

Cognos reports in Workday

HR0004 Faculty Sabbatical Report - NU Faculty Sabbatical Report

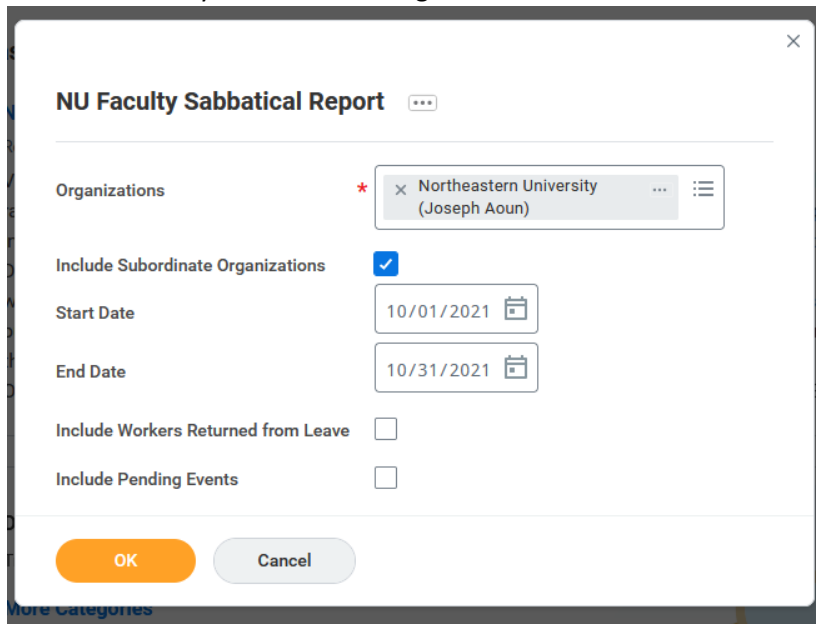
The **NU Faculty Sabbatical Report** in workday was previously known as **HR0004 Faculty Sabbatical Report**. The Cognos report will be retired, and the Workday report will be used going forward.

This report:

- Tracks sabbatical leaves for faculty

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.
- You may select a date range



The screenshot shows a configuration window titled "NU Faculty Sabbatical Report" with a close button (X) in the top right corner. The window contains several prompts for configuring the report:

- Organizations**: A mandatory prompt (marked with a red asterisk) with a dropdown menu showing "Northeastern University (Joseph Aoun)".
- Include Subordinate Organizations**: A checkbox that is checked.
- Start Date**: A date picker showing "10/01/2021".
- End Date**: A date picker showing "10/31/2021".
- Include Workers Returned from Leave**: An unchecked checkbox.
- Include Pending Events**: An unchecked checkbox.

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.