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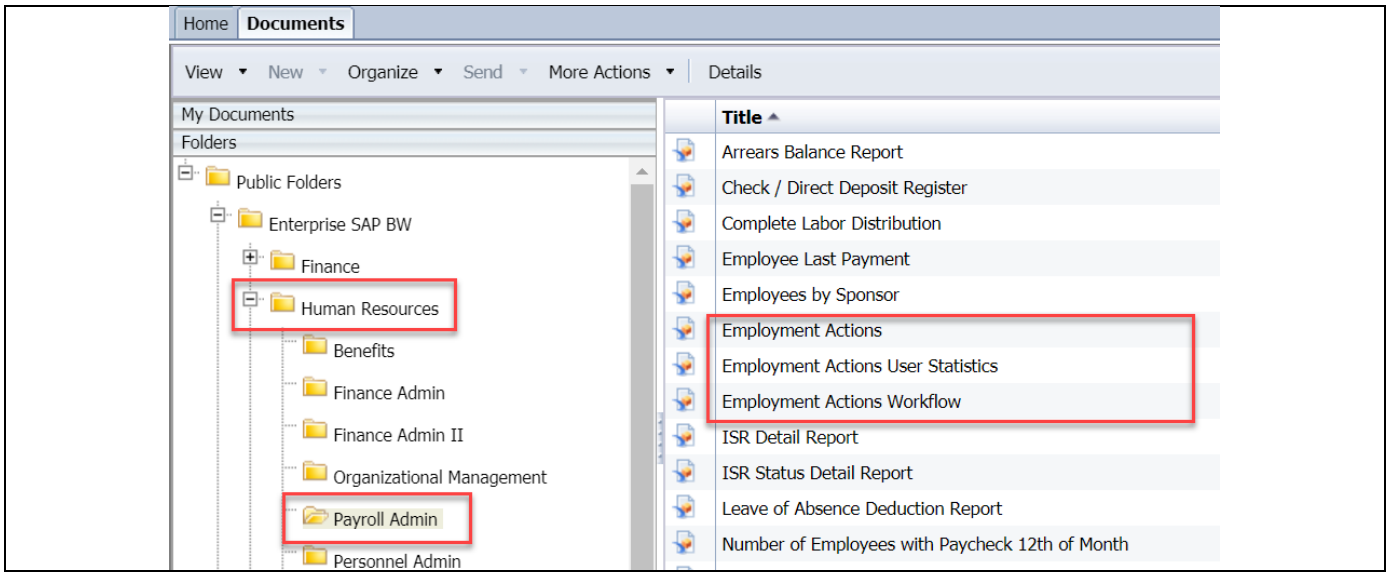
Mendix Action history is not stored in SAP and can only be reported via BW. This guide will give instructions on how to navigate through the various reports and output the data into an excel spreadsheet. These reports do not show ISRs history

Current Reports:

