

# **Jobs with Approaching End Dates: Cognos R-103**

One of the many operational challenges in managing HR Records in UCPath is keeping track of Jobs with Expected End Dates. These jobs need to be evaluated prior to their End Date to determine if the record should be extended, terminated prior to or on the End Date, or, if checked for auto-termination, left for that process to run as scheduled.

The Cognos R-103 report, "Jobs with Approaching End Dates" can be used to help manage this. It is available to anyone provisioned with the Cognos Workforce Administration folder.

The R-103 report is a built as a current snapshot of Active Jobs with Expected End Dates. It will only return those jobs that have an Expected End Date within 90 days of the day the report is run. It will not return records where the End Date is beyond 90 days. It will also not return records for which the Expected End Date has passed and have not yet been terminated (Jobs with an Expected End Date, but auto-term flag is not checked).

The rows returned by this report include two calculated columns. The "Days Remaining" column calculates the number of days remaining before the End Date. This will range from 1 to 90. There is also a "Date Criteria" column that indicates the period of time in which the End Date falls. It groups the End Dates by 5 different time slices:

90 Days

60 Days

30 Days

14 Days

7 Days

Results can be exported to Excel where "Date Criteria" can be used to filter results based on these thresholds to help prioritize the records that need immediate attention.

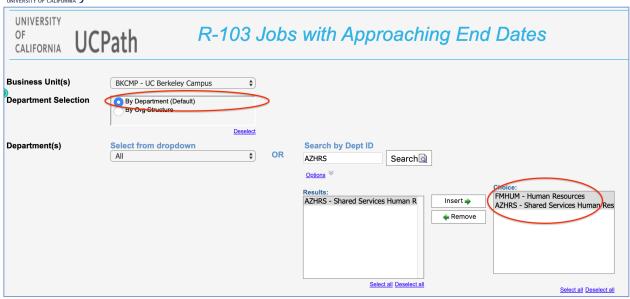


## **Selection Criteria/Filters:**

## **By Department**

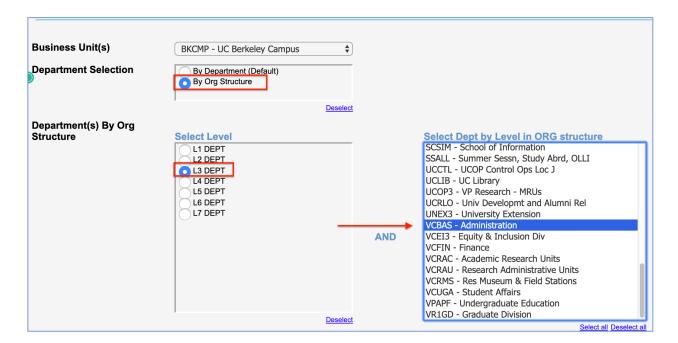
The R-103 can be run for any/all Departments you can access in UCPath. You can specify one or more departments using "Search by Dept ID".

# Berkeley UCPath



## **By Org Structure**

You can also limit your results by Org Structure. If your Department Security in UCPath includes an entire Division, you can get results for jobs in all the Departments that roll up to that Division. In the example below the selection is "By Org Structure", the structure is "L3 Department" (Division) and the L3 is specified for "VCBAS- Administration".



## By Employee Class and by Employee Class Groups

In addition to the Department or Org Level filters in the R-130, you can limit your results by Employee Class. The Employee Classes are grouped into four categories:

- Academic
- Staff
- Student

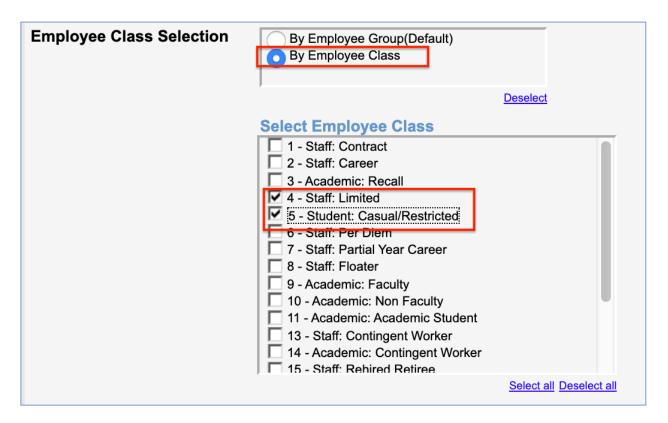


Other

You can select one or more of these Employee Groups (Empl Class Categories):



Or you can select specific Employee Classes:





#### **Fields/Columns Returned:**

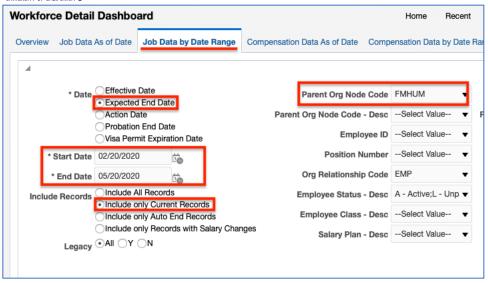
The results from the R-103 report will return the following information about each Job:

- Employee ID
- Employee Record
- Employee Name
- Position Number
- Department ID
- Department Description
- Job Code
- Jobcode Description
- Employee Class Code
- Employee Class Desc
- FTE
- Expected Job End Date
- Auto End Job
- Loc Use End Date
- Term Override
- Reports To Position Num
- Reports To EEID / Name
- · Days Remaining
- Date Criteria
- HR Status
- Pay Status

#### **Cal Answers Workforce Detail**

You can get similar results from the Cal Answers Workforce Detail Dashboard. There are many more fields you can filter on, and many more columns in the result set. Cal answers does not have the "Days Remaining" or Date Criteria (90 Days, 60 Days, etc.). But you can use the "Job Data by Date Range" tab, select the "Expected End Date" as your Date option and use today's date as the start and then End Date however far out you want to query. Be sure to select "Include only Current Records.





To request access to the Workforce Administration folder in Cognos please follow this link to <u>SARA</u>.