

Cognos report in Workday

HR0001 Job Transfer Report - NU Employee Movement by Organization

The **NU Employee Movement by Organization** report in workday was previously known as **HR0001 Job Transfer Report**. The Cognos report will be remain only to access historical information, and the Workday report will be used going forward.

The Employee Movement by Organization report will give you information on hires , transfer in , transfer out and terminations all in one place. You will have a drill down option to look into data at an employee level.

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

The screenshot shows a configuration window titled "NU Employee Movement by Organization" with a close button (X) in the top right corner. The window contains several prompts for report execution:

- Organization:** A mandatory prompt (marked with a red asterisk) with a dropdown menu. The selected option is "Supervisory Organization: Northeastern University (Joseph Aoun)".
- Include Subordinate Organizations:** A checkbox that is checked.
- Start Date:** A mandatory prompt (marked with a red asterisk) with a date field set to "11/01/2021" and a calendar icon.
- End Date:** A mandatory prompt (marked with a red asterisk) with a date field set to "11/29/2021" and a calendar icon.

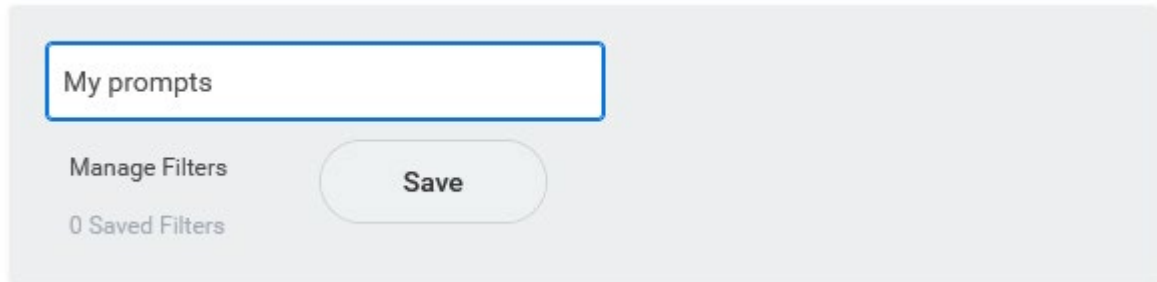
Below these prompts is a section for filters:

- A text input field labeled "Filter Name".
- A "Manage Filters" button.
- A "Save" button.
- A status indicator showing "1 Saved Filters" with a dropdown arrow.

At the bottom of the window are two buttons: "OK" (orange) and "Cancel" (gray).

- 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.



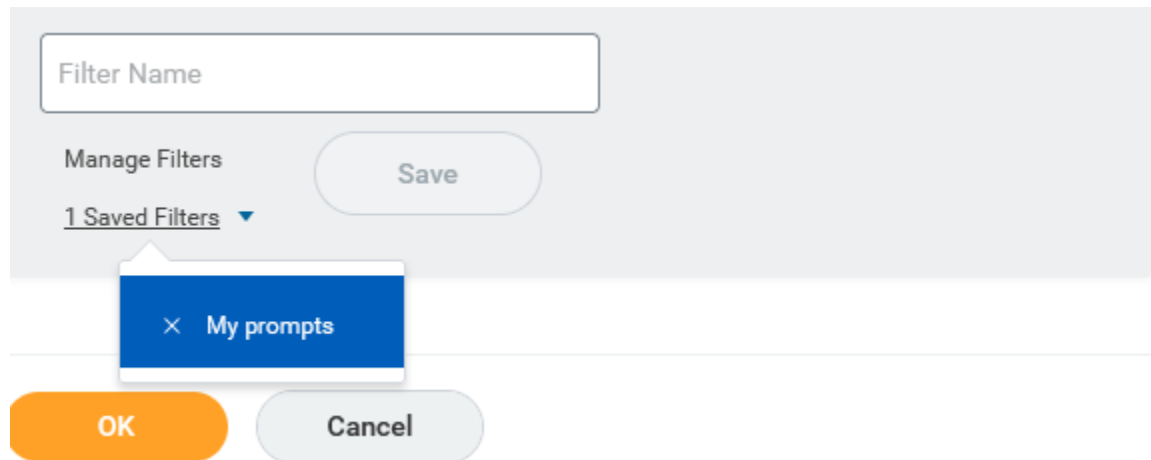
My prompts

Manage Filters

0 Saved Filters

Save

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 ▼

× My prompts

OK Cancel