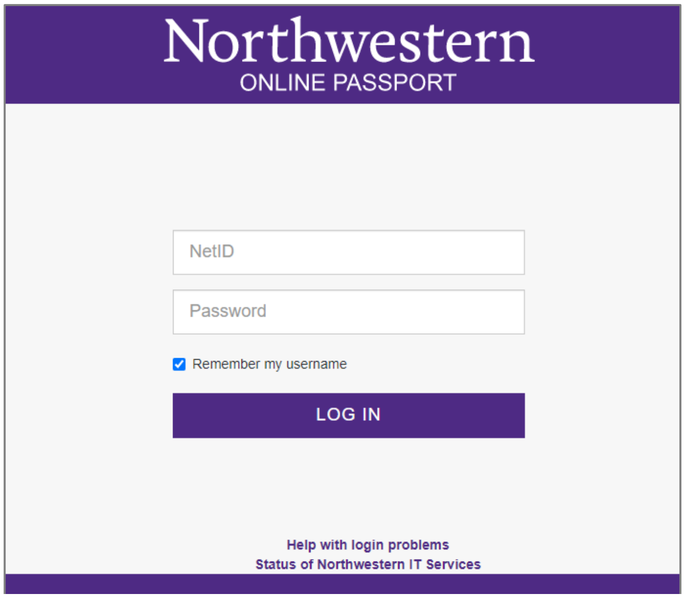
Northwestern | myHR

Getting Started with Query Manager

Procedure for Navigating to Query Manager

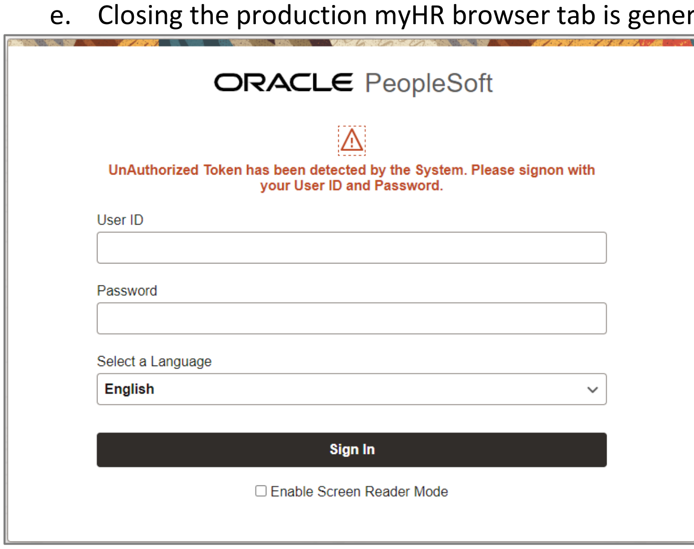
1. Open the Log In page for the **myHR Reporting Database**:
https://myhrreports.northwestern.edu/

The Log In page should be the familiar purple **Northwestern Online Passport** page.
Log in with your NetID and password.



2. If you see an **Oracle PeopleSoft** page, then there is an **error**.

a. Check the other tabs in your browser window.
b. If there is a browser tab open for production (regular) myHR (URL starting with myhr.northwestern.edu), then the browser is creating a conflict between the two databases.
c. You can open a new Incognito / Private window in your browser.
d. Or you can use a different browser software. For example, if you typically use Chrome for production myHR, then use Edge for the myHR Reporting Database.
e. Closing the production myHR browser tab is generally not sufficient to resolve this error.



3. Complete the **Multi Factor Authentication** step.

4. After you land on the Home page, check the URL of the website and make sure it shows https://myhrreports.northwestern.edu/.

