Quick Reference Guide

Employees by HR Organization

UNI e-Business Discoverer Reports

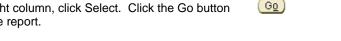
The Employees by HR Organization reports may be utilized to view all of the people employed in the department who currently have active assignments.

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.



- 6. Click the + before UNIHR081D to reveal the Employees by HR Organization workbooks.
- Select a workbook: All Employees. Students Only or Faculty & Staff Only.
- 8. Click the blue flashlight to select your organization(s) from the list.
- 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

■ Indicates required field

Select values for the following parameters

■ Choose

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 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.