

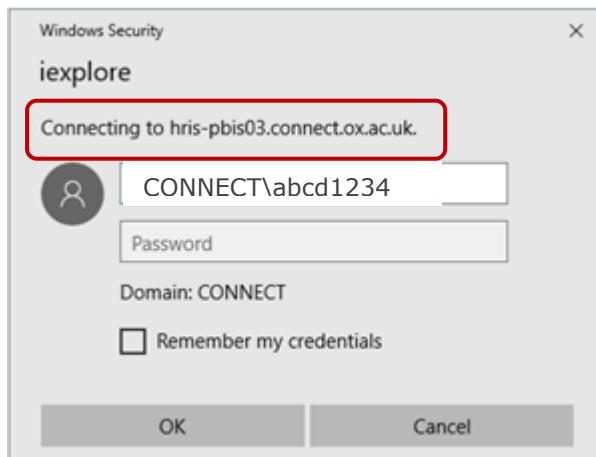
To assist with tracking and monitoring recruitment and HR data in CoreHR, reports can be run from HR Reporting. HR Reporting is hosted via CONNECT.



NB The recommended browsers for HR Reporting are Microsoft Edge or Internet Explorer. Firefox should not be used.

Logging in

1. Use the **Reporting** login option from the [System availability and login](#) page. This takes you to: <https://hr-reporting.admin.ox.ac.uk>.
2. Some users will see a pop-up window, which is for 'CONNECT' login. If you see this, enter your details in the format shown below.



Depending on the browser used, you should either see the link highlighted to the left or the URL link provided in Step 1. If neither of these are displayed in the pop-up window, **DO NOT ENTER** your credentials and contact [HRIS Support](#).

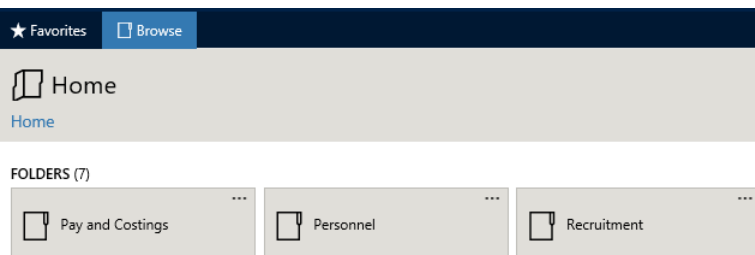
NB If you have forgotten your CONNECT details or don't know what these are, please contact [HRIS Support](#).

Selecting and running reports

You can save the reports that you run regularly to your 'Favorites' area. See [Setting up favourites](#) on page 5.

Navigation overview

Your **Home** screen displays all the report categories to which you have access (eg personnel, recruitment). These are listed under **FOLDERS**.



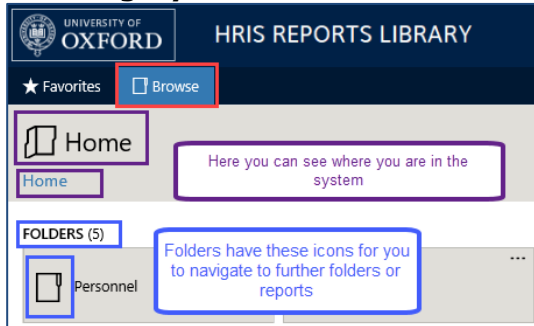
To access a report, click on the relevant folder. Drill into sub-folders to find the report you wish to run.

Use the **Search** function to search by text contained anywhere within the Folder or Report title. Eg Type 'REC' to return reports containing 'REC' anywhere in the title, and click . Select to return to **Home**.

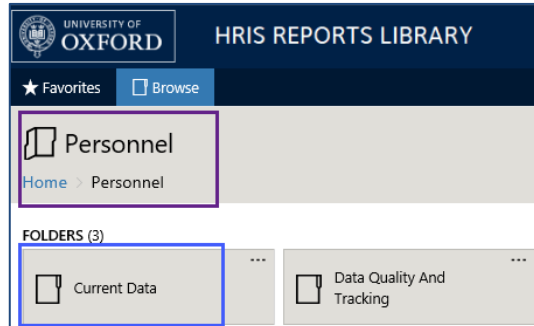


Images A-D below show how to find the **PERDEP01 Full Data Set** report; also illustrating the drill-down into further sub-folders.

