

Run Reports ^[1]

New tools make reports more robust and easier to run.

HCM WorkCenters organize frequently used reports and queries under the "HCM User Resources" tab or in the main menu under "Reporting Tools." You can also "save" common queries and reports in favorites lists, similar to bookmarks on an Internet browser. You'll have better tools at your disposal, too:

- **Cognos** pulls data from HCM, the Central Information Warehouse and Finance to provide snapshots of data trends over time.
- **PS Query** allows you to find existing queries or build your own, pulling real-time data from HCM.
- **PeopleSoft Reports** uses complex logic to generate dozens of built-in and configured reports.

If you find the existing reports and queries not helpful, please give your feedback through one of the available web forms below to help us better meet your needs.

CU Careers Reports

Step-by-step: [Working with Reports in CU Careers](#) ^[2]

HCM Reports

Step-by-step: [Comprehensive Learning Report](#) ^[3]

Step-by-step: [Creating and Modifying Queries](#) ^[4]

Step-by-step: [Running Queries](#) ^[5]

Step-by-step: [Uploading Course Completion Data](#) ^[6]

Training video: [Reporting](#) ^[7]

Common Queries and Reports

Job List Query [8]: CUES_HCM_JOB_LIST

Payroll Register Account Detail [9]: CUES_HCM_PAYROLL_REGISTER_DTL

Payroll Register Summary [9]: CUES_HCM_PAYROLL_REGISTER_SUM

Payroll Register [10]: CUES_HCM_PAYROLL_REGISTER

Leave Accruals [11]: CUES_HCM_LEAVE_ACCRUALS

Leave Balances [11]: CUES_HCM_LEAVE_BALANCES

Annual Leave Certification [12]: CUES_HCM_ANNUAL_LV_CERT

Leave Sweep [13]: CUES_HCM_LEAVE_SWEEP

Not finding what you are looking for?

We are always looking for new ways to improve our reports and queries. If you have any feedback, please fill out one of our available web forms:

- Report an Issue with an Existing Report or Query [14]
- Request a Modification to an Existing Report or Query [15]
- Request Development of a New Report or Query [16] *

*Custom reports and queries can take significant time and/or resources. Before requesting a custom report or query, please review the existing queries already available on the CU HCM User WorkCenter. Often, an existing query will meet your needs.

Which tool should I use?

Each tool has a few advantages and disadvantages.

	Cognos	PeopleSoft Reports	PS Query
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Advantages

- Pulls in data from CU-SIS, FIN and HCM
- 15 years of data available
- Scheduling and distribution is available
- Uses real-time data
- Complex logic
- Many reports will be available on Day 1
- Scheduling and distribution is available
- Uses real-time data
- Ability to drill-down
- Can be created by all users
- Scheduling and distribution is available

Disadvantages

- Data is one day old
- Less flexible than PS Query
- Reports are written by Employee Services staff, meaning they are not customized to your specifications.
- Run through Report Manager
- Changes to reports require a technical resource
- Requires an understanding of PeopleSoft table structures if creating your own query.

Most queries are available with your basic HCM access. Visit our [HCM Access and Training page](#) ^[17] for information on how to obtain any additional roles needed for the more secure queries.

CU Careers also features a simpler, user-friendly tool called **Oracle Business Intelligence**. Use this to access:

- Internal Candidates
- Hired Candidates
- Candidate timeframe in step/status

- Time posted
- Posting source

- Number of candidates per requisition
- Requisition aging

Groups audience:

HCM Community

Right Sidebar:

HCM: Resources Key

HCM: Feedback

HCM: Document Library

HCM: Submit a Ticket

Source URL: <https://www.cu.edu/hcm-community/run-reports>

Links

- [1] <https://www.cu.edu/hcm-community/run-reports>
- [2] <https://www.cu.edu/docs/sbs-cu-careers-reporting-obi>
- [3] <https://www.cu.edu/docs/sbs-comprehensive-learning-report>
- [4] <https://www.cu.edu/docs/sbs-creating-and-modifying-queries>
- [5] <https://www.cu.edu/docs/sbs-running-queries>
- [6] <https://www.cu.edu/docs/sbs-uploading-course-completion-data>
- [7] <https://attendee.gotowebinar.com/recording/1396883717022116866>
- [8] <https://www.cu.edu/blog/hcm-community/query-modification-new-funding-report-streamline-workflows>
- [9] <https://www.cu.edu/blog/hcm-community/two-new-payroll-register-queries-debut>
- [10] <https://www.cu.edu/blog/hcm-community/quick-tips-keys-running-reading-payroll-registers>
- [11] <https://www.cu.edu/blog/hcm-community/new-and-improved-queries-help-you-verify-leave-accrual-balances>
- [12] <https://www.cu.edu/blog/hcm-community/new-resources-assist-you-during-annual-leave-certification>
- [13] <https://www.cu.edu/blog/hcm-community/new-query-allows-you-run-leave-sweeps-your-own>
- [14] <https://www.cu.edu/hcm-community/forms/report-issue-existing-report-or-query>
- [15] <https://www.cu.edu/hcm-community/forms/request-modification-existing-report-or-query>
- [16] <https://www.cu.edu/hcm-community/forms/request-development-new-report-or-query>
- [17] <https://www.cu.edu/hcm-community/hcm-access-training>