


# Work Instruction for HR100: Basic HR Data Report

Revised 6/19/2006

1. Logon to the UC Flex portal (<https://www.ucflex.uc.edu>)  
BW tab→Logon to BW



2. Open  Human Resources  
Select HR100: Basic HR Data Report

3. Select your Org Unit from the Hierarchy or complete other selection criteria.

**Note:** To select a “range” of Org Units, you need to select the highest node at the variable screen, then further filter on Org Unit once the data is displayed. Bookmark without data and save the URL in your Favorites for the next time you run the report.

Execute.

Variable	Value	Include	Insert Row
UCID	=	Include	Insert Row
Employee	=	Include	Insert Row
Org Unit Hierarchy			Insert Row
Position	=	Include	Insert Row
Employee Group	=	Include	Insert Row
Employee Subgroup	=	Include	Insert Row
Personnel Area	=	Include	Insert Row
Personnel Subarea	=	Include	Insert Row
Employee Status	<> 0	Include	Insert Row
Primary Position Ind			

To find more options on how to use the Variable screen, refer to “BW How to use variable screen” stored on the UC Flex training website.

Organizational Unit	UCID	Employee	Position
Athletics	8968	Hackett Rebecca A.	Assoc To
	11992	Fagan Tabatha A.	Sports Program Associate
	16125	Thomas Michael J	Dir Athletics
Ath Bus Off	35	Lee Guo-Chyun	Student Worker
	1352	Aito Lauren	Student Worker
	1396	Grady Matthew D	Asst Coach Mj Spts
	1468	Savino Darren	Asst Coach Mj Spts
	2297	Houser Abby	Intern (Ne)

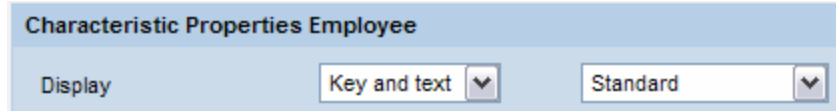
For further help understanding the data displayed on the report, refer to the document “BW General HR Data” on the UC Flex training website.

4. You can add/remove columns, sort, further filter the data, Bookmark the URL, and/or download displayed data to MS Excel. *For more help refer to the document "BW How to format web report" on the UC Flex training website.*


## SPECIAL INSTRUCTIONS:

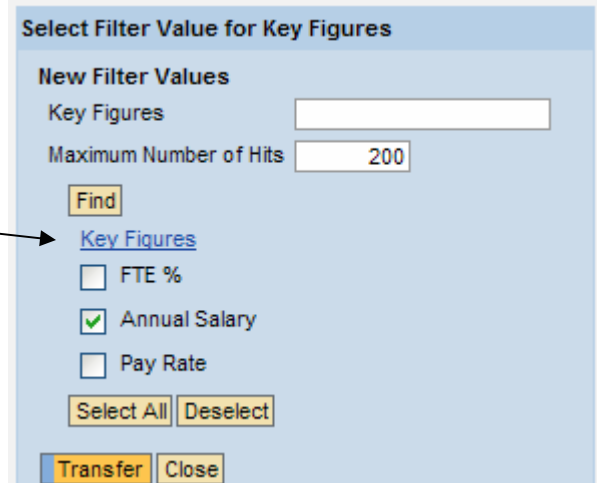
**Kronos ID:** The Employee Key (Personnel Assignment), NOT the UCid, is the Kronos ID effective June 21st for hourly employees. For salaried employees, this number will be used when entering absences in CATS.

To display this number, right click the Employee column heading, select Property. Change the display to Key and text.



### Key Figures:

Click the filter icon  in the Navigation Block, and select the Key Figures you want to display.

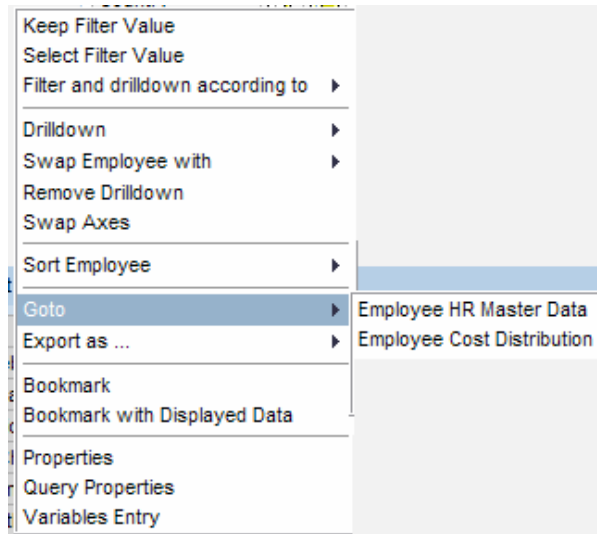


### Sort:

The left-most column is the sort column for the report. You can only sort on fields listed in the Navigation Block. You cannot sort on an attribute of a field such as the address or zip code of an Employee.

**GoTo:** You can go directly to HR UC Flex reports without having to go back to the UC Flex portal, click the HR tab, logon to HR, launch the report or transaction and remember the employee data.

From this report, you can jump to more information on a particular employee by right clicking anywhere on the EMPLOYEE's row. Select GoTo and choose **Employee HR Master Data**. This will launch the HR transaction PA20 Display HR Master data, validate your logon authorization and pre-populate the employee data. System→Logoff to return to BW.



To display the Account Lines for a particular employee, choose **Employee Cost Distribution**. This will launch the HR report ZHRPA\_COST\_DIST, pre-populating employee data and validating your logon authorization. System→Logoff to return to BW.

**NOTE:** Be sure to right click the Employee name whose record in UC Flex HR you want to GoTo. If you click a column heading by mistake, you will get the following warning. If this happens, simply go back to the report and make sure you right click on an **employee** so the system knows which employee data to pre-populate.

