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 three ReopenCU reports available:
1. Daily Attestation
2. Department On Campus Activity
3. Department ReopenCU Compliance
Select the Department On Campus Activity Report:
You must enter at least a start and end date.

- To see just a specific employee, or set of employees, enter their UNI(s) 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 report will return one row per person per day they were on campus during your date range along with the four ReopenCU requirements and their status for that person.

If an employee in your department does not show up in this report, it means they did not swipe their CUID on campus during the date range you entered.

If you need the details of a Reopen requirement (e.g., the date someone completed a Gateway test, please use the Department ReopenCU Compliance Report)

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