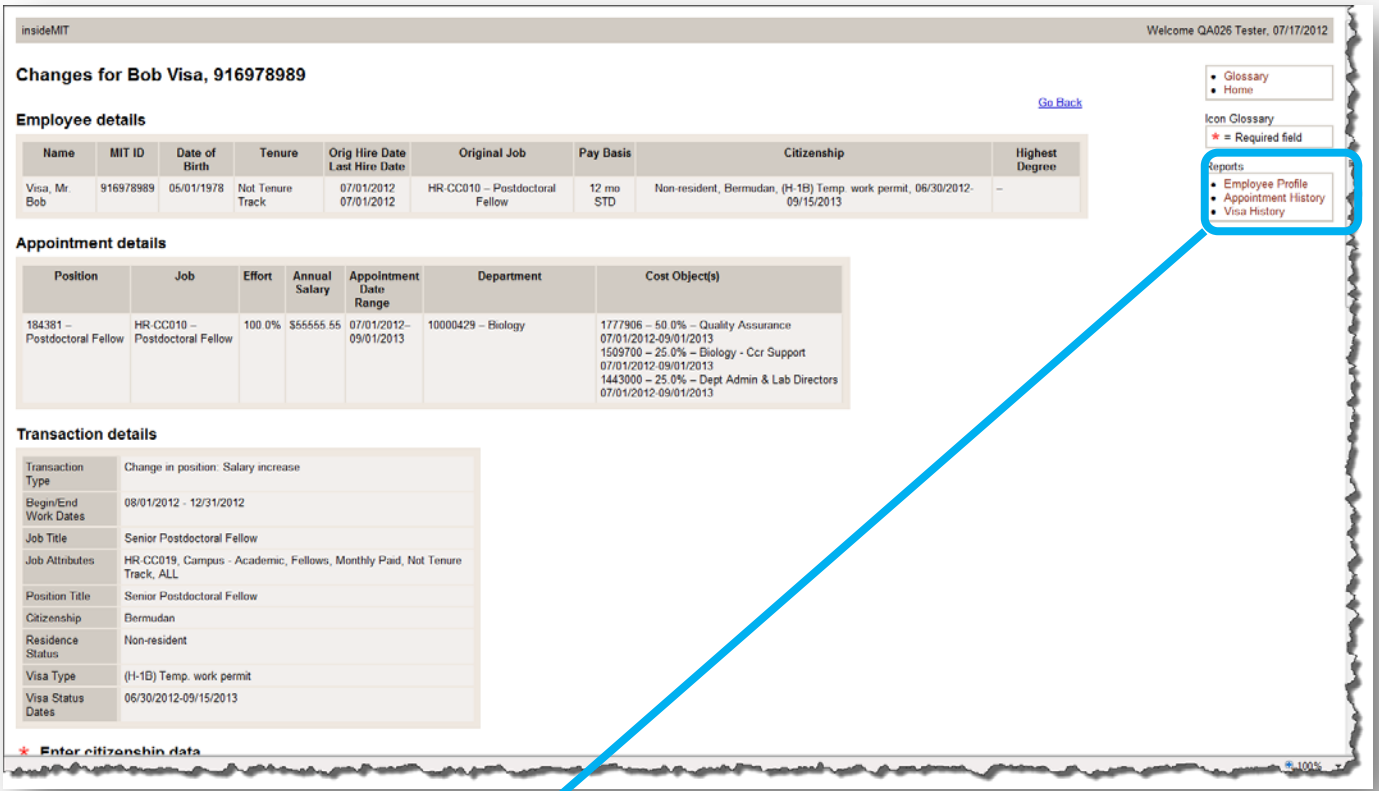
WEB-BASED REPORTS

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.

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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.

Employee Profile

Return to Selection Criteria

Parameter(s) Selected:
Full Name:
Last Name (Contains):

Name: MIT ID:

Employment

Status:	Active
Current Employment Date:	06/01/2000
Original Hire Date:	06/01/2000
Appt End Date:	06/30/2013

Appointment Detail

Pay Details

Annual Salary:	
Rate of Pay:	0
Temp Salary:	$0.00
Temp Percent:	0%

Job Details

School/Area:	Engineering Area		
HR Department Name:	Mechanical Engineering		
Employee Type:	Other Academic Group	Personnel Subarea:	Other Acad-Inst
Job Title:	Senior Lecturer		
Position ID:	00037654	Position Title:	Senior Lecturer

Visa History Report

Return to Selection Criteria

Full Name:		MIT ID:					
Employment Status:	Active	Original Hire Date:	08/01/2000	Current Employment Date:	08/01/2000	Office Address:	
Date of Birth:		Age:	Date to Faculty:	08/01/2007	Tenure Date:	07/01/2011	Office Phone:
Residency Status:	Non-Citizen (PR)	Country of Citizenship:				Email:	

Job Title:	Associate Professor
Position Title:	Associate Professor
Postition ID:	00157023
HR Department Name:	Electrical Engineering-Computer Science

Visa Type	Visa Type Code	Visa Issue Date	Visa Expiration Date
Extraordinary worker in special field	O-1	8/1/2009	2/22/2012
Temp. work permit	H-1B	8/1/2007	7/31/2009
Temp. work permit	H-1B	8/1/2005	7/31/2008
Temp. work permit	H-1B		7/31/2005

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.

