

Work Instruction for HR130: Visa 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 HR130: Visa Report

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

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

Select by **Work Permit Expiration Date** range to get a list of employees about expire.

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.

Work Permit (Visa) codes:

- F1 Student
- F2 Spouse/Child of Student
- H1 Temp Worker/Distingh Merit
- H2 Temp Perform Unavail US
- IM Immigrant
- J1 Exchange visitor
- J2 Spouse/child exchg visitor
- TN Profess/Canada/Mexico/NAFTA

Organizational Unit	UCID	Employee	Position	Work Permit (Visa)	Exp Date	Emp Status
A&S Chem	6621	Wang Xiaoyang	Graduate Assistant	F1 Student	07/01/2006	Active
	7607	Murthy Rajesh S.	Graduate Assistant	F1 Student	07/01/2006	Active
A&S History	8066	Francis Martin F.	Assoc Professor-Pro	H1 Temp Worker/Disti	08/01/2006	Active
A&S Math Scs	11257	Qin Yulin	Graduate Assistant	F1 Student	08/01/2006	Active
		Qin Yulin	Student Worker	F1 Student	08/01/2006	Active
A&S Philos	7565	Mion Giovanni	Graduate Assistant	F1 Student	07/01/2006	Active
A&S Phys	7309	Fotso Herbert F.	Graduate Assistant	F1 Student	07/01/2006	Active

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, 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.*

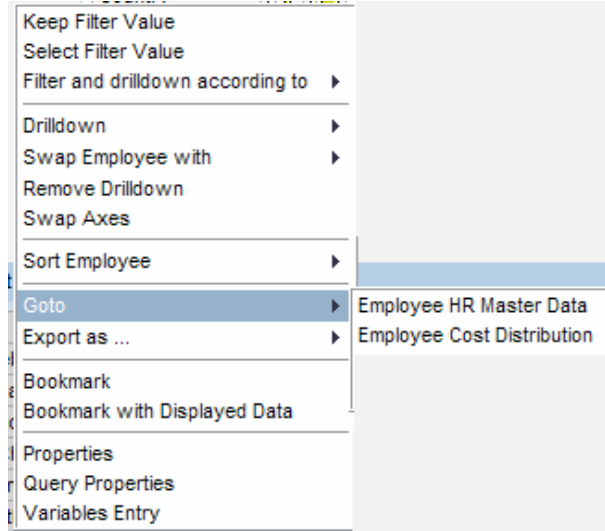
Sort:

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

