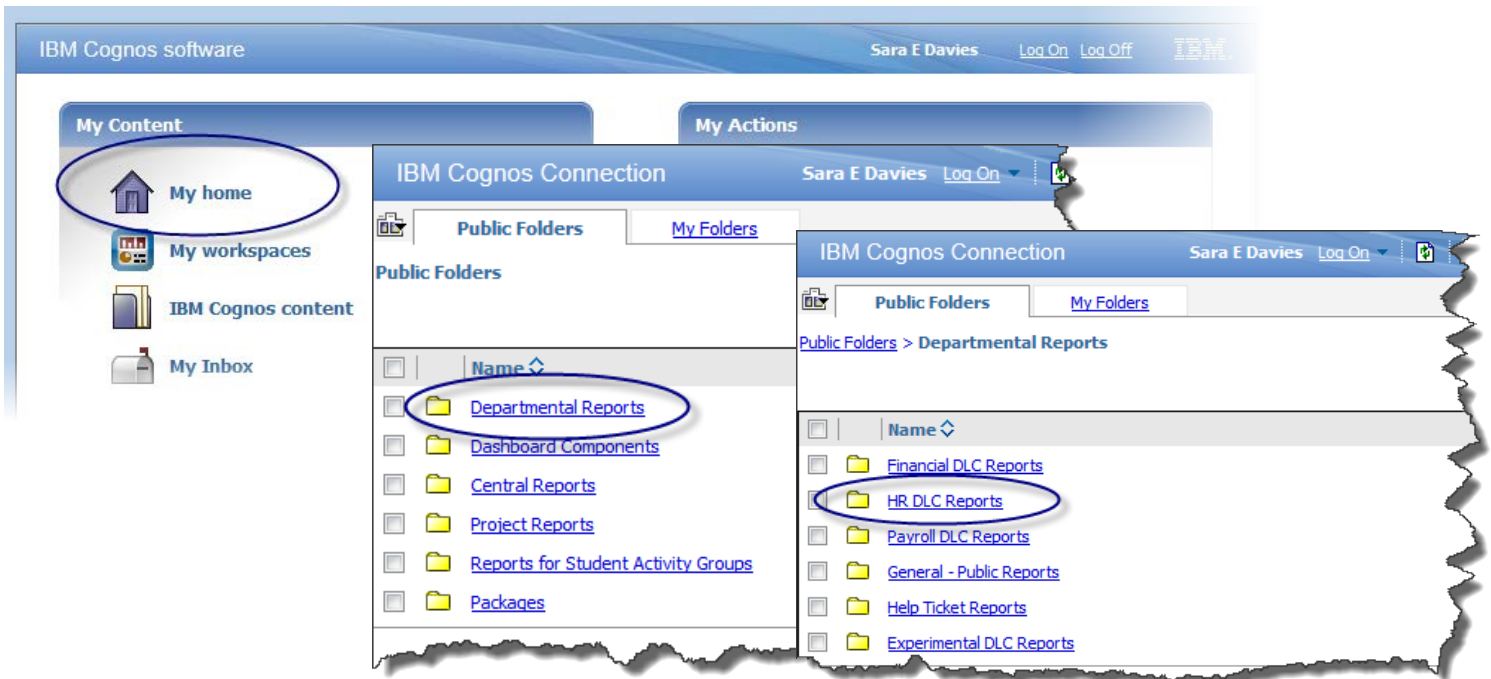


HR REPORTS – COGNOS

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**.



AUTHORIZATIONS

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.

HR Appointment History - Selection Criteria

Run Report by Name or MIT ID

Last Name (Starts with): **1** Search **2** Push "Search" to get list of names

Choose Full Name: **3** *Select a name from the drop down list and click on "Run Report."

OR

MIT ID:

Cancel Run Report **4**

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.

The screenshot shows a web-based interface for generating a report. It features a 'Parameters:' section with a 'Department(s):' dropdown menu. The dropdown list includes the following departments: AMPS-Libraries, Abdul Latif Jameel Poverty Action Lab, Academic Media Production Services, Accounts Payable, Administrative Services: Chem E/DMSE, Admissions Office, Advanced Study Program, Aeronautics and Astronautics, Aerospace Studies, Alumni Association, and Alumni Association Finance & Operations. Below the dropdown, there are two links: 'Select all' and 'Deselect all'. Underneath, there is a text input field labeled 'Actions within the past *' containing the number '30', followed by the text 'days.'. At the bottom left of the form is a blue button labeled 'Run Report'.

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.

