



Summary

The Employee Action Report identifies and reports various employee transaction activity to campus personnel who are involved in granting system or property access to campus employees. The report summarizes employee data for specific actions that have occurred within a date range provided by the user and is updated automatically each time specific transactions are processed in HR. Designated campus users may acquire the report by either generating it on demand, as needed, or through a scheduled distribution process.

I. **On Demand Report** – the following steps will produce the report as needed:

Accessing the "myHR" system:

1. Open a web browser (i.e. Chrome, Safari, FireFox, etc.) and navigate to the myHR login page: <https://myhr.csub.edu/>
2. Click the "[Click here to log into myHR](#)" button and complete the two-factor authentication process, if required. (*note - if needed, click on the "Need Help?" button at the top of the webpage or contact the CSUB Helpdesk at extension 4357 for assistance.*)

Accessing the "Employee Action Report" in PeopleSoft:

1. Navigate to: [Home](#) > [CSUB Processes](#) > [CSUB HR Processes](#) > [Employee Action Report](#)
2. Submit report request for processing:
 - a. Select, enter, or create a Run Control ID. Enter the ID, if known, or select one by clicking the "Search" button. If no run control ID exists, add one by clicking on the "[Add a New Value](#)" link and use any alphanumeric value(s).
 - b. Once the ID has been entered, the Employee Action Report run control page will display. Populate the appropriate fields as described below:

Navigation: > [CSUB Processes](#) > [CSUB HR Processes](#) > [Employee Action Report](#)

Employee Action Report

Run Control ID: 01 [Report Manager](#) [Process Monitor](#) [Run](#)

Employee Action Report

Business Unit: Bakersfield Campus

Department:

Employee Action Date(s) from: Thru

[Save](#) [Return to Search](#) [Previous in List](#) [Next in List](#) [Add](#) [Update/Display](#)

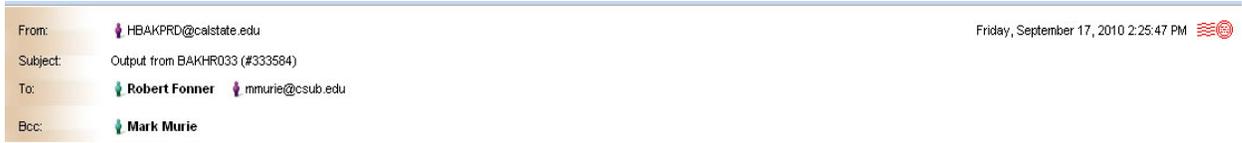
- 1) **Business Unit** = BKCMP
- 2) **Department** = specify any dept ID (i.e. DXXXXX) or leave blank for all depts..
- 3) **Action Dates** = enter From/Thru dates. Defaults to prior 7 days through current date if left blank.
(refer to field definition, page 3)
- 4) Click the "Run" button to enter report request page.
- 5) On the "Process Scheduler Request" page, verify:
 - Server Name = PSUNX
 - Process Type = Web
 - Process Format = PDF
- 6) Click "OK" to submit request and return to Employee Action Report page.

3. To retrieve the report:
 - a. From the Employee Action Report page, click the [Report Manager](#) link.
 - b. On the "Administration" tab, click the "Refresh" button until the "Status" of the report displays as "Posted".
 - c. Click the [Employee Action Report](#) link to open/save the report as a "PDF" file **or**
 - d. Click the [Details](#) link and right-click on the text file name [BAKHR033.TXT](#) in the File List to save as a tab-delimited text file for use in Excel.

Report			
Report ID:	16017	Process Instance:	493544 Message Log
Name:	BAKHR033	Process Type:	SQR Report
Run Status:	Success		
Employee Action Report			
Distribution Details			
Distribution Node:	HBAKPRD	Expiration Date:	<input type="text" value="02/23/2012"/>
File List			
Name	File Size (bytes)	Datetime Created	
BAKHR033.TXT	560	01/09/2012 9:30:54.728368AM	
SQR_BAKHR033_493544.log	1,609	01/09/2012 9:30:54.728368AM	
bakhr033_493544.PDF	3,581	01/09/2012 9:30:54.728368AM	
bakhr033_493544.out	678	01/09/2012 9:30:54.728368AM	
Distribute To			
Distribution ID Type	*Distribution ID		

II. Scheduled Distribution – the report is automatically created each Monday and contains transaction activity for the prior week. Designated users are notified via email when the report is available to download. Upon receipt of the email notice, retrieve the report by following these steps:

1. Open the email notice. Log into the PeopleSoft system and click on the link in the body of the notice:



The weekly Employee Action Report is ready for your review. To view the report, first log into PeopleSoft then click the link below. Follow the directions as outlined in the business process guide to view and download the report.

https://cmsreports.csusb.edu/psc/HBAKPRD/EMPLOYEE/HRMS/c/CDM_RPT.CDM_RPT.GBL?Page=CDM_RPT_INDEX&Action=U&CDM_ID=226300

2. Click on the "PDF" file link in the File List to open/save the PDF file *or*
3. Right-click on the text file name [BAKHR033.TXT](#) in the File List to save as a tab-delimited text file for use in Excel.

Report			
Report ID:	16017	Process Instance:	493544 Message Log
Name:	BAKHR033	Process Type:	SQR Report
Run Status:	Success		
Employee Action Report			
Distribution Details			
Distribution Node:	HBAKPRD	Expiration Date:	02/23/2012
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Name	File Size (bytes)	Datetime Created	
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SQR_BAKHR033_493544.log	1,609	01/09/2012 9:30:54.728368AM	
bakhr033_493544.PDF	3,581	01/09/2012 9:30:54.728368AM	
bakhr033_493544.out	678	01/09/2012 9:30:54.728368AM	

III. Report Definitions

1. Effective Date – Actual date the type of action will take effect.
2. Action Date – Date the type of action transaction was entered into the HR PeopleSoft system. The date range uses Action Date to reduce the chance of employee activity going unreported due to retroactive or future dated transactions.
3. Action Type – definitions displayed on the last page of each report.
4. Employee Identification (Emplid) – an employee's unique identification number.
5. Record ID (Emp Rcd) – a sequential number that identifies each employee job.
6. Future Hire – person(s) not currently employed by CSUB but will be hired in the near future. These will always be listed on the last page of the report.

IV. Report Details

1. Selection Criteria - Employee transactions are reported if:
 - a. **Action Date** falls within the date range specified on demand by the user or within the last 7 days from the weekly report creation date.
 - b. **Action Type** is one of the following:
 - i. *Hire* - hire for initial or concurrent appointment.
 - ii. *Rehire* - rehired employee who was previously separated.
 - iii. *Retire* – employee retired from CSUB employment.
 - iv. *Separation* - employees appointment has ended.
 - v. *Transfer* - employee reassigned to a different department.
 - c. Individual is an active "**Future Hire**" person.
2. Misc Info – additional details are included under any of the following conditions:
 - a. An employee with other "active" job(s) for which there is no action activity to report will have details for the other job listed with a "No Change" Action Type.
 - b. "Transfer" action types also display the employee's prior department ID/name.
 - c. Email address is listed using the on-campus address first, if available; if unavailable, preferred address is used.
 - d. Report is sorted by:
 - i. Employee Category (staff/faculty, student, Future Hire)
 - ii. Name
 - iii. Record Number ("Emp Rcd")
 - iv. Descending Effective Date