COLUMBIA UNIVERSITY HUMAN RESOURCES

Columbia University – HR Manager Reports

To access HR reporting information, go to https://my.columbia.edu
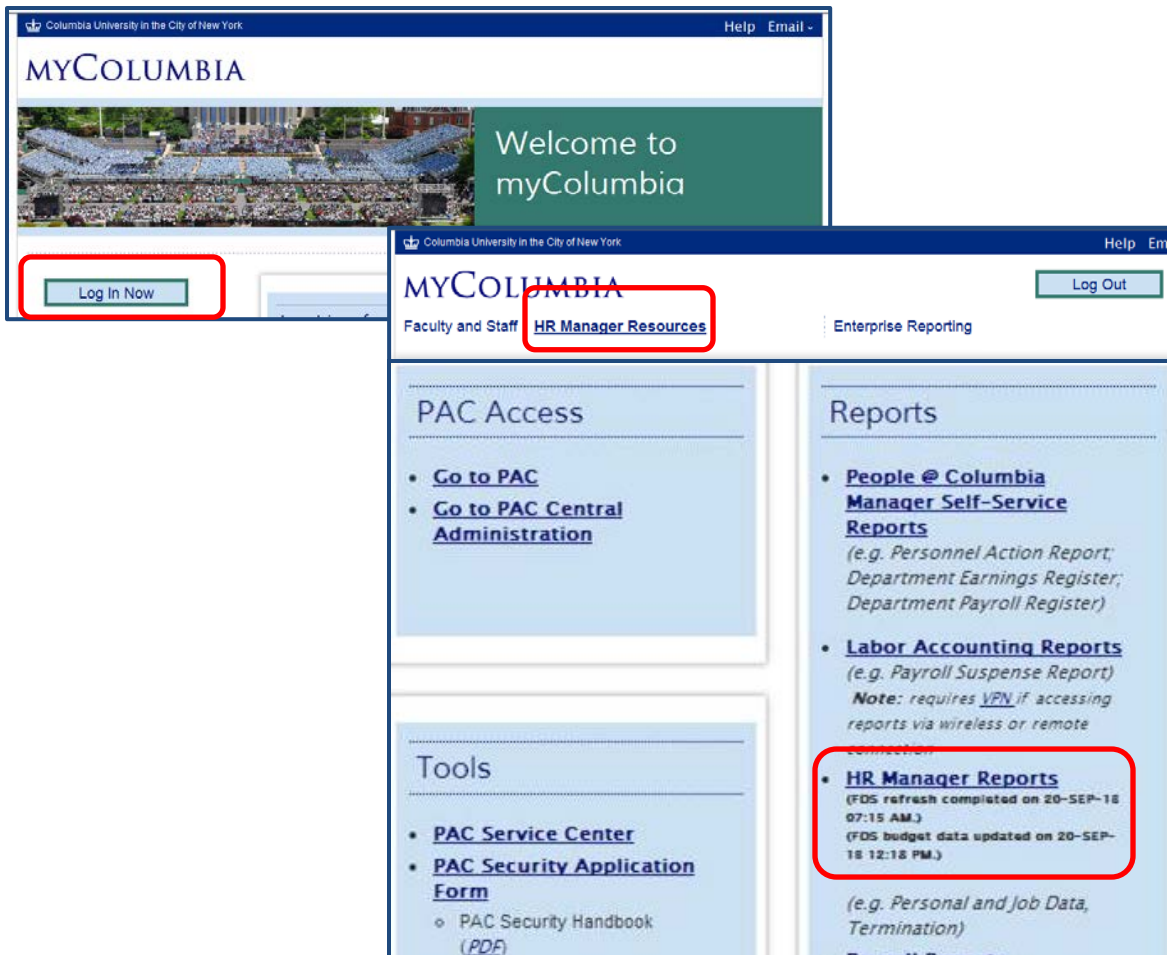
Purpose:

The purpose of this job aid is to provide you with guidance for accessing the HR Manager Reports.

The HR Manager Reports available are accessed in the Reports section of the HR Manager Resources tab in myColumbia. The reports are generated using a reporting tool called Business Objects. Note: If you also have access to other types of Reports located within the Enterprise Reporting tab of myColumbia, you may also access the HR reports via that tab.

