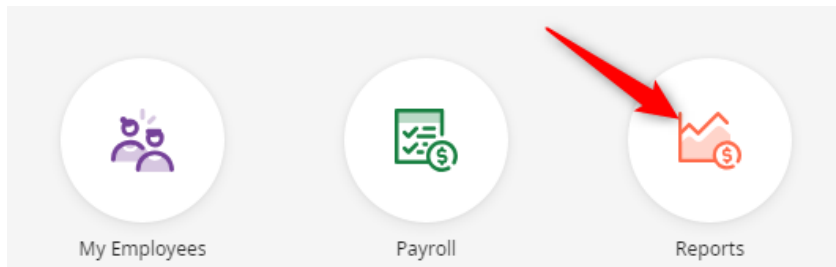


Setup of the Report Hub

Access the Hyperlink located in the Reports Widget on your Home Screen



There are 3 main tabs on the Report Hub:

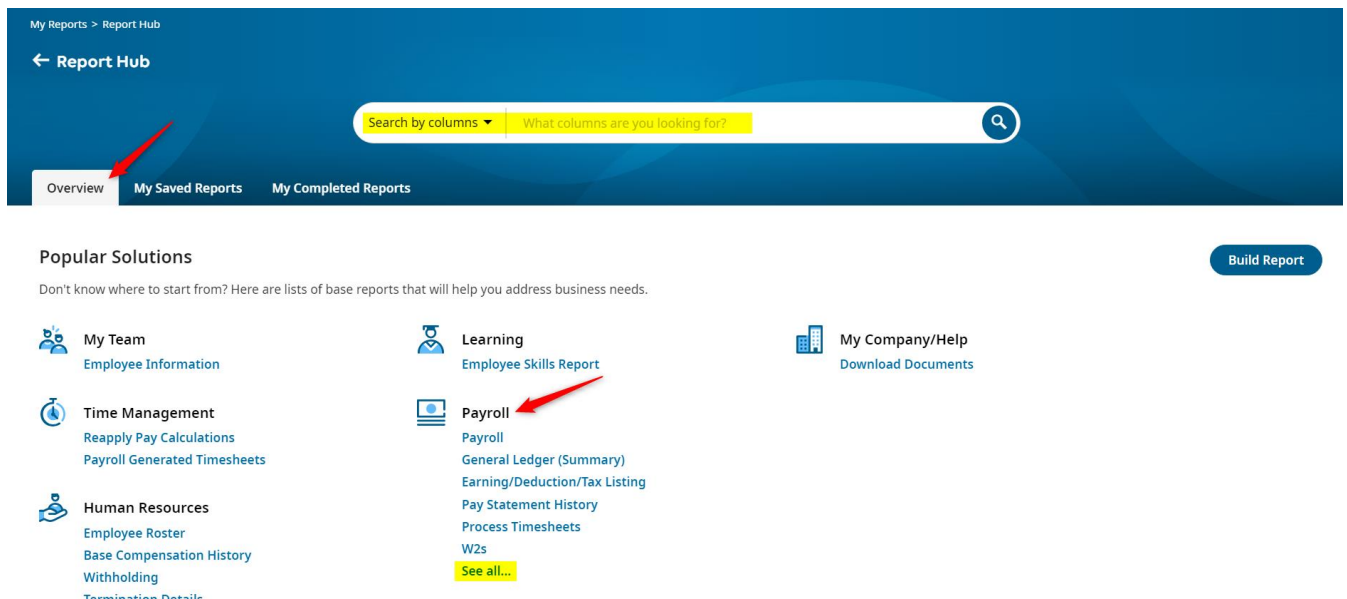
I. Overview

II. My Saved Reports

III. My Completed Reports

I. Overview

The Overview allows users to access standard system reports related to different modules in WorkForceONE. Reports are grouped by the functional area, such as **Payroll**-as shown below. Additional reports may be viewed by selecting the “**See all**” option at the bottom of the listing.



To **Search** for a report, you may use the search bar in the middle of the screen. Reports will be displayed containing columns which match criteria you identify. **You may change the search selector to Search by columns or Search by reports.*

Search by **columns** ▼

What columns are you looking for?

🔍

Search by **reports** ▼

What report are you looking for?

🔍

You may **Build** reports using the link located to the right of your screen.

Report Hub

Search by columns ▼ What columns are you looking for? 🔍

Overview My Saved Reports My Completed Reports

Popular Solutions

Don't know where to start from? Here are lists of base reports that will help you address business needs.

