


# Work Instruction for HR190: Adjunct Report

Revised 6/21/2006

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



2. Open  Human Resources  
Select HR190: Adjunct Report

*NOTE: This report is restricted to employees who hold at least one position as an Adj. Profess.*

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.

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  
**Adjunct Report**  
Data Last Updated: 07/06/2006 03:50:14

► Conditions:  
► Variables Entered:  
▼ Navigation Block:

Employee				
Employee Group				
Employee Subgroup				
Job				
Organizational Unit				
Personnel Area				
Personnel Subarea				
Position				
Prim Pos Ind				
UCID				
Wage Type				
Key Figures				

This person holds three positions, one as Adj. Profess.


▼ HR190: Adjunct Report

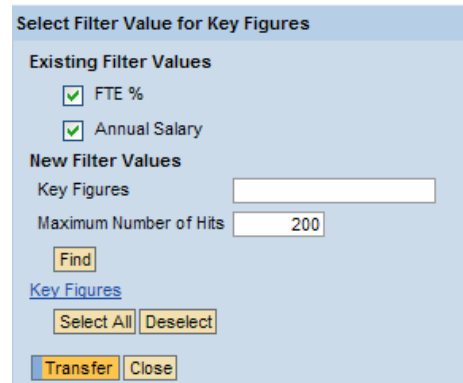
UCID	Employee	Organizational Unit	Job	Position	Prim Pos Ind	Wage Type	FTE %	Annual Salary
M00001919	Bingham Eula L	COM Env Hlth	Emeritus Faculty	Emeritus	#	0NOP No Pay	0	
	Bingham Eula L	COM EH G Bin	Professor-Adjunct	Adj. Profess	P	0FAC Faculty Salary	100	
	Result							100
M00002022	Margolin Esar Gordon	COM Int Med	Professor-Adjunct	Adj. Profess	P	0FAC Faculty Salary	64	
	Margolin Esar Gordon	COM Fam Ger	Professor	Professor-Af	#	0NOP No Pay	0	
	Margolin Esar Gordon	COM Int Med	Professor	Professor-Af	#	0NOP No Pay	0	
	Result							64
M00002719	Bonventre Peter F	COM Mol Gen	Emeritus Faculty	Emeritus	#	0NOP No Pay	0	
	Bonventre Peter F	COM Mol Gen	Professor-Adjunct	Adj. Profess	P	0FAC Faculty Salary	100	
	Result							100
M00005215	Pryor Chester C	COM Ophthal	Associate Professor-Adjunct	Adj Assoc Pr	P	0NOP No Pay	5	
M00007923	Hess Evelyn V	COM IM IMM	Emeritus Faculty	Emeritus	#	0NOP No Pay	0	
	Hess Evelyn V	COM IM IMM	Professor-Adjunct	Adj. Profess	P	0FAC Faculty Salary	100	
	Result							100
M00012773	Burroughs Guy E.	COM Env Hlth	Assistant Professor-Adjunct	Adj Asst Pro	P	0NOP No Pay	10	

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.*

### Key Figures:

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



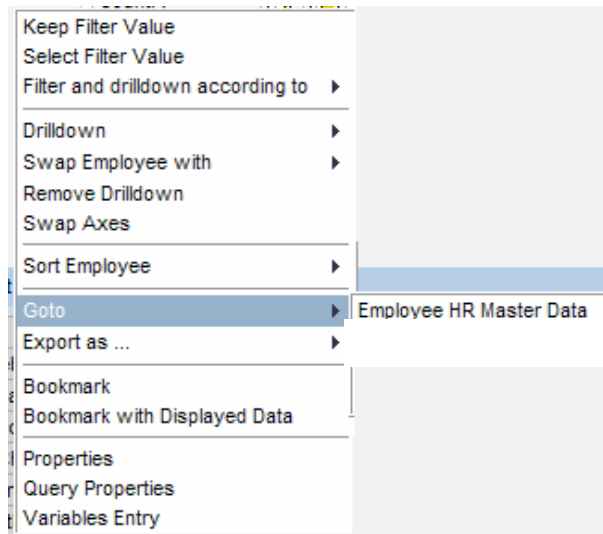
### Sort:

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.

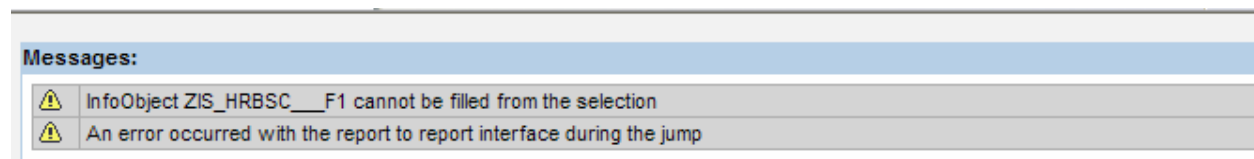
### GoTo:

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 R3 transaction PA20 Display HR Master data, validate your logon authorization and pre-populate the employee data. Menu->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.*



## SPECIAL INSTRUCTIONS:

In this report you may create a condition on the Key Figure FTE%. For instance, you want to see which Adjunct Professors are working more than 66%.

Expand the Conditions box→Click the Create button→Define your condition.

Data Last Updated: 07/06/2008 03:50:14

Conditions:

Create

Define Condition - Microsoft Internet Explorer

Define Condition

Text: **Great than 66%**  Active

Evaluate the conditions displayed below for

All Characteristics in Drilldown Independent

single characteristics or combinations of characteristics

- Personnel Area
- Personnel Subarea
- Employee Group
- Employee Subgroup
- UCID
- Employee
- Organizational Unit
- Job
- Position
- Prim Pos Ind
- Wage Type

Display all values for which at least one of the following conditions applies

FTE % > 66 New Row

Transfer Close

To remove the condition, deactivate it.

You can add several conditions.

Right click the condition to Change or return to the previous state--Back.

Conditions:

Great than 66% Active

Create

Conditions:

Great than 66% Active







Create

- Back
- Back to Start
- Display
- Change
- Delete
- Deactivate

Variable

Navigatio

You may get several warnings when the system removes any Result rows that would not be logical.

Messages:	
	There is a condit. on UCID, results row suppress. active on Employee (conditional
	There is a condit. on Employee, results row suppress. active on Organizational Unit (conditional
	There is a condit. on Organizational Unit, results row suppress. active on Job (conditional
	There is a condit. on Job, results row suppress. active on Position (conditional
	There is a condit. on Position, results row suppress. active on Primary Position Ind (conditional
	There is a condit. on Primary Position Ind, results row suppress. active on Wage Type (conditional