ACCESSING COGNOS

To access the reports, go to http://reports.mit.edu. Log in with your MIT certificate. From the main screen click My Home → Departmental Reports → HR DLC Reports.

AUTHORIZED NOATIONS

To view these reports, you must have the appropriate data warehouse authorizations. The authorizations needed are roles* REPORT ON PERSON and REPORT ON APPTS & POS for the department(s) you will need to view. Alternatively, a new role, REPORT ON HR FOR DEPT, covers both those roles in a single request. To obtain authorization, contact your HR Primary Authorizer or send a request to business-help@mit.edu.

*The roles above also can be issued with “limited” access, which will provide access to all information except salary, ethnic origin, address, emergency contact, and visa information. If you have limited access, the affected fields will either be blank, or will display the text “suppressed”.
**USING THE REPORTS IN EXCEL**

Please note that these reports have been formatted and optimized for viewing in Cognos. Downloading a report to Excel will include the formatting which may not be convenient for working in a spreadsheet. Downloadable versions without formatting will be available in the future.

**QUESTIONS, ISSUES OR REPORT REQUESTS?**

If you have any issues or questions about the reports, or would like to request a specific type of report, please contact hr-report-admin@mit.edu. Note that only authorization requests should go to business-help@mit.edu.

**HR DLC REPORTS**

There are two types of reports in the HR DLC Reports folder:

- Reports that run automatically with no initial input required; these are indicated by “No Prompt” at the end of the report name. After running the report, additional parameters such as department and range of days may be available for further filtering.
- Reports for which you will need to enter selection (search) criteria, usually a name or MIT ID.

**REPORTS OVERVIEW**

All of the reports below will return results based on your authorizations/authorized departments. Additional detail on each report is available in the Sample Reports section on page 5.

- **Employee Roster No Prompt**  Returns a list of all employees in your authorized department(s).
- **Actions No Prompt**  Returns a list of all HR Actions within your authorized department(s) entered within the past 30 days.
- **Appointment History**  Displays the history of an employee’s employment with MIT, including all appointments, beginning in August 2003. **NOTE**: Links to the following two reports will be provided on the Appointment History report, if applicable. You cannot reference these reports directly:
Appointment History pre-2003 – Displays the history of an employee’s appointments before August 2003, if applicable.

Additional Supplemental Payments – Displays additional supplemental payments that do not appear on the Appointment History report, if applicable.

Employee Expiring Appointments No Prompt – Returns a list of all employees with appointments expiring within the next 30 days, as well as active appointments that have already expired, within your authorized department(s).

Employee Profile – Displays a snapshot of the current employment information for a person.

Visa History – Displays an employee’s visa history, including the visa type, issue and expiration date.

Using Selection Criteria

When you select a report, if it requires selection criteria to run, you will be brought to a screen like that shown below. This is the selection criteria screen for the Appointment History report, but this will apply to the Employee Profile and Visa History reports as well. To run the report, you will need to either choose a name from the Full Name list, or type an MIT ID into the MIT ID field.

If you have authorizations to one or more large departments, the Full Name list may be very long; save time by typing the first few letters of the last name you are looking for into the Last Name field (1), and
then click **Search (2)**. This will filter the list to show only those names that match what you typed. Then, choose the exact name from the **Full Name** field (3).

Once you have either selected a name, or entered an MIT ID, click **Run Report (4)**.

**FILTERING NO PROMPT REPORTS**

As mentioned earlier, some reports will run initially with no input from you. However, once the report has run, there may be additional selection criteria you can use to filter the report to your needs. Below is an example of the filtering options on the HR Actions report. The report initially runs showing data from all departments to which you have authorization, and with HR actions entered within the last 30 days shown.

Use the selections at the top of the report to filter by a specific department, and/or by a different number of days, and then click **Run Report** to re-run the report with the additional parameters.
SAMPLE REPORTS

Employee Roster No Prompt
Returns a list of all employees in your authorized department(s). Once you have run this report, an additional department selection list will allow you to filter by department.

Actions No Prompt
Returns a list of all HR Actions within your authorized department(s) entered within the past 30 days (default). Once you have run this report, an additional department selection list will allow you to filter by department and number of days.
Appointment History
Displays 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 (circled on image below) will provide history before 2003, and to additional supplemental payment information. Samples of these two reports are shown on the next page.
The **pre-2003 history** report will also include a link to supplemental payment information.
Employee Expiring Appointments No Prompt
Returns a list of all employees with appointments expiring within the next 30 days (default), as well as employees still in active status* with appointments that have already expired, within your authorized department(s). Once you have run this report, additional selections allow you to filter by department, number of days, paid vs. unpaid, and expiration status.
*Note: A termination is required to change status.

Automatic Notifications:

A monthly email notification will be sent to you automatically regarding any paid, already expired appointments, with instructions on how to resolve their status. These notifications are not optional.

In addition, to help you better manage expiring appointments, you can receive an automatic, monthly email with a link to a report that will show both expired appointments and appointments expiring within the next 30 days. To request this automatic notification, contact your Primary HR Authorizer, or send an email to business-help@mit.edu, and request the "Expanding Appointments" notification for your department.

Both emails will be sent on the 15th of each month; if no employees are on the report at that time you will not receive an email.
Employee Profile
Displays a snapshot of the current employment information for a person. In the event the employee does not have a current appointment with MIT, you will see a blank report.

Visa History
Displays an employee’s visa history, including the visa type, issue and expiration date.