

University of California, Merced  
Academic Personnel Office

# How to Run End Dates Report in Cognos

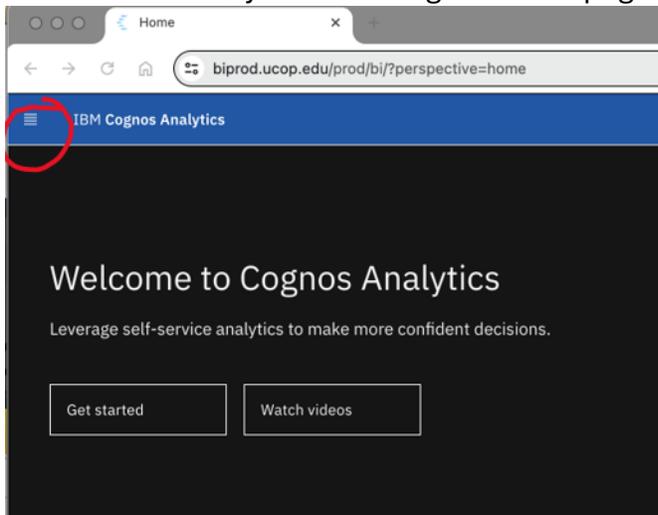
June 2024

## INSTRUCTIONS FOR RUNNING END DATES REPORTS IN COGNOS

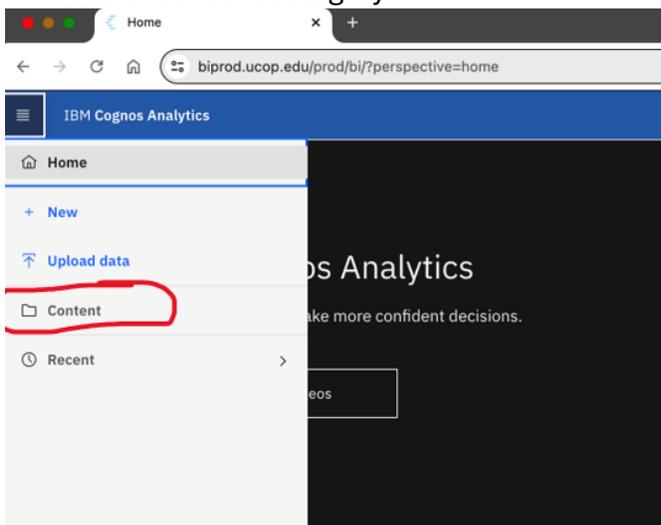
Schools and units may run End Dates reports on a weekly basis to ensure that separations, reappointments, etc. for these academic employees are submitted so that they are not paid in error.

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

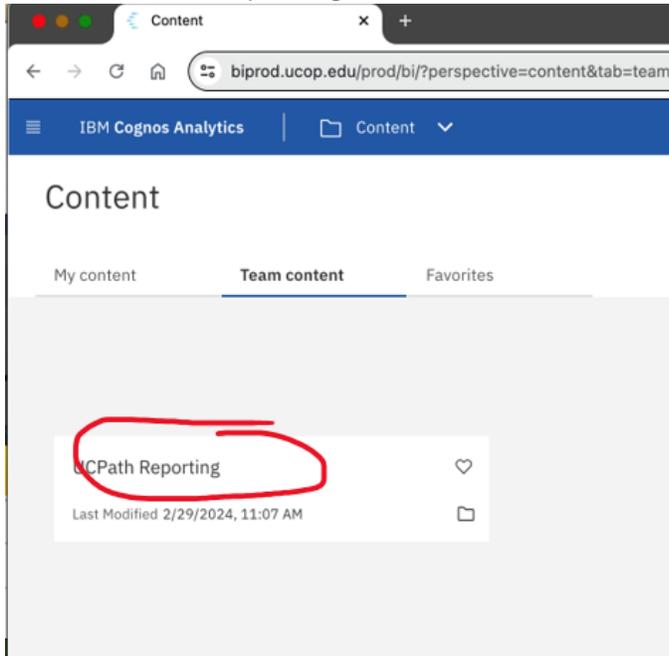
1. Use this link: <https://shib.ucmerced.edu:9443/idp/profile/SAML2/Redirect/SSO?execution=e4s1> to login to Cognos (UCPath Reporting)
2. Thereafter, the UC Merced login page will populate. Enter your UC Merced email (without the @ucmerced.edu and your password.
3. That link will take you to the Cognos home page. Check on the five bars



