

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

Link to HRDWv2:

<u>https://hrdwv2.ucr.edu/hrdwv2/datamart_query_hrdw.html</u>

Viewing Location in HRDW

 Navigat Enter el parame (Example: Selection glass for Depart D01006. Selection for HR Status and 	te and login to HRDW mployee search eters on the Query tab ct the magnifying tment and select the magnifying glass nd select Active)	Human Resources / Ac	ademic Personnel Data Wareh	Congression Analysis	ber Gele Distributions of Ext. Last Hydroit 2019/02 Fronzer th Acoust Frank Con Frank Prak Con Frank Prak Prak Con Frank
 Click th the bar Positior Select t Code a and Desition 	e Display tab and on below click the n tab he Position Number nd the Location Code scr. checkboxes	Query Display Settings Position Job Employee Position Data Check All Work Study Program Code: Personnel Program Code: Job Code: Union Code: FLSA Status: Position Number: Max Headcount: Max Headcount:	Compensation Financial Info B Code Descr.	enefits Hours Absence Mgmt. Position Data (cent.) Check All Key Position: Position Title: Full/Part Time: Position Department: Position Location: Reports To: Dotted Line:	Personal Code Descr.
5. Select F start ge the Ad I	Run and the query will nerating the data on Hoc tab	Huma Manage Open V Query Display Position Job E Position Data Check All	n Resource	Export Report Financial Info Benefi Code Descr.	emic s V I its Ho Position Do Check

Work Location - HRDW



the Ad Hoc tab will display Employee ID Employee ID First Name Last Name Position Number (Code) Position Location (Code) Position (Code) Pos	6. Once the query is complete	Query Display Settings Ad Hoc Selections ③ Ad Hoc (207 rows)								
the fields selected and the employees that fit the search criteria 1000544 4019295 2014030 1004004 000544 4019295 900130 1004004 2014030 1004004 Pation Location (Code) 1000544 4019295 900130 1004004 Pation Location (Code) 10006644 4019295 26140337 BOURNS Pation Location (Code) 1000682 40014169 1950315 MAT SCI ENGR fyfical_periol in 'S 10006930 40014169 1950315 MAT SCI ENGR ppppph_r.status in 'A' 10006933 40014169 26140337 BOURNS 10006930 10006930 40014169 1950315 MAT SCI ENGR 10006931 1000792 40029255 26180155 BOURNS 10007363 40004580 26140342 BOURNS 10007363 40004580 26140342 BOURNS	the Ad Hoc tab will display the fields selected and the employees that fit the search criteria	Columns Employee ID First Name Last Name Position Number (Code) Position Location (Code) Position Location (Code) Position Location (Descr) Criteria fyfiscal year in 2022' fyfiscal year in 2022' fyfiscal year in 2022' ppape hr, status in X' pppper home_dept in 'D01006'	Employee ID 10006544 10006543 1000687 10006882 10006938 10006938 10006938 10006933 10007952 10007363	First Name	Last Name	Position Number (Code) 40007648 40192896 40792057 40016849 40014189 40008066 40716775 40008120 40209259 40004560 40006677	Position Location (Code) 261A0357 9800130 261B0213AA 261A0337 1950335 1950315 1950315 261B0155 261B0232 261A0342 261A0318	Position Location (Descr) BOURNS 1084COLUMBIA BOURNS BOURNS BOURNS BOURNS BOURNS BOURNS BOURNS		