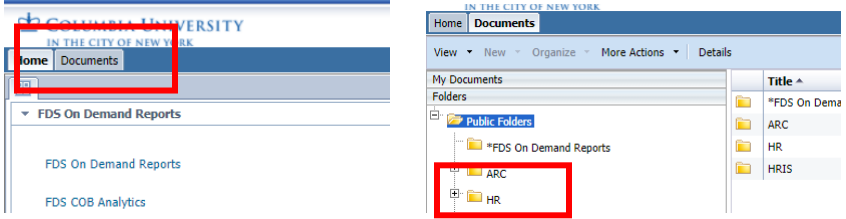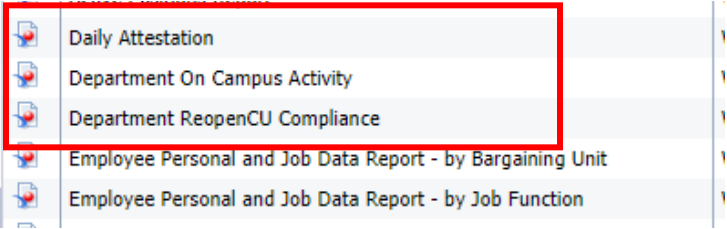|	
Log into MyColumbia and navigate to the HR Manager tab	
Scroll down to the HR Manager Reports link: second column, middle of the page	
Once on the Data Warehouse screen, click on the "Documents" tab in the upper-left corner and then from the documents screen, click on the HR folder in the left-hand column	
There are now three ReopenCU reports available: 1. Daily Attestation 2. Department On Campus Activity 3. Department ReopenCU Compliance	

Once you click on a report link, a prompt screen will appear.

Each report has slightly different prompts, based on the underlying data. Any prompt with an asterisk (*) is required before you can run the report.

Daily Attestation Report:
You must enter an event start and end date. This will be the date range of when an employee completed their daily health attestation. All other prompts are optional on this report.
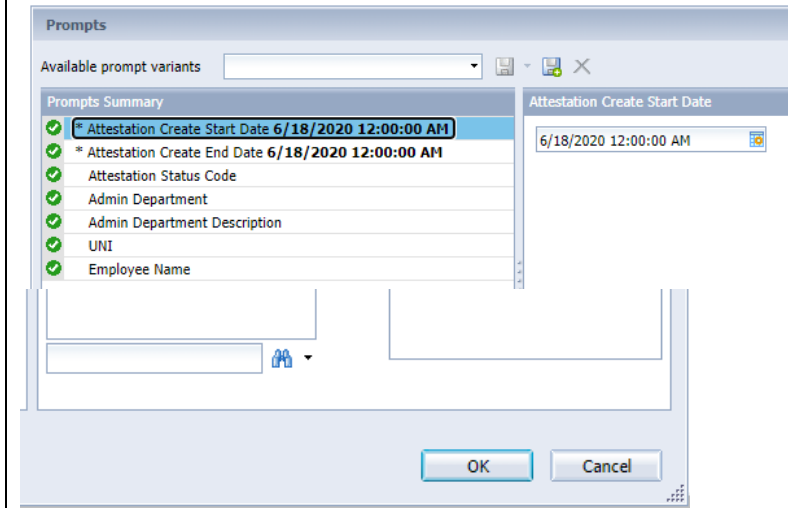
Department On Campus Activity Report:
You must enter an event start and end date. This will be the date range of when an employee swiped in somewhere on campus. All other prompts are optional on this report.

Department ReopenCU Compliance Report:
There are no required prompts on this report. The compliance data is as of the date you run the report.

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

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