Accessing myHR Reporting Dashboard

To access the myHR Report Dashboard, log in with your NetID and NetID Password to one of the following links.

myHR.northwestern.edu – For real-time data access
myHRreports.northwestern.edu – For use when Production is not available

After logging in:

1. Click ▼ Self Service in the center of the menu bar.
2. Select **Workforce Administration** from the dropdown menu.
3. Click the **Reports** tile.

Managing myHR Reporting Dashboard

The Welcome home screen contains useful information regarding assistance with reports and access.

The reports available, based on your current myHR access, are divided amongst folders in the menu bar on left side of the window. If you believe there is a report you should have access to that you cannot currently view please contact **myHR-security@northwestern.edu**.

Three types of reports are available in myHR Reporting Dashboard. Please reference the myHR Report Matrix for more information on the individual reports.

- Query
- Run Control Report
- Link to Cognos

Important Notice: **Not all reports have Historical Access in the new dashboard. It is recommended to download and save these reports.**

Running a Query

Some queries provided will prompt you for criteria, others will run based on parameters already set. After clicking the report name please allow a few moments for data to populate on the display screen to the right of the folders.

Queries without a Prompt

Several queries will run based on parameters already set to deliver a specific set of data.

1.	Click the report name below the corresponding folder. *Note:* Please allow the report to process. Data will display on the screen to the right of the folders once the report has finished.
2.	Click View Results .
3.	Once the report is available, you will be given the option to download this report to Excel. Click the **Excel Spreadsheet** link. Download results in : Excel SpreadSheet *Note:* If the document does not download please try holding down the control key (Ctrl) and clicking again. If it still does not download be sure pop-up blockers are turned off. If you need assistance please reference the **Turn Off Pop-up Blocker** document.

Queries with a Prompt

Some queries request that you provide data in order to allow various parameters to be selected.

1.	Click the report name below the corresponding folder. *Note:* Please allow the report to process. Data will display on the screen to the right of the folders once the report has finished.
2.	Enter prompted information to manipulate the data. *Note:* Please reference the myHR Report Matrix to determine which prompts are required and which are optional.
3.	Click View Results .
4.	Once the report is available, the option to download this report will appear. Click the **Excel Spreadsheet** link. Download results in : Excel SpreadSheet *Note:* If the document does not download please try holding down the control key (Ctrl) and clicking again. If it still does not download be sure pop-up blockers are turned off. If you need assistance reference the **Turn Off Pop-up Blocker** document.

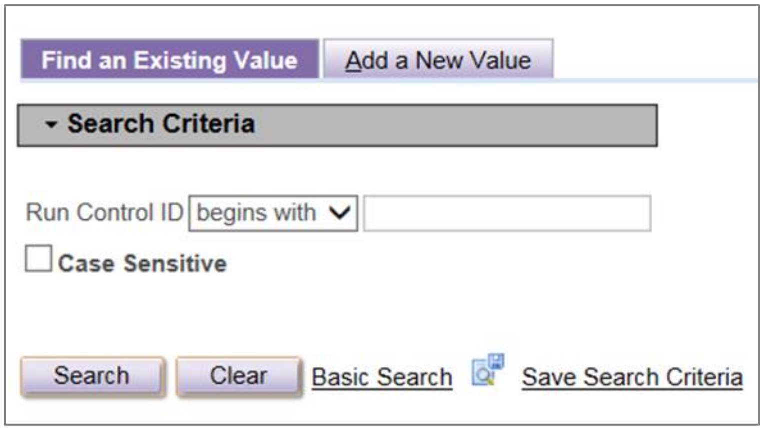
Running a Run Control Report

The NWPAY018 - Department Edits Report is now using a Run Control ID.

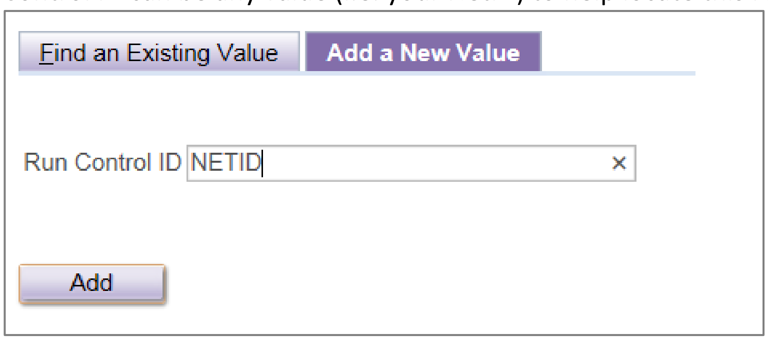
1. Click the report name below the corresponding folder.

