



## Process Document Position Management - HR: Position Audit Report

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<b>Last Changed by</b>	Ann M. Flood
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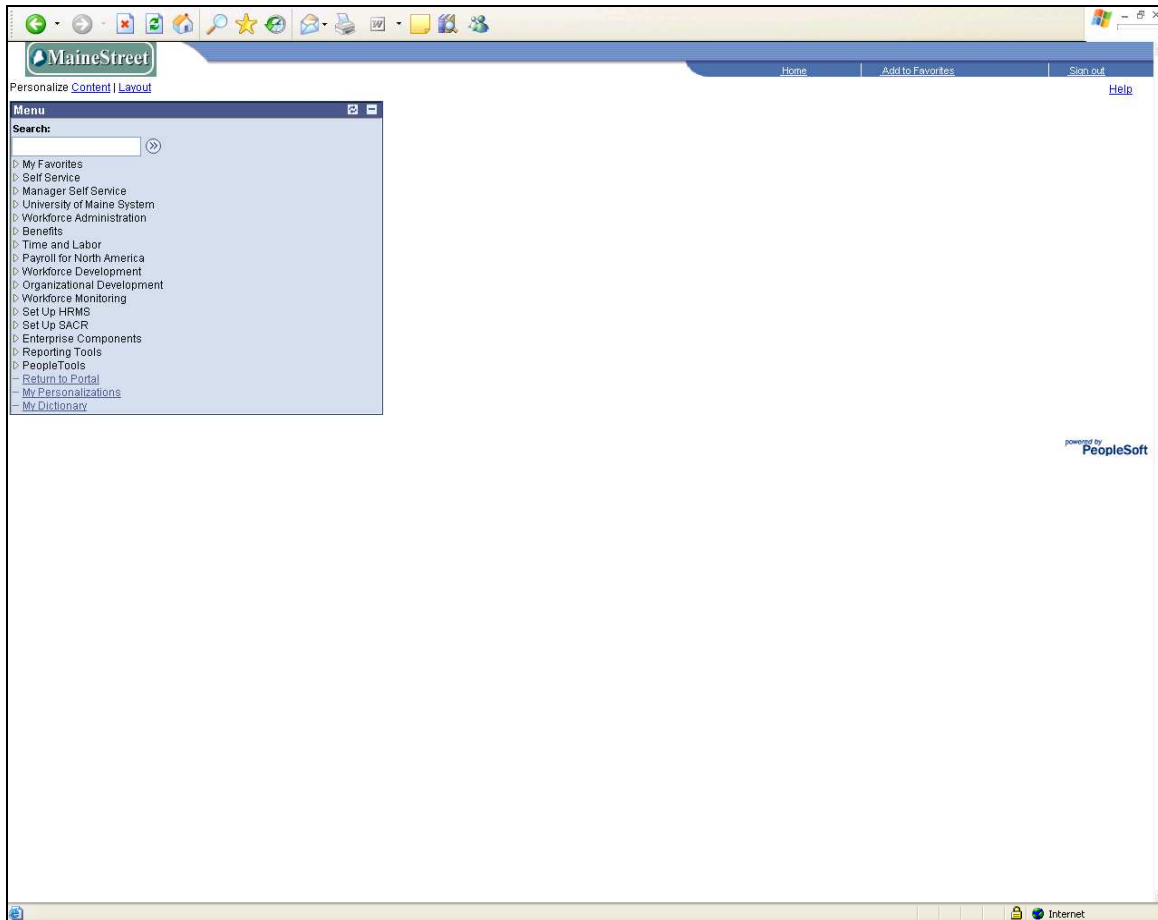
### Position Audit Report

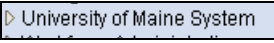
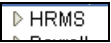
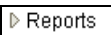
#### Concept

This process gives instructions on how to run the Position Audit Report. The report includes error messages when comparing specific fields in position data and job data.

