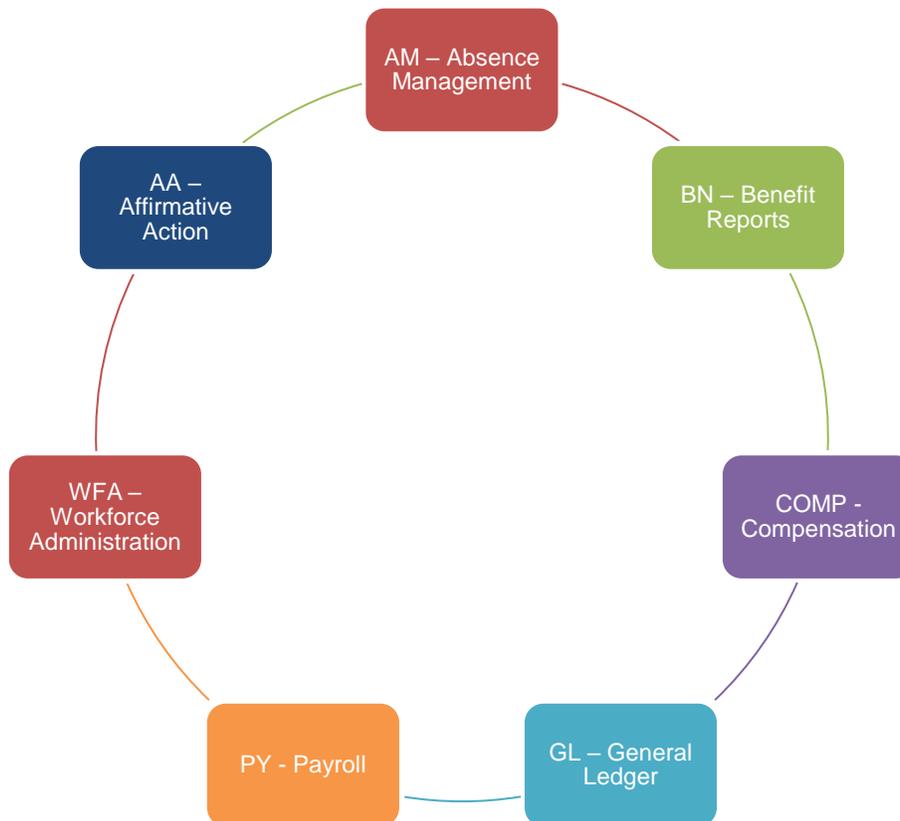


COGNOS REPORTS

COGNOS reports are used by UC locations to research, monitor and review UCPATH data. The data is as of the previous day and can be defined by ORG, Dept, Employee Class and Date Range. Cognos reports are provisioned in EACS by the Department, Shared Service Center or Central Office SAA (Systems Access Administrators). The report data is limited to the UCPATH accountability structure.

COGNOS reports are divided into 6 categories. Each category contains multiple reports that are based on a person's role. Some reports are listed in multiple categories because the report contains data that can be used for multiple purposes.

7 Report Folders:

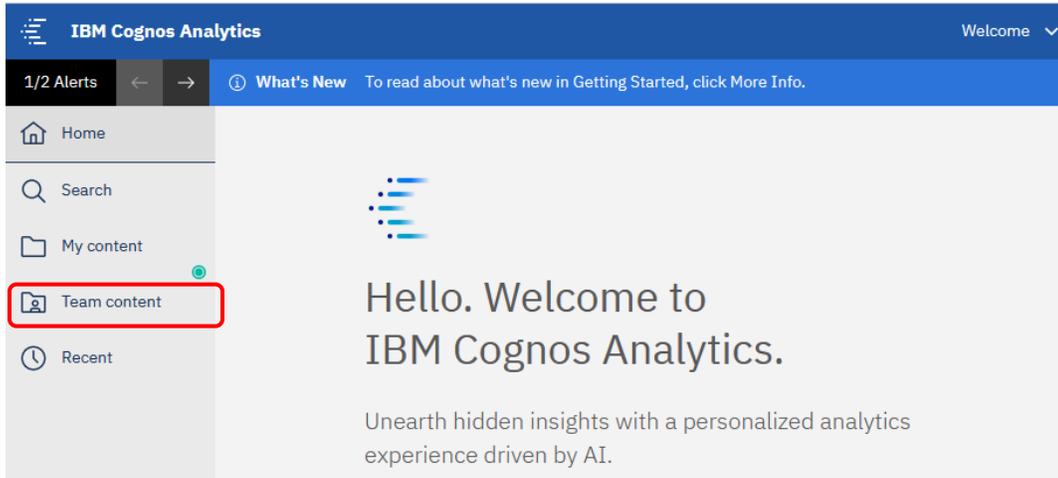


To find the COGNOS reports, log into the UCPATH Portal. From the main menu, select **Quicklinks>Cognos Reports**

Note: When being provisioned in EACS for the COGNOS Report Consumer roles, access will be granted the next day. COGNOS is a 3rd party vendor that receives access requests through their nightly RI (Reporting Instance) data feed. They do run their security access request job daily, so you may not be granted access until mid-day the following day.

