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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	<b>\</b>	Check / Direct Deposit Register
🚍 💼 Enterprise SAP BW	÷	Complete Labor Distribution
🛨 💼 Finance	-	Employee Last Payment
E. Human Resources	P	Employees by Sponsor
	-	Employment Actions
Benefits	-	Employment Actions User Statistics
Finance Admin	-	Employment Actions Workflow
Finance Admin II	-	ISR Detail Report
🖻 Organizational Management	<b></b>	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	Values
"Ded Cirele" means the data is involid	
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 Dessen son he drogged in)	data available
Action Reason can be dragged inj	data avaliable

#### BW REPORTS FOR MENDIX ACTIONS GUIDE

Data *	«	Layout ×	Actions Summ	ary						3 rows by 1 colu
👍 💒 🥝 Prom	ipts	))] Columns	Action	Action Type	Effective Date	Action Status	Employee	Position	Submitted	Completed
Terminations [SAP Bundling Summary [SA	usiness Warehouse]	y Key Figures	Number	, and a specific state of the specific state		netion otatao	Linployee	, controll	Date	Date
			5000159	Terminatio	n 07/06/2020	Completed	259562 : Raynor , Kimberly	5011910 CLINICA TECH	0 : 06/25/2020 L	06/26/2020
E Count	₽ <sub>+</sub> ▼	Rows	5000160	Terminatio	n 06/20/2020	Completed	190637 : Ofori , Lydia	5009588 CLINICA ASSOCIA	1 : 06/26/2020 L ATE	06/26/2020
Count Co	ver on 5	<ul> <li>Action Type &gt; Actio</li> <li>Effective Date &gt; Effective Date &gt; Actio</li> <li>Action Status &gt; Action</li> </ul>	5000161	Terminatio	n 07/01/2020	In Progress	187751 : Witherspoon Jerry	, 5009002 , Med Technolo	2 : 06/25/2020 ogist	#
To see expan	ded details o	of an Action, cli	ck on the							
tab of the Ac	tion Type yo	u want to view	located at							
the bottom o	of the screen				11					
Another Pror from the first based off of t Hit "ok" to ru parrow result	mpt screen v t prompt scr the Action. In the report	vill appear. Thi een as it lists d open or fill in f	<b>s is differe</b> i <b>fferent fie</b> ields to	ent elds		Summa	ry	Termi	inations	
iunow result	Prompt Sup	mary								
	SAP Netwear	ver BI 7 x			Personnel Are	a (Sel Ontion	al)			
	Person	nel Area (Sel. Ontio	nal):		Ora Unit(Selec	t Option - Or	ot)			
	Ora Un	it(Select Ontion - O	nt).	-	Action Status	it option of				
	Action	Status :	,		Personnel Nur	nber (Selectio	on Options, O	ptional)		
	Berson	nel Number (Selecti	on Ontions (	ntional →	Position (Optio	onal, Selectio	n)			
	Person	n (Ontional Solocti			Action Numbe	r				
	Astian	Number :	лı).		Effective Date					
	Action	Number :			Personnel Sub	area (Selecti	on Option, Op	ptional)		
	Effectiv	ve Date :			Employee Gro	up (Selection	Optional)			
	Person	nel Subarea (Select	ion Option, O	ptional)	Employee Sub	Group (Optio	nal)			
	Employ	vee Group (Selection vee SubGroup (Optic	optional) : onal) :		The second dependin	prompt s ig on the <i>l</i>	creen fiel Action Typ	ds will c pe selec	hange ted	
The headers	will be defau	Ilted based on t	he Action	The	e headers i	n the scr	eenshot	below	is an examp	le of what
Гуре				ро	pulates for	a termir	ation act	tion. It	has specific	columns t
				the	e terminati	on actior	n. A bonu	us actio	on would <u>no</u>	<u>t</u> have the
				hea	aders "Elig	ible for R	ehire" ar	nd "Reu	using Positio	n" but
				ins	tead colun	nns head	ers "Wag	е Туре	" and "Amo	unt"
Те	erminations							132 ro	ows by 1 columns	
	ction Acti-	n Status Employee		Action Do-	son	Effor-	ive Data	Elicible	Peusing	
Ň	lumber	n Status Employee		Action Rea	son	Effect	ive Date	for Rehire	Position	
_	5000004 Cor	mpleted 257310 :	Costino , Maria	Personal F	Reasons	06/3	27/2020	#	Yes	
	5000005 Co	mpleted 218951 : Chelsea	Corson ,	Accepted	New Job	05/2	24/2020	#	Yes	
	5000006 Co	mpleted 211159 :	Dalsey , Taylor	Accepted	New Job	05/3	30/2020	#	Yes	
	5000007 Co	mpleted 267388 :	DeRosa , Sara	Personal F	Reasons	05/2	29/2020	#	Yes	
	5000008 Co	mpleted 282720 : Kelsey	Jackson ,	Resignatio	on (insufficient n	otice) 05/3	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.

Step	os				Notes				
Oper	n Employm	nent Actions V	Vorkflow						
To ru	in the rep	ort completel	ly open hit th	e "ok" icon					
and s	skip the ne	ext step. <mark>If yo</mark> u	u want to filte	er results					
then	follow the	e next step							
Click	on the "D	isplay Membe	er Selector" to	o select the	Prompts : Employme	nt Actions Workflow			
crite	ria instead	of entering it	t. Use the dril	l down	Prompt Summary				
featu	ire to ente	er info in the f	ields, then hi	t "validate"	Mendix ISR Workflow	[SAP Business Warehou	se]	Personnel Area (Sel. Optional)	
and '	"ok"				Personnel Are	ea (Sel. Optional) :		Org Unit(Select Option - Opt)	
					Org Unit(Sele	ect Option - Opt) : er : Equal: 5000000 INC	LUDE:	Include -	
Hitti	ng "validat	e" before hit	ting "ok" will	verify that	1 Changed By :			5000000	
the c	lata entere	ed meets the	criteria. The	"Green	Changed On I	Date :		Changed By	1
Chec	k Ball" me	ans the data	meets the cri	teria and the	e   🖊			Changed On Date	
"Red	Circle" m	eans the data	is invalid					8	
The f	following c	lefault colum	ns will appea	nr:	# Means the	re is no curr	ent da	ta available	
Actic	on Number	r, Workflow S	tep Changed	On,					
Worl	kflow Statu	us, Changed b	y, Workflow	Role and	In Workflow	Status # wil	l show	when an Action has b	een
Worl	kflow Step	Comment			completed b	y HRSS, the	Action	has been assigned to	
		<b>.</b>			someone to	work or it is	unassi	gned due to a workflo	w
The	Workflow	Status does n	ot have a con	npleted field	error				
as m	ost of the	actions are au	ito uploaded.	. The time					
and	date stam	os from the ap	oprover or HF	KSS La da di inte					
repre	esents whe	en an Action r	ias been uplo	aded into					
SAP Otho	r fields ca	n ha addad ta	the rows (av	amplo					
Actio	n Typo ca	n be dragged	in)	ampie					
ACUC	л туре са	ii be uraggeu	111)						
	Employment	Actions Workflo	w					309 rows by 1 colu	
	Action	Warkflow Ston	Workflow Stop	Workflow	Changed by	Workflow	Workf	aw Stan Commont	
	Number	Changed On	Changed Time	Status	changed by	Role	WORKI	ow step comment	
	5000000	06/03/2020	09:53:56	Reassigned	Ferdinand Waters	Initiator	Actio	n was assigned to ccoope41	
					Bernadette				
			10:01:36	Approved	Cooper , Cheryl	Approver 1	#		
	5000001	06/03/2020	10:05:00	Submitted	Mancusi ,	Initiator	#		
		06/08/2020	15:08:13	Approved	Kathryn Price , Jolie	Approver 1	#		
		06/10/2020	14:16:33	#	Rye , Jamie	HRSS	HRSS	successfully processed the re	
	5000002	06/03/2020	10:22:54	Submitted	Ferdinand	Initiator	kcan	nav2	
		, , .,			Waters ,				
			10.40.40		Bernadette				
			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 Employ	ment User Statistics						
To run the re and skip the r then follow t	port completely open hit the next step. If you want to filter he next step	"ok" icon <mark>results</mark>					
Click on the " criteria instea feature to ent and "ok" Hitting "valida the data ente Check Ball" m "Red Circle" n The following Person Work	Display Member Selector" to s d of entering it. Use the drill of ter info in the fields, then hit " ate" before hitting "ok" will ve red meets the criteria. The "O leans the data meets the crite neans the data is invalid default columns will appear: flow Status. Workflow Bole ar	select the lown validate" erify that Green ria and the	Prompts : Emp Prompt Sum Employment A Change Org Un Person	bloyment Actions User Statistics nary ctions User Statistics [SAP Business ed By : Equal: 144113 INCLUDE; Number : ed On Date : it(Select Option - Opt) : inel Area (Sel. Optional) : Imber of Actions' unt of actions bas	Ware ' in the	All Required Optiona Changed By Include 144113 Action Number Changed On Date Org Unit(Select Option - Personnel Area (Sel. Option) Changed On Date Changed On Date Cha	Opt) onal)
Figures "Num	ber of Actions"	и кеу	workflo	w role	seu o	in the worknow	w status and
	Employment Actions User Statistics Person	Workflow Stat	us	Workflow Role	Key F Numb	2 Figures ner 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 Approver 1		1	
	bernudez, Sandra	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



# How to Add Fields to Results

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"
Data *
Image: SAP Business Warehouse]       Image: SAP Business Warehouse]         Actions Summary [SAP Business Warehouse]       Image: SAP Business Warehouse]
"Results" 5000004 Completed
Image: Second
Count  Action Number > Action Number  5000006 Completed
■          ▲ Action Reason           This is the "Data         box". Click on a         box". Click on a         box". Click on a         Action Reason           5000007         Completed
Image: Section Outcub     Field (example       Image: Section Type     employee group)
■ Completed Date to starting or Background 5000009 Completed 5000009 Completed
Eligible for Rehire