

Work Instruction for HR510: Comp Time Earned 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 HR510: Comp Time Earned Report

3. Select your Org Unit from the Hierarchy or complete other selection criteria. The Beginning Date for Report must be completed.

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
Comp Time Earned
Data Last Updated: 07/06/2006 04:31:32


Variables Entered					
Navigation Block:					
Earned Date					
Employee					
Employee Group					
Employee Subgroup					
Expire Date					
Organizational Unit					
Personnel Area					
Personnel Subarea					
Quota End Date					
Quota Start Date					
UCid					
Key Figures					

HR510: Comp Time Earned Report						
Organizational Unit	UCid	Employee	Earned Date	Expire Date	Comp Time	
AHC Gen Cnsl	8261	Baines Melissa K	06/01/2006	11/04/2006		
				11/18/2006		
				12/16/2006		
	Result					
	M01555024	Baines Melissa K	06/01/2006	10/21/2006		
				06/24/2006	12/23/2006	
				07/01/2006	12/30/2006	
	Result					
AITL Cat/Col	5744	Lindesmith William W	06/01/2006	10/21/2006		
				11/04/2006		
				12/16/2006		
	Result					
	12829	Feustel Carol S.	06/01/2006	09/09/2006		
				09/23/2006		
				10/21/2006		
				11/04/2006		

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

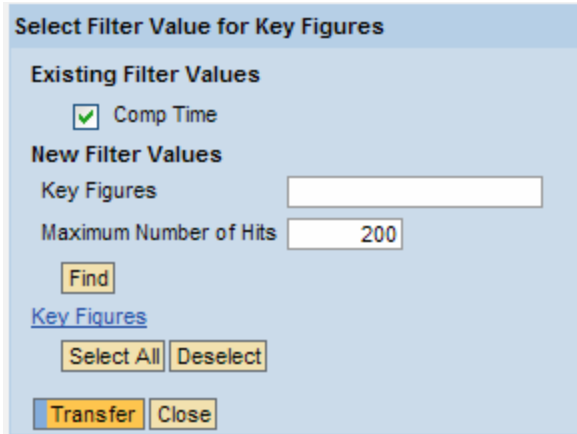
4. You can add/remove columns, sort, further filter the data, Bookmark the URL, and/or download displayed data to MS Excel. For more help refer to the document "BW How to format web report" on the UC Flex training website.

Key Figures:

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

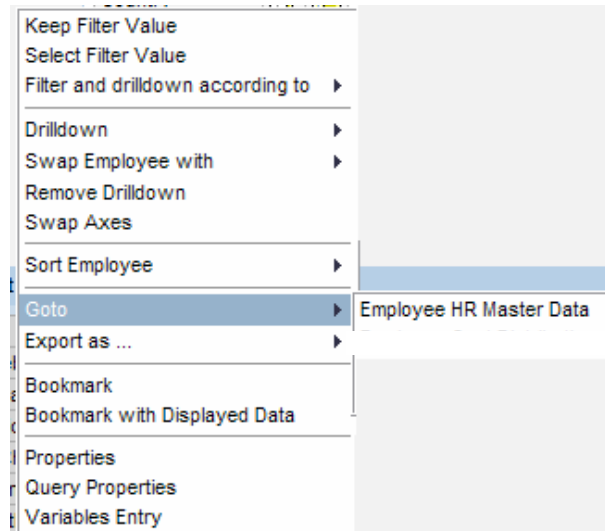
Sort:

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 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 transaction PA20 Display HR Master data, validate your logon authorization and pre-populate the employee data. Be sure to System→Logoff when you are finished.



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** so the system knows which employee data to pre-populate.