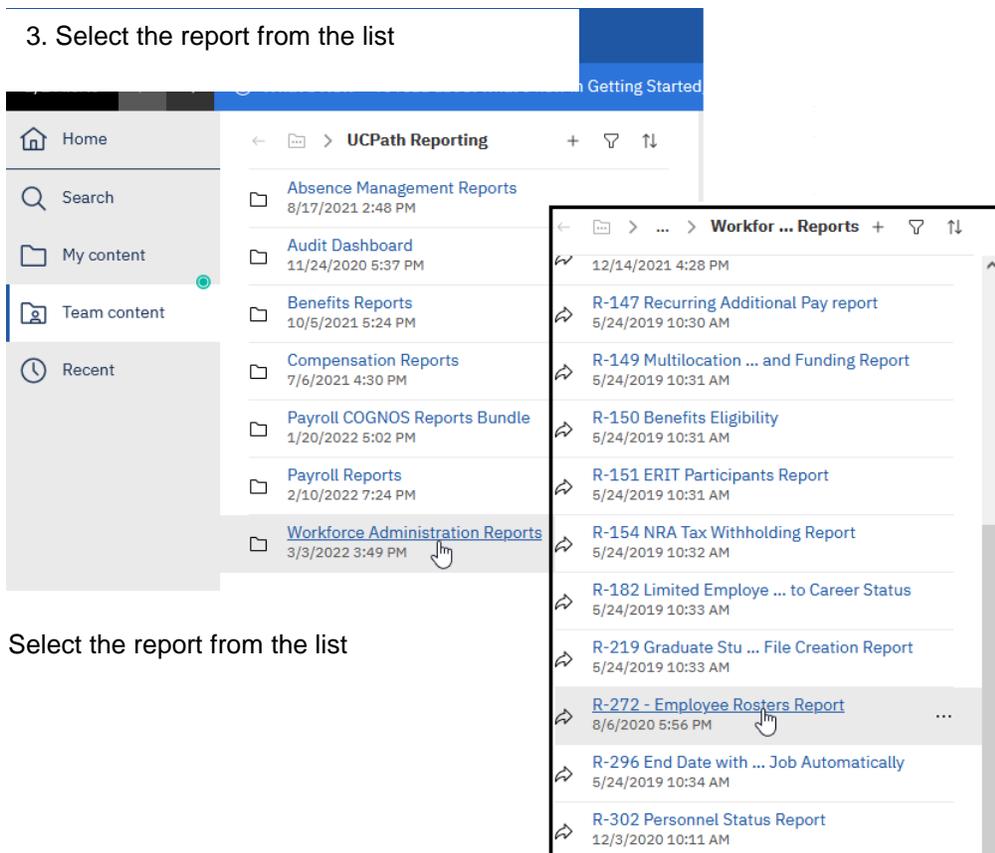
COGNOS REPORTS

1. Log into the COGNOS screen by selecting *University of California, Riverside* location. Select the Team content folder.



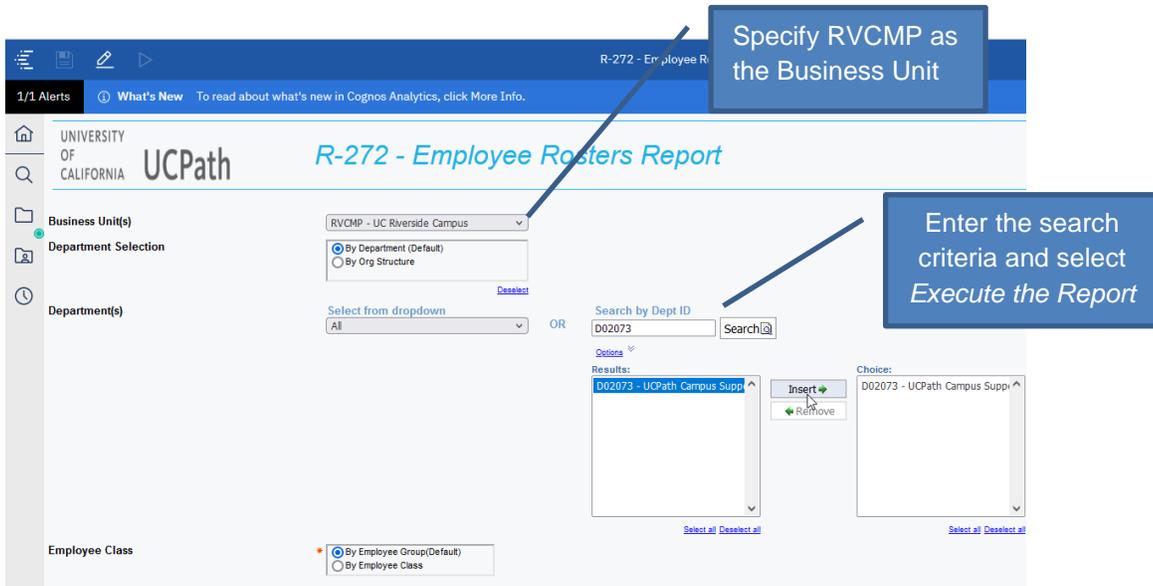
2. Select the folder that contains the listed reports