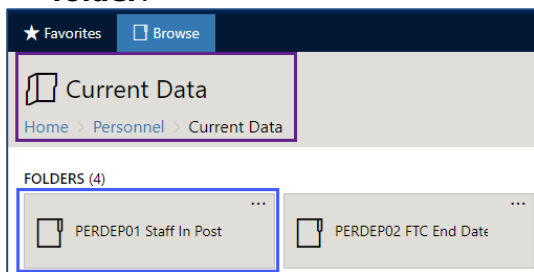
A. Locate the Personnel Report Category folder.



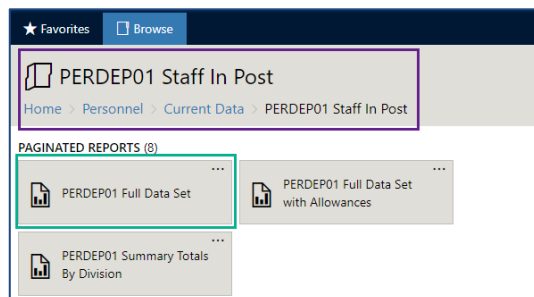
B. Locate the Current Data folder.



C. Locate the PERDEP01 Staff in Post folder.



D. Locate the Full Data Set report.



1. Navigate through the folders and sub-folders to locate the report you wish to run.
2. Select your report, under the PAGINATED REPORTS heading.
3. Enter your existing **HR Reporting** login details. (These are **not** your SSO or CONNECT details).

Home > Training (TRNDREP) > Demo

Enter your CoreHR login details

Log In Name: Password:



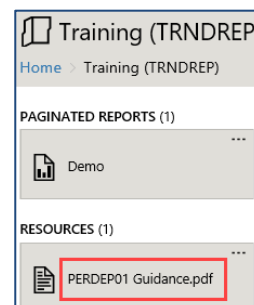
Note Existing CoreHR users before 22 July 2020: these are your **Discoverer** login details. If you have forgotten your password, contact HRIS Support.

You are required to log in every time you run a report.

Report Guidance

RESOURCES contains any relevant report guidance.

NB Please continue to access the HR Reports library web pages for your main guidance on reports.



Filters

Filter the data based on the options available for each report; eg by start date or department. Certain reports have predetermined filters.

Home > Training (TRNDREP) > Demo

Change Credentials

Assessment start Assessment end Department < All departments > Jobtitle

Filtering options

If you would like to narrow down your results using filters, you must untick the '<All [filter label]>' option below '(Select All)', where applicable. Otherwise, all options within that filter will be returned. For example, if you have access to more than one department and wish to select only one, untick '< All departments>', as shown on the right. Leaving this ticked will return data for all of your departments.

The format of the **filters** will vary, see examples below:

Input type	Guidance
Date	Use the calendar to select the date or type it, eg 01/01/19. These are mandatory.
Dropdown	<p>Select the relevant option(s) from the list, as required.</p> <p>Expand the list by dragging the box from the bottom right, or use the scroll bars.</p>
Free text	<p>Search by text or numerical value.</p> <p>For example, entering 'doct' will find entries containing 'doct' anywhere in the value, eg postdoctoral.</p> <p>When searching by numerical value, enter the full reference, eg personnel No. or vacancy ID.</p>

1. Select your required **filters** and click **View Report**. You may need to scroll across to see this button.

2. The **results** are then displayed:

Home > Personnel (PERDREP) > RECDEP40 Vacancy List

Change Credentials

Vacancy ID Department code < All department codes > Department < All departments > Status < All Stauses >

