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EMPLOYEE SERVICES

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Reports and Reviews (Accessing Data) in HRMS

There are many different ways to access university and departmental Human Resources Management System (HRMS) information, and data.

1. **Navigate directly to an HRMS component**, such as the position, funding or job data (employee) pages, and view the information for that position, funding or employee directly on the pages within the components.
2. **Access pre-designed, view-only data pages called Reviews**. Reviews show data in an organized and condensed manner for specific positions, funding, employees, etc.
3. **Run reports**. (This is probably the most thorough option.) Generally, reports are designed to provide more complete data for an entire department, rather than for a specific employee or piece of data, and to allow for a selection of report parameters, such as to-and-from dates, job codes, active or inactive, etc.

Both HRMS databases, production and reporting are available for running reports. The reporting database is a copy of the previous day's production database and should be used when the production database is unavailable due to payroll processing.

Authorized users access reports (and reviews) via the Reports and Reviews menu item. Additionally, all reports and reviews are listed within each individual module, such as Organizational Development, Workforce Administration and Time Collection. HRMS reports may be run on demand by department users and, depending upon the report, users may designate options/parameters such as date or date range, action/reason, department or other options that will limit the information presented.

See a [complete listing of HRMS reports and reviews](#) [1], or view an [HRMS Reports and Reviews presentation](#) [2]. This presentation covers recommended reviews and reports, and provides helpful information on setting parameters, run control IDs and a timeline relating to the monthly Payroll Calendar.

Find [instructions for running HRMS reports](#) [3] and [step by step guides](#) [4].

User who need specialized data unavailable through the HRMS online screens and reports can access the Central Information Warehouse (CIW). Information Resource Management

provides ?Cognos Queries,? which may meet these users' needs. Reports can also be custom-written by users to meet special needs. Find more information ^[5], including obtaining CIW access and log on procedures.

Source URL: <http://www.cu.edu/employee-services/reports-and-reviews-accessing-data-hrms>

Links:

[1] <http://www.cu.edu/sites/default/files/policies/38427-hrms-reports-resource-guide/files/hrms-reports-resource-guide.pdf>

[2] <http://www.cu.edu/sites/default/files/hrms-reports-reviews.pdf>

[3] http://www.cu.edu/sites/default/files/policies/docs/Running_HRMS_Reports_1.pdf

[4] <http://www.cu.edu/employee-services/business-partners-ppldr/now-guides-business-partners/hrms-step-step-guides>

[5] <https://content.cu.edu/irm/>