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.
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.
10. To select another workbook, click Workbooks in the top left corner of the screen.

**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
   b. Click the Export button
   c. Click to View or Save button
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.

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