Cognos report in Workday

HR0007 Transaction Report - NU Staffing Activity Transactions
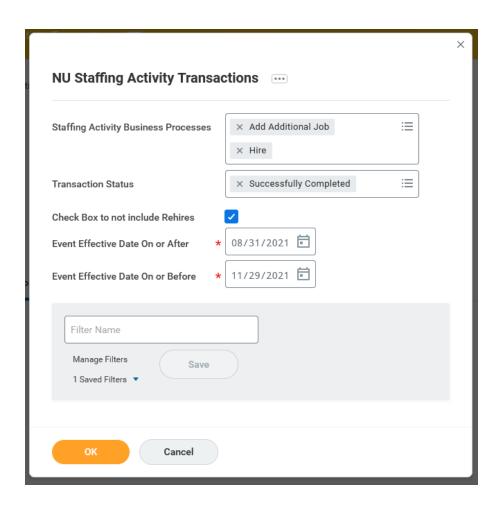
The **NU Staffing Activity Transactions** report in workday was previously known as **HR0007 Transaction Report.** The Cognos report will be remain, so you can look at historical transactions, and the Workday report will be used going forward.

This report:
- Tracks all types of staffing activity/movement, such as transfers, hires, promotions, etc.
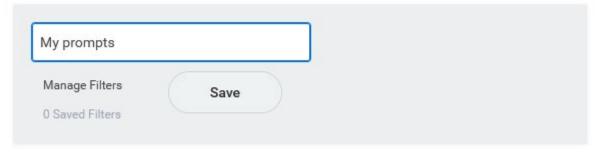- It will provide a unique record for each transaction.

To run it:
- The prompts marked with a red asterisk are mandatory, the others are not.
- The Staffing Activity Business Processes prompt will be pre-selected by default to include "Add additional Job" and "Hire", but you can remove any of them or add other business processes.
- Same for the Transaction Status. By default, it will be pre-selected to include only transactions that are "Successfully Completed".
- The dates will also be pre-selected but please change as needed.

- 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 <u>before</u> running the report and clicking OK.

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