HR Appointment History

[Return to Selection Screen](#)

Parameter(s) Selected:
 Full Name: [Redacted]
 Last Name (Contains): [Redacted]

[\(Click here to view history prior to August 2003\)](#)
[\(Click here to view supplements not related to a position\)](#)

Employee Information

Full Name: [Redacted]		MIT ID: [Redacted]	
Employment Status: Active	Original Hire Date: 05/27/1991	Current Employment Date: 05/27/1991	Office Address: [Redacted]
Date of Birth: [Redacted]	Age: 33	Office Phone: [Redacted]	Email: [Redacted]
Gender: Female	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	\$9,086.77
06/01/2012	Change in Time	Change in % of Work Effort	12	80	\$7,013.77
07/01/2011	Annual Salary Review	Review Increase	12	60	\$5,609.33
07/01/2011	Change in Time	Change in % of Work Effort	12	60	\$5,609.33
04/01/2011	Change in Time	Change in % of Work Effort	12	80	\$6,081.11
07/01/2010	Annual Salary Review	Review Increase	12	60	\$5,088.33
07/01/2010	Change in Time	Change in % of Work Effort	12	60	\$5,088.33

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

HR Appointment History pre-2003

[Return to Selection Screen](#)

MIT_ID:
 Full Name:

[\(Click here to view supplements not related to a position\)](#)

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	\$115,000	9M DURATION
7/1/2002	BB019 ASSOCIATE PROFESSOR	121000 SLOAN SCHOOL OF MANAGEMENT	12/30/2002	END LEAVE OF ABSENCE	100%	0	\$115,000	9M DURATION
7/1/2002	BB019 ASSOCIATE PROFESSOR	121000 SLOAN SCHOOL OF MANAGEMENT	7/1/2002	PROMOTION W/SAL INC	100%	0	\$115,000	9M DURATION
7/1/1996	BB009 ASSISTANT PROFESSOR	121000 SLOAN SCHOOL OF MANAGEMENT	7/1/2002	SABBATICAL LEAVE	100%	0	\$115,000	9M DURATION
7/1/1996	BB009 ASSISTANT PROFESSOR	121000 SLOAN SCHOOL OF MANAGEMENT	7/1/2001	REVIEW INCREASE	100%	0	\$115,000	9M DURATION
7/1/1996	BB009 ASSISTANT PROFESSOR	121000 SLOAN SCHOOL OF MANAGEMENT	7/1/2000	REVIEW INCREASE	100%	0	\$115,000	9M DURATION
7/1/1996	BB009 AS							
7/1/1996	BB009 AS							

HR Appointment History - Supplements (No Position)

[Return to Selection Screen](#)

Parameter(s) Selected:

MIT ID:

MIT_ID:

FULL_NAME:

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
Special Activities & Programs	4/25/12	11,000
Special Activities & Programs	4/11/12	25,875
Special Activities & Programs	4/3/12	12,375
Special Activities & Programs	3/28/12	33,000
Special Activities & Programs	3/22/12	5,250
Special Activities & Programs	2/17/12	18,000

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 "Expiring 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.

Employees with Expired/Expiring Appointments and an Active Status

Select Department(s): [Select all](#) [Deselect all](#)

Is Paid Appointment: Y N [Deselect](#)

Appointments Expiring Within * days. [Deselect](#)

Expiration Status: Expired but Still Active Going to Expire [Deselect](#)

Information Services & Technology

Going to Expire:

Appointment End Date	Expiration Date	Name	MIT ID	Position Title	Status	Appointment Begin Date	Visa Type	Visa Code	Visa Expiration Date	Is Paid Appointment
06/20/2011		Parthiv Patel	00000000	Technical Fellow	Active	06/20/2011	SUPPRESSED			Y
07/02/2005		James Smith	00000000	Information Systems Program Manager	Active	07/02/2005	SUPPRESSED			Y
08/01/2012		Mike Smith	00000000	Senior Information Security Specialist	Active	08/01/2012	SUPPRESSED			Y

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.

Employee Profile

[Return to Selection Criteria](#)

Parameter(s) Selected:
 Full Name: [REDACTED]
 Last Name (Contains): [REDACTED]

Name: [REDACTED] MIT ID: [REDACTED]

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: [REDACTED]
 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
 Pay Basis: 12 Months

Visa History

Displays an employee's visa history, including the visa type, issue and expiration date.

Visa History Report

[Return to Selection Criteria](#)

Full Name: [REDACTED] MIT ID: [REDACTED]

Employment Status: Active Original Hire Date: 08/01/2000 Current Employment Date: 08/01/2000 Office Address: [REDACTED]

Date of Birth: [REDACTED] Age: [REDACTED] Date to Faculty: 08/01/2007 Tenure Date: 07/01/2011 Office Phone: [REDACTED]

Residency Status: Non-Citizen (PR) Country of Citizenship: [REDACTED] Email: [REDACTED]

Job Title: Associate Professor
 Position Title: Associate Professor
 Position 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