HR Appointment History

Return to Selection Screen

Parameter(s) Selected:
Full Name:
Last Name (Contains):

(Click here to view history prior to August 2003)
(Click here to view supplements not related to a position)

Employee Information

Full Name:						MIT ID:	
Employment Status:	Active	Original Hire Date:	05/27/1991	Current Employment Date:	05/27/1991	Office Address:	
Date of Birth:		Age:				Office Phone:	
Gender:	Female					Email:	
Country of Citizenship:	United States						

Position Details - Current Position

Job Title:	IT Consultant II	HR Appt Type:	Primary Appointment	Appt Begin Date:	06/26/2000
Position Title:	HRIS Consultant	HR Appt Subtype:	Non-Acad Regular Appt-Exempt	Appt End Date:	12/31/2999
Position Number:	00009561				
HR Department Name:	Human Resources				

Action Date	HR Personnel Action	HR Action Reason	Pay Basis Code	Employment Percent	Report Base Amount
07/01/2012	Annual Salary Review	Review Increase	12	80	
06/01/2012	Change in Time	Change in % of Work Effort	12	80	
07/01/2011	Annual Salary Review	Review Increase	12	60	
07/01/2011	Change in Time	Change in % of Work Effort	12	60	
04/01/2011	Change in Time	Change in % of Work Effort	12	80	
07/01/2010	Annual Salary Review	Review Increase	12	60	
07/01/2010	Change in Time	Change in % of Work Effort	12	60	

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The **pre-2003 history** report will also include a link to supplemental payment information.

HR Appointment History - Supplements (No Position)

Return to Selection Screen

Parameter(s) Selected:
MIT ID: [redacted]

MIT_ID: [redacted]

FULL_NAME: [redacted]

Supplement Type	Transaction Begin Date	Report Base Amount
Special Activities & Programs	7/14/12	6,000
Special Activities & Programs	6/29/12	5,000
Special Activities & Programs	6/8/12	23,400
Special Activities & Programs	5/31/12	2,250
Special Activities & Programs	4/26/12	8,250

HR Appointment History pre-2003

Return to Selection Screen

MIT_ID: [redacted]
Full Name: [redacted]

(Click here to view supplements not related to a position)

Appt Start Date	Job	Department	Transaction Start Date	Job Change Type	% Effort	Hours	Salary	Appt Type
7/1/2003	BB007 ASSOCIATE PROFESSOR	121000 SLOAN SCHOOL OF MANAGEMENT	7/1/2003	TENURE W/SALARY INCR	100%	0	[redacted]	9M DURATION
7/1/2002	BB019 ASSOCIATE PROFESSOR	121000 SLOAN SCHOOL OF MANAGEMENT	12/30/2002	END LEAVE OF ABSENCE	100%	0	[redacted]	9M DURATION
7/1/2002	BB019 ASSOCIATE PROFESSOR	121000 SLOAN SCHOOL OF MANAGEMENT	7/1/2002	PROMOTION W/SAL INC	100%	0	[redacted]	9M DURATION
7/1/1996	BB009 ASSISTANT PROFESSOR	121000 SLOAN SCHOOL OF MANAGEMENT	7/1/2002	SABBATICAL LEAVE	100%	0	[redacted]	9M DURATION
7/1/1996	BB009 ASSISTANT PROFESSOR	121000 SLOAN SCHOOL OF MANAGEMENT	7/1/2001	REVIEW INCREASE	100%	0	[redacted]	9M DURATION
7/1/1996	BB009 ASSISTANT PROFESSOR	121000 SLOAN SCHOOL OF MANAGEMENT	7/1/2000	REVIEW INCREASE	100%	0	[redacted]	9M DURATION
7/1/1996	BB009 ASSISTANT PROFESSOR	121000 SLOAN SCHOOL OF MANAGEMENT	7/1/1999	REAPPT W/SALARY INCR	100%	0	[redacted]	9M DURATION
7/1/1996	BB009 ASSISTANT PROFESSOR	121000 SLOAN SCHOOL OF MANAGEMENT	7/1/1998	REVIEW INCREASE	100%	0	[redacted]	9M DURATION

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.

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