1 of 2 Find | Next

RECDEP40 Vacancy List

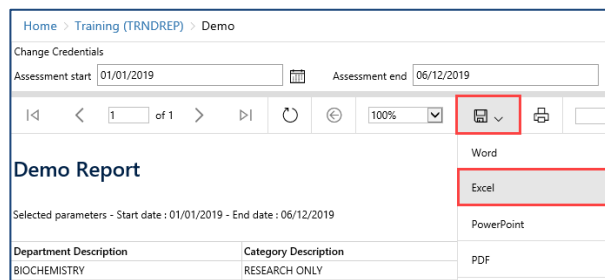
Selected parameters - Department code: '< All department codes >' - Department '< All departments >' - Status '< All statuses >' - VacancyID: ''

Department	Vacancy Id	Vacancy Name	Date Opened	Date Closed	Vacancy Status	Recruitment Opens	Recruitment Closes	Recruitment Opens Externally
ENGLISH			06/05/2011		APPOINTMENT MADE	11/05/2011	06/06/2011	11/05/2011
			08/09/2011		APPOINTMENT MADE	04/10/2011	24/10/2011	30/09/2011
			08/09/2011		APPOINTMENT MADE	26/09/2011	17/10/2011	21/09/2011

A	Report name	E	Use to search values on screen.
B	Use the arrows to scroll to navigate report pages. A '?' indicates that the number of pages is unknown. See the number of rows at the bottom of the page.	F	Shows the filters (parameters) used.
C	Refreshes report results (to show changes made in CoreHR since running the report)	G	Report results
D	Click here to download, eg into Excel. See details in Exporting report to Excel .		

Exporting report to Excel

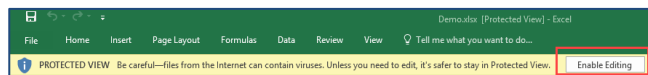
1. Click on the **export drop-down menu** and select **Excel**.




2. Select **Open** to open report in Excel.



3. If prompted, click **Enable Editing**.



4. **Save**. Select an appropriate, secure location to save the spreadsheet.

 **NB** Data subject to the *GDPR and related UK data protection legislation* must not be stored on your C:\ drive. Choose a secure network location. For advice, please contact your local administrator.

5. The report name and filters (parameters) used are listed at the top of the report.

Run a new report

NB There is no need to exit/close the existing report, when running another report.

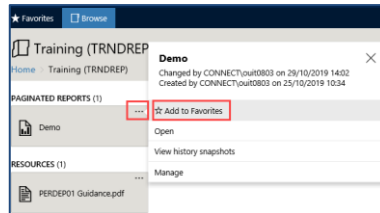
1. Go to **Home**.
2. Choose the new report that you want to run.
3. Enter your HR Reporting login details.



Setting up Favourites

You may wish to save your regularly-run reports under **Favorites**, for easier access.

1. Locate your report.
2. Click the **...** and select **Add to Favorites**.



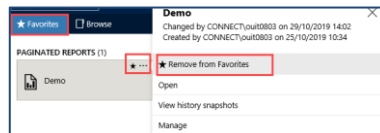
To find your favourite reports:

1. Select **Favorites**.



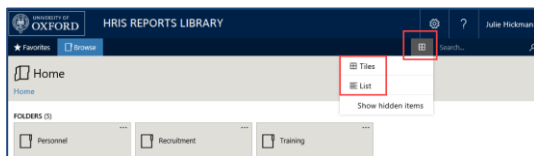
To remove a report from your Favorites:

1. Select **Favorites**.
2. Click on the **...** and select **Remove from Favorites**.



Tiles and lists (display preferences)

You can either view the report folders as tiles or in a list. We recommend viewing them as tiles (which is the default option).



Logging out

There is no need to log-out of HR Reporting. Security is maintained at report level; requiring logging into each report. Once a report has run, you are 'logged out'.

For complete security you should always close down your web browser once you have finished working. This includes closing all open tabs in your browser.

Passwords

For **HR Reporting** password-related queries, please contact the [HRIS Support Centre](https://hris.support.ox.ac.uk).

Manage your **CONNECT** password at: <https://password.connect.ox.ac.uk/PMUser/>.

For help with creating secure password see: <https://help.it.ox.ac.uk/connect/faq> and <https://www.infosec.ox.ac.uk/strong-passwords>.