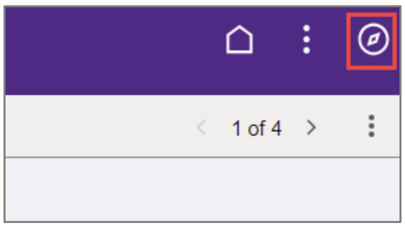
   a. If it shows https://myhr.northwestern.edu/, then you are in production.

      a. Close the browser (all tabs).

      b. Or open an Incognito / Private window.

      c. Or use a different browser software (for example, if you typically use Chrome for production myHR, then use Edge for the myHR Reporting Database).

5. Click the **NavBar** menu item on the top right corner of the page (icon looks like a compass).



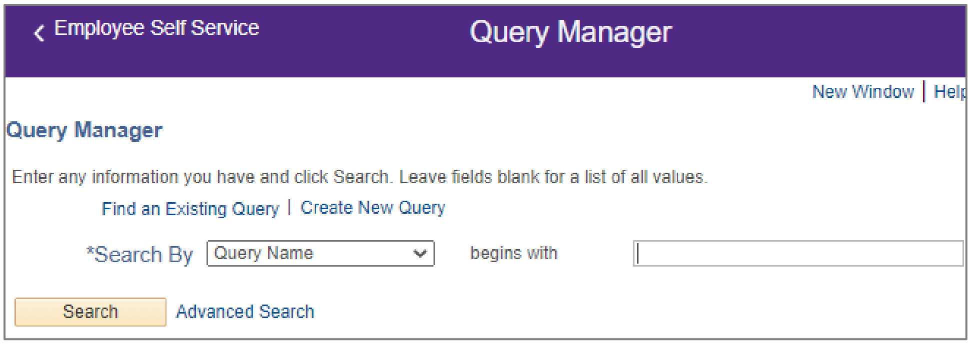
6. In the **NavBar** vertical tool bar, click **Menu** (icon looks like three horizontal bars).

7. In the menu list that opens on the right, click **Reporting Tools** (options are alphabetized).

8. Click **Query**.

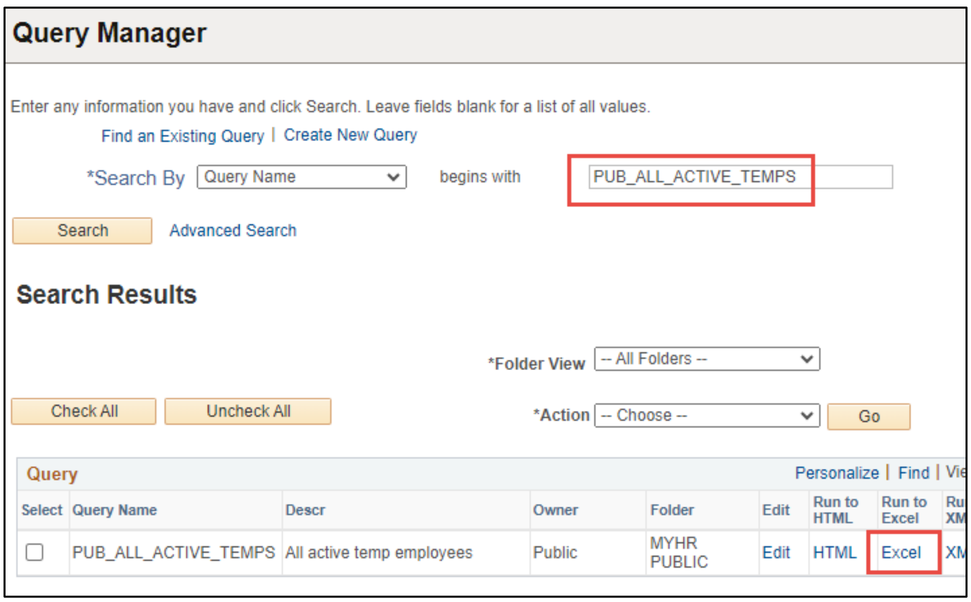
9. Click **Query Manager**.