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

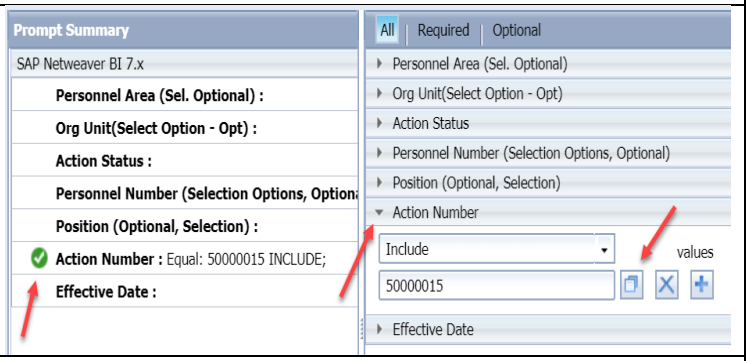
Accessing BW

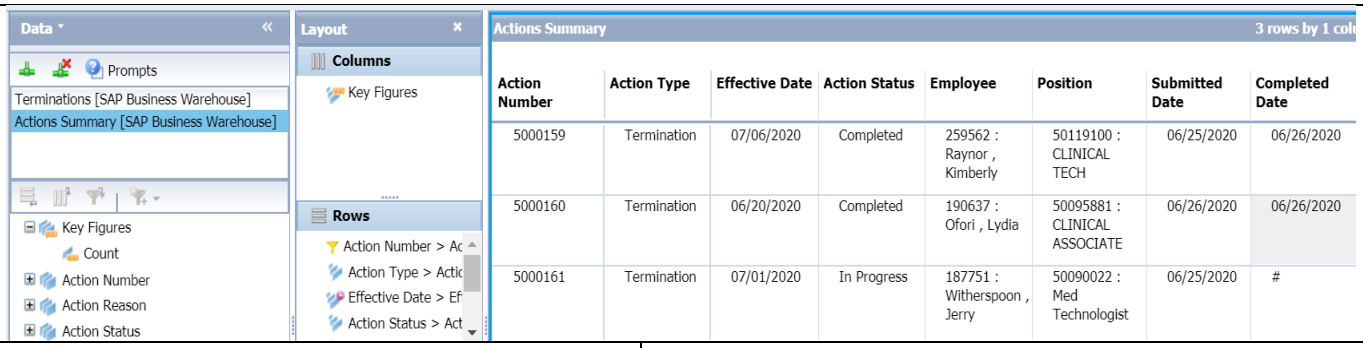
Steps	Notes
Open SAP and click on the "Enterprise Reporting" tab	
Then click on "Open Analysis"	
Click on Human Resources then Payroll Admin and click on Employment Actions, Employment Actions User Statistics or Employment Actions Workflow	



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 criteria instead of entering it. Use the drill down feature to enter info in the fields, then hit "validate" and "ok" Hitting "validate" before hitting "ok" will verify that the data entered meets the criteria. The "Green Check Ball" means the data meets the criteria and the "Red Circle" means the data is invalid	
The following default columns appear in the results: Action Number, Action Type, Effective Date, Action Status, Employee, Submitted Date and Completed Date Other fields can be added to the rows (example Action Reason can be dragged in)	# Means there is no current data available. Example: Action 5000161 (shown below in the screenshot) status is *In Progress* which means it has not been completed and there is a *# in the Completed Date Column* as there is no data available

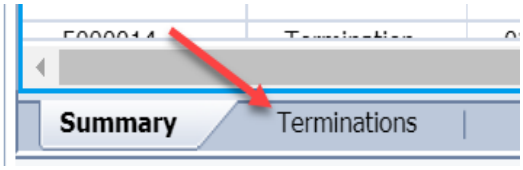


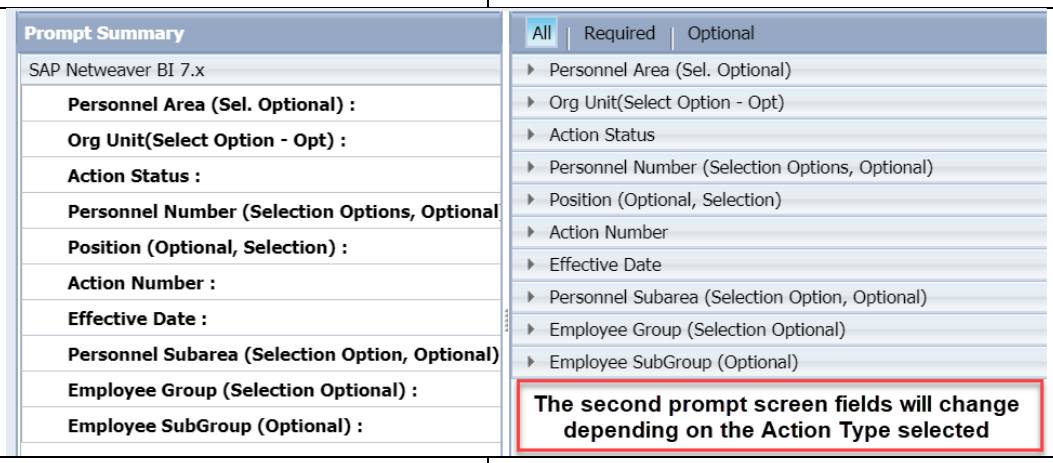
Action Number	Action Type	Effective Date	Action Status	Employee	Position	Submitted Date	Completed Date
5000159	Termination	07/06/2020	Completed	259562 : Raynor , Kimberly	50119100 : CLINICAL TECH	06/25/2020	06/26/2020
5000160	Termination	06/20/2020	Completed	190637 : Ofori , Lydia	50095881 : CLINICAL ASSOCIATE	06/26/2020	06/26/2020
5000161	Termination	07/01/2020	In Progress	187751 : Witherspoon , Jerry	50090022 : Med Technologist	06/25/2020	#

To see expanded details of an Action, click on the tab of the Action Type you want to view located at the bottom of the screen

Another Prompt screen will appear. This is different from the first prompt screen as it lists different fields based off of the Action.

