


# Work Instruction for HR160: FTE and Salary 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 HR160: FTE and Salary Report

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

Select by **Job** to get a grouping of Accountants, Admin Supervisors, Instructors, Technical Support, Deans, Professors, etc. across all Org Units. You can also “exclude” Employee Subgroups such as Unclassified or Students.

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.

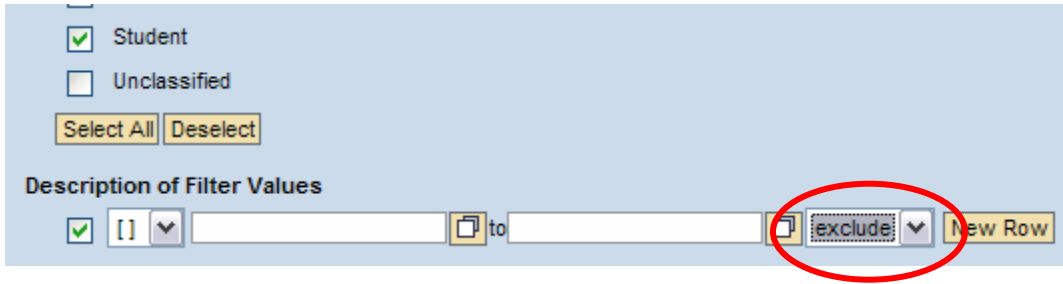
University of Cincinnati  
**FTE and Salary Report**  
Data Last Updated: 07/06/2006 03:50:14

Variables Entered			
Navigation Block:			
Action Begin Date			
Action Reason			
Action Type			
Cont Srvc Date			
Emp Status			
Employee			
Employee Group			
Employee Subgroup			
FTE Begin Date			
Job			
Job Type			
Organizational Unit			
Orig Hire Date			
Pay End Date			
Personnel Area			
Personnel Subarea			
Position			
Prim Pos Ind			
Rec Hire Date			
UCID			
Wage Type			
Key Figures			

HR160: FTE and Salary Report								
Organizational Unit	UCID	Employee	Position	Wage Type	Pay End Date	FTE %	Annual Salary	Pay Rate
VP for SA&S	M01622864	Choi Hyeok	Graduate Assistant	Salary	12/31/9999	5	0.00	0.00
	M01636924	Garduno Jessica E.	Student Worker	Hourly Rate	12/31/9999	25	6,240.00	12.00
	M01681688	Smith Joshua P.	Graduate Assistant	Salary	12/31/9999	5	0.00	0.00
	M01787749	Twigg Ryan R.	Student Worker	Hourly Rate	12/31/9999	100	24,960.00	12.00
	M01790606	Wheelahan Coleen I	Student Worker	Hourly Rate	12/31/9999	100	24,960.00	12.00


To filter Students from the report, click the filter icon for Employee Subgroup, check Students and change Filter to “exclude.”

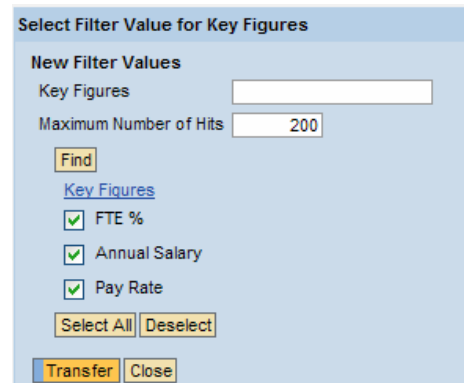


For further help understanding the data displayed on the report, refer to the document “BW General HR Data” on the UC Flex training website.

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. You might remove all the columns, then drilldown to add columns in the order you want. This is easier than “swapping” columns.

### Key Figures:

Click the filter icon  in the Navigation Block, and de-select the Key Figures you do not want to display.



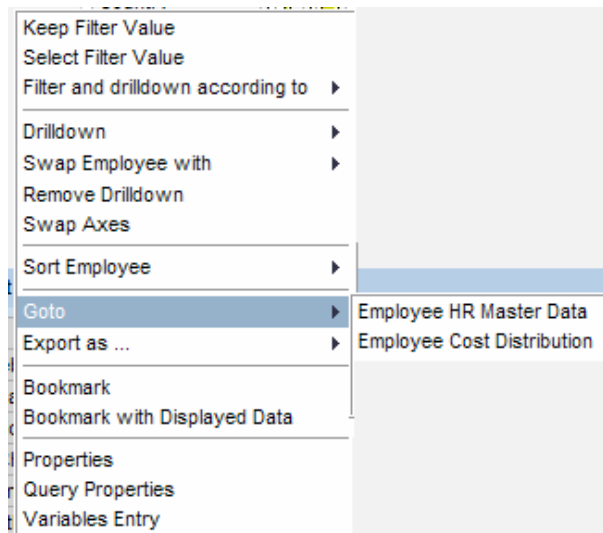
### Sort:

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 R3 reports without having to go back to the UC Flex portal, click the HR tab, logon to HR R3, 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 R3 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.

