

Printing HRAFS

To print an employee's HRAF you will go to HRWEB>Reports>Reports/Processes>eHRAF BI Report by Selection

Emory HRWeb WorkCenter

on HRTM4 All Search Advanced Search

AE eHRAF Input

As of Date: 09/07/2017

Type of Run

By Empl ID/Empl Rcd#

By Department

Empl ID	Empl Record	Name
1		

Save Add

- 1) The system default = today's date (putting in an earlier effective date will give you a HRAF with historical data).
- 2) Select "By Empl ID/Empl Rcd #"
- 3) Enter the Employee Id Number and the Employee Record Number. If you do not know the Employee ID#, click the magnifying glass next to the Empl ID Field to search. If you do not enter an Employee Record #, the system will default to Empl Record 0.
- 4) Hit the Tab Key after the Empl Record # and the employee name will appear.
- 5) Click the + sign to the far right to enter another Empl ID.
- 6) Once all entries have been made, click the "Save" button in the lower left corner.
- 7) A new page will appear; click the "Refresh" button in the upper right corner.

Administration

View Reports For

User ID: SMCKEN2 Type: BI Publisher Last 1 Days

Status Folder Instance to

Select	Report ID	Prcs Instance	Description	Request Date/Time	Format	Status
<input type="checkbox"/>			Report Description			

Select All Deselect All

Delete Click the delete button to delete the selected report(s)

Save

Refresh

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8) Keep clicking “Refresh” until “Posted” appears in the Status column.

The screenshot shows the Administration interface. At the top, there is a navigation bar with 'Administration' selected. Below it, the 'View Reports For' section contains several filters: 'User ID' (SMCKEN2), 'Type' (BI Publisher), 'Last' (1), 'Days', and a 'Refresh' button. Below this is a 'Report List' table with columns: Select, Report ID, Prcs Instance, Description, Request Date/Time, Format, Status, and Details. The table contains one row with the following data: Report ID 3717704, Prcs Instance 5067646, Description EU_HRAF - EU_HRAF.pdf, Request Date/Time 09/14/2017 8:16:59AM, Format Acrobat (*.pdf), Status Posted, and Details. The 'Description' and 'Status' columns are highlighted with red boxes.

9) Click “Details and a new page will appear.

10) Click on EU_HRAF.pdf to view and print the HRAF.

The screenshot shows the 'Report Detail' window. The title bar says 'Report Detail' and there is a 'Help' button in the top right. The main content area is divided into several sections: 'Report' with fields for Report ID (3717704), Process Instance (5067646), Name (XMLP), and Process Type (XML Publisher); 'Run Status' (Success); 'Distribution Details' with Distribution Node (HRTM4) and Expiration Date (11/13/2017); 'File List' with columns Name, File Size (bytes), and Datetime Created; and 'Distribute To' with Distribution ID Type and User (SMCKEN2). The 'File List' section is highlighted with a red box, showing the file 'EU_HRAF.pdf' with a size of 129,676 bytes and a creation date of 09/14/2017 8:17:12.111747AM EDT. At the bottom, there are 'OK' and 'Cancel' buttons.

Employee ID: [REDACTED] Empl Record: U		HUMAN RESOURCES ACTION FORM				Date Printed: 09/14/2017		Page No: 1	
Dept Name: [REDACTED]									
PERSONAL INFORMATION									
Name (L Name, F Name, M Name)				Social Security # ***		Original Hire Date		Type of Action	
Address #1 (Street)			Address #2 (Apt/Blid)			City	State	Zip	Home Phone #
Other Phone #	Type	Gender <input type="checkbox"/> Male <input type="checkbox"/> Female	Marital Status	Highest Education Level	Date of Birth	Citizenship Status <input type="checkbox"/> US (Native) <input type="checkbox"/> Perm Res (Alien Perm) <input type="checkbox"/> Temp Alien		Ethnic Group	Military Status
Emergency Contact Name				Relationship		Emergency Contact Phone #			
JOB INFORMATION									
Effective Date 08/19/2017		Action Code (1)	Reason Code (1)	Dept #	Job Code	Job Title		Building Code 1599002	Building Name 1599 CLIFTON RD
Regular/Temp <input type="checkbox"/> R <input type="checkbox"/> T		Full/Part Time <input type="checkbox"/> F <input type="checkbox"/> P		Empl Class 7	Pay Group EUB	Employee Type <input type="checkbox"/> H <input type="checkbox"/> S	Standard Hours 40.00	FTE 1.00	Grade
Next Review Date		Comp Rate							
Effective Date		Action Code (1)	Reason Code (1)	Dept #	Job Code	Job Title		Location	Location Name
Regular/Temp <input type="checkbox"/> R <input type="checkbox"/> T		Full/Part Time <input type="checkbox"/> F <input type="checkbox"/> P		Empl Class	Pay Group	Employee Type <input type="checkbox"/> H <input type="checkbox"/> S	Standard Hours	FTE	Grade
Next Review Date		Comp Rate							
JOB EARNINGS DISTRIBUTION CURRENT (Note - Grant End Date will auto-populate where appropriate) FUTURE									
Default to Department SpeedType? Yes				Default to Department SpeedType? Yes No (If Yes, Do Not Enter SpeedType)					
Department default SpeedType:				Enter SpeedType Distribution(s):					
SpeedType	Effective Date: 09/01/2017	Percent	Grant End Date	SpeedType	Effective Date:	Percent			
0.000		0.000							
0.000		0.000							
0.000		0.000							
0.000		0.000							
0.000		0.000							
0.000		0.000							
EMPLOYMENT INFORMATION									
BAS Group EUV PHY RTP VMC		Benefits Eligibility 1	Service Date	Fin. Attest. Signer	Supervisor ID	Faculty Rank	Rank Date	Track	Track Date
Emory Univ		REG		No					
Department #		Department Name			Future Term Date	Term Reason Code	HR Rep Level: 1, 2, 3	Supv Resp <input type="checkbox"/> Y <input type="checkbox"/> N	Faculty Contract Length
								No	Not Applicable
Paycheck Distribution Location #		Paycheck Distribution Location Name			Campus Mail Stop		Campus Mail Stop Name		
1599003		1599 CLIFTON RD			1599-001-1AP		HR Administration		
Submitted By		Date	Other Required Signature		Date	Dean or Director		Date	Processed By
Approved By		Date	Department Head		Date	HR		Date	Verification Date

The option to print or save the HRAF is given by hovering your mouse at the bottom of the HRAF

		1599-001-1AP		HR Administration		
Required Signature			Date	Dean or Director		Date
Department Head			Date	Date	Date	Date

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Report Manager provides a list of requested reports.

The screenshot shows the Emory HRWeb WorkCenter interface. On the left, a navigation pane shows 'Reports/Processes' selected, with 'Report Manager' highlighted. The main area is titled 'Administration' and contains a 'View Reports For' section with filters for User ID (SMCKEN2), Type (BI Publisher), Last (1), and Days. Below this is a 'Report List' table with one entry.

Select	Report ID	Prce Instance	Description	Request Date/Time	Format	Status	Details
<input type="checkbox"/>	3717704	5067646	EU_HRAF - EU_HRAF.pdf	09/14/2017 8:16:59AM	Acrobat (*.pdf)	Posted	Details