This job aid demonstrates how to access the HR Manager Reports from the HR Manager Resources tab in myColumbia.

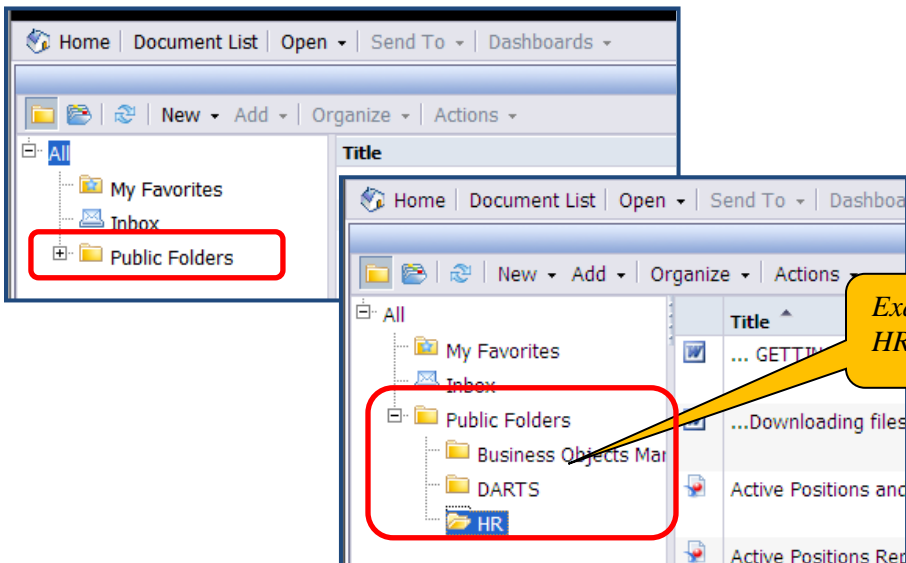| STEP . . .	ACTION . . .	RESULT . . .
Navigate to the HR Manager Reports in the HR Manager Resources Tab of myColumbia	1. Go to https://my.columbia.edu and log in with your UNI and password 2. Click on "HR Manager Resources" 3. Click on "HR Manager Reports"	You accessed the HR Manager Reports.

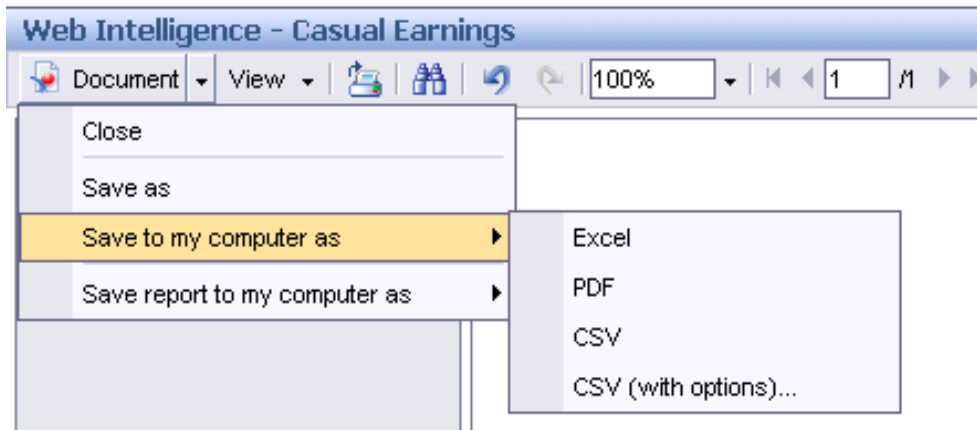| STEP . . .	ACTION . . .	RESULT . . .
Select Report to View	4. Double-click on the name of the report that you want to run 5. There are two types of reports, those that require parameters and those that do not: **Report Access without Parameters** Once the selected report opens it will display the information and no parameters are necessary. **Report Access with Parameters** Some reports require additional parameters. Follow the prompts to fill in the required information to run the report.	The report displays.
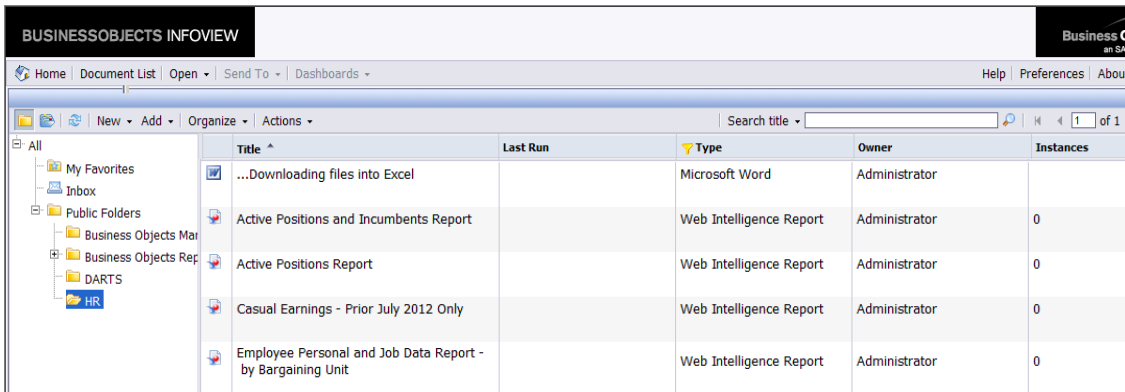
If the reports do not automatically display upon clicking the HR Manager Reports link, click the plus sign next to the 'Public Folders' link to expand the report types (available to you per your access) and then click the folder for the suite of reports you would like to see. Once a report area is selected, e.g. HR, the listing of available reports displays under the Title column.
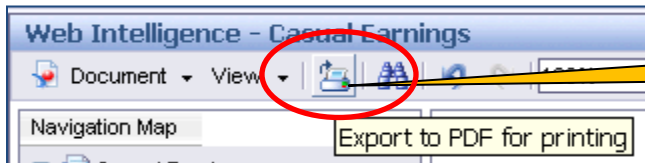
Example with DARTS and HR Reports available

