	HUM-2230-20483	01/12/04	30.00	LECT	PTCRED	FPNC0026	A4200	A1200	FPNC0076
*****						-----						
Bisciglia, Natalie R.							30.00					
Bonavita, Louis	0199794	04/SP	P	SYG-2000-21515	01/12/04	30.00	LECT	PTCRED	FPNC0054	A1200	A1200	FPNC0054
Bonavita, Louis	0199794	04/SP	P	SYG-2000-21518	01/12/04	30.00	LECT	PTCRED	FPNC0054	A1200	A1200	FPNC0054
Bonavita, Louis	0199794	04/SP	P	SYG-2000-21506	03/26/04	30.00	LECT	PTCRED	FPNC0054	A1200	A1200	FPNC0054
*****						-----						
Bonavita, Louis							90.00					
Brooks, Stephanie	0495997	04/SP	OT	HUS-1200-20511	01/12/04	30.00	LECT	PTCRED	FPNC0081	A1400	A1200	FPNC0052
*****						-----						
Brooks, Stephanie							30.00					
Bryant, Mary T.	0536651	04/SP	P	PSY-2012-21165	01/12/04	30.00	LECT	PTCRED	FPNC0052	A1200	A1200	FPNC0052
Bryant, Mary T.	0536651	04/SP	P	PSY-2012-21168	01/12/04	30.00	LECT	PTCRED	FPNC0052	A1200	A1200	FPNC0052
*****						-----						
Bryant, Mary T.							60.00					
Burdick, Jenny L.	0307849	04/SP	E	ENC-0020C-20136	01/12/04	56.00	COMB	PTCRED	FPNC0072	A1200	A1200	ZPC30001
Burdick, Jenny L.	0307849	04/SP	E	REA-0001C-21205	01/12/04	56.00	COMB	PTCRED	FPNC0072	A1200	A1200	ZPC30001

HR Custom Report: R.CRS.SEC.FACN (v9)

Changing your network printer

When you sign on to the system, you are connected to a particular network printer. Everything you send to be printed will go to that designated printer. If you want to temporarily designate a different printer you may.

```
VIEW/SET PRINTER SETTINGS

Unit      0
Width    132
Length   60
Top margin 3
Bot margin 3
Mode     1

Options are:
Nomessage

Your currently selected printer parameters are shown above.
You may select a different printer by entering the system name
below. To cancel, simply press <Enter> instead of a name.

=====
Enter name of printer:
```

This utility allows the user to input the name of another printer and have that printer designated as the active printer. That designation will remain in effect until changed again with the same utility or until you sign on again.

When the above screen first appears, under the “Options are” line, the term “Nomessage” will appear. If you enter a new printer name and press <Enter> the printer name will then appear under “Options are”.

```
Options are:  
gk_2nd_c
```

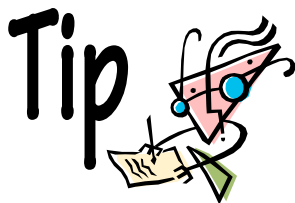
```
Your currently selected printer parameters are shown above.  
You may select a different printer by entering the system name  
below. To cancel, simply press <Enter> instead of a name.
```

```
-----  
Enter name of printer:
```



Printer Notes

- *The HR Custom Reports feature assumes, in all cases, that the active printer is set to condensed font and has the width set to 132. If your selected printer is not set up this way, your reports will not appear as intended.*
- *If you input an invalid printer name, the currently designated printer will remain active.*
- *Printer names are case sensitive with most in lower case, so be careful. Also, most contain one or more underscores (_).*



Be courteous

Never send a report to a printer whose location and ownership is unknown. Also, if you do send a report to some else's printer, make arrangement with that person in advance.

Valid UNIX printer names as of 09/30/05

br_admin	dm_info	gk_bur1	yb_prog_c
br_admin_c	dm_info_c	gk_bur1_c	yb_prog_l
br_arr1	dm_lib105	gk_conf	yb_pst135
br_arr1_c	dm_lib105_c	gk_conf_c	yb_pst135_c
br_arr1_l	dm_sci_2nd	gk_pay	yb_ssl
br_arr2	dm_sci_2nd_c	gk_pay_c	yb_ssl_c
br_arr2_c	dm_scil	gk_rw	yb_yadm127
br_arr2_l	dm_scil_c	gk_rw_c	yb_yadm127_c
br_bur1	dm_ss1	gk_train	yb_yadm303b
br_bur1_c	dm_ss1_c	gk_train_c	yb_yadm303b_c
br_bur2	dm_ss2	gk_vision110	yb_yfac116
br_bur2_c	dm_ss2_c	gk_vision110_c	yb_yfac116_c
br_bur3	dm_ss3	gk_war	yb_ylrc115_5_c
br_bur3_c	dm_ss3_c	gk_war_c	yb_ylrc118
br_conted	dm_stu_119	gk_xrx811	yb_ylrc118_c
br_conted_c	dm_stu_119_c	hr_pr1	ylrc115_ld122.h
br_fa	dm_stu_119_l	ld122test_c	ccfl.edu
br_fa_c	dm_stu_220	md_admin	ylrc115_ld122.h
br_hum204	dm_stu_220_c	md_admin_c	ccfl.edu
br_hum204_c	dm_tech_4th	md_admin_l	z51
br_ssl	dm_tech_4th_c	md_bur1	z52
br_ssl_c	dssc130	ops4si	
bspc_4000n	gk_213	ops4si_c	
bspc_4000n_c	gk_213_c	opsd640	
default	gk_216	opsd640_l	
dm_admin	gk_216_c	opsd640_l_c	
dm_admin_c	gk_217	opsd640_l_l	
dm_arr	gk_217_c	opsd640_c	
dm_arr_c	gk_217b	pc_admin	
dm_arr2	gk_217b_c	pc_admin_c	
dm_arr2_c	gk_222	pc_arr1	
dm_arr2_l	gk_222_c	pc_arr1_c	
dm_arr4	gk_228	pc_arr2_c	
dm_arr4_c	gk_228_c	pc_arr2_l	
dm_book	gk_2nd	pc_bur1	
dm_book_c	GK_2ND	pc_bur2	
dm_bur1	gk_2nd_c	pc_pstul00	
dm_bur2	gk_3rd	pc_pstul00_c	
dm_bur3	gk_3rd_c	pc_ssl	
dm_bur4	gk_3rd_l	pc_ssl_c	
dm_bur5	gk_4th	ps_admin	
dm_cls130	gk_4th_c	ps_admin_c	
dm_cls130_c	gk_5th	rp_ld122test_c	
dm_dlab	gk_5th_c	uacc_pr1	
dm_dlab_c	gk_618	uacc_pr1_c	
dm_dlrc204	gk_618_c	yb_admin	
dm_dlrc204_c	gk_6th	yb_admin_c	
dm_dssc130	gk_6th_c	yb_arr2	
dm_dssc130_c	gk_727a	yb_arr2_c	
dm_dssc204	gk_727a_c	yb_arr2_l	
dm_dssc204_c	gk_7th	yb_arr4	
dm_dtec331	gk_7th_c	yb_arr4_c	
dm_dtec331_c	gk_adm818	yb_bur1	
dm_dtec428	gk_adm818_c	yb_bur2	
dm_dtec428_ALT	gk_ap	yb_bur3	
dm_dtec428_c	gk_ap_c	yb_fa	
dm_fa	gk_ar	yb_fa_c	
dm_fa_c	gk_ar_c	yb_prog	