10. Now you are on the **Query Manager** page in the **myHR Reporting Database**.



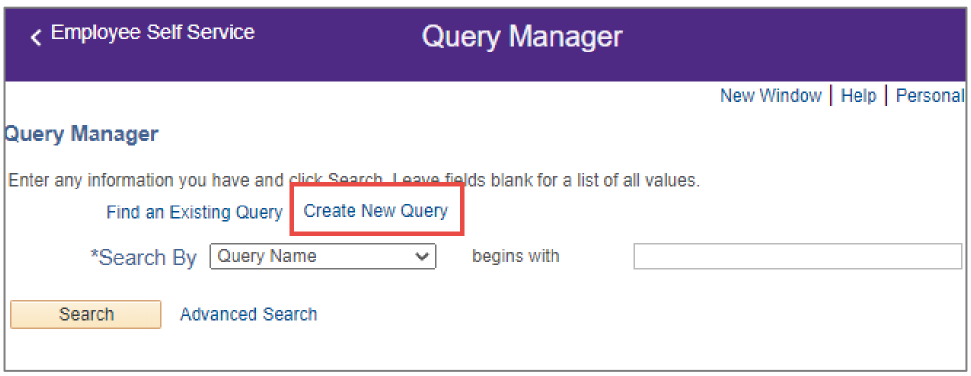
11. To search for an existing query:

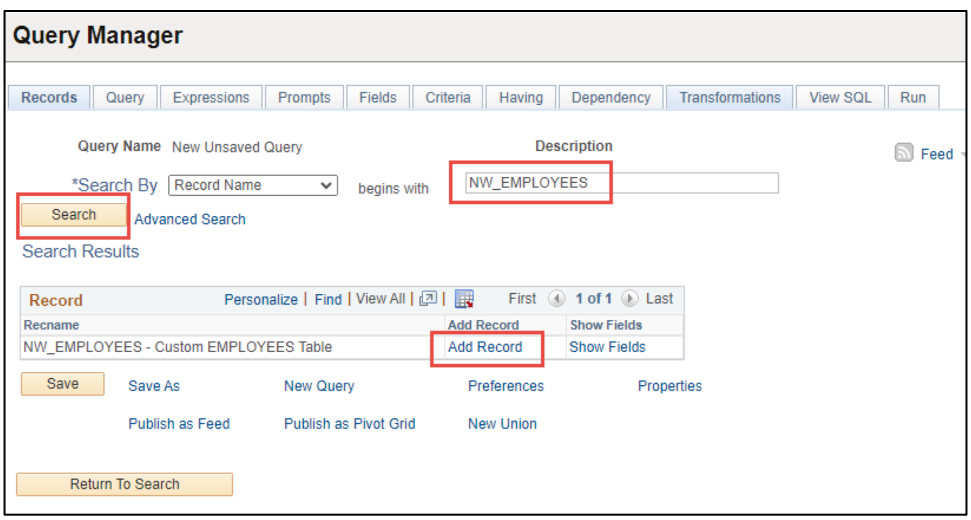
a. Type the name of the query in the **Search by Query Name begins with text box** on the right.
b. Click **Search**.
c. Click **Excel** to run the query and export the results.
d. Public queries were built by HR staff; do not modify these queries.