STEP . . .	ACTION . . .	RESULT . . .
Save Report	6. Once report has run, click on the "Document" drop down menu 7. Select format in which you want to save the report. Options include Excel, PDF and if desired comma delimited (CSV)	You saved the report to your local computer.

Web Intelligence - Casual Earnings

Document ▾ View ▾ | 🖨 | 🔍 | ↺ ↻ | 100% ▾ | ◁ ◀ 1 /1 ▶ ▷

Close

Save as

Save to my computer as   ▶   Excel

Save report to my computer as   ▶   PDF

                                            CSV

                                            CSV (with options)...

STEP . . .	ACTION . . .	RESULT . . .
Print Report	8. Click on the Printer icon to download a PDF version of the report for printing. **Note**: if you export the report into another format such as Excel, you may also print the report from that format.	The selected report will print out.

Web Intelligence - Casual Earnings

Document ▾ View ▾ | 🖨 | 🔍

Navigation Map

Export to PDF for printing

Click the Printer icon to print a report

COLUMBIA UNIVERSITY HUMAN RESOURCES

Example	
Example: running a report with parameters	The *Employee Personal and Job Data Report – by Job Function* is one of the reports that require additional information from the user before the report can be run. Once opened, the report will display the following:

The number of prompts depends on the report; the *Employee Personal and Job Data Report – by Job Function* requires 5 prompts. Click on each value to select and then click on the "Run Query" button on the bottom of the screen.

Admin Department Number (Start): 0000000	Default Value: 0000000
Admin Department Number (End): 9999999	Default Value: 9999999
Job Function (or use % for ALL):	
Employee Status (A, P or L):	
Select Term (YYYYT, T(1=Spring(Jan 1-May 15; 2=Summer(May 16-Sept 15; 3-Fall(Sept 16-Dec 31)]):	

Admin Department Range (Start & End):

Each user has a listing of his\her Admin Department(s) that are available. Although the range is greater only those departments that you have access to will be displayed.

Click on the "Admin Department Number (Start)" and "Admin Department Number (End)" lines on the top of the screen. After clicking each line, enter the seven-digit department number in the text box in the middle of the screen.

If you use the Default settings (0000000) and (9999999) you will get all your departments and associated information.

If you choose to limit the department list you can do so by clicking the **Refresh Values** options within the sub-window then double-clicking on the desired Department value.

