


# Work Instruction for HR170: FTE Report

Revised 7/06/2006

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



2. Open  Human Resources  
Select HR170: FTE Report

*NOTE: this report is a subset of information contained in the HR160 FTE and Salary Report as requested by the Decentral Reporting Subcommittee.*

3. Variable selection: Choose your **Org Unit** from the Hierarchy dropdown list, or complete other selection criteria. You can Insert Row to create a list of Org Units.

Select by **Job** to get a grouping of Accountants, Admin Supervisors, Instructors, Technical Support, Deans, Professors, etc. across all Org Units.

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 Report**  
Data Last Updated: 07/06/2006 04:16:23

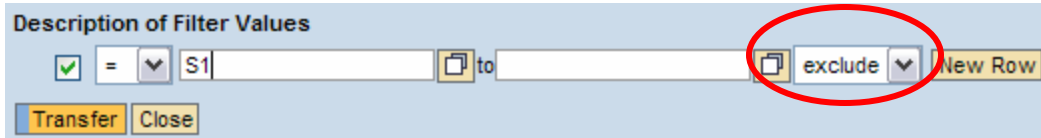
Variables Entered				
Navigation Block:				
Emp Status				
Employee				
Employee Group				
Employee Subgroup				
Job				
Organizational Unit				
Personnel Area				
Personnel Subarea				
Position				
Prim Pos Ind				
UCID				
Key Figures				

HR170: FTE Report				
Organizational Unit	UCID	Employee	Position	FTE %
VP for SA&S	M01622864	Choi Hyeok	Graduate Assistant	5
	M01636924	Garduno Jessica E.	Student Worker	25
	M01681688	Smith Joshua P.	Graduate Assistant	5
	M01787749	Twigg Ryan R.	Student Worker	100
	M01790606	Wheelahan Coleen I	Student Worker	100
	M02016196	Nguyen Khoa T	Student Worker	25
	M02033949	Corbin Dwayne	Student Worker	25

Right click the Employee column heading, then choose Properties to see what additional information can be added to the report.


To filter Students from the report, click the filter icon for Employee Subgroup, and use negative logic to exclude S1 (Students). Add a New Row to exclude any other Employee Subgroup.

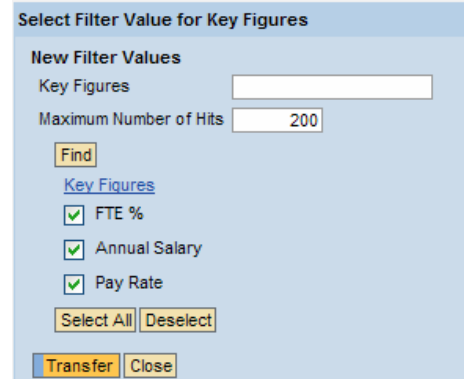


For further help understanding the data displayed on the report, refer to the document “BW General HR Data” on the UC Flex training website.

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. This is easier than “swapping” columns.

### Key Figures:

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



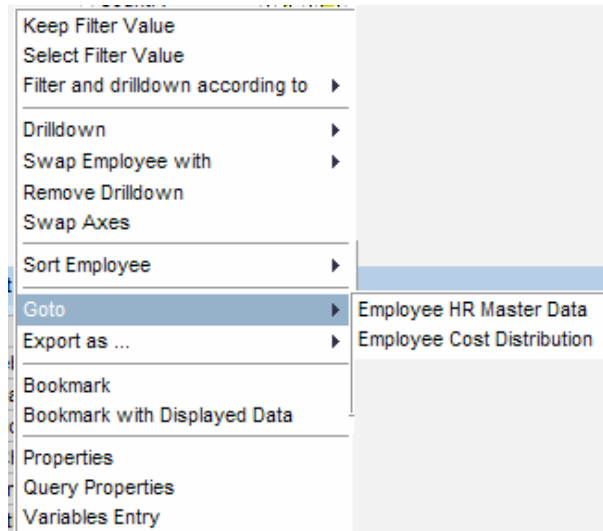
### Sort:

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.