Hit "ok" to run the report open or fill in fields to narrow results





The headers will be defaulted based on the Action Type

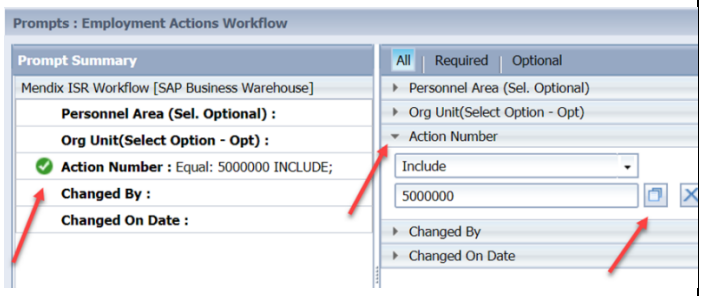
The headers in the screenshot below is an example of what populates for a termination action. It has specific columns to the termination action. A bonus action would not have the headers "Eligible for Rehire" and "Reusing Position" but instead columns headers "Wage Type" and "Amount"

Terminations — 132 rows by 1 columns

Action Number	Action Status	Employee	Action Reason	Effective Date	Eligible for Rehire	Reusing Position
5000004	Completed	257310 : Costino , Maria	Personal Reasons	06/27/2020	#	Yes
5000005	Completed	218951 : Corson , Chelsea	Accepted New Job	05/24/2020	#	Yes
5000006	Completed	211159 : Dalsey , Taylor	Accepted New Job	05/30/2020	#	Yes
5000007	Completed	267388 : DeRosa , Sara	Personal Reasons	05/29/2020	#	Yes
5000008	Completed	282720 : Jackson , Kelsey	Resignation (insufficient notice)	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.

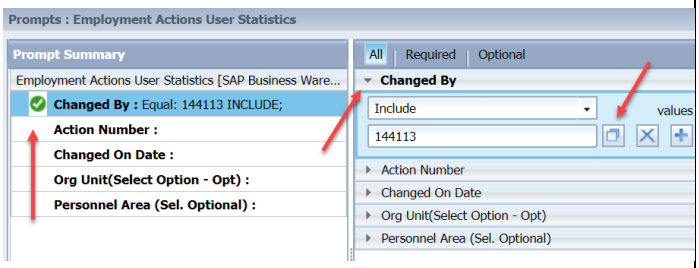
Steps	Notes
Open Employment Actions Workflow	
To run the report completely open hit the "ok" icon and skip the next step. **If you want to filter results then follow the next step**	
Click on the "Display Member Selector" to select the criteria instead of entering it. Use the drill down feature to enter info in the fields, then hit "validate" and "ok" Hitting "validate" before hitting "ok" will verify that the data entered meets the criteria. The "Green Check Ball" means the data meets the criteria and the "Red Circle" means the data is invalid	
The following default columns will appear: Action Number, Workflow Step Changed On, Workflow Status, Changed by, Workflow Role and Workflow Step Comment The Workflow Status does not have a completed field as most of the actions are auto uploaded. The time and date stamps from the approver or HRSS represents when an Action has been uploaded into SAP	# Means there is no current data available In Workflow Status # will show when an Action has been completed by HRSS, the Action has been assigned to someone to work or it is unassigned due to a workflow error
Other fields can be added to the rows (example Action Type can be dragged in)	

Employment Actions Workflow — 309 rows by 1 colu

Action Number	Workflow Step Changed On	Workflow Step Changed Time	Workflow Status	Changed by	Workflow Role	Workflow Step Comment
5000000	06/03/2020	09:53:56	Reassigned	Ferdinand Waters , Bernadette	Initiator	Action was assigned to ccoope41
		10:01:36	Approved	Cooper , Cheryl	Approver 1	#
5000001	06/03/2020	10:05:00	Submitted	Mancusi , Kathryn	Initiator	#
	06/08/2020	15:08:13	Approved	Price , Jolie	Approver 1	#
	06/10/2020	14:16:33	#	Rye , Jamie	HRSS	HRSS successfully processed the r
5000002	06/03/2020	10:22:54	Submitted	Ferdinand Waters , Bernadette	Initiator	kcannav2
		10:43:12	Approved	Cooper , Cheryl	Approver 1	#