My Team

Employee Information

Learning

Employee Skills Report

My Company/Help

Download Documents

Time Management

Reapply Pay Calculations

Payroll

Payroll

Build Report

The **Build Report** section will take you through a report wizard to select from various categories and configure reports based on criteria you select.

Build Report

Save & Run

1

Choose category & columns

2

Configure report

Copy of [System]

Scheduled Earnings

Payroll > Employee Payroll Maintenance > Earnings

Add description

Report Preview

Priority Sequence	Employee Id	First Name	Last Name	Employee Status	Earning Name
=	=	starts with	starts with	Is	=
				Terminated	
1	999999	Test	Employee	Active	Miscellaneous
1	111	Monica	Geller	Active	Salary

Quick actions

Edit report settings

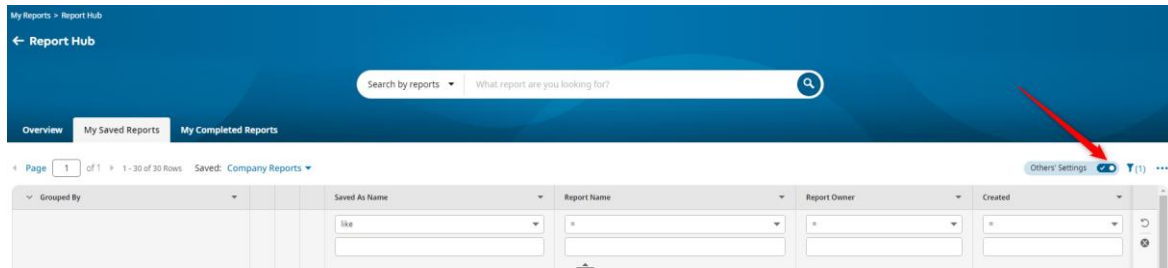
Add/Remove Columns

Add filtering

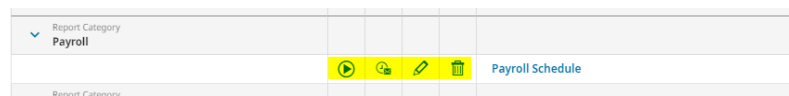
II. My Saved Reports

Reports you create or update and **save** will be automatically moved to your **My Saved Reports** tab.

Additional reports created by PayPro, as well as reports created and shared by other users in your system will be available when you enable the “Others’ Settings” toggle indicated to the right.

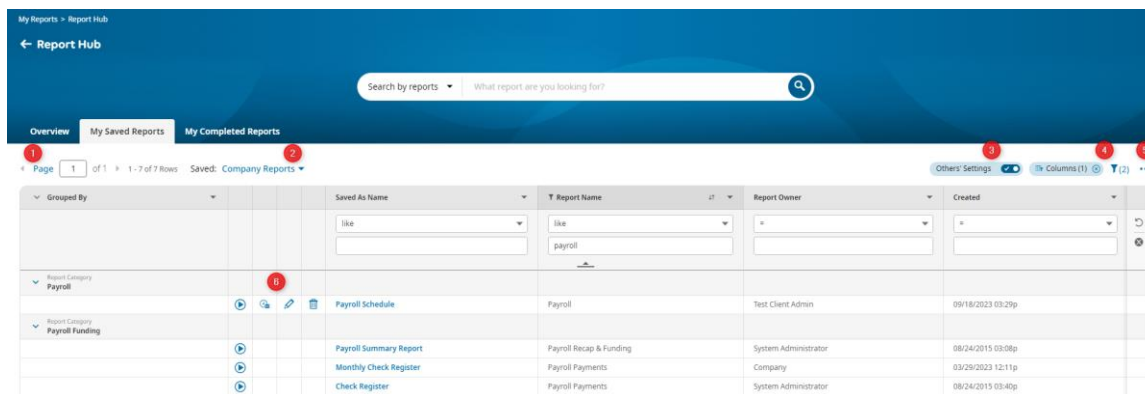


Each report you create will have the following options: **Run Report, Manage E-mail Schedules, Edit and Delete**. **The system will verify if you would truly like to delete a report.*



You will notice any reports created by others will not have these same options because they have the editing rights. You may always run and save reports to your system to enable your editing rights.