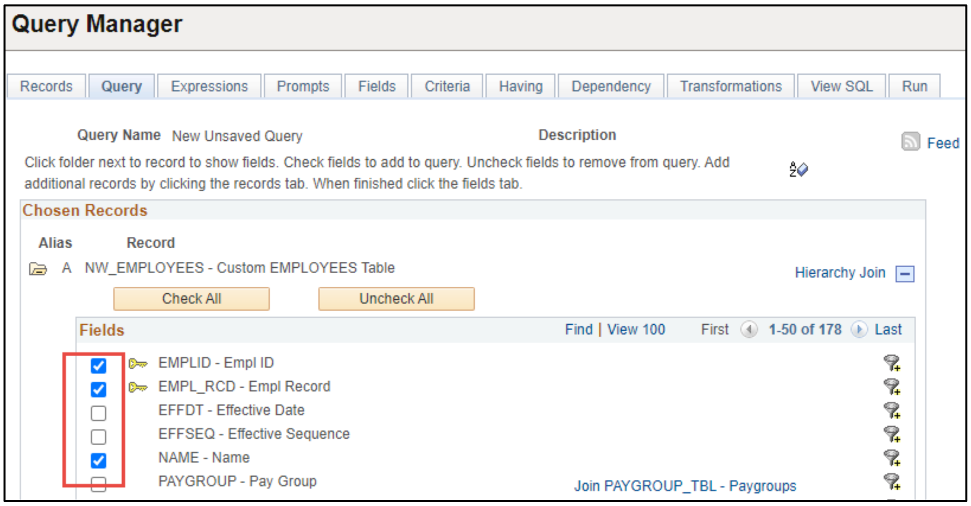


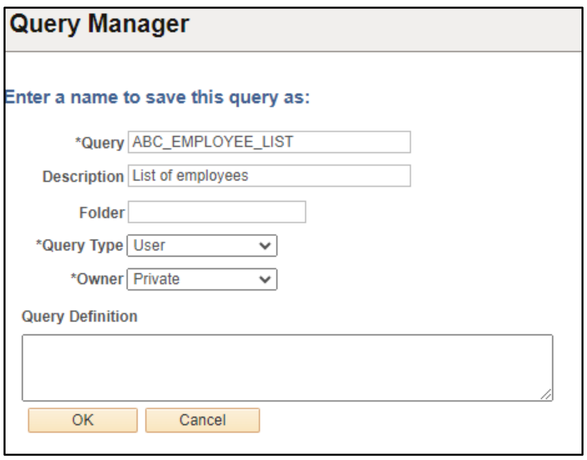
12. To start a new query:

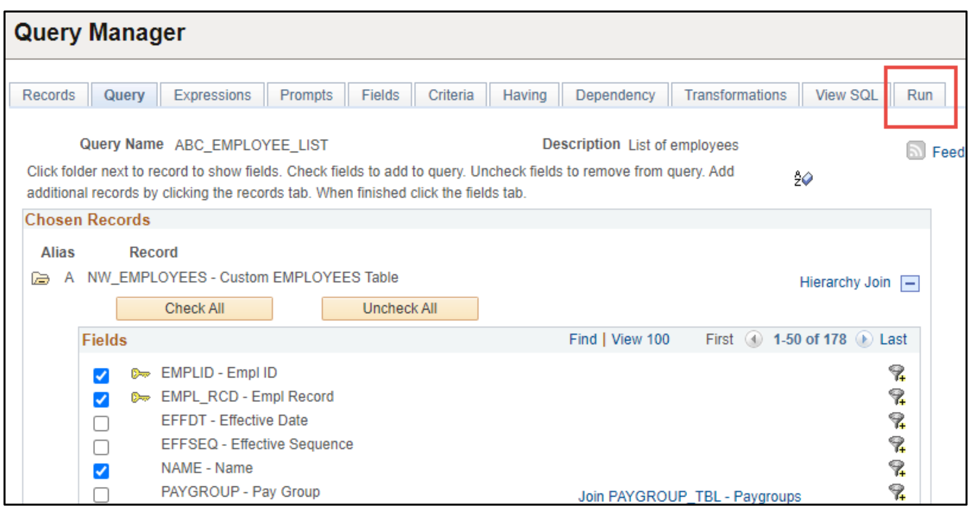
a. On the Query Manager page, click **Create New Query**.
b. **Search for the name of the table** you want to use (for example, NW_EMPLOYEES).
c. Click **Add Record**.
d. There may be a pop-up message about effective date criterion. If you used the NW_EMPLOYEES table, click OK. If you are using another table, consult the Effective Dates job aid.
e. **Check the checkboxes** next to the data points you want to add to your query (for example, emplid, empl_rcd, name).
f. Scroll down to the bottom of the page and click **Save As**. The query name should start with your initials and the **Owner** should be **Private**. Click **OK** to finish saving and return to the Query Manager page.
g. On the Query Manager page, click the **Run** tab on the top right.
h. After the data displays on the page, click **Download to Excel** to export the data.






