

In myHR Query Manager, unions can be used to stack multiple independent queries on top of each other. Rows from the different queries are added below each other. The first (top) query determines the column headers and the overall sort order.

Each member query of the union must have the same number of output columns with the same data types. For example, if the fourth column in the top query is a number, then the fourth column in each of the other queries must be a number.

**Procedure**

- Build the first query. This query is the **Top Level of Query**. The column headers and sort order of this query will be applied to the entire report.

Records Query Expressions Prompts **Fields** Criteria Having Dependency Transformations View SQL Run

Query Name New Unsaved Query Description Feed

View field properties, or use field as criteria in query statement. Reorder / Sort

Col	Record.FieldName	Format	Ord	XLAT	Agg	Heading Text	Add Criteria	Edit	Delete
1	A.NW_PERFRM_RPT_EMAIL - Perform Reports To Email Addr	Char70	1			Email Address		Edit	

Save Save As New Query Preferences Properties

Publish as Feed Publish as Pivot Grid **New Union**

- Build the second query. This query is labeled **Union 1**. The page will show **Working on section Union 1**.

The second query must have the same number of columns and the same data types as the first query. The second query is independent of the first one: you cannot have **Criteria** or **Expressions** referring to tables in the first query.

Records Query Expressions Prompts **Fields** Criteria Having Dependency Transformations View SQL Run

Query Name New Unsaved Query Description Feed

**Working on selection Union 1** Subquery/Union Navigation

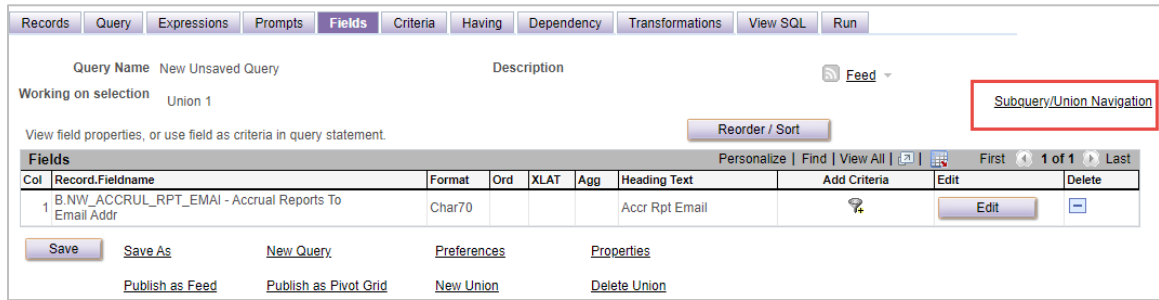
View field properties, or use field as criteria in query statement. Reorder / Sort

Col	Record.FieldName	Format	Ord	XLAT	Agg	Heading Text	Add Criteria	Edit	Delete
1	B.NW_ACCRUL_RPT_EMAIL - Accrual Reports To Email Addr	Char70				Accr Rpt Email		Edit	

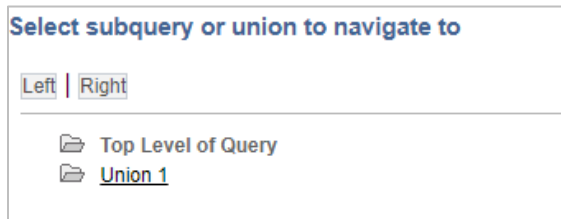
Save Save As New Query Preferences Properties

Publish as Feed Publish as Pivot Grid **New Union** Delete Union

4. To navigate between the different queries in the union, use the **Subquery/Union Navigation** link on the top right.



5. On the **Select subquery or union to navigate to** page, click the link for the appropriate query: **Top Level of Query** or **Union 1**.



6. You can add more queries to the union. The additional queries will be labeled Union 2, Union 3, etc.

**Tip** When using a union, duplicate rows are automatically removed from the results. As such, the **Distinct** checkbox is not available in **Properties**.

**Tip** To delete a query from the union, first use the **Subquery/Union Navigation** link to open to the query you wish to remove. Then choose the **Delete Union** link from the bottom right corner.