

Reviewing HR & ePCS Interface Files in the Hawaii Information Portal

1. Once an HR New Hire, HR Change or ePCS file is processed in the Hawaii Information Portal, you will receive a confirmation email with the below details.

New Hire:

No. Of Rows in File:
No. Of Successful Hires:
No. Of Total Rows in Error:
No. Of Personal Data Errors:
No. Of Job Data Errors:
No. Of Personal Data Skipped:
No. of Duplicates:

Process Run By:
Process_Instance: #####
Filename:

HR Change:

No. Of Rows in File:
No. Of Personal Data Changes:
No. Of Job Data Changes:
No. Of Rows with No Changes:
No. Of Total Rows in Error:
No. Of Personal Data Errors:
No. Of Job Data Errors:
No. Of Personal Data Skipped:

Process Run By:
Process_Instance: #####
Filename:

ePCS – Payroll:

No. Of Errors:
No. Of Duplicates in File:
No. Of Rows in File:
Process Run By:
Process_Instance: #####
Filename:

2. The Process Instance number that is listed will be needed in order to run a query to review the information.
3. To run the query, navigate in the Hawaii Information Portal to Schedule Query
 - a. NavBar > Navigator > Reporting Tools > Query > Schedule Query
 - b. You may need to create a run control id if you have not already created one. Please note this value is unique to you and you can use your initials or Intf (i.e. interface) for example.
 - c. To do this click on the tab to “Add a New Value”

Schedule Query

Enter any information you have and click Search. Leave fields blank for a list of all values.

Search by: begins with

☐ Case Sensitive

[Advanced Search](#)

- d. Enter your run control id and select “Add”

Schedule Query

4. Here you will search for the query you would like to run to view the interface file information.

Schedule Query

[Report Manager](#)
[Process Monitor](#)

Query Name

*Description

5. Your available query names are listed below:
 - a. M_INTFC_NEW_HIRE_DETAILS
 - This query will return the full details of all rows that were listed in the file. This will include rows that were processed as well as rows that are in error, skipped, or marked as a duplicate.
 - b. M_INTFC_NEW_HIRE_ERRORS
 - This query will return only the rows that are marked as an error in the file.
 - c. M_INTFC_HR_CHANGE_DETAILS
 - This query will return the full details of all rows that were listed in the file. This will include rows that were processed as well as rows that are in error, skipped, or marked as a duplicate.
 - d. M_INTFC_HR_CHANGE_ERROR
 - This query will return only the rows that are marked as an error in the file.
 - e. M_INTFC_EPCS_GRS_DETAILS
 - This query will return the full details of all rows that were listed in the file for the Gross Layout records. This will include rows that were processed as well as rows that are in error, skipped or marked as a duplicate.
 - f. M_INTFC_EPCS_GRS_ERRORS
 - This query will return only the rows that are marked as an error in the file for the Gross Layout records.
 - g. M_INTFC_EPCS_NAME_DETAILS
 - This query will return the full details of all rows that were listed in the file for the Name Layout records. This will include rows that were processed as well as rows that are in error, skipped or marked as a duplicate.
 - h. M_INTFC_EPCS_NAME_ERRORS
 - This query will return only the rows that are marked as an error in the file for the Name Layout records.
6. Enter the query you want to run in the query name field and then tab or select Search.

HAWAII Information Portal

Schedule Query

Run Control ID intf Report Manager Process Monitor Run

Query Name Search

*Description

Save

Scheduled Query Search Page

*Query Type:

Query: Search

Query	Personalize	Find	View All	First	1 of 1	Last
M_INTFC_HR_CHANGE_ERROR						
HR Change Interface Details		Public				

Return

7. Click on the name of the file that is listed in the Scheduled Query Search page
8. You will then be prompted to enter the instance number of the file you need to view (see step 1 on how to find this from the email confirmation) and then select OK
 - a. **Please make sure if you copy and paste this value that extra spaces and/or characters are not included.**

Help

M_INTFC_HR_CHANGE_ERROR

Instance

OK Cancel

9. You will then return to the previous screen and will need to select "RUN"

Schedule Query

Run Control ID intf Report Manager Process Monitor Run

Query Name Search

*Description

Update Parameters

Prompt Name	Value
PROCESS_INSTANCE	<input type="text" value="114000"/>

Save Add Update/Display

10. Select OK on the next popup box to run the query.

HAWAII Information Portal

Process Scheduler Request
Help

User ID 00112423
Run Control ID intf

Server Name
 Recurrence
 Time Zone

Run Date
 Run Time

Process List

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	PSQUERY	PSQUERY	Application Engine	Web	TXT	Distribution

11. The box will then close and the process for your query is now running. You can tell this was done by seeing the process instance listed under the “RUN” button.

Schedule Query

Run Control ID intf
Report Manager
Process Monitor

Query Name

*Description

Update Parameters

Prompt Name	Value
PROCESS_INSTANCE	114556

12. You can click on the link to Process Monitor to view the status of the query. You will be able to see the results once the Run Status = Success and the Distribution Status = Posted. You may need to click on the Refresh button to see the status update.

Process List
Server List

View Process Request For

User ID
 Server

Type
 Name

Last
 Instance From

1 Days
 Instance To

Run Status
 Distribution Status

☒ Save On Refresh

Process List

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	114557		Application Engine	PSQUERY	00112423	12/14/2018 11:27:12AM HST	Success	Posted	Details

13. Click on “Details” next to the completed query.
14. Click on the “View Log/Trace” link in the popup box.

Process Detail
Help

Process

Instance 114557
Type Application Engine

Name PSQUERY
Description PSQUERY

Run Status Success
Distribution Status Posted

Run

Update Process

Run Control ID intf
Location Server
Server PSNT
Recurrence

☐ Hold Request
☐ Queue Request
☐ Cancel Request
☐ Delete Request
☐ Re-send Content
☐ Restart Request

Date/Time

Actions

Request Created On 12/14/2018 11:27:49AM HST
Run Anytime After 12/14/2018 11:27:12AM HST
Began Process At 12/14/2018 11:28:09AM HST
Ended Process At 12/14/2018 11:28:24AM HST

Parameters
Message Log
Batch Timings
View Log/Trace
Transfer
View Locks

OK

Cancel

15. You will see a file listed that ends in .csv. Click on this link to open the file in Excel and see the information.

View Log/Trace

Report

Report ID 95495 **Process Instance** 114557 [Message Log](#)
Name PSQUERY **Process Type** Application Engine
Run Status Success

HR Change Interface Details

Distribution Details

Distribution Node http_rpt **Expiration Date** 03/03/2021

File List

Name	File Size (bytes)	Datetime Created
AE_PSQUERY_114557.stdout	300	12/14/2018 11:28:24.930919AM HST
M_INTFC_HR_CHANGE_ERROR-114557.csv	509	12/14/2018 11:28:24.930919AM HST

Distribute To

Distribution ID Type	*Distribution ID
User	00112423

[Return](#)

16. When you run the same information multiple times, the previous query may stay displayed in the query run control. In this case, you will want to replace the query name if you are running a different one and restart the process. If you are running the same query, but for a different file, you can change the value of the Process Instance as needed.

Schedule Query

Run Control ID intf

[Report Manager](#)

[Process Monitor](#)

[Run](#)

Query Name M_INTFC_HR_CHANGE_ERROR [Search](#)

***Description** HR Change Interface Details

Update Parameters

Prompt Name	Value
PROCESS_INSTANCE	114005

[Save](#)

[Return to Search](#)

[Add](#)

[Update/Display](#)