Query Manager
Records
Query
Expressions
Prompts
Fields
Criteria
Having
Dependency
Transformations
View SQL
Run
Query Name New Unsaved Query
Description
Feed
Click folder next to record to show fields. Check fields to add to query. Uncheck fields to remove from query. Add additional records by clicking the records tab. When finished click the fields tab.
Chosen Records
Alias
Record
A NW_EMPLOYEES - Custom EMPLOYEES Table
Hierarchy Join
Check All
Uncheck All
Fields
Find | View 100
First 1-50 of 178 Last
EMPLID - Empl ID
EMPL_RCD - Empl Record
EFFDT - Effective Date
EFFSEQ - Effective Sequence
NAME - Name
PAYGROUP - Pay Group
Join PAYGROUP_TBL - Paygroups


Query Manager
Enter a name to save this query as:
*Query ABC_EMPLOYEE_LIST
Description List of employees
Folder
*Query Type User
*Owner Private
Query Definition
OK
Cancel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EMPLID - Empl ID
EMPL_RCD - Empl Record
EFFDT - Effective Date
EFFSEQ - Effective Sequence
NAME - Name
PAYGROUP - Pay Group
Join PAYGROUP_TBL - Paygroups

The below table contains some of the more commonly used public queries that can be accessed and run in the Reporting database. Any public query can be modified for your own use by first saving a copy for yourself. For a list of all available public queries, search for "PUB" in Query Manager.

Query Name	Description	Tables	Fields
PUB_GL_DATA	Provides salary information with journal entries for the general ledger for specified chartstring for specified Fiscal Year.	NW_GL_TABLE, PERSON_NAME	Name, EmplID, Empl Record Number, Pay Group, Assigned GL Number, Department, Job Code, Position Number, Fund, FN Department, Project, Activity, Program, Chartfield1, Account, Earnings Begin Date, Earnings End Date, Paycheck Issue Date, Fiscal Year, Fiscal Quarter, Journal From Date, Journal Thru Date, General Ledger Amount, General Ledger Transaction Type, General Ledger Type Code
PUB_GL_DATA_EMPLID	Provides salary information with journal entries for the general ledger for specified employee ID for specified Fiscal Year.	NW_GL_TABLE, PERSON_NAME	Name, EmplID, Empl Record Number, Pay Group, Assigned GL Number, Department, Job Code, Position Number, Fund, FN Department, Project, Activity, Program, Chartfield1, Account, Earnings Begin Date, Earnings End Date, Paycheck Issue Date, Fiscal Year, Fiscal Quarter, Journal From Date, Journal Thru Date, General Ledger Amount, General Ledger Transaction Type, General Ledger Type Code
PUB_GL_DATA_DEPT	Provides salary information with journal entries for the general ledger specified department ID range for specified Fiscal Year.	NW_GL_TABLE, PERSONAL_DATA	Name, EmplID, Empl Record Number, Job Code, Position Number, Position Type, Position Category, Department, Pay Group, Fiscal Year, Fiscal Quarter, Earnings Begin Date, Earnings End Date, Paycheck Issue Date, Assigned GL Number, General Ledger Type Code, General Ledger Transaction Type, Fund, FN Department, Project, Activity, Chartfield1, Account, General Ledger Amount, General Ledger Hours, Journal From Date, Journal Thru Date, Journal Description
PUB_APPT_END_DATES	Lists all employees in a department and the date their appointment will end. Only includes employees who have appointment end dates today or in the future.	NW_EMPLOYEES	EmplID, Empl Record Number, Name, Department ID, Department Name, Job Title, Appointment End Date
PUB_APPT_END_DATES_EXPIRING	Lists all employees in a department who have an appointment end date in the specified date range.	NW_EMPLOYEES	EmplID, Name, Department ID, Department Name, Job Title, Position Number, Appointment End Date
PUB_APPROVERS	Lists all approvers tied to an employee. Excludes adjunct, student, temp and NMG records.	NW_EMPLOYEES	Includes employee data and Position Number/Name for the Timecard Approver, Staff COI Approver, Performance Evaluation Approver, Training Approver, Expenses Approver
PUB_DEPARTMENT_LIST	List of all active myHR Departments.	DEPT_TBL	Admin Unit Code, Admin Unit Name, Parent Department ID, Department ID, Department Name, Directory Department Name, Department Class
PUB_EMAILS_AND_NETIDS	Returns current employees and provides name, email address, and NetID.	NW_EMPLOYEES	EmplID, Name, Department ID, Department Name, Email (work email), NetID, Pay Group, Position Type, Position Category
PUB_EMPLOYEES_HOME_ADDRESS	Returns currently active employee's name, home address, and department. Excludes unpaid positions and special pay appointments.	NW_EMPLOYEES	EmplID, Name, Employee Type, Department Name, Home Phone, Home address

