


Work Instruction for HR115: Equity 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 HR115: Equity Report

3. Variable selection: Choose your **Org Unit** from the Hierarchy dropdown list, or complete other selection criteria.

Original Hire date is the actual first day on the Job at UC.

Mort Recent Hire date can match the original Hire Date but can also be date of subsequent hire with break in service.

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.

University of Cincinnati
Departmental EEO Report
Data Last Updated: 06/21/2006 04:18:31


Variables Entered					
Navigation Block:					
Educ Level					
Emp Status					
Employee					
Employee Group					
Employee Subgroup					
Ethnic Origin					
Gender					
Job					
Longevity Date					
Organizational Unit					
Orig Hire Date					
Personnel Area					
Personnel Subarea					
Position					
Prim Pos Ind					
Rec Hire Date					
UCID					
Key Figures		FTE %			

HR110: Departmental EEO Report					
Employee	Position	Ethnic Origin	Gender	Longevity Date	FTE %
Brod Evelyn F	Emerita	White/Not Hispanic origin	Female	01/12/1966	0
Brod Stanford	ALP ytd gross	White/Not Hispanic origin	Male	02/10/1964	100
Brown David Lee	Emeritus	White/Not Hispanic origin	Male	05/27/1963	100
Brown David W	Equip/Appl Specialist	White/Not Hispanic origin	Male	10/29/1968	100

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

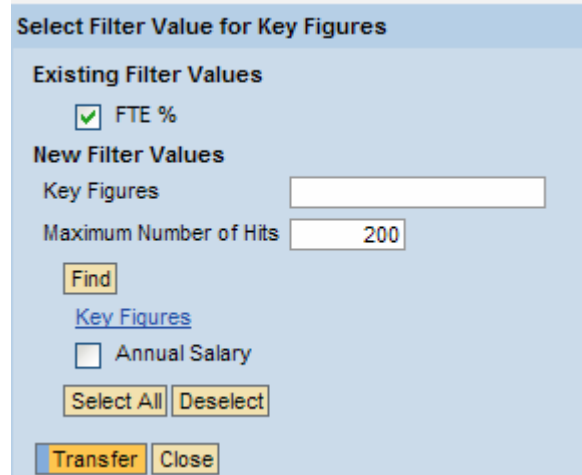
You can add/remove columns, sort, filter displayed data, Bookmark the URL, and/or download displayed data to MS Excel. For more help refer to the document “BW How to format web report” on the UC Flex training website.

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.



Select Filter Value for Key Figures

Existing Filter Values

FTE %

New Filter Values

Key Figures

Maximum Number of Hits

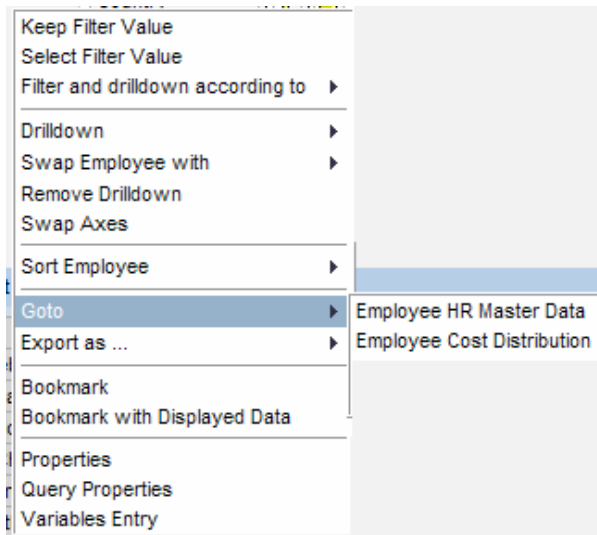
Find

Key Figures

Annual Salary

Select All Deselect

Transfer Close



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 R3 transaction PA20 Display HR Master data, validate your logon authorization and pre-populate the employee data. System-Logoff to end the R3 session.

*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 row** so the system knows which employee data to pre-populate.*

