

Cognos report in Workday

HR0002 Job Termination Report - NU Terminations

The **NU Terminations** report in workday was previously known as **HR0002 Job Termination Report**. The Cognos report will be remain to get historical information, and the Workday report will be used going forward.

This report:

- Will capture the details of employees terminated within the date range selected

To run it:

- The prompts marked with a red asterisk are mandatory, the others are not.
- Please select an Organization and check the box to include Subordinate Organizations if you would like to include the population of employees that report to all the sub-organizations reporting to the Organization selected.
- Select a date range
- You may select a Location or leave it blank to include all Locations

NU Terminations [...]

Organization * ✕ Northeastern University (Joseph Aoun) ...

Include Subordinate Organizations ☒

Location ...

From Date * 10/01/2021 📅

To Date * 10/31/2021 📅

Filter Name

Manage Filters Save

0 Saved Filters

OK Cancel

- Please keep in mind that you will only be able to see the data that your security level gives you access to.

You will be able to save the prompts you selected by typing a name under the Filter Name box and hitting Save before running the report and clicking OK.

My prompts

Manage Filters Save

0 Saved Filters

Then the next time you run the report, the prompts will be saved for you under the Saved Filters:

Filter Name

Manage Filters

1 Saved Filters ▾

Save

× My prompts

OK

Cancel