PUB_EMPLOYEES_WORK_ADDRESS	Provides employees' work addresses. Faculty and staff only, excludes temps and students.	NW_EMPLOYEES, LOCATION_TBL, PERSON_NAME	EmplID, Name, Job Title, Position Type, Department Name, Work Phone, Work Location Address, Location Code
PUB_POSITIONS_FUNDING	Provides listing of currently active filled positions. These results will provide current and future funding as well as the incumbent name.	NW_EMPLOYEES, NW_POSN_DIST	EmplID, Empl Record Number, Name, Position Number, Job Code, Job title, Fund, FN Department, Project, Activity, Program, Chartfield1, Account, Distribution Start Date, Distribution Stop Date, Distribution Percent, Appointment End date, Annual Salary
PUB_POSITION_FUNDING_EXP	Provides a listing of all the currently active filled positions you have access to, that will be expiring in the date range selected. This report will also provide the current incumbent name.	NW_EMPLOYEES, NW_POSN_DIST, POSITION_DATA	EmplID, Empl Record Number, Name, Employee Status, Position Number, Job Code, Job Title, Job Entry Date, Department ID, Department Name, Pay Group, Appointment End Date, Benefit Eligible Indicator, Percent Full Time, Fund, FN Department, Project, Activity, Account, Distribution Percent, Distribution Start Date, Distribution Stop Date
PUB_POSITION_NO_FUNDING	A listing of currently active filled positions with no funding. These results have the potential to hit the suspense chartstring if the position funding is not updated.	NW_EMPLOYEES, NW_POSN_DIST, POSITION_DATA	EmplID, Empl Record Number, Name, Employee Status, Position Number, Job Code, Job Title, Job Entry Date, Department ID, Department Name, Pay Group, Compensation Rate, Appointment End Date, Benefit Eligible Indicator, Percent Full Time
PUB_TEMP_FUNDING	Current funding chartstring information for temporary employees.	NW_EMPLOYEES, NW_EMPL_DIST	EmplID, Empl Record Number, Name, Employee Status, Pay Group, Job Code, Job Title, Department ID, Department Name, Timecard Approver ID, Timecard Approver Name, Funding Start Date, Funding End Date, Funding Percent, Fund, FN Department, Project, Activity, Program, Chartfield1, Account
PUB_PTA_APPROVERS	Provides a listing of FN Dept and the PTA/Backup Approvers.	NW_PTA_TBL, NAMES	FN Dept, Project_ID, NW_PTA_Primary, Name, NW_PTA_BACKUP, Name, Last date updated