Note: Please allow the report to process. Data will display on the screen to the right of the folders once the report has finished.

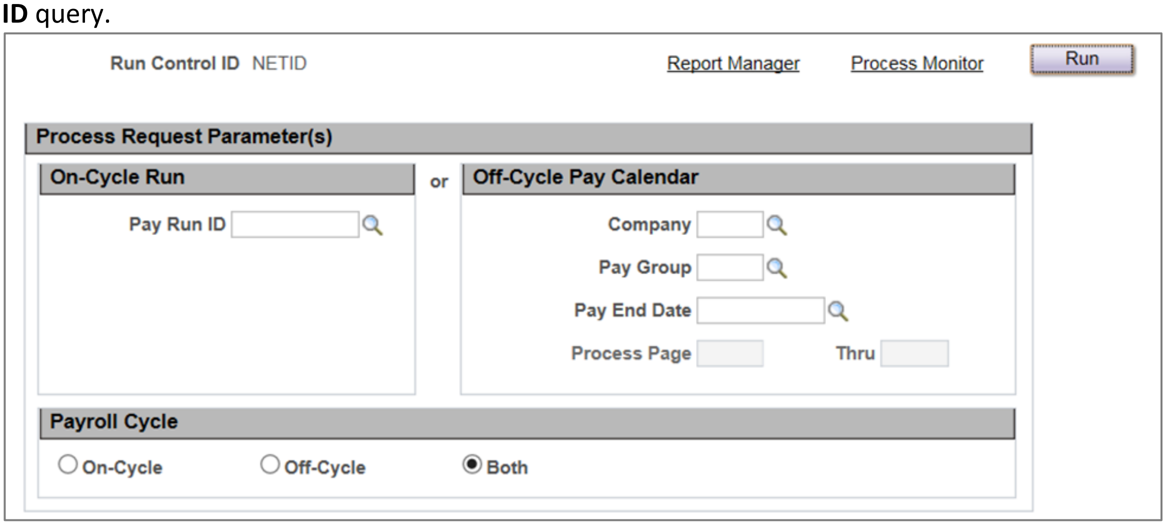
2. Click **Search**. If a value is returned, click any value that appears.



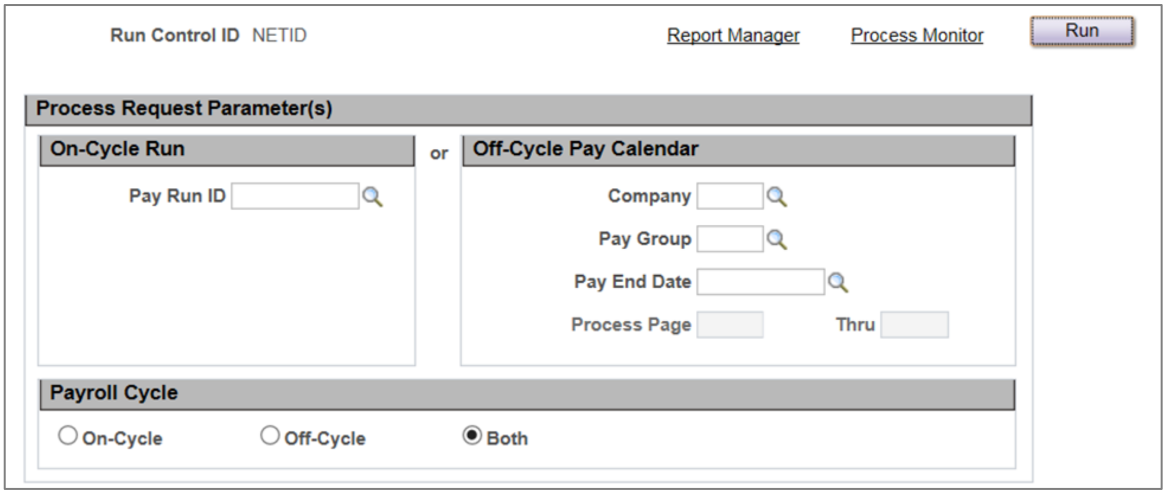
3. If no matching values appear, click the **Add a New Value** tab and enter a Run Control ID. A Run Control ID can be any value (i.e. your NetID) to help locate this report.



