

Which Report Should I Use and Where Do I Find It?

I need to quickly print a list of all Employees at my site!

- Use **HR067 School Contact Roster**
- Go To **Reports** tab --> **School** sub-tab --> **Roster** folder

I need a list of all employees with their emergency contacts!

- Use **HR126 Employee Emergency Contact Information Roster**
- Go To **Reports** tab --> **School** sub-tab --> **Roster** folder

I need a list of all positions at my site!

- Use **HR070 School Position Detail**
- Go To **Reports** tab --> **School** sub-tab --> **Position** folder

I need to figure out how many vacancies I have right now!

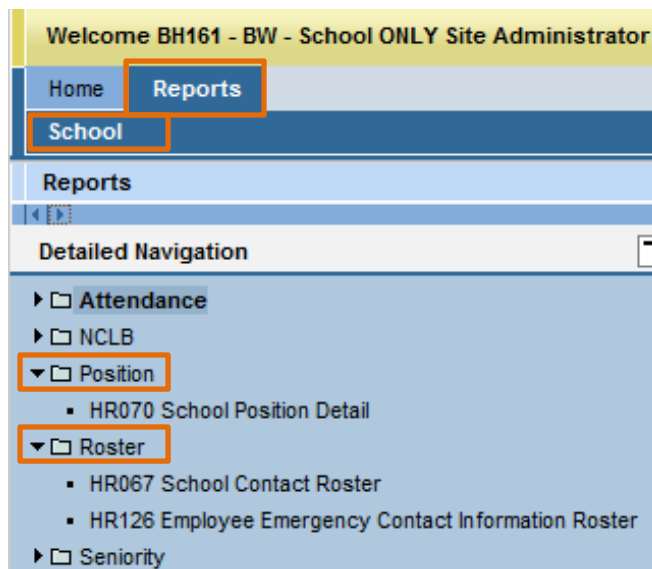
- Use **HR016 Position Vacancy Summary**
- Go To **Reports** tab --> **Human Resources** sub-tab --> **Employee Roster** folder

I need to know how long positions have been vacant!

- Use **HR015 Length of Vacancy**
- Go To **Reports** tab --> **Human Resources** sub-tab --> **Position** folder

I need to research positions at my site!

- Use **HR105 Position History Detail (SAP)**
- Go To **Reports** tab --> **Human Resources** sub-tab --> **Position** folder



Security Roles

BW Security Role Name	BW Report Name	Why Should I Use This Report?
BH160_0000 BW - HR Report for Site Administrator	HR002 Employee Roster	To get a list of all employees by Cost Center, Person ID, Job and Position
	HR011 Employee Contact Information Roster	To get a list of all employees with their home address and cell phone number
	HR012 Employee Funding Roster	To get a list of all employees with their Job, Position, Funding (Program & Fund), and Salary
	HR015 Length of Vacancy	To determine how many days a Position has been vacant
	HR016 Position Vacancy Summary	To get an overview by Job, of total number of Positions, how many are filled with a regular employee, sub employee, or vacant
	HR105 Position History Detail (SAP)	To research all position related information by date; includes funding, vacancy, and employee information
BH161_0000 BW – School ONLY Site Administrator	HR067 School Contact Roster	To get a printable list of all Employees by Job and PA with the Employee's home address, home phone, and cell phone number
	HR070 School Position Detail	To get a printable list of all Positions by Vacancy, Personnel Area, Position, PERNR, EE Status, PSA, Position Indicator, Obsolete Indicator
	HR126 Employee Emergency Contact Information Roster	To get a printable list of all Employees with their designated Emergency Contact, and the Emergency Contact's phone number, cell phone number, and address.