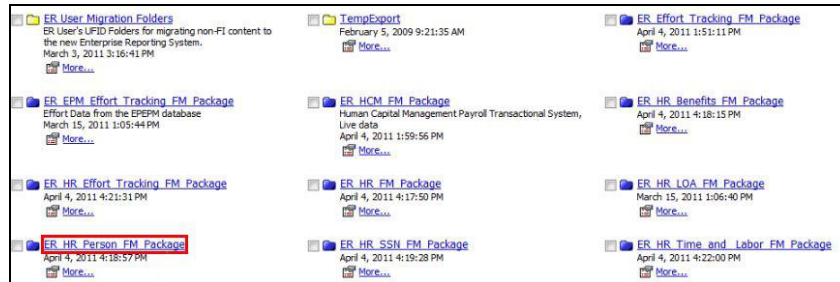


Tenure Status Report

In this instruction guide, you will create a Tenure Status Report. The report will include Department, UFID, Name and other fields relevant to tenure.

1. In Enterprise Reporting, click the **ER_HR_Person_FM_Package** link.



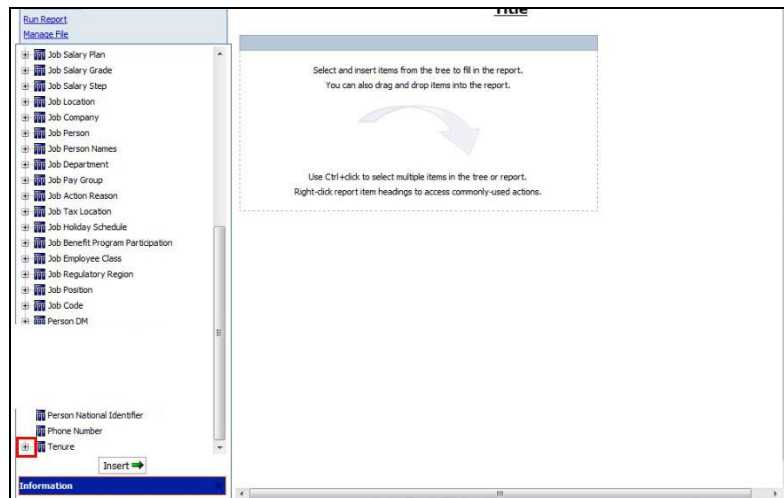
2. Click the **Launch** link.



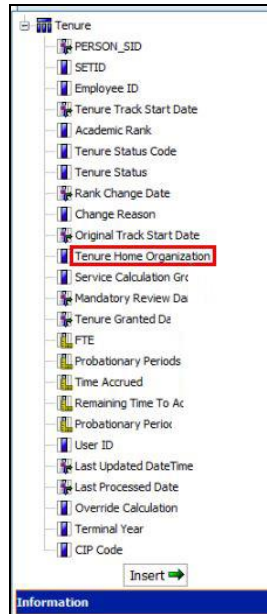
3. Click the **Query Studio** link.



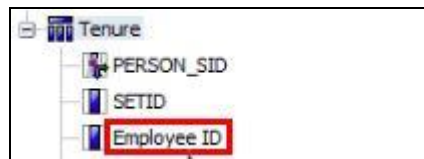
4. Next, you'll need to get the person's information. Click the **Expand** button next to the Tenure query subject to open it.



5. Select the **Tenure Home Organization** query item.



6. Hold down the **Ctrl** key on your keyboard and click the **Employee ID** query item.



7. Hold down the **Ctrl** key on your keyboard and click the **Tenure Track Start Date** query item.



8. Hold down the **Ctrl** key on your keyboard and click the **Tenure Status Code** query item.

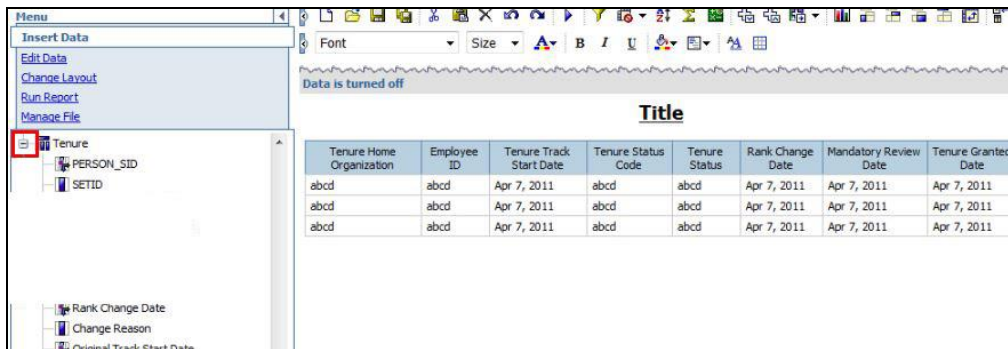


9. Repeat this for the following query items: **Tenure Status, Rank Change Date, Mandatory Review Date, Tenure Granted Date**