4. Enter the appropriate ID for reporting needs in the Pay Run ID field. Please reference **the Pay Run ID** query.

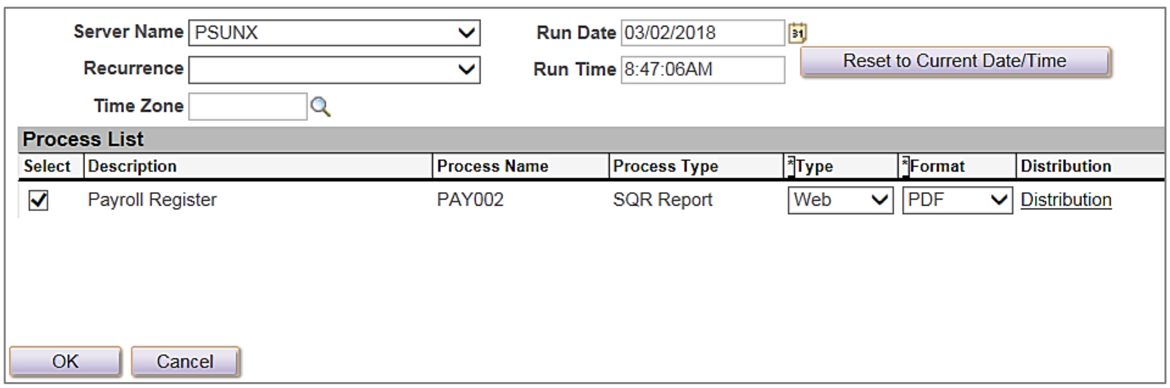


5. Select the appropriate **Payroll Cycle** radial button.



6. Click **Run**.

7. Set the **Server Name** to **PSUNX** and click **OK.**



8. The screen will return to the previous window. Click the **Process Monitor** link.

9. Click the **Refresh** button on the upper right of the screen until your reports **Run Status** is *Success* and the **Distribution Status** is *Posted*.

10. Click **Details** next to your report.

11. Click **View Log/Trace.**

12. The report will be the .pdf file. Click the file name.

Note: If the document does not download please try holding down the control key (Ctrl) and clicking again. If it still does not download be sure pop-up blockers are turned off. If you need assistance reference the Turn Off Pop-up Blocker document.

Linking to Cognos

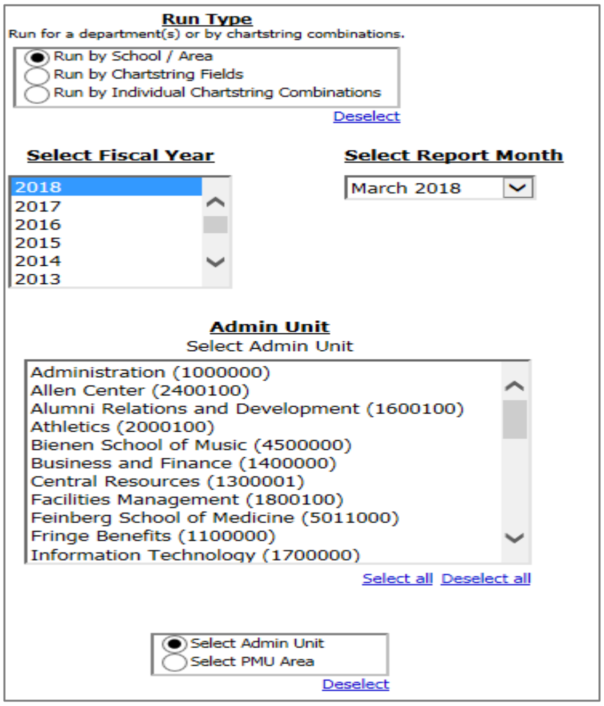
There are a few myHR reports that are in the Cognos BI Reporting System. To determine which reports are in Cognos reference the myHR Report Matrix.

- For assistance in running a BI Cognos report, please reference the Financial Operations website.
- With questions regarding "PED by Chart of Accounts" or report security access in Cognos please email Financial Operations Security.

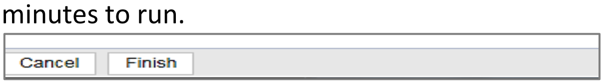
1. Click the report name below the corresponding folder.

2. A new window will appear. Please ensure that pop-up blockers are turned off. For assistance reference the **Turn Off Pop-up Blocker** Guide.

3. The report system will prompt you to enter in the parameters of your report.



4. Click **Finish** in the bottom left of the screen. Please be patient as the report may take a few minutes to run.



5. Download the report. In the upper right-hand corner, click the **HTML** icon and select the preferred format.