Understanding Cognos Employee Leave Reports



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This guide is provided as a resource and may be become outdated as processes and procedures change. Further questions about the Cognos Leave Reports should be addressed with Payroll Services or to Human Resources for policy interpretation assistance. Online TTUHSC personnel policies should supersede information provided within this guide.

Where to Find Leave Reports

- 1. Log into webraider.ttuhsc.edu.
- 2. Go to the F & A WorkTools tab.
- 3. Under the Human Resources section, click Reports.
- 4. Double-click Cognos Connection.
- 5. Double-click the Human Resources and Departmental Users folders.
- 6. Double-click the appropriate report to run such as HR028 Leave Taken or HR030 Employee Current Leave Balances.

Public Folders > <u>Human Resources</u> > Departmental Users				
			Entries: 1	- 15
		Name 😝	Modified 😝	Actions
		Departmental Packages	November 25, 2008 11:22:46 AM	Mor Mor
		Departmental Staging Area	November 25, 2008 1:41:14 PM	Mor Mor
		SPAR Packages	November 25, 2008 11:23:19 AM	Mor Mor
		SPAR Staging Area	November 25, 2008 11:24:02 AM	Mor Mor
	5	HR005 - Departmental Payroll Register	January 12, 2009 5:15:04 PM	💣 🕨
	a	HR009 - Salary Roster by Organization	November 25, 2008 11:25:56 AM	🖀 🕨
	a	HR010 - Vacant Positions by Organization	January 6, 2009 10:28:40 AM	🖆 🕨
	a	HR020 - New Hire Report for Departmental Users	November 25, 2008 11:26:04 AM	🐨 🕨
	a	HR022 - Termination Report for Departmental Users	November 25, 2008 11:26:11 AM	💣 🕨
	a	HR023 - Fringe Benefit Report	November 25, 2008 12:12:11 PM	🖀 🕨
	a	HR027 - Non-Exempt Employee Hours Paid by Earn Type	January 12, 2009 3:09:10 PM	🖆 🕨
	a	HR028 - Leave Taken	January 12, 2009 3:09:24 PM	🖆 🕨
	a	HR030 - Employee Current Leave Balances	December 1, 2008 11:51:14 AM	💣 🕨
	5 •	HR035 - Employee Search Report	November 25, 2008 11:26:21 AM	🖆 🕨
	a	RPT_EMPL_007 - Employee List by Home ORGN	December 15, 2008 11:36:34 AM	🖆 🕨

HR 028 Leave Taken Report - How to Run

- 1. Double-click HR028 Leave Taken
- 2. Enter Organization Code (optional).
- 3. Select the Employee (optional).
- 4. Select the From and To dates for the time period of the report.
- 5. Click Finish to run the report.

🚰 HR028 - Leave Taken - Cognos Viewer - Microsoft Internet Explorer provided by TTUHSC Information Technology 🗕 🖪 🗙
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Coogle 🕢 🗸 Go h 🔊 📅 👻 😓 Bookmarks 🛛 🥸 27 blocked 🖓 Check 🗸 🐁 AutoLink 👻 🔚 AutoFill 🕒 Send to 🗸 🖉 Settings 🗸
Report: HRU28 Iech Leave Taken
Please enter an Organization Code: (Optional) 201401 Select the Employee Name: (Optional) (For best results, enter last name of the employee you are searching for.) Keywords: Ype one or more keywords separated by spaces. Search Search Searc
Select the time period: From: Dec 1, 2008
To: Jan 20, 2009
Cancel < Back Next > Finish
🗿 Done

How Do I Know It is Running?

Once you've clicked finish, the hour glass icon will appear as the report is running.

	Your report is running.
5	Instead of waiting, you can select a delivery method to run the report in the background <u>Select a delivery method.</u>

If you are not able to wait for the report, you can select a deliver method by clicking on the Select a delivery method link and selecting the delivery method.

2	Todi Teport is faining.
	Instead of waiting, you can set it to run in the background with one of the following delivery options:
E Save	Report
E Save	e Report e as Report View

HR 028 Leave Taken Report - Output

- 1. Below is sample output of the Leave Taken Report.
- 2. Use the Page Down, Page Up, Bottom, and Top links at the bottom of the report to maneuver within the report.

Employee ID	Employee Name	Day of the Month	Leave Type	Hours Taken
Home Organ	ization: 201401 - Hum	an Resources Lbl	(
R00121035	Grant-Trice, Denise A.	Dec 18, 2008	HCP - HSC HolidayComp	1
R00121035	Grant-Trice, Denise A.	Dec 19, 2008	SCK - Sick Leave	2
R00121035	Grant-Trice, Denise A.	Dec 29, 2008	HCP - HSC HolidayComp	1
R00121035	Grant-Trice, Denise A.	Dec 29, 2008	VAC - Vacation Pay	7
R00121035	Grant-Trice, Denise A.	Dec 30, 2008	VAC - Vacation Pay	8
R00121035	Grant-Trice, Denise A.	Jan 7, 2009	SCK - Sick Leave	0.50
R00121035	Grant-Trice, Denise A.	Jan 9, 2009	SCK - Sick Leave	1
R00301742	Salazar, Melinda M.	Dec 15, 2008	HCP - HSC HolidayComp	1.50
R00519256	Calderon, Theresa A.	Dec 2, 2008	VAC - Vacation Pay	1
R00519256	Calderon, Theresa A.	Dec 3, 2008	VAC - Vacation Pay	1.50
R00519256	Calderon, Theresa A.	Dec 4, 2008	VAC - Vacation Pay	1
R00519256	Calderon, Theresa A.	Dec 5, 2008	VAC - Vacation Pay	2
R00519256	Calderon, Theresa A.	Dec 9, 2008	VAC - Vacation Pay	1
R00519256	Calderon, Theresa A.	Dec 19, 2008	VAC - Vacation Pay	2
R00519256	Calderon, Theresa A.	Jan 2, 2009	VAC - Vacation Pay	4
R00519256	Calderon, Theresa A.	Jan 5, 2009	VAC - Vacation Pay	1.50
R00527247	Mireles, Adriana	Jan 2, 2009	VAC - Vacation Pay	4
R00538241	Martinez, Ricardo H.	Jan 2, 2009	VAC - Vacation Pay	8
R00538241	Martinez, Ricardo H.	Jan 7, 2009	VAC - Vacation Pav	4

