**Run the HRS Change Report**

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| Step | Action |
| Navigation: Main Menu > Workforce Administration > UW External HR Systems > Compensation Admin Tool > CAT Reports > HRS Change Report |
| 1 | Click the **Add a New Value** tab to create a new Run Control ID, or **Find an Existing Value** to use a previous one. |
| 2 | Enter a **Run Control ID**. This can be any unique identifier (ex. your initials and the date). |
| 3 | Click the **Add** button. This will take you to the HRS Change Report parameters page. |
| 4 | Enter the **Fiscal Year** (the open/available Fiscal Year). |
| 5 | Enter a **From Date**, prior to the start of the fiscal year (such as 2/1/2016) and a **To Date**, after the start of the fiscal year (such as 7/1/2016). |
| 6 | Select the desired information for the **Business Unit**, **Division**, and **Department** fields. Department is not required.  |
| 7 | Click the **Select Values** button employee class box. On the Employee Class selection page, click the **Clear** button and select the desired information for the **Empl Class checkboxes**. |
| 8 | Click the **OK** button to return to the HRS Change Report run control page. |
| 9 | Click the **Run** button. This will take you to the Process Scheduler Request page. Click the **OK** button. |
| 10 | On the HRS Change Report run control page, note the **Process Instance number** under the Process Instance link. |
| 11 | Click the **Process Monitor** link. This will take you to the Process Monitor page. |
| 12 | Click the **Refresh** button intermittently until the Run Status is Success, and the Distribution Status is Posted. |
| 13 | Click the **Details** link next to the UW\_CAT\_HRCH process just run. This will take you to the Process Details page. |
| 14 | Click the **View Log/Trace** link. This will take you to the View Log/Trace page. |
| 15 | Click the file named “**hrs\_change\_report\_ProcessMonitor#.xls**”. The “Process Monitor#” will be the seven digit code associated with the HRS Change Report process just processed. **Note:** there can be two excel outputs if there are employees with more than five funding sources. This will be named “**hrs\_change\_report \_addsplits\_ProcessMonitor#.xls**”. |
| 16 | Click **Open** to open the .xls file. If the file does not automatically open, you may need to bring up Excel and select **Yes** in the pop-up window. **Save** the HRS Change Report. |
| 17 | Review the **data** in the HRS Change Report. The report displays one row per emplid/emplrcd combination per row:* For a **new hire** – only the updated fields will be populated.
* For a **termination** – only the original fields will be populated.
* For a **transfer** – both original and updated fields will be populated.
* For a **field that has not undergone change in HRS** – both original and updated fields will be blank.

If **more than one ‘action/action reason’ has been entered in HRS in the defined time period**, the most recent change to an emplid/emplrcd will appear. |