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Mendix Action history is not stored in SAP and can only be reported via BW. This guide will give instructions on how to navigate through the various reports and output the data into an excel spreadsheet. <u>These reports do not show ISRs history</u>

Current Reports:

<u>Employment Actions</u>: Displays an overview of Actions and the details of a specific Action type <u>Employment Actions Workflow</u>: Shows the workflow via dates and time stamps as an Action moves between Initiators, Approvers and HRSS

<u>Employment Action User Statistics</u>: This report shows the total number of Actions based on the workflow status and workflow role by employee (Mainly used by the departments to look at initiator and approver statistics)

Accessing BW

Steps	Notes			
Open SAP and click on the "Enterprise Reporting" tab	Help			
	E	D	- 🔛 🖊	E
	Welcome	OPEN	Enterprise Reporting	ECC
	BW Reports	JHU HR Analytics	-	
Then click on "Open Analysis"				
		BW Repo	orts	
		Open Analysis	5	
Click on Human Resources then Payroll Admin and				
click on Employment Actions, Employment Actions				
User Statistics or Employment Actions Workflow				

BW REPORTS FOR MENDIX ACTIONS GUIDE

Home Documents						
View ▼ New ▼ Organize ▼ Send ▼ More Actions ▼ Details						
My Documents		Title 🔺				
Folders	-	Arrears Balance Report				
🖹 " 🥅 Public Folders	\	Check / Direct Deposit Register				
Enterprise SAP BW	÷	Complete Labor Distribution				
🕀 💼 Finance	\	Employee Last Payment				
Human Resources	P	Employees by Sponsor				
Benefits	-	Employment Actions				
	-	Employment Actions User Statistics				
Finance Admin	-	Employment Actions Workflow				
Finance Admin II	- P	ISR Detail Report				
"" 트 Organizational Management		ISR Status Detail Report				
" 🗁 Payroll Admin	÷	Leave of Absence Deduction Report				
Personnel Admin	P	Number of Employees with Paycheck 12th of Month				

Employment Actions

Displays an overview of Actions as well as the details of a specific Action type. This report is comparable to the "New ISR Report" in SAP when reviewing history.

Steps	Notes
Open Employment Actions. This will direct you to a	
prompt screen	
To run the report completely open hit the "ok" icon	
and skip the next step. If you want to filter results	
then follow the next step	
Click on the "Display Member Selector" to select the	Prompt Summary All Required Optional
criteria instead of entering it. Use the drill down	SAP Netweaver BI 7.x Personnel Area (Sel. Optional)
feature to enter info in the fields, then hit "validate"	Personnel Area (Sel. Optional) : Org Unit(Select Option - Opt)
and "ok"	Org Unit(Select Option - Opt) : Action Status
	Action Status : Personnel Number (Selection Options, Optional)
Hitting "validate" before hitting "ok" will verify that	Personnel Number (Selection Options, Options
the data entered meets the criteria. The "Green	Position (Optional, Selection) :
Check Ball" means the data meets the criteria and the	Action Number : Equal: 50000015 INCLUDE;
"Red Circle" means the data is invalid	Effective Date
The following default columns appear in the results:	# Means there is no current data available.
Action Number, Action Type, Effective Date, Action	
Status, Employee, Submitted Date and Completed	Example: Action 5000161 (shown below in the screenshot)
Date	status is <i>In Progress</i> which means it has not been completed
Other fields can be added to the rows (example	and there is a <i># in the Completed Date Column</i> as there is no
Action Reason can be dragged in)	data available

BW REPORTS FOR MENDIX ACTIONS GUIDE

Data *		« Layout	×	Actions Summa	ary							3 rows by 1 colu
👍 💒 🎯 Pro	ompts	jjj Colu	mns				1					
	Business Warehou	se] 🥟 Ke	y Figures	Action Number	Action 1	Туре	Effective Date	Action Status	Employee	Position	Submitted Date	Completed Date
Actions Summary ([SAP Business Ware	ehouse]		5000159	Termi	nation	07/06/2020	Completed	259562 : Raynor , Kimberly	50119100 CLINICAL TECH		06/26/2020
🗒 🏢 🌱	* * •	Row	s	5000160	Termi	nation	06/20/2020	Completed	190637 : Ofori , Lydia	50095881 CLINICAL		06/26/2020
de Count			ion Number > Ac 🔺							ASSOCIA		
			tion Type > Actic fective Date > Ef	5000161	Termi	nation	07/01/2020	In Progress	187751 : Witherspoon	50090022 , Med	2 : 06/25/2020	#
E 🍘 Action Rea		👔 🎾 Ac	tion Status > Act 🖕						Jerry	Technolo	gist	
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Hit "ok" to r narrow resu	Ilts	· · ·	or fill in fie	lds to								
		ot Summary				All		Optional				
		etweaver BI 7.x ersonnel Area	(Sel Ontional	١.			Personnel Area Org Unit(Selec					
		ersonnei Area org Unit(Select					Action Status					
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		ersonnel Numl	ber (Selection	Options, O	ptional	→ F	Position (Optic	onal, Selectio	n)			
		osition (Optior	-		•	> A	Action Number	r				
		ction Number					Effective Date					
	E	ffective Date :					Personnel Sub Employee Gro			otional)		
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	E	mployee SubG	roup (Optiona	l):		Ľ	ne second dependin		Action Typ			
The headers Type	s will be d	efaulted ba	ased on the	e Action	i t i	popu the t heac	ulates for terminatio ders "Eligi	a termir on actior ble for R	nation act n. A bonu ehire" ar	tion. It l us actio nd "Reu		on" but
	Terminations									132 го	ws by 1 column	s
	Action Number	Action Status	Employee		Action F	Reaso	n	Effec		Eligible for Rehire	Reusing Position	
	5000004	Completed	257310 : Cos	stino , Maria	Persor	nal Rea	asons	06/	27/2020	#	Yes	
	5000005	Completed	218951 : Cor Chelsea	son ,	Accept	ted Ne	w Job	05/	24/2020	#	Yes	
-	5000006	Completed	211159 : Dal	sey , Taylor	Accept	ted Ne	ew Job	05/	30/2020	#	Yes	
	5000007	Completed	267388 : Del	Rosa , Sara	Persor	nal Rea	asons	05/	29/2020	#	Yes	
	5000008	Completed	282720 : Jac Kelsey	kson ,	Resign	nation	(insufficient no	otice) 05/	29/2020	No	Yes	

Employment Actions Workflow

This report shows the workflow via dates and time stamps as an Action moves between Initiators, Approvers and HRSS.

				Notes			
pen Employn	nent Actions \	Norkflow					
o run the rep	ort complete	ly open hit th	e "ok" icon				
nd skip the ne	ext step. If yo	u want to filt	er results				
nen follow th	e next step						
lick on the "D	isplay Memb	er Selector" to	o select the				
riteria instead	l of entering i	t. Use the dril	l down		ent Actions Workflow		
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itting "validat	te" before hit	ting "ok" will	verify that		er : Equal: 5000000 INC	LUDE;	Include -
-		-	•	Changed By Changed On		/	5000000
the data entered meets the criteria. The "Green Check Ball" means the data meets the criteria and the					butt i		Changed By Changed On Date
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/orkflow Step	Comment				•		has been assigned to
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Employment Action User Statistics

This report shows the total number of Actions based on the workflow status and workflow role by employee. This report is many used by the departments to look at initiator and approver statistics

Steps			Notes				
Open Employ	ment User Statistics						
	port completely open hit the next step. If you want to filter he next step						
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	flow Status, Workflow Role ar ber of Actions"	а кеу	total co workflo		sed o	n the workflow	w status and
	Employment Actions User Statistics Person	Workflow Stat		Workflow Role		2: Figures her of Actions	
	Allen , Michele	Complete		HRSS		1	
	Baker , Shelley	Approved		Approver 1		10	
	Barnett , Lynda	Approved		Approver 1		1	
	Dell Karisha	Reassigned		Initiator		8	
	Bell , Kenisha Bermudez , Sandra	Complete Approved		HRSS Approver 1		1	
	bernuuez, sanura	Reassigned		Initiator		2	
	Cooper , Cheryl	Approved		Approver 1		44	
		Submitted		Initiator		63	
	Daniel , Regina	#		HRSS		6	
	Ferdinand Waters , Bernadette	Approved		Approver 1		63	
		Reassigned		Initiator		1	

How to Output a Report to Excel Spreadsheet



How to Add Fields to Results

Steps		Notes			
Other fields in the "Data box" can be adde rows by dragging and dropping the fields in					
rows or into the "Results"			_		
Data * 《	Layout		×	Terminations	
Let Market State State Actions Summary [SAP Business Warehouse]	Key Fig	ures from "Data box" into "Rows box" or		Action Number	Action Status
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📮 🔐 👎 🦮 -				5000005	Completed
🖃 🖾 Key Figures	Rows				
na Count		lumber > Action Number		5000006	Completed
Action Number This is the "Date of the second sec		Status > Action Status ee > Employee		5000007	Completed
Action Reason box" Click on	· · · · · · · · · · · · · · · · · · ·	ee > Employee Reason > Action Reason		5000007	completed
Action Status field (example moloyee group for the draw) Effectiv	e Date > Effective Date	-	5000008	Completed
	S Backgro	und		5000009	Completed
Constant Constan				5000010	Completed
🗄 🍘 Employee				5000011	Completed
Employee Group				•	
🗄 👘 Employee Subgroup					