

## 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 Criteria

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.

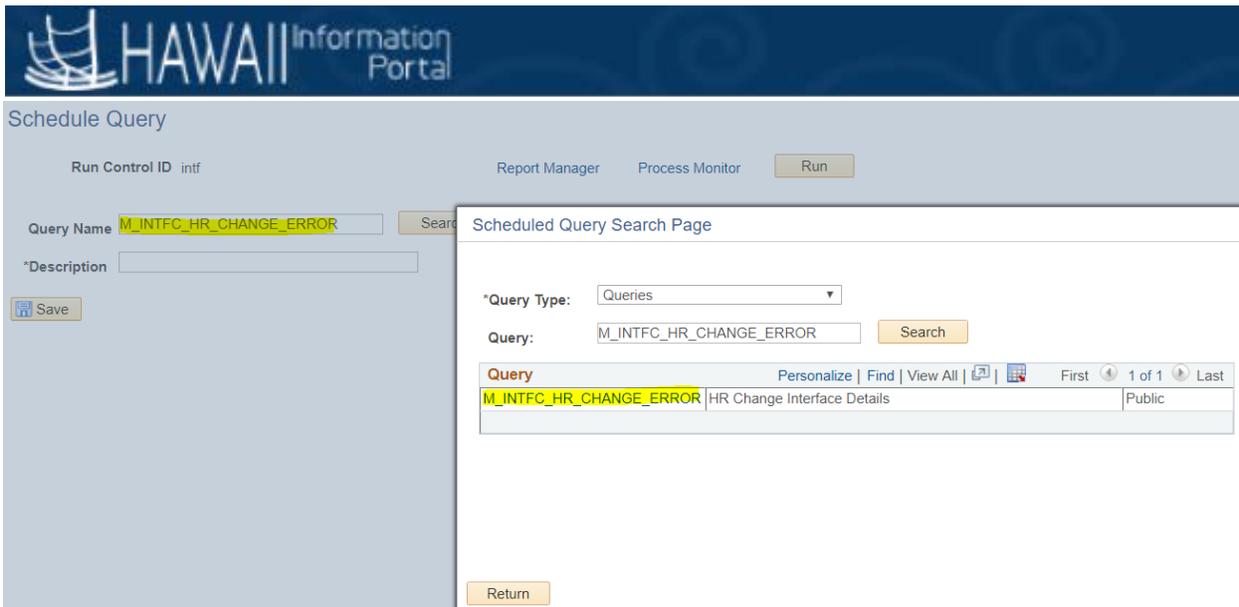
### Schedule Query

Run Control ID Intf [Report Manager](#) [Process Monitor](#)

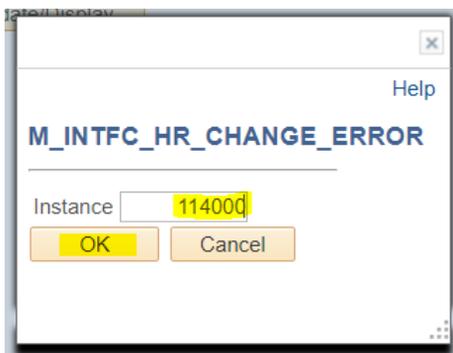
Query Name

\*Description

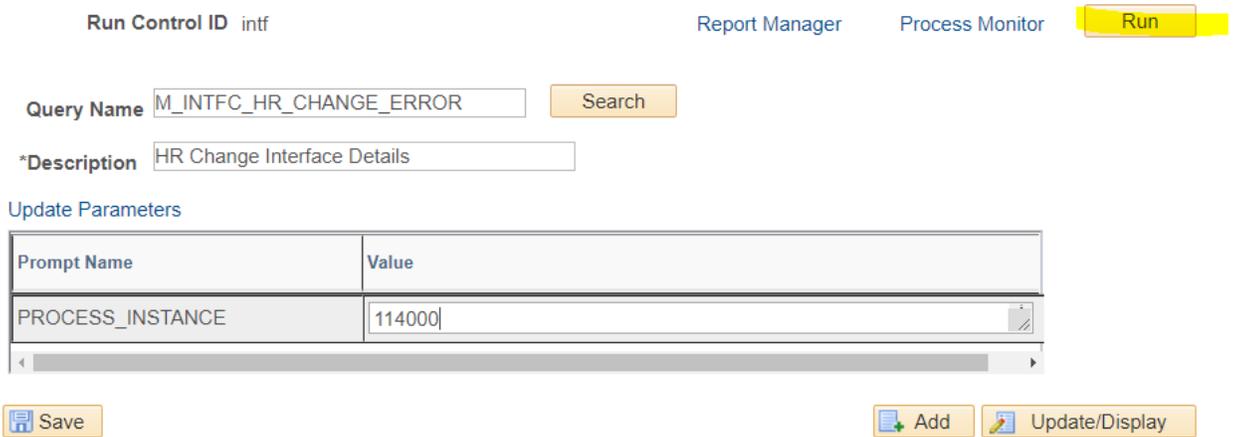
5. Your available query names are listed below:
  - a. M\_INTFC\_NEW\_HIRE\_DETAILS
    - This query will return the full details of all rows that were listed in the file. This will include rows that were processed as well as rows that are in error, skipped, or marked as a duplicate.
  - b. M\_INTFC\_NEW\_HIRE\_ERRORS
    - 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.



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.



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



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

User ID 00112423      Run Control ID intf

Server Name       Run Date 12/14/2018

Recurrence       Run Time 11:27:12AM

Time Zone  🔍

**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     

Process Instance: 114557

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  🔍      Type       Last        Days

Server       Name  🔍      Instance From       Instance To

Run Status       Distribution Status        Save On Refresh

| Process List             |          | Personalize |                    | Find   View All |          | First                     |            | 1-2 of 2            |                         | Last |  |
|--------------------------|----------|-------------|--------------------|-----------------|----------|---------------------------|------------|---------------------|-------------------------|------|--|
| 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              | <a href="#">Details</a> |      |  |

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

Process Detail
Help

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**Process**

|                    |                            |
|--------------------|----------------------------|
| Instance 114557    | Type Application Engine    |
| Name PSQUERY       | Description PSQUERY        |
| Run Status Success | Distribution Status Posted |

**Run**

**Update Process**

|                     |                                       |
|---------------------|---------------------------------------|
| Run Control ID intf | <input type="radio"/> Hold Request    |
| Location Server     | <input type="radio"/> Queue Request   |
| Server PSNT         | <input type="radio"/> Cancel Request  |
| Recurrence          | <input type="radio"/> Delete Request  |
|                     | <input type="radio"/> Re-send Content |
|                     | <input type="radio"/> Restart Request |

**Date/Time**

**Actions**

|  |                                |                            |
|--|--------------------------------|----------------------------|
| Request Created On 12/14/2018 11:27:49AM HST | <a href="#">Parameters</a>     | <a href="#">Transfer</a>   |
| Run Anytime After 12/14/2018 11:27:12AM HST  | <a href="#">Message Log</a>    | <a href="#">View Locks</a> |
| Began Process At 12/14/2018 11:28:09AM HST   | <a href="#">Batch Timings</a>  |                            |
| Ended Process At 12/14/2018 11:28:24AM HST   | <a href="#">View Log/Trace</a> |                            |

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](#)

- 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**  [Search](#)

**\*Description**

Update Parameters

| Prompt Name      | Value  |
|------------------|--------|
| PROCESS_INSTANCE | 114005 |

[Save](#)                      [Return to Search](#)                      [Add](#)                      [Update/Display](#)