

Work Instruction for HR195: Graduate Assistant 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 HR195: Graduate Assistant Report

NOTE: This report is restricted to employees who hold at least one position as a Graduate Assistant.

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.

Navigation Block:

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

HR195: Graduate Assistant Report


UCID	Employee	Organizational Unit	Job	Position	Prim Pos Ind	Wage Type	FTE %	Annual Salary
50272	Kottyan Gregg A.	COM PSTP	Graduate Assistant	Graduate Ast	P	0GUI UDean Funded-Instr	100	0.00
50274	Leddon Jennifer L.	COM PSTP	Graduate Assistant	Graduate Ast	P	0GUI UDean Funded-Instr	100	0.00
50277	Terrell David	COM PSTP	Graduate Assistant	Graduate Ast	P	0GUI UDean Funded-Instr	100	0.00
M00201048	Marshall Bryan	CON AD Rsrch	Graduate Assistant	Graduate Ast	P	0SAL Salary	50	0.00
M00229569	Curran Christine P	COM EH EGMT	Graduate Assistant	Graduate Ast	P	0SAL Salary	50	0.00
M00506466	Gajjar Rachna	COP MS/PhD	Graduate Assistant	Graduate Ast	P	0SAL Salary	50	0.00
M00543726	Frey Cynthia	CON AD Rsrch	Graduate Assistant	Graduate Ast	P	0SAL Salary	50	0.00
	Frey Cynthia	CON AD Rsrch	Student Worker	Student Work	#	1HRS Hourly Rate	20	6,656.00
	Result						70	6,656.00
M00562361	Phillips Amy C	CON AD Rsrch	Graduate Assistant	Graduate Ast	P	0SAL Salary	50	0.00
M00613448	Ranker Mary C	CON AD Rsrch	Graduate Assistant	Graduate Ast	P	0SAL Salary	50	0.00
M00731313	Stropes Melissa P.	COM Mol Gen	Graduate Assistant	Graduate Ast	P	0SAL Salary	50	0.00
M00810046	Cahill Lisa Dawn	CAHS CSD	Graduate Assistant	Graduate Ast	P	0SAL Salary	50	0.00
M00820359	Storrs Judd M.	COM/ENG BME	Graduate Assistant	Graduate Ast	P	0GDR Dept Funded-Rsrch	25	0.00
						0SAL Salary	25	0.00

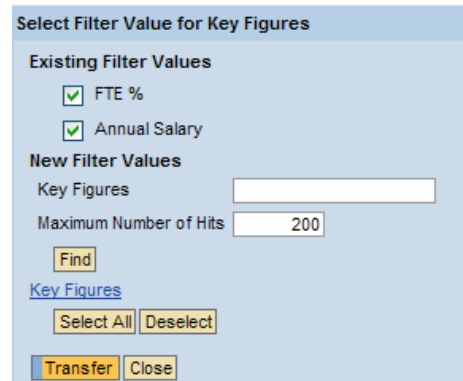
Callout: This person holds three positions, one as a Graduate Assistant.

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.



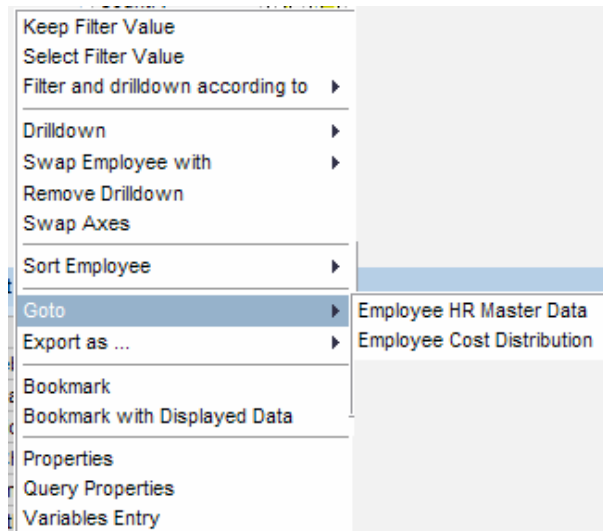
Sort:

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.

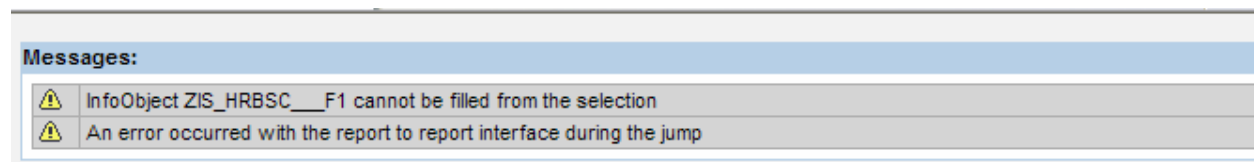
GoTo:

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. 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.



SPECIAL INSTRUCTIONS:

In this report you may create a condition on the Key Figure FTE%. For instance, you want to see which Graduate Assistants 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

Variables

Navigation

Organizational Unit Job

Env Hlth En

EH G Bin Pr

Int Med Pr

Fam Ger Pr

Int Med Pr

Mol Gen En

Mol Gen Pr

Ophthal As

IM IMM En

IM IMM Pr

Env Hlth As

Oto H&N Pr

S CSD As

Surgery As

Ortho Vc

Radiology Ac

Neurosur Pr

Rad Imag Pr

Radiology Ac

Anesthes Pr

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

Variable

Navigation

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

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