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## EMPLOYEE SERVICES

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[Home](#) > Running HRMS Reports

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# Running HRMS Reports

By using this guide, you'll learn how to run reports in the Human Resources Management System (HRMS). Find recommended reports and reviews under the "Reports and Reviews" menu. The reports and reviews are then grouped by the HRMS process under the following menu items:

- auditing
- funding and suspense
- job information
- payroll and time collection
- position
- recruiting
- training

Many reports have run control options or parameters, such as from and to dates, SpeedTypes, position numbers, employee IDs, department IDs, etc. You may view all reports online, print them and/or download them to Excel. All reports are available in Production.

These reports also are available for running in the HR Reporting database, which is a copy of the previous day's HR Production database, when Production is unavailable.

This step-by-step guide provides an example of running the Personnel Roster Report. The process will apply to all other reports. However, the run control options may vary by report. The personnel roster displays employees in alphabetical order, by position number or job code. It includes employees on leave with pay or leave without pay status, but excludes terminated and short work break employees.

See [a complete list of reports and reviews available in PeopleSoft 8.9.](#) [1]

Note: The screen shots used in this guide may not be representative of your access.

### Files:



[Running HRMS Reports.pdf](#)[2]

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**Source URL:** <http://www.cu.edu/employee-services/policies/running-hrms-reports>

### 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/policies/docs/Running\\_HRMS\\_Reports\\_1.pdf](http://www.cu.edu/sites/default/files/policies/docs/Running_HRMS_Reports_1.pdf)