Please refer to: <http://www.maine.edu/pdf/UsingUPK.pdf>

## Navigation:



Step	Action
1.	Click the <b>University of Maine System</b> link. 
2.	Click the <b>HRMS</b> link. 
3.	Click the <b>Reports</b> link. 



# Process Document

## Position Management - HR: Position Audit Report

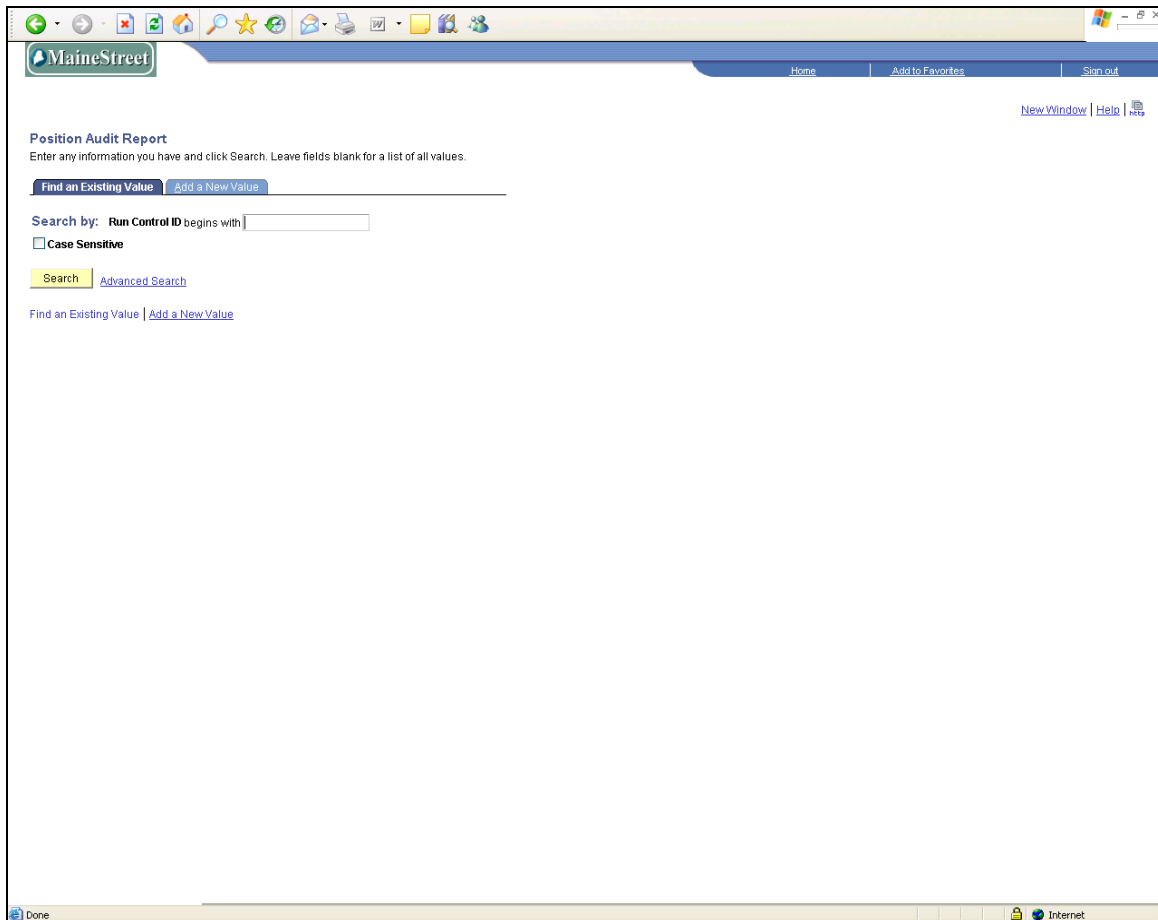
The screenshot shows a web browser window displaying the HR system interface. The browser's address bar shows the URL: `Main Menu > University of Maine System > HRMS >`. The page title is "Reports". On the left side, there is a "Menu" dropdown with a list of reports, including "Position Audit Report". The main content area displays a grid of report links, each with a folder icon and text. The reports listed in the grid are:

Library Patron Extract (URSUS)	Position Audit Report	Position FTE and Headcount
Planned Exit	Payroll Verification Report	Upcoming Evaluations
Federal Employees by Location	Labels By Department	Time and Effort Report
Employee Classified Summary	Employees Annual Salary List	Employee List By Account
Employee Counts by Gender	Employee Counts FullPart	Employee Average Salary
Employees by Assigned Position	Employee FTE by Ledger	Service Maint. Union Dues
Deductions for COLT Dues	Faculty Union Dues	Political Action Committee Rpt
MEA Roster	Service and Maintenance Roster	PATFA Roster
Part Time Service Units	Colt Seniority by Job Code	Colt Seniority by Department
S M Seniority Report	Combined Charitable Appeals	Maine State New Hire Report
RM - Job Category	Dept. Commerce Employment	Faculty Heigs Report
OSHA 300A	Faculty Salaries EO Report	Overload Report
Vet 100 Contractors Rpt		

Step	Action
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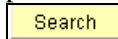
4.	Click the <b>Position Audit Report</b> link.
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## Procedure:



Step	Action
5.	Click the <b>Search</b> button.

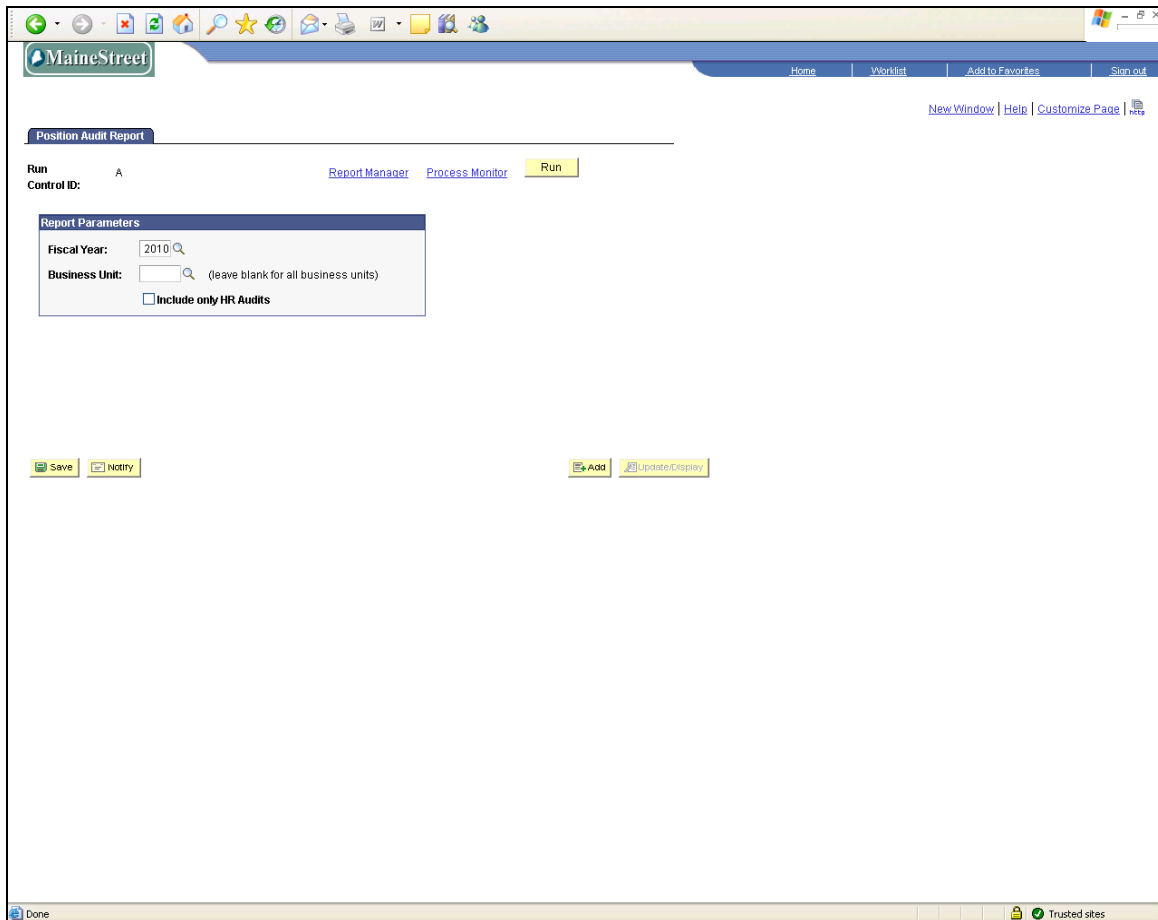
If you have multiple Run Control IDs set up, select the one appropriate to run this process.





