

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 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.

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
101f	0	Ri_____ta	40152327	FMHUM	Human Resources	000515	EMPLOYEE REL MGR 2	4	Staff: Limited	0.225000	Feb 29, 2020	Y		N	40208505	10204032 / Whitlock,Eugene	9 days	Within 14 Days	A	A
101i	0	Bt_____ma	40164625	FMHUM	Human Resources	007399	PROJECT POLICY ANL 4	4	Staff: Limited	0.400000	Feb 28, 2020	Y		N	40147933	10002506 / Lau,Richard	8 days	Within 14 Days	A	A
102f	0	V_____da	40269415	FMHUM	Human Resources	000495	LABOR REL REPR 4	4	Staff: Limited	1	Apr 17, 2020	Y		N	40208505	10204032 / Whitlock,Eugene	57 days	Within 50 Days	A	A

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”.

UNIVERSITY OF CALIFORNIA UCPath *R-103 Jobs with Approaching End Dates*

Business Unit(s) BKCMP - UC Berkeley Campus

Department Selection
 By Department (Default)
 By Org Structure

Department(s)
 Select from dropdown: All OR Search by Dept ID: AZHRS Search

Results:
 AZHRS - Shared Services Human R

Choice:
 FMHUM - Human Resources
 AZHRS - Shared Services Human Res

Buttons: Insert, Remove

Links: Select all, Deselect all

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".

Business Unit(s) BKCMP - UC Berkeley Campus

Department Selection
 By Department (Default)
 By Org Structure

Department(s) By Org Structure
 Select Level:
 L1 DEPT
 L2 DEPT
 L3 DEPT
 L4 DEPT
 L5 DEPT
 L6 DEPT
 L7 DEPT

Select Dept by Level in ORG structure
 SCSIM - School of Information
 SSALL - Summer Sessn, Study Abrd, OLLI
 UCCTL - UCOP Control Ops Loc J
 UCLIB - UC Library
 UCOP3 - VP Research - MRUs
 UCRLO - Univ Developmt and Alumni Rel
 UNEX3 - University Extension
VCBAS - Administration
 VCEI3 - Equity & Inclusion Div
 VCFIN - Finance
 VCRAC - Academic Research Units
 VCRAU - Research Administrative Units
 VCRMS - Res Museum & Field Stations
 VCUGA - Student Affairs
 VPAPF - Undergraduate Education
 VR1GD - Graduate Division

AND

Links: Deselect, Select all, Deselect all

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):

Employee Class Selection

By Employee Group(Default)
 By Employee Class

[Deselect](#)

Select Employee Class Group

Academic
 Staff
 Student
 Other

[Select all](#) [Deselect all](#)

Or you can select specific Employee Classes:

Employee Class Selection

By Employee Group(Default)
 By Employee Class

[Deselect](#)

Select Employee Class

1 - Staff: Contract
 2 - Staff: Career
 3 - Academic: Recall
 4 - Staff: Limited
 5 - Student: Casual/Restricted
 6 - Staff: Per Diem
 7 - Staff: Partial Year Career
 8 - Staff: Floater
 9 - Academic: Faculty
 10 - Academic: Non Faculty
 11 - Academic: Academic Student
 13 - Staff: Contingent Worker
 14 - Academic: Contingent Worker
 15 - Staff: Rehired Retiree

[Select all](#) [Deselect all](#)

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.

Workforce Detail Dashboard Home Recent

Overview Job Data As of Date **Job Data by Date Range** Compensation Data As of Date Compensation Data by Date Range

* Date Effective Date
 Expected End Date
 Action Date
 Probation End Date
 Visa Permit Expiration Date

* Start Date 02/20/2020
* End Date 05/20/2020

Include Records Include All Records
 Include only Current Records
 Include only Auto End Records
 Include only Records with Salary Changes

Legacy All Y N

Parent Org Node Code FMHUM
Parent Org Node Code - Desc --Select Value--
Employee ID --Select Value--
Position Number --Select Value--
Org Relationship Code EMP
Employee Status - Desc A - Active;L - Unp
Employee Class - Desc --Select Value--
Salary Plan - Desc --Select Value--

To request access to the Workforce Administration folder in Cognos please follow this link to [SARA](#).