HR Web Reports

To run a basic report you will look under Emory HR Web>View Only>Reports.

A report can be run by selecting the division name or entering the department number and entering an “As of Date”.

![Image of report interface]

You will get this screen when you click on the Save button:

Click on the “Refresh” button until the status for the report changes to “Posted” and then click on “Details”:

![Image of report status change]
The next screen will be “Report Detail”. The report will have an XLS extension; select and you will be asked to open or save the file.

**Report Detail**

<table>
<thead>
<tr>
<th>Report ID:</th>
<th>546318</th>
<th>Process Instance:</th>
<th>1597635</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name:</td>
<td>HCHR482</td>
<td>Process Type:</td>
<td>Crystal</td>
</tr>
<tr>
<td>Run Status:</td>
<td>Success</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Distribution Details**

| Distribution Node: | HRTRN39 | Expiration Date: | 03/02/2012 |

**File List**

<table>
<thead>
<tr>
<th>Name</th>
<th>File Size (Bytes)</th>
<th>Datetime Created</th>
</tr>
</thead>
<tbody>
<tr>
<td>CRW_HCHR482_1597635.log</td>
<td>0</td>
<td>02/10/2012 2:41:18:097974PM EST</td>
</tr>
<tr>
<td>HCHR482_1597635.XLS</td>
<td>13,824</td>
<td>02/10/2012 2:41:18:097974PM EST</td>
</tr>
<tr>
<td>gssrlt88@ccmail</td>
<td>499</td>
<td>02/10/2012 2:41:18:097974PM EST</td>
</tr>
</tbody>
</table>

There are currently 13 basic reports available via Emory HR Web:

**Faculty Data Report (HCHR487):**

This report returns the following fields: name, employee Id, record, department Id, department, job code, title, regular/temporary, full/part time, class, employee class, hire date, rehire date, sex, ethnic, rank date, faculty rank, track date, tenure track, and status.

**Hire, Rehire, Transfer Report (HCHR479):**

This report returns the following fields: department, name, employee Id, record, title, grade, effective date, hire date, rehire date, action, reason, regular/temporary, full/part time, category, fte, compensation rate, annual rate, sex, race, from date, and to date.

**Job Earning Distribution Report (HCHR476):**

This report returns the following fields: name, employee Id, record, department Id, department, job code, title, grade, status, regular/temporary, full/part time, class, empl class description hire date, rehire date, frequency, fte, compensation rate, annual rate, smartkey, percentage, % compensation rate, and % annual rate.

**Personal Profile Report (HCHR475):**

This report returns the following fields: name, Id, record, department Id, department, job code, title, start date, last start date, pay status, employee class, employee class description, regular/temporary, full/part time, group, grad, compensation frequency, fte, compensation rate, annual rate, sex, ethnic, date of birth, supervisor name, and highest education level.
**HR Web Reports**

**Promotion, Reclassification Report (HCHR480):**

This report returns the following fields: department, name, employee id, record, title, effective date, action, reason, code, regular/temporary, full/part time, category, hire date, rehire date, grade, fle, compensation rate, change percentage, rating, sex, ethnic, from date, and to date.

**Termination Report (HCHR481):**

This report returns the following fields: department, name, employee id, record title, reason, term date, regular/temporary, full/part time, category, hire date, rehire date, rating, sex, ethnic, from date, and to date.

**Work Location and Phone Report (HCHR477):**

This report returns the following fields: name, department, work location, location, work phone, e-mail, mailstop, and mailstop description.

**LOA PLA Report (HCHR485):**

This report returns the following fields: name, Id, record number, status, effective date, action reason, department, title, hire date, length in job, regular/temporary, full/part time, compensation frequency, leave hours balance, and return date.

**Future Terminations Report (HCHR486):**

This report returns the following fields: name, id, employee, department Id, department, description, employee class, description, future term date, future term reason, and supervisor name.

**Performance Rating Data Report (HCHR482):**

This report returns the following fields: name, id, employee, supervisor name, supervisor id, department name, title, start date, last start date, entry date, regular/temporary, full/part time, comp type; review rating, review date, next review date, and percentage.

**Job Audit Trail Report (HCHR572):**

This report returns the following fields: operator name, date/time, action, employee name, id, effective date, sequence, dept id, job code, pay status, action, action date, reason, location, entry date, dept date, regular/temporary, full/part time, company, pay group, benefits eligibility, comp type, standard hours per week, comp frequency, comp rate, annual rate, FLSA status, FTE, supervisor level, supervisor id, start date, last start date, term date.

**DBE Audit Trail Report (HCHR573):**

This report returns the following fields: operator name, audit stamp, action, dept id, year, employee name, id, effective date, sequence, earn code, budget sequence, combo code, budget amt, allow overspend, distribution %, % effort, funding end date, distributed.
**Job Distribution Finance- SOM Report (HCHR620):**

This report returns the following fields: name, id, primary dept. id, primary dept description, company, pay group, job empl record, job dept description, faculty appointment status, primary faculty appointment record, primary faculty appointment department description, primary job-admin dept flag, primary job dept id, highest education level, gender, ethnic group, job code, job title, job grade, faculty rank, rank date, tenure track, track date, tenure status, pay status, job employee class, job employee class description, job start date, job last start, service date, job entry date, dept entry date, max promotion date, immune date, immune status, supv id, supervisor name, employee e-mail, job reg/temp, job full/part, job comp freq, job fte, job comp rate, job annual rate, total empl id annual rate SOM and TEC records, smartkey, job distribution %, job distribution comp rate dollars, job distribution annual rate dollars, total empl id distribution % SOM and TEC Records, smartkey dept id, smartkey dept description, smartkey operating unit, smartkey operating unit description, project, project description, fund, fund description, funding end date, future term date.

**Distinguished Appointments Report (HCHR619):**

This report returns the following fields: id, name, dept., dept. name, administrative post, appointment type, appointment title, from date, end date, actual end date, reason, and comments.

**Supplemental Payment Report (HCPY361):**

This report returns the following fields: company, group, pay period, check date, off cycle, dept. id, division, id, name, earn, description, combo code and sum other earns.