Job Function:

Click on the "Job Function" line on the top of the screen. After clicking this line, click the **Refresh Values** options within the sub-window then click on the desired Job Function (01, 11, 21, 31, 41, 51, or 61) in the middle of the screen. Then click the right facing arrow to make the selection. Or you can double-click on the desired value and it will be added. Use the "%" to select all job functions.

Employee Status:

Click on the "Employee Status" line on the top of the screen. After clicking this line, the three employee statuses, A = Active; P = Part Time; L = Leave of Absence, display in the middle of the screen and are selected. To remove one of the statuses, click the status letter in the middle right hand side box and then click the left facing arrow to remove the selection.

Example	
Example: running a report with parameters	**Select Term:** Click on the "Select Term" line on the top of the screen. After clicking this line, select the school term in the middle of the screen and then click the right facing arrow to make the selection. Or you can double-click on the desired value and it will be added. Once the parameter prompts are answered, click the **Run Query** button to retrieve the report results. The *Employee Personal and Job Data Report– by Job Function* will display the information based on your selected criteria.
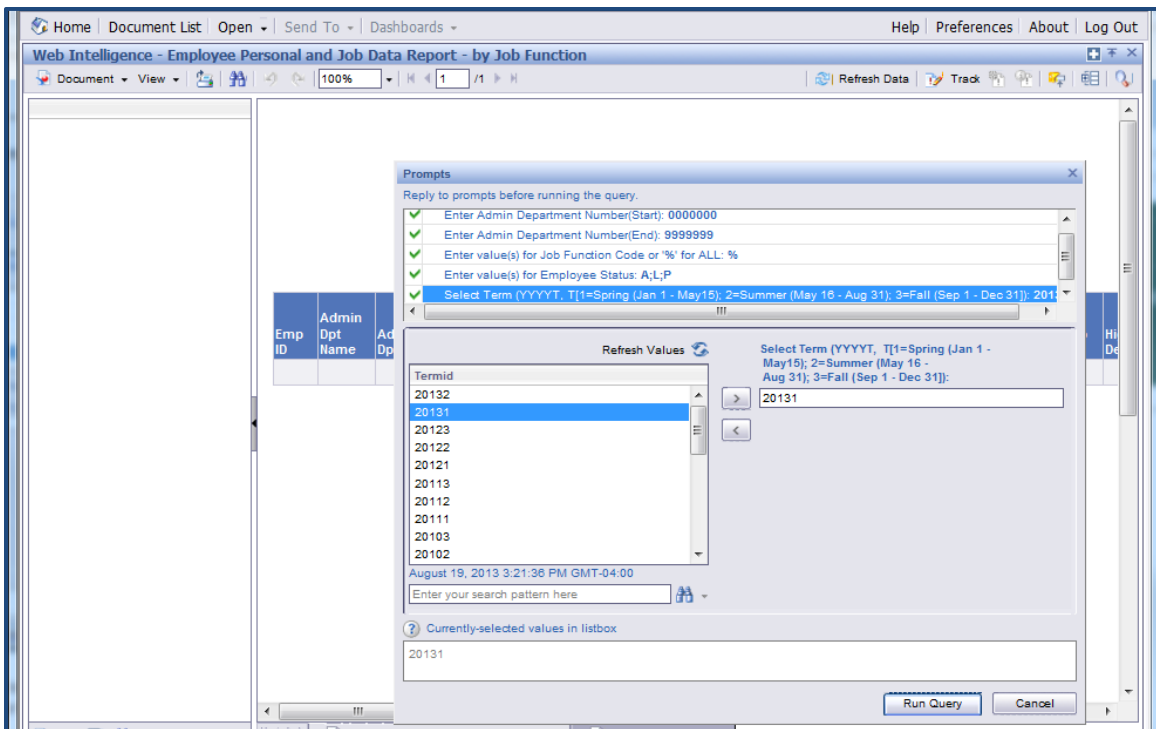
If you experience any problems please ensure that your IE Browser is set up to enable automatic prompting for file downloads. You can check this by bringing up your Internet Explorer and following the links:

Tools-->Internet Options--Security Tab-->Click on Custom Level-->Downloads-->Enable the automatic prompting for file downloads

For more information including detail on the individual reports, access the training guide also located in the Reports section of the HR Manager Resources tab in myColumbia.