

# Cognos report in Workday

## HR0009 Workforce report - NU Active Workforce report

The **NU active Workforce report** was previously known as **HR0009 Workforce report** in Cognos, the Cognos report will be retired, and the Workday report will be used going forward.

- The workforce report returns a unique record for each active employee, with an active job within the university as of the day the report is ran.
- This report will also include employees on leave with or without pay, with or without benefits.
- The job information and supervisor information returned for employees are only related to their Primary job. This report does not return any secondary job.
- It also includes the **HR0010 Personnel Contact** report information (work address, home address). We decided to merge both the reports in one, so you don't have to run multiple reports.

To run the NU Active workforce report:

- The prompts marked with a red asterisk are mandatory, the others are not.
- Choose the prompts as show in the screenshot and choose the division you would like to see data for.
- You can also choose only the organization and include subordinate org you would like to see data for.
- The division field is optional. You may select a Division by entering DIV## in the Division prompt (for instance DIV11 for division 11) or you may leave that prompt blank if you would like to run the report for the whole organization
- You will only be able to see data that you have access to.

Search

### NU Active Workforce

Organizations \*

Include Subordinate Organizations \* ☒

Worker

Job Family Group

Pay Rate Type

Time Type   
☒ DIV11 Human Resources

Division

Filter Name

Manage Filters

0 Saved Filters

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

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

Filter Name

Manage Filters

Save

1 Saved Filters ▼

× My prompts

OK Cancel