3. Select the report from the list

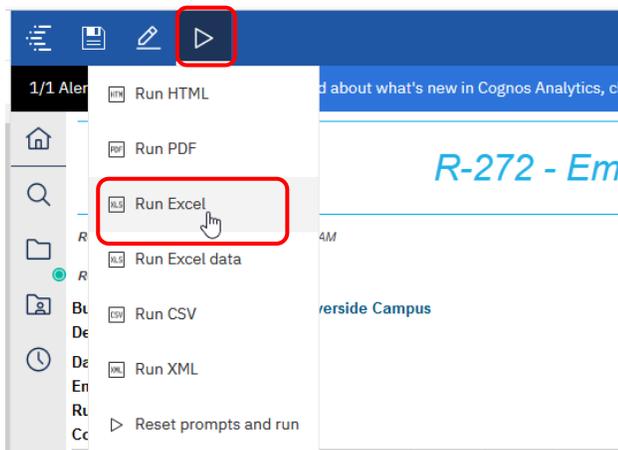


3. Select the report from the list

COGNOS REPORTS



4. View the report online or export to Excel. To download to Excel, select the carrot in the top ribbon and select Run Excel



5. The report can now be saved to your local drive.

Business Unit	Expected End Date	Job Code	Job Code Description	Job Class Code	Job Class Description	FTE	Step Number	Union Code	Union Code Description	Location Code	Location Code Description	Cubicle	Employee Busi
RVCMP	06/30/2022	001632	LECT-AY-1/9	A	Academic	0.33	7	IK	Non-Senate Instructional	5231207	SPROUL		
RVCMP	06/30/2022	001100	PROF-AY	A	Academic	0.00	2	A5	Academic Senate - Riverside	5231207	SPROUL	951/827-5802	lo
RVCMP	06/30/2022	001010	ASSOC DEAN	A	Academic	0.00	0	99	Non-Represented	5231207	SPROUL	951/827-5802	lo
RVCMP	06/30/2022	001007	ACT/INTERM DEAN	A	Academic	1.00	0	99	Non-Represented	5231207	SPROUL	951/827-5802	lo
RVCMP	06/30/2022	002220	SUPV TEACHER ED-AY	A	Academic	0.15	2	IK	Non-Senate Instructional	5231207	SPROUL	951/827-1654	el
RVCMP	06/30/2022	001132	PROF EMERITUS(WOS)	A	Academic	0.00	0	A5	Academic Senate - Riverside	5231207	SPROUL	951/827-4633	ci
RVCMP	06/30/2022	001880	LECT PROE-AY	A	Academic	1.00	2	A5	Academic Senate - Riverside	5232207	SPROUL	951/827-4818	lo
RVCMP	09/30/2022	003215	ASSOC RES-LR SCL-AY-1/9	A	Academic	0.00	1	99	Non-Represented	5232135	SPROUL	951/827-5855	m
RVCMP	06/30/2022	001200	ASSOC PROF-AY	A	Academic	1.00	1	A5	Academic Senate - Riverside	5232135	SPROUL	951/827-5855	m
RVCMP	06/30/2022	002221	SUPV TEACHER ED-AY-CONTINUING	A	Academic	0.67	10	IK	Non-Senate Instructional	5231362	SPROUL	951/827-1500	jk
RVCMP	06/30/2022	001100	PROF-AY	A	Academic	1.00	1	A5	Academic Senate - Riverside	5232104	SPROUL	951/827-2751	ta
RVCMP	06/30/2022	002221	SUPV TEACHER ED-AY-CONTINUING	A	Academic	1.00	9	IK	Non-Senate Instructional	5231207	SPROUL	951/827-4691	ja
RVCMP	06/30/2023	003361	ASST ADJ PROF-AY-1/9	A	Academic	0.00	0	99	Non-Represented	5231207	SPROUL	951/827-5201	c
RVCMP	06/30/2022	003810	FACULTY ADMIN TRANSITION LV-FY	A	Academic	1.00	0	99	Non-Represented	5232130	SPROUL	951/827-1129	to
RVCMP	06/30/2022	001100	PROF-AY	A	Academic	0.00	5	A5	Academic Senate - Riverside	4804148	HNDERAKER	951/827-1129	to