



Accessing Reporting

This guide will cover:

- Locating Human Resources dashboards and reports available to Decentralized Human Resources Representatives (DHR) and Line Managers within Reports and Analytics.

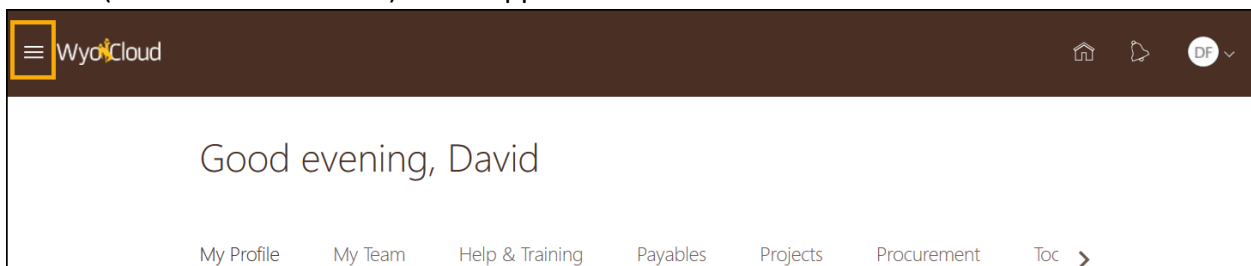


This guide details the steps for completing this process using **Decentralized Human Resources (DHR) and Line Managers** WyoCloud access.