Top ☆ Page up ▼Page down ▼ Bottom

HR030 Employee Current Leave Balances- How to Run

- HR030 Employee Current Leave Balances
- 1. Double-click
- 2. Enter Organization Code (optional).
- 3. Select Employee (optional).
- 4. Click Finish to run the report.

🚈 HR030 - Employee Current	Leave Balances - Cognos Viewer - Microsoft Internet Explorer provided by TTUHSC Information Technology	_ & ×
<u>File E</u> dit <u>V</u> iew F <u>a</u> vorites <u>T</u> ool	ils <u>H</u> elp	T
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Google G-	💽 Go 🖟 💋 🤔 👻 🚽 🏠 Bookmarks 🛛 🧏 27 blocked 🛛 🍄 Check 👻 🔨 Autoliink 👻 📔 AutoFill 🍃 Send to 🕶 🏼	🔘 Settings 🗸
Report: HR030	Texas Tech Employee Current Leave Balances Please enter a Organization Code: (Optional) 201401	01/20/09
Cancel -< Back	Octions * Choice:	
Done		

HR030 Employee Current Leave Balances - Output

- 1. Below is sample output of the Employee Current Leave Balances Report.
- 2. Use the Page Down, Page Up, Bottom, and Top links at the bottom of the report to maneuver within the report.
- 3. Notes on accruals and leave taken in relation to payroll processing:

For nonexempt employees: the current month's accruals will NOT be listed in either the Leave Accrual or Ending Balance unless the first nonexempt payroll of the month has completed. In addition, any leave taken within a pay period, where the pay period has not been processed through a payroll will not include that pay period's leave in the Leave Taken and Ending Balance. Employee Leave Balances are NOT listed within the Web Time Entry (WTE) system for WTE approvers.

For exempt employees: the current month's accruals will NOT be listed in either the Leave Accrual or Ending Balance unless the first exempt payroll of the month has completed. In addition, any leave taken within a leave period, where the leave period has not yet been approved by the approver will not include that leave period's leave in the Leave Taken and Ending Balance. Employee Leave Balances are listed within the Web Leave Reporting (WLR) system for WLR approvers.

rt: HR030		Texas Tech Employee Current Leave Balances					0
n to Prompt							
Employee ID	Employee Name	Leave Type	Beginning Balance	Leave Accrual	Leave Taken	Ending Balance	Banked Hours (Not Available for use)
Home Organi	zation: 201401 - Human Resou	ırces Lbk					
R00121035	Grant-Trice, Denise A.	ADOG - AsistDog	80.00	0.00	0.00	80.00	0.0
R00121035	Grant-Trice, Denise A.	BMTL - BoneMaro	40.00	0.00	0.00	40.00	0.0
R00121035	Grant-Trice, Denise A.	HCMP - HolComp	2.00	2.00	2.00	2.00	0.0
R00121035	Grant-Trice, Denise A.	MILL - Military	0.00	0.00	0.00	0.00	0.0
R00121035	Grant-Trice, Denise A.	ORDL - OrgDonor	240.00	0.00	0.00	240.00	0.0
R00121035	Grant-Trice, Denise A.	REDC - RedCross	80.00	0.00	0.00	80.00	0.0
R00121035	Grant-Trice, Denise A.	SELA - SrvExcel	0.00	0.00	0.00	0.00	0.0
R00121035	Grant-Trice, Denise A.	SICK - Sick	78.50	8.00	2.00	84.50	0.0
R00121035	Grant-Trice, Denise A.	SLEX - SickExep	0.00	0.00	0.00	0.00	0.0
R00121035	Grant-Trice, Denise A.	SLPA - SickPool	0.00	0.00	0.00	0.00	0.0
R00121035	Grant-Trice, Denise A.	VACA - Vacation	50.75	8.00	15.00	43.75	0.0
R00301742	Salazar, Melinda M.	ADOG - AsistDog	80.00	0.00	0.00	80.00	0.0
R00301742	Salazar, Melinda M.	BMTL - BoneMaro	40.00	0.00	0.00	40.00	0.0
R00301742	Salazar, Melinda M.	HCMP - HolComp	4.00	2.00	1.50	4.50	0.0

Report Options - Keep this Version

Use the drop-down box next to Keep this version to email the report or save the report view.



Texas Tech Leave Taken Between Dec 1, 2008 and Jan 20, 2009

Report Options - View in Other Formats

Use the Global Document icon drop-box to select a different format to view the report within.

Keep this version V View in HTML Format View in XML Format View in Excel Options

Texas Tech Leave Taken Between Dec 1, 2008 and Jan 20, 2009

Report Options - Add This Report As

Use the Add This Report As drop-down box to add the report link to your My Folders or My Bookmarks locations.



Resources and Departmental Users folders) and instead can access this report through your My Folders section instead.

Cognos Connection					
6÷	Public Folders	My Folders			

Public Folders > Human Resources > Departmental Users