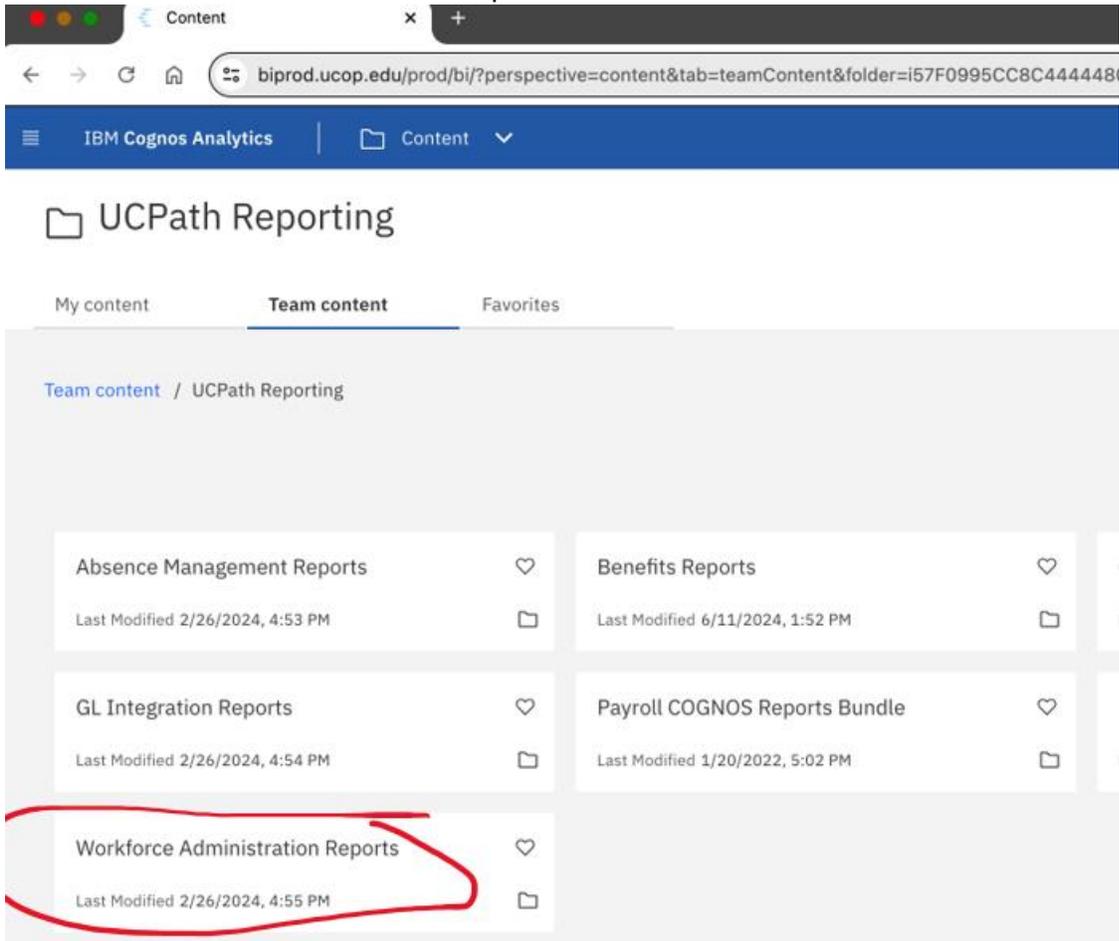
4. Select the Content category



5. Select UCPATH Reporting



6. Select Workforce Administration Reports



7. Select R-103 Jobs with Approaching End Dates

The screenshot shows the IBM Cognos Analytics interface. At the top, the browser address bar displays the URL: `biproduct.ucop.edu/prod/bi/?perspective=content&tab=teamContent&folder=IA778CB86436E4A64B0408C657...`. The main header includes 'IBM Cognos Analytics' and 'Content'. Below this, the page title is 'Workforce Administration Reports'. The navigation tabs are 'My content', 'Team content', and 'Favorites'. The breadcrumb trail reads 'Team content / UCPath Reporting / Workforce Administration Reports'. A grid of six report cards is displayed. The report 'R-103 Jobs with Approaching End Dates' is circled in red. Each report card includes the report title, a heart icon for favorites, and a share icon. The 'Last Modified' dates are as follows:

Report Title	Last Modified
R-020 Employee Service Award Credits	5/24/2019, 10:26 AM
R-078 Out of State/Out of Country Employees	3/16/2021, 9:11 PM
R-090 Employee Turnover	7/6/2021, 4:47 PM
R-097 Early Separations	9/23/2021, 5:16 PM
<b>R-103 Jobs with Approaching End Dates</b>	5/24/2019, 10:27 AM
R-108 Short Work Monitoring Report	7/10/2019, 8:04 AM

8. Select “Academic” under the Employee Class Group

The screenshot shows the IBM Cognos Analytics interface for configuring a report. The browser address bar shows the URL: `biprod.ucop.edu/prod/bi/?perspective=classicviewer&id=i4283ECFED5774A5A9E7DF0EBB357DDB8&objRef...`. The report title is "R-103 Jobs with Ap ... End Dates".

Configuration options include:

- Business Unit(s):** All
- Department Selection:**  By Department (Default),  By Org Structure
- Department(s):** Select from dropdown (All)
- Search by Dept ID:** Search box with a magnifying glass icon.
- Employee Class Selection:**  By Employee Group (Default),  By Employee Class
- Select Employee Class Group:** A list box with checkboxes for  Academic,  Staff,  Student, and  Other. A red circle highlights the "Academic" checkbox.
- Reports To Position Number:** Reports To dropdown menu.
- Buttons:** "Refresh Reports To", "Cancel", and "Execute Report". The "Execute Report" button is circled in red.

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

The modal dialog box contains the following text:

Your report is running.

Instead of waiting, you can select a delivery method to run the report in the background.  
[Select a delivery method.](#)

Cancel

10. Click on HTML and change to Excel data

UNIVERSITY OF CALIFORNIA UCPATH

Report Run Date: Jun 26, 2024 8:55:53 AM

Report Source : UCPRIPRD

Business Unit(s) : ALL

Department(s) : ALL

Employee Group : Academic

Reports To Position Number : ALL

Business Unit	Employee ID	Employee Record	Employee Name	Position Number	Department ID	Department Description	Job Code	Jobcode Description	Employee Class Code
---------------	-------------	-----------------	---------------	-----------------	---------------	------------------------	----------	---------------------	---------------------

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.