Work Location - HRDW

This Job aid shows where to view an employee's work location in UCR's Human Resources / Academic Personnel Data Warehouse.

Link to HRDWv2:

- https://hrdwv2.ucr.edu/hrdwv2/datamart_query_hrdw.html

Viewing Location in HRDW

1. Navigate and login to HRDW 2. Enter employee search parameters on the Query tab (Example: Select the magnifying glass for Department and select D01006. Select the magnifying glass for HR Status and select Active)	
3. Click the Display tab and on the bar below click the Position tab 4. Select the Position Number Code and the Location Code and Descr. checkboxes	
5. Select Run and the query will start generating the data on the Ad Hoc tab	

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6. Once the query is complete the Ad Hoc tab will display the fields selected and the employees that fit the search criteria

Employee ID	First Name	Last Name	Position Number (Code)	Position Location (Code)	Position Location (Descr)
10006544			40007648	261A0357	BOURNS
10006544			40192898	9800130	1084COLUMBIA
10006732			40792057	261B0213AA	BOURNS
10006867			40016849	261A0337	BOURNS
10006882			40014189	1950325	MAT SCI ENGR
10006938			40008066	1950315	MAT SCI ENGR
10006938			40715875	1950315	MAT SCI ENGR
10006983			40008120	261B0155	BOURNS
10007092			40209259	261B0232	BOURNS
10007363			40004580	261A0342	BOURNS
10007363			40008677	261A0318	BOURNS

Selections — Ad Hoc - (207 rows)

Columns
Employee ID
First Name
Last Name
Position Number (Code)
Position Location (Code)
Position Location (Descr)

Criteria
fy.fiscal_year in '2022'
fy.fiscal_period in '9'
pppapp.hr_status in 'A'
pppper.home_dept in 'D01006'