WEB-BASED REPORTS

Several web-based reports have been created which you can access via links from the details page of all transactions (except hires).

AUTHORIZATIONS

In order to view these reports, you must have the appropriate data warehouse authorizations. This is separate from authorizations to use the APR employee transactions themselves. The authorizations needed are the roles REPORT ON PERSON FULL and REPORT ON APPTS & POS FULL for the departments you are authorized to in APR. To obtain these authorizations, contact your HR Primary Authorizer or send a request to business-help@mit.edu.

NOTE: These reports are for informational purposes only; you do NOT need authorization to these reports to use the APR transactions.
THE REPORTS

The Employee Profile report displays a snapshot of the current employment information for a person. If a person holds multiple appointments, only the primary one displays in this profile view. In the event the employee does not have a current appointment with MIT, you will see a blank report.

The Visa History report will show an employee’s visa history, including the visa type, issue and expiration date.

The Appointment History report will display the history of a person’s employment with MIT, including all appointments. Appointment history will be listed in reverse chronological order, with actions grouped by appointment. Additional links on the page will provide history prior to 2003, and to additional supplemental payment information. These reports are shown on the next page.
The pre-2003 history report will also include a link to supplemental payment information.

**Navigating within the Reports**

When you click on one of the main report links from an APR transaction window, the report will open in a new window (or tab, depending on your browser settings). You will then be in a reporting application called Cognos. Each report shown above and on the previous page has a 'Return to Selection Criteria' link below the name of the report; note that this link will take you to a search page within Cognos for the particular report you are looking at, not back to APR.

If you drill through to either of the additional reports (pre-2003, supplemental payment) from the main Appointment History report, use your browser’s ‘back’ button to return to the previous report or view.