


Work Instruction for HR520: Absence 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 HR520: Absence Report

NOTE: You must select a Begin and End date for this report. Actual absence dates posted in Kronos during the week, are indicated as the Saturday of the week the absence was actually taken. For these hourly employees, please use a Kronos Report if you need actual dates.

3. Select your Org Unit from the Hierarchy or complete other selection criteria.

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.

Variables for HR520: Absence Report

Beginning Date for Report (*) 07/02/2005 07/02/2005

Ending Date for Report (*)

UCID =

Employee =

Org Unit Hierarchy 60000264 Acdmc Health

Position =

Absence Type =

Execute Check

University of Cincinnati
Absence Report
Data Last Updated: 07/06/2006 04:31:32

Variables Entered

Navigation Block:

Absence Type			
Date			
Day			
Employee			
End Date			
Organizational Unit			
Position			
UCID			
Key Figures			

HR520: Absence Report


Organizational Unit	UCID	Employee	Position	Date	Day	Absence Type	Hours
ACH MCFA Sup	M00111843	Egan Joseph Charles	Messenger-U	06/24/2006	Sat		
				07/01/2006	Sat		
AHC Comm Srv	M00038455	Nichols Sondra	Office Mach	06/24/2006	Sat		
				07/01/2006	Sat		
AHC Emeritus	M00270377	Montgomery Terri	Office Mach	06/24/2006	Sat		
				07/01/2006	Sat		
AHC Emeritus	M00028150	Blum Marie A	Assistant To	06/24/2006	Sat		
				07/01/2006	Sat		
AHC Gen Cnsl	M01183160	Woerner Patrice A	Legal Assist	07/01/2006	Sat		
				06/24/2006	Sat		
AHC PR	M01555024	Baines Melissa K	Legal Assist	07/01/2006	Sat		
				06/24/2006	Sat		
AHC PR	M00056709	Crawford Francine	Admin Sec 1-	07/01/2006	Sat		
AITL Cat/Col	M00131027	Lindesmith William W	Lib Assoc 1-	06/24/2006	Sat		
				07/01/2006	Sat		

Actual absence dates posted in Kronos during the week, are indicated as the Saturday of the week the absence was actually taken.

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

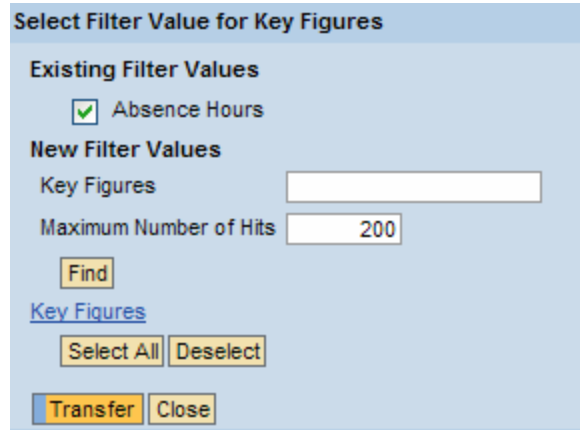
4. You can add/remove columns, sort, further filter the data, Bookmark the URL, and/or download displayed data to MS Excel. For more help refer to the document “BW How to format web report” on the UC Flex training website.

Key Figures:

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

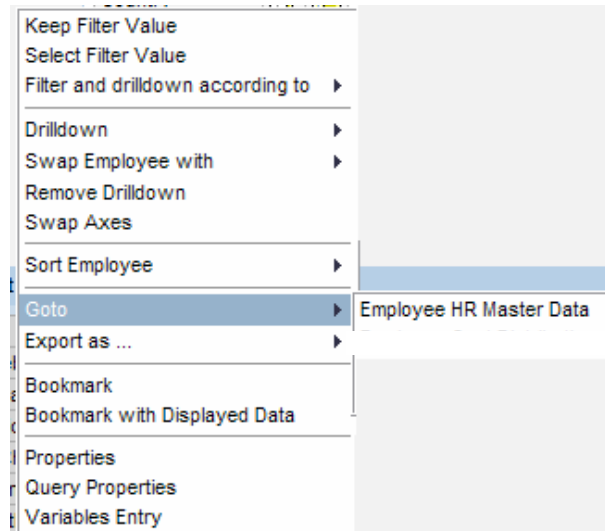
Sort:

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.