# Process Document

## Position Management - HR: Position Audit Report



Step	Action
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6.	Click the <b>Look up Business Unit</b> button.
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7.	Click an entry in the <b>Business Unit</b> column.
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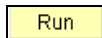


8.	Click the <b>Include only HR Audits</b> option. This will return results for HR Audit errors only.
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If checkbox is 'unchecked' HR and Budget errors will be included in the report.



9.	Click the <b>Run</b> button.
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# Process Document

## Position Management - HR: Position Audit Report



Process Scheduler Request

User ID: 0012790 Run Control ID: A

Server Name: PSUNX Run Date: 08/19/2009

Recurrence: Run Time: 1:27:04PM [Reset to Current Date/Time](#)

Time Zone:

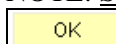
Select	Description	Process Name	Process Type	Type	Format	Distribution
<input checked="" type="checkbox"/>	Position Audit Report	UMPER034	SGR Report	Web	PDF	Distribution

[OK](#) [Cancel](#)

Step	Action
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10.	Click the <b>OK</b> button.
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NOTE: Server Name must be set to **PSUNX** to run this process.





# Process Document

## Position Management - HR: Position Audit Report

The screenshot shows a web browser window displaying the 'Position Audit Report' page. The browser's address bar shows the URL 'http://www.maine.gov/...'. The page header includes the 'MaineStreet' logo and navigation links: 'Home', 'Worklist', 'Add to Favorites', and 'Sign out'. There are also links for 'New Window', 'Help', and 'Customize Page'. The main content area is titled 'Position Audit Report' and contains the following elements:

- 'Run' button with 'Control ID: A' and a 'Run' button.
- 'Report Manager' and 'Process Monitor' links.
- 'Process Instance: 217905' text.
- 'Report Parameters' section with a table:

Fiscal Year:	2010
Business Unit:	UMS03 (leave blank for all business units)
<input checked="" type="checkbox"/> Include only HR Audits	
- 'Save' and 'Notify' buttons.
- 'Add' and 'Update/Display' buttons.

The browser's status bar at the bottom shows 'Process Instance: 217905' and a 'Trusted sites' icon.

Step	Action
11.	Click the <b>Process Monitor</b> link. <a href="#">Process Monitor</a>

# Process Document

## Position Management - HR: Position Audit Report



The screenshot shows the MaineStreet web application interface. At the top, there is a navigation bar with 'Home', 'Worklist', 'Add to Favorites', and 'Sign out'. Below this, there are tabs for 'Process List' and 'Server List'. The 'View Process Request For' section contains several input fields: 'User ID' (0012790), 'Type' (dropdown), 'Last' (10 Days), 'Refresh' button, 'Server' (dropdown), 'Name' (input), 'Instance' (input), 'Run Status' (dropdown), and 'Distribution Status' (dropdown). There is also a 'Save On Refresh' checkbox. Below this is a 'Process List' table with columns: Select, Instance, Seq, Process Type, Process Name, User, Run Date/Time, Run Status, Distribution Status, and Details. The table contains one entry with Instance 217904, Process Type SQR Report, Process Name UMPER034, User 0012790, Run Date/Time 08/19/2009 1:20:37PM EDT, Run Status Success, and Distribution Status Posted. Below the table, there is a 'Go back to Position Audit Report' link, 'Save' and 'Notify' buttons, and a 'Process List | Server List' link. The status bar at the bottom shows 'Process Instance:217905' and 'Trusted sites'.

