Log into MyColumbia and navigate to the HR Manager tab.

Scroll down to the Reports tab, middle of the page, and select “HR Manager Reports”.

Once on the Data Warehouse screen, click on the “Documents” tab in the upper-left corner and then from the documents screen, click on the HR folder in the left-hand column.

There are now three ReopenCU reports available:
1. Daily Attestation
2. Department On Campus Activity
3. Department ReopenCU Compliance
Select the Department ReopenCU Compliance Report:
There are no required prompts on this report. The compliance data is as of the date you run the report.

- To see your entire department, just click “OK” without entering any prompts
- To see a subset of your departments, enter the department number
- To see just a particular employee, or set of employees, enter their UNI in the right-hand section of the prompt window, and use the right-facing arrow to move it into the search box

Once you have completed the prompts required/desired, click “OK” to run the report.

The ReopenCU Compliance Report lists all employees within the department(s) to which you have access. The report contains 5 tabs

- Compliance Summary
- Training Details
- Gateway Details
- Compact Details
- Vaccine Details

The Compliance Summary Tab contains several fields to describe the employee (e.g., Employee ID, UNI, Name, Title, Admin Department, etc.) as well as four compliance fields:
Training Complete (Yes/No)
Compact Signed (Yes/No)
Gateway Test Complete (Yes/No)
Vaccine Compliance (Yes/No)
Overall Compliance Status (Complete/Incomplete)
The **Training Details, Gateway Details, and Compact Details** tabs list the date and time for each component.

For example, if someone has taken the Gateway test three times, you will see it listed each time, with the dates taken. If someone was consistently on campus the date that appears as the “Test Date” will be the date the note was made in the database.

Once the report runs, you can view it online, or you can download it into Excel.