Cognos report in Workday

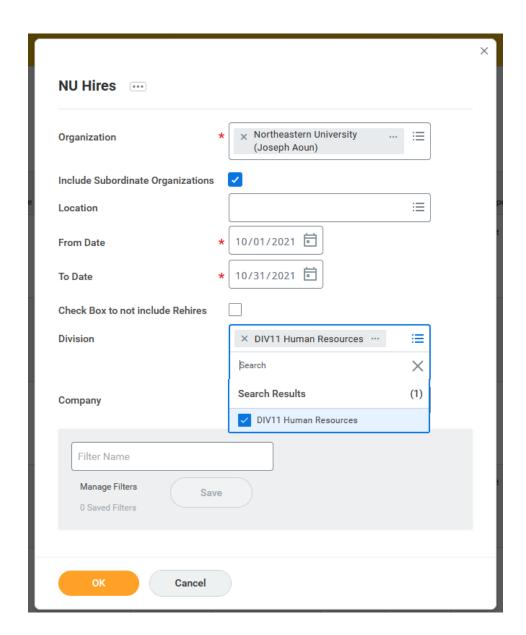## HR0005 Job Hire/ReHire/Transfer In Report - NU Hires

The **NU Hires** report in workday was previously known as **HR0005 Job Hire/ReHire/Transfer In Report.** The Cognos report will be remain only to access historical information, and the Workday report will be used going forward.

This report will include:

- All the new hires data for the date range selected.
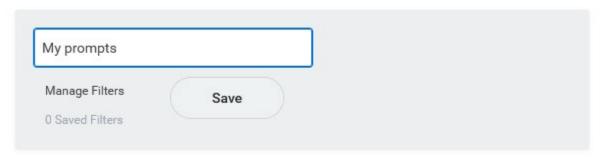- It will return one record per new hire/rehire.

To run the report:

- The prompts marked with a red asterisk are mandatory, the others are not.
- You can select the option "Check Box to not include Rehires" or leave it blank to include rehires.
- You may also 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

- 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

Save

1 Saved Filters ▼

× My prompts

OK   Cancel