Step	Action
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12.	Click the <b>Refresh</b> button.
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The process is complete when the "Run Status" is **Success** and the "Distribution Status" is **Posted**.



13.	Click an entry in the <b>Details</b> column.
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# Process Document

## Position Management - HR: Position Audit Report

The screenshot displays the 'Process Detail' page in the MaineStreet application. The page is organized into several sections:

- Process:** Instance: 217905, Type: SQR Report, Name: UMPER034, Description: Position Audit Report, Run Status: Success, Distribution Status: Posted.
- Run:** Run Control ID: A, Location: Server, Server: PSUNX, Recurrence: (empty).
- Date/Time:** Request Created On: 08/19/2009 1:27:12PM EDT, Run Anytime After: 08/19/2009 1:27:04PM EDT, Began Process At: 08/19/2009 1:27:29PM EDT, Ended Process At: 08/19/2009 1:28:59PM EDT.
- Update Process:** Radio buttons for Hold Request, Queue Request, Cancel Request, Delete Request, and Restart Request.
- Actions:** Links for Parameters, Transfer, Message Log, Batch Timings, and View Log/Trace.

At the bottom of the page, there are 'OK' and 'Cancel' buttons. The status bar at the very bottom shows 'Process Instance:217905' and a 'Trusted sites' icon.

- | Step | Action  |
|------|---|
| 14.  | Click the <b>View Log/Trace</b> link.<br><a href="#">View Log/Trace</a> |

# Process Document

## Position Management - HR: Position Audit Report



**View Log/Trace**

**Report**

Report ID: 148788      Process Instance: 217905      [Message Log](#)

Name: UMPER034      Process Type: SQR Report

Run Status: Success

Position Audit Report

**Distribution Details**

Distribution Node: DEV      Expiration Date: 08/29/2009

**File List**

Name	File Size (bytes)	Datetime Created
<a href="#">Message Log</a>	1,355	08/19/2009 1:28:59.000000PM EDT
<a href="#">umper034_217905.PDF</a>	2,167	08/19/2009 1:28:59.000000PM EDT
<a href="#">Trace File</a>	1,038	08/19/2009 1:28:59.000000PM EDT

**Distribute To**

Distribution ID Type	Distribution ID
User	0012790

[Return](#)

Process Instance:217905

Step	Action
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15.	Click an PDF file name in the <b>File List</b> column.
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[umper034\\_217905.PDF](#)



# Process Document Position Management - HR: Position Audit Report

Report ID: 148788 Process Instance: 217905 Message Log  
Name: UMPER034  
Run Status: Success  
Distribution Node: DEV  
Distribution ID Type: User

Report ID: UMPER034.008  
Page No: 2  
Run Date: 08/19/2009  
Run Time: 11:28:49

Position	Ctl	Org	Date	Area	Run Date	Display	Page	Job Code	Job Title	Sup	Sup Org	Message
0002822	C											Invalid class indicator found
0003128	R	0010500	1	A	Various Purvis	UM01	UM01	UM01	UM01	UM01	UM01	Mismatched position/job salary grade
0003211	R	0017683	0	A	Various Purvis	UM01	UM01	UM01	UM01	UM01	UM01	Mismatched position/job salary grade
0004460	R	0044348	0	A	Joseph Barker	UM01	UM01	UM01	UM01	UM01	UM01	Mismatched position/job supervisor level (IC)

End of Report

## Step

## Action

16. Click the **Maximize/Restore** button to view the report in full screen.



17. **End of Procedure.**