10. Click the **Insert** button.



11. To close the **Tenure** query subject, click the **Collapse** button.



12. Next, you'll want the employees' names. To expect the Name query subject, click the **Expand** button.

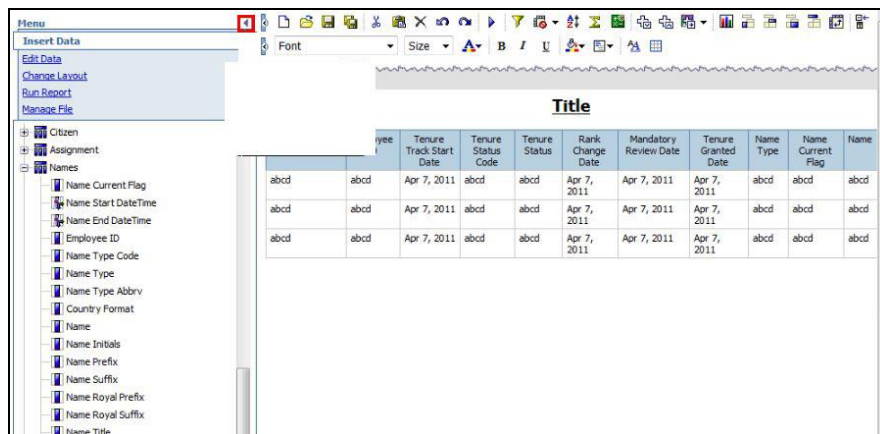
13. To enter the name, you'll also need the Name Type, Name Current Flag and Name. Begin by clicking the **Name Type** query item.

14. Hold down the **Ctrl** key on your keyboard and click the **Name Current Flag** query item.

15. Finally, hold down the **Ctrl** key on your keyboard and click the **Name** query item.

16. Click the **Insert** object.

17. Click the **Hide the menu pane** button.



18. Next you'll need to select department(s). Click the **Tenure Home Organization** column heading.

Tenure Home Organization	Employee ID	Tenure Track Start Date	Tenure Status Code	Tenure Status	Rank Change Date	Mandatory Review Date	Tenure Granted Date
abcd	abcd	Apr 7, 2011	abcd	abcd	Apr 7, 2011	Apr 7, 2011	Apr 7, 2011
abcd	abcd	Apr 7, 2011	abcd	abcd	Apr 7, 2011	Apr 7, 2011	Apr 7, 2011

19. Click the **Filter** button.



20. Select the **UFID** from the list and then select the others you want to include.

Filter (Pick values from a list)

Reduce the amount of data in the report. With the Prompt option selected, the filter can be changed each time the report runs.

Filter on: Tenure Home Organization Prompt every time the report runs

Condition: Show only the following

- 55170100
- 55171200
- 55200000
- 55300000
- 56020000
- 56021300
- 56022400
- 57140100

21. Click the **OK** button.

Condition: Show only the following

- 55170100
- 55171200
- 55200000
- 55300000
- 56020000
- 56021300
- 56022400
- 57140100

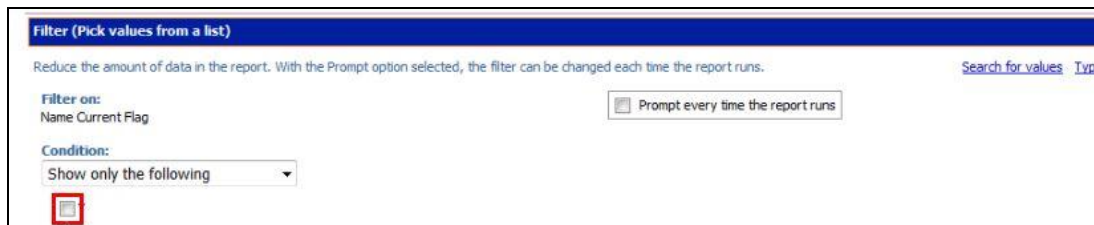
Mis (De) the data so relational d

OK

22. Note that the filter is at the top of the page.



23. Click the **Name Current Flag** column heading.
24. Click the **Filter** button.
25. The only option here is Y, for yes. The current flag is no longer used and all information is current. Click the **Y** option.



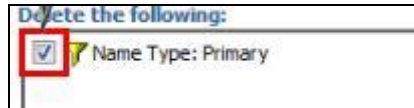
26. Click the **OK** button twice.
27. Next, you'll need to select which name to have in your query. Click the **Name Type** column heading.
28. Click the **Filter** button.
29. Click the **Primary** button.



30. Click the **OK** button.
31. Here you have the option to combine the filters. You won't do that at this time. Click the **OK** button.
32. You already have the **Name Type** column selected. Hold down the **CTRL** key and click the **Name Current Flag** column heading. This will select them both.
33. Click the **Delete** button.



34. We didn't actually set the Name Current Flag, because there was only one choice, yes. However, you must decide if you want to delete the **Name Type** filter. You do NOT. So uncheck the box so the filter remains, but the item is removed from the query. Click the **Name Type Primary** checkbox to remove the check



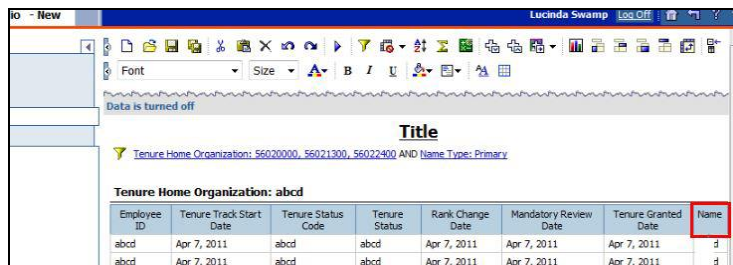
35. Click the **OK** button.
36. You have brought the menu back by clicking the arrow. Next, you'll make Tenure Home Organization a section heading.



37. Click the Tenure Home Organization column heading and click the **Create Sections** button.



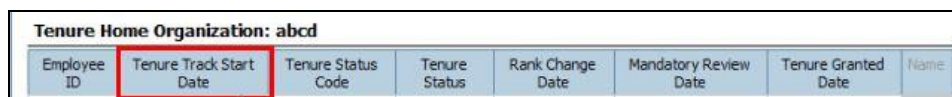
38. Next, you'll move the **Name** column next to the **Employee ID** column. Click the **Name** column heading.



39. Click the **Cut** button.



40. Click the **Tenure Track Start Date** column heading.



41. To paste the **Name** to the right of the Employee ID, click the **Paste** button.



42. Click the **Name** column heading.



43. To sort ascending alphabetically, click the **Sort** button.



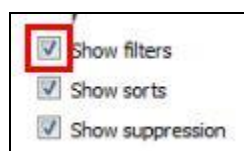
44. Next, you'll add a title that means something to you. Click the **Title** link.



45. Click in the **Title** field. Delete the default text and enter the text you would like the report to be titled. For this example, **Tenure Status Report** will be entered.



46. To remove the filters, click the **Show filters** checkbox.
 To remove the sorts from your view, click the **Show sorts** checkbox.
 To remove any suppression you may have applied, click the **Show suppression** checkbox.



47. Click the **OK** button.

48. Now, you'll need to save this version of the query. Click the **Save As** button.



49. Enter "Tenure Status Report" into the **Name** field.

Save As

Specify a name and location for this entry. You can also specify a description and screen tip.

Name:

Description:

Screen tip:

Location:
 My Folders
[Select another location...](#)

OK Cancel

50. Click the **OK** button.

51. Click the **Run** button.



52. Click the **Log Off** link.

Status Report Lucinda Swamp **Log Off** Home Help

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Tenure Status Report

Tenure Home Organization: 56020000

Employee ID	Name^	Tenure Track Start Date	Tenure Status Code	Tenure Status	Rank Change Date	Mandatory Review Date	Tenure Granted Date
23456780	Apple,Candy	Aug 16, 2007 12:00:00 AM	NTK	Tenure Accruing	Aug 16, 2007 12:00:00 AM	May 1, 2013 12:00:00 AM	
99542490	Bacon,Chris P	Aug 16, 2007 12:00:00 AM	NTK	Tenure Accruing	Aug 16, 2007 12:00:00 AM	May 1, 2013 12:00:00 AM	
10226630	Ball,Crystal		TEN	Tenure			Jul 1, 1982 12:00:00 AM
11942340	Dover,Eileen		TEN	Tenure			Aug 10, 1990 12:00:00 AM
37786100	Dwyer,Barb	Jul 1, 2001 12:00:00 AM	TEN	Tenure	Jul 1, 2009 12:00:00 AM	May 1, 2009 12:00:00 AM	Jul 1, 2009 12:00:00 AM
92237000	Ella,Sam N		TEN	Tenure			Jul 1, 1976 12:00:00 AM
13572468	Flay,Sue		TEN	Tenure			Jul 1, 1984 12:00:00 AM
12345678	Gator,Albert	Jul 1, 1987 12:00:00 AM	TEN	Tenure			Jul 1, 1992 12:00:00 AM
72576870	Head,M,T		TEN	Tenure			Jul 1, 1980 12:00:00 AM
17300040	Jellow,Dren		TEN	Tenure			Jul 1, 1982