The following items are tips to help navigate the **My Saved Reports** view, as well as other report views throughout WorkForceONE:



Column Heading	Area	Description
1	Page	Use this setting to change the number of records per page
2	View Menu	Select the drop-down arrow to display a list of available and saved reports
3	Others' Settings	Enables view of reports created by others and shared with you
4	Filter	Use to set filter criteria for the report and adjust global and column filters
5	Actions	Opens a menu with options to save views, export and print the report
6	Report Workspace	This area displays record data based on filters and selected columns



To save your **My Saved Reports** view, you may use the ellipsis (actions) icon to the far right and “Save View As,” then name your report. As you may see in the example below this report view is saved as “Company Reports.”

My Reports > Report Hub

← Report Hub

Search by reports What report are you looking for?

Overview My Saved Reports My Completed Reports

Page 1 of 1 1 - 7 of 7 Rows Saved: Company Reports

Grouped By	Saved As Name	Report Name	Report Owner	Created
	like	like	=	=
		payroll		

Report Category Payroll

III. My Completed Reports

My Reports > Report Hub

← Report Hub

Search by reports What report are you looking for?

Overview My Saved Reports My Completed Reports

Page 1 of 1 0 Rows Saved: [System]

Report Category	Report Name	Name	# Rows	Created
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No Data to Display

The **My Completed Reports** tab is where any reports with extensive data will be housed, so you don’t need to remain on the report screen to wait for them to finish processing. The system will provide a notice that the report will take some time to complete.

Do you want to continue processing this view?

This report is taking longer to load. You can have this report be processed while continuing to use the application. Once the report is completed you can access it in My Completed Reports. Do you want to run the report?

Cancel

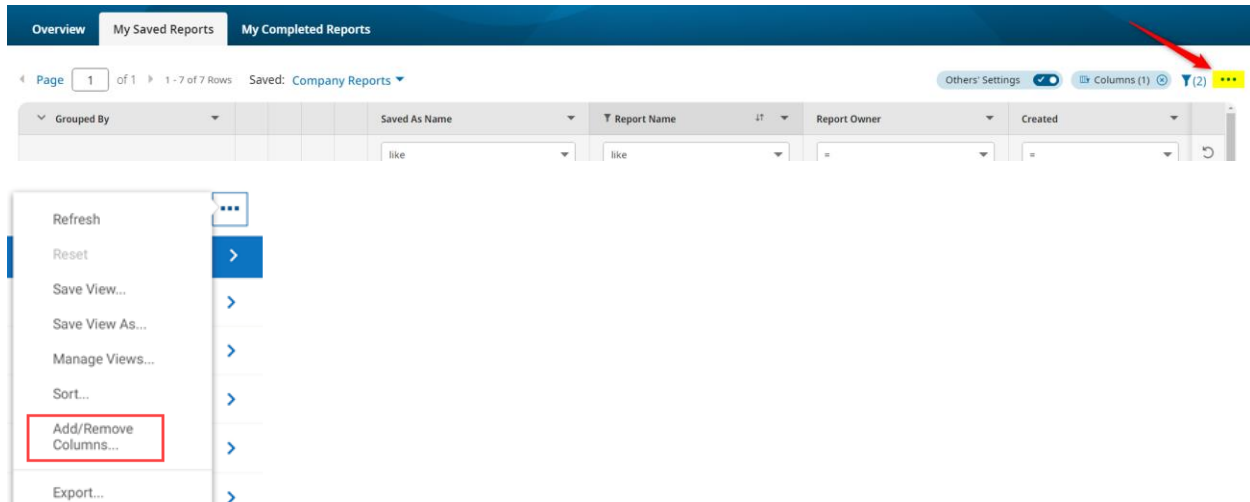
Run Report

Once you Run Report, the “In Progress. Report is Running” message will appear. Once the report is available a new window with “Report is Completed” will appear. You may select “OK” to access the report.

How to Organize Your Reports:

There are many options to organize report views. You may Group, Sort by alpha-numerical values, sort ascending, descending, add and remove columns.

Looking at your **My Saved Reports** view, the add/remove columns option may be found in the ellipsis (actions) icon:



Column Menu Options:

Select the drop-down list of any column to open the menu. Column options vary and depend on the column data type (alpha or numeric).

1. **Column Filter:** Use to search for a specific column value
2. **Sort Ascending/Descending:** Sort the report data based on values within this column
3. **Remove:** Use to remove the column
4. **Column Settings:** Use to change the column appearance
5. **Group:** Use this option to group results by this column

