

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.

Workforce Administrator	Reports
Welcome	<h3>myHR Reporting Dashboard</h3>
Payroll	Welcome to the myHR Reporting Dashboard!
Department Edits	The myHR Reporting Dashboard is where you can find all of your HR reports previously provided in Vista. Please check the welcome page regularly for any announcements or special updates!
Payroll Registers	If you have any questions on how the myHR Reporting Dashboard works, a description of the different reports provided or how to request other reports please reference the myHR Website .
Position Management	For any issues in running a report please contact myHR Help .

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. <i>Note:</i> 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  .
3.	Once the report is available, you will be given the option to download this report to Excel. Click the Excel Spreadsheet link.  <i>Note:</i> 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. <i>Note:</i> 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. <i>Note:</i> Please reference the myHR Report Matrix to determine which prompts are required and which are optional.
3.	Click  .
4.	Once the report is available, the option to download this report will appear. Click the Excel Spreadsheet link.  <i>Note:</i> 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.

Run Control ID NETID Report Manager Process Monitor **Run**

Process Request Parameter(s)

On-Cycle Run or **Off-Cycle Pay Calendar**

Pay Run ID

Company

Pay Group

Pay End Date

Process Page Thru

Payroll Cycle

On-Cycle Off-Cycle Both

6. Click **Run**.

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

Server Name Run Date

Recurrence Run Time

Time Zone

Process List

Select	Description	Process Name	Process Type	Type	Format	Distribution
<input checked="" type="checkbox"/>	Payroll Register	PAY002	SQR Report	Web <input type="button" value="v"/>	PDF <input type="button" value="v"/>	Distribution

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.

Run Type
Run for a department(s) or by chartstring combinations.

Run by School / Area
 Run by Chartstring Fields
 Run by Individual Chartstring Combinations
[Deselect](#)

Select Fiscal Year
 2018
 2017
 2016
 2015
 2014
 2013

Select Report Month
 March 2018

Admin Unit
 Select Admin Unit

Administration (1000000)
 Allen Center (2400100)
 Alumni Relations and Development (1600100)
 Athletics (2000100)
 Bienen School of Music (4500000)
 Business and Finance (1400000)
 Central Resources (1300001)
 Facilities Management (1800100)
 Feinberg School of Medicine (5011000)
 Fringe Benefits (1100000)
 Information Technology (1700000)
[Select all](#) [Deselect all](#)

Select Admin Unit
 Select PMU Area
[Deselect](#)

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

Cancel Finish

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

Keep this version | Add this report

Fiscal Year: 2018
 Report Month: March 2018
 PMU Area: All
 Admin Unit: Athletics (2000100)
 Sub Totals Included

View in HTML Format
 View in PDF Format
 View in XML Format
 View in Excel Options
 View in Excel 2007 Data
 View in Excel 2007 Format
 View in Excel 2002 Format
 View in CSV Format