STEP 1: Login to <u>www.msp.ubc.ca</u>.

- Select the REPORTING tab.
- Click on HRMS REPORTING

THE UNIVERSITY OF BRITISH COLUMBIA		
Management Systems Portal		Home Sian ou
Home Administrator Self Service HRMS Self Service	ze FMS Self Service Resources Staff PD	My Links Select One:
UBC Integrated Reporting	Finance Reporting Tools	HR Reporting Tools
Support and Troubleshooting For problems not addressed above, or for more detailed assistance, please send a request to <u>peoplesoft support@ubc.ca</u> .	FINS NQUERY (FINIS on the Web) Reporting tool for financial administrators Online Cash Receipts Enter cash depost information online	HRMS Reporting Reporting version of the UEC HR system (read-only). *NEW* Our departmental query manuers have changed Rum Query 000_MASTER_QUERY_LIST to get the most up-to- date list of queries.
,	Endowment Reports	

STEP 2: A new window opens. Select Reporting Tools.

Human Resources Management System	HRREP	
Menu	8	
Search:		
My Favorites Department Self Service Self Service Position Management Recruitment Workforce Administration Payroll for North America Workforce Development UBC - SQR Reports Set Up HRMS Manage CT eForms Worklist Reporting Tools		

STEP 3: Select QUERY.

Human Resources M	anagement System HRREP	
Menu 🗖		Home Worklist
Bearch:	Main Menu >	
	Reporting Tools	
> My Favorites	and the period of the period o	
> Department Self Service	Run, create, and manage queries and nvision reports.	
> Self Service	Report Manager	Query
Position Management	Review report list.	Extract information using visual representations of your PS database.
> Recruitment		I Query Viewer
> Payroll for North America		
> Workforce Development		
> UBC - SQR Reports		
> Set Up HRMS		
> Manage GT eForms		
> Worklist		
 Reporting Tools 		
▷ Query		
- <u>Report Manager</u>		

STEP 4: Select QUERY VIEWER.

URC THE UNIVERSI	TY OF BRITISH COLUMBIA			
Human Resources M	anagement System HRREP			
Menu 🗖				
Search:	Main Menu > Reporting Tools >			
> My Favorites	Query			
> Department Self Service	Entract information using visual representations of your PS database.			
> Self Service > Position Management > Recruitment > Workforce Administration	Review existing queries.			
> Payroll for North America				
> UBC - SQR Reports				
> Set Up HRMS				
> Manage GT eForms				
WORKIIST Z Reporting Tools				
▷ Query				
- Report Manager				

STEP 5: You can now conduct your query search. Type in 910 and click on the SEARCH button. Your report selection will appear.

Human Resources Management System HRREP								
Menu Search:								
 My Favorites Department Self Service Self Service Position Management 	Query Viewer Enter any information you have a	nd click Search. Leave fields blank	k for a list	t of all values.				
Recruitment Workforce Administration Payroll for North America Workforce Development UBC - SOR Reports	*Search By: Query Name Search Advanced Search	✓ begins with 910						
 Set Up HRMS Manage GT eForms Worklist 	Search Results *Folder View: All Folders	•						
	Query			Customize Find	View All	1	First 🛃 1 of	1 🕑 Last
- Query Viewer - Report Manager	Query Name	Description	Owner	Folder	<u>Run to</u> <u>HTML</u>	<u>Run to</u> Excel	<u>Schedule</u>	<u>Add to</u> Favorites
PeopleTools My Workflow Profile My Personalizations	910_TRAINING_SNAPSHOT	Trn snpsht of UBC wide courses	Public	OTHER	HTML	<u>Excel</u>	<u>Schedule</u>	Favorite

STEP 6: You have a choice to run the report to HTML or Excel. Personally, I prefer Excel so I can view, reformat, and sort/filter data.

- ADD TO FAVORITE: It appears we can save the 910 query as a HRMS favorite to reduce the number of steps to reach the query.
- SCHEDULE: I've tinkered with SCHEDULE to see if I can schedule it to run the report on a regular basis, but it is not user friendly or user intuitive.