

Quick Reference Guide

Employees by HR Organization

UNI e-Business Discoverer Reports

The Employees by HR Organization reports may be utilized to view all of the people employed in the department who currently have active assignments.

Running the Report

1. Login to MyUNiverse with your CATID.
2. Click **Reports** in UNI e-business Resources.
3. Click **Discoverer Human Resources (HR) Reports**.
4. Select an e-Business responsibility of one of the following:
 - a. HR (organization name) Mgr Self Service
 - b. Supervisor Self Service
5. Enter your e-Business password and click **Go**.

ORACLE Discoverer Viewer
Business Intelligence

Connect >

Enter connection details

Enter your connection details below to connect directly to OracleBI Discoverer.

* Indicates required field.

Connect To: Oracle Applications

* User Name: WHITT

* Password: []

* Database: rptp

End User Layer: CAMPUS_EUL

Responsibility: HR Admin_Financial_Svcs_Div Mgr Self Servic

Locale: Locale retrieved from browser

Go

6. Click the + before UNIHR081D to reveal the Employees by HR Organization workbooks.
7. Select a workbook: All Employees. Students Only or Faculty & Staff Only.
8. Click the blue flashlight to select your organization(s) from the list.
9. When the list of organizations displays, highlight each organization, then click Move >. Once moved to the right column, click Select. Click the Go button to run the report.

Parameters Needed

Select values for the following parameters.

* Indicates required field

* Choose Organization []

The org(s) selected will determine which data to display on the report

Go

10. To select another workbook, click Workbooks in the top left corner of the screen. [Connect > Workbooks >](#)

Report Options

11. Click on **Export** under Actions in the top left corner of the screen to export the report to Excel.

- a. Select Microsoft Excel workbook Microsoft Excel Workbook (*.xls)
- b. Click the Export button **Export**
- c. Click to View or Save button **Click to view or save**

12. **Print Report.** In the saved Excel document, format the report to fit all the columns to print on one page.

For questions, please contact the Help Desk at 3-5555 or email ebusiness-help@uni.edu.

For questions about this document, please contact Pat Whitt at 3-6815.