Employment Action User Statistics

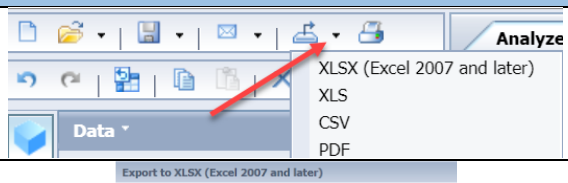
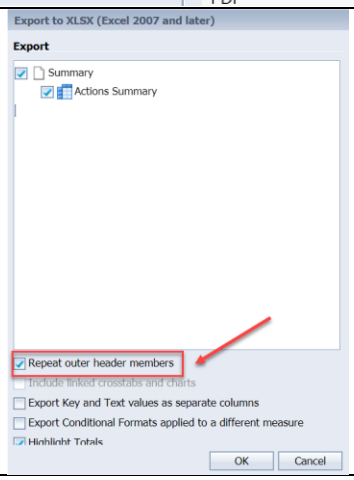
This report shows the total number of Actions based on the workflow status and workflow role by employee. This report is many used by the departments to look at initiator and approver statistics

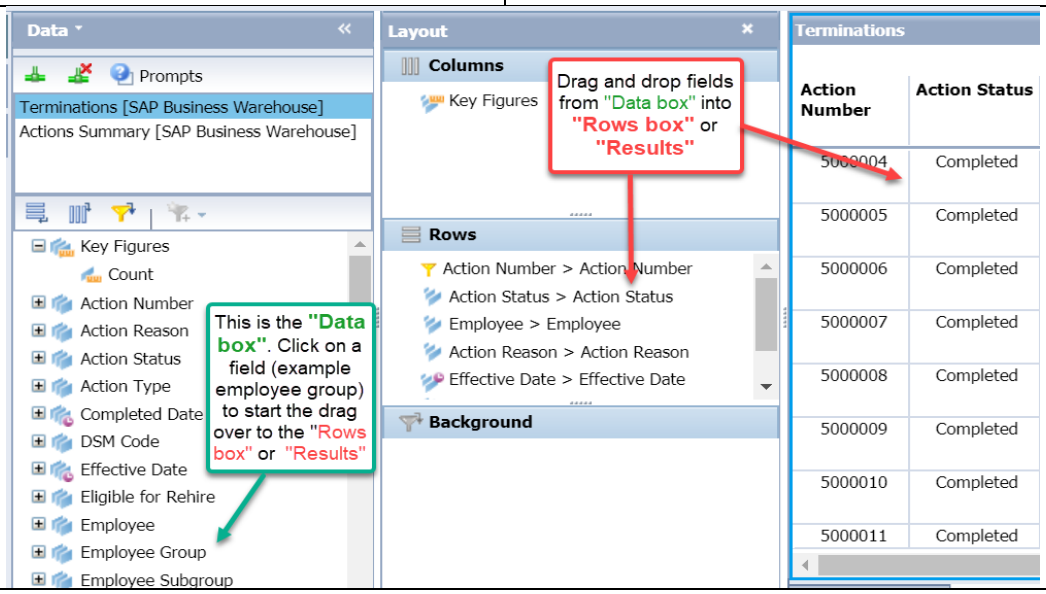
Steps	Notes
Open Employment User Statistics	
To run the report completely open hit the "ok" icon and skip the next step. **If you want to filter results then follow the next step**	
Click on the "Display Member Selector" to select the criteria instead of entering it. Use the drill down feature to enter info in the fields, then hit "validate" and "ok" Hitting "validate" before hitting "ok" will verify that the data entered meets the criteria. The "Green Check Ball" means the data meets the criteria and the "Red Circle" means the data is invalid	
The following default columns will appear: Person, Workflow Status, Workflow Role and Key Figures "Number of Actions"	The "Number of Actions" in the Key Figures colum is the total count of actions based on the workflow status and workflow role

Employment Actions User Statistics

Person	Workflow Status	Workflow Role	Key Figures Number of Actions
Allen , Michele	Complete	HRSS	1
Baker , Shelley	Approved	Approver 1	10
Barnett , Lynda	Approved	Approver 1	1
	Reassigned	Initiator	8
Bell , Kenisha	Complete	HRSS	1
Bermudez , Sandra	Approved	Approver 1	2
	Reassigned	Initiator	4
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

Steps	Notes
Click on the drill down next to “Expel Data to Excel” and choose XLSX (Excel 2007 and later)	
Make sure to select “Repeat outer header Rows” or the formating will look odd in excel. The hit “ok”. Follow the prompts on how to open the spreadsheet	

How to Add Fields to Results

Steps	Notes
Other fields in the “Data box” can be added to the rows by dragging and dropping the fields into the rows or into the “Results”