How to Run End Dates Report in Cognos

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INSTRUCTIONS FOR RUNNING END DATES REPORTS IN COGNOS

Schools and units may run End Dates reports on a weekly basis to ensure that separations, reappointments, etc. for these academic employees are submitted so that they are not paid in error.

Please note, VPN Access is required for running Cognos reports.

1. Use this link: https://shib.ucmerced.edu:9443/idp/profile/SAML2/Redirect/SSO?execution=e4s1 to login to Cognos (UCPath Reporting)

2. Thereafter, the UC Merced login page will populate. Enter your UC Merced email (without the @ucmerced.edu and your password.

3. That link will take you to the Cognos home page. Check on the five bars

4. Select the Content category
5. Select UCPath Reporting

6. Select Workforce Administration Reports
7. Select R-103 Jobs with Approaching End Dates
8. Select “Academic” under the Employee Class Group

9. Click on Execute report and this box will appear:

   Your report is running.
   Instead of waiting, you can select a delivery method to run the report in the background. 
   Select a delivery method.
10. Click on HTML and change to Excel data

11. Thereafter, the spreadsheet can be found in your downloads.
12. You will also need to run a new R-184. Please follow the instructions above.