

Running the Data Warehouse ReopenCU Reports

Log into MyColumbia and payigate to the HP Manager tab	
	MYCOLUMBIA
	Faculty and Staff Former Employee HR Manager Resources ARC Portal
Scroll down to the HR Manager Reports link: second column, middle of the page	connection
	• <u>HR Manager Reports</u> ₪
	(e.g. Personal and Job Data, Termination)
	(Chimation)
Or as an the Date Werehouse series, slick on the "Decuments" tak in the unner left	
corner and then from the documents screen, click on the Documents tab in the upper-left	
column	IN THE CITY OF NEW Y RK Imme Documents View • New • Organize • More Actions • Details
	My Documents Folders Folders FDS On Dema
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	FDS On Demand Reports
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There are now three ReopenCU reports available:	
1. Daily Attestation	Daily Attestation
 Department On Campus Activity Department ReopenCU Compliance 	Department On Campus Activity
	Department ReopenCU Compliance
	Employee Personal and Job Data Report - by Bargaining Unit
	Employee Personal and Job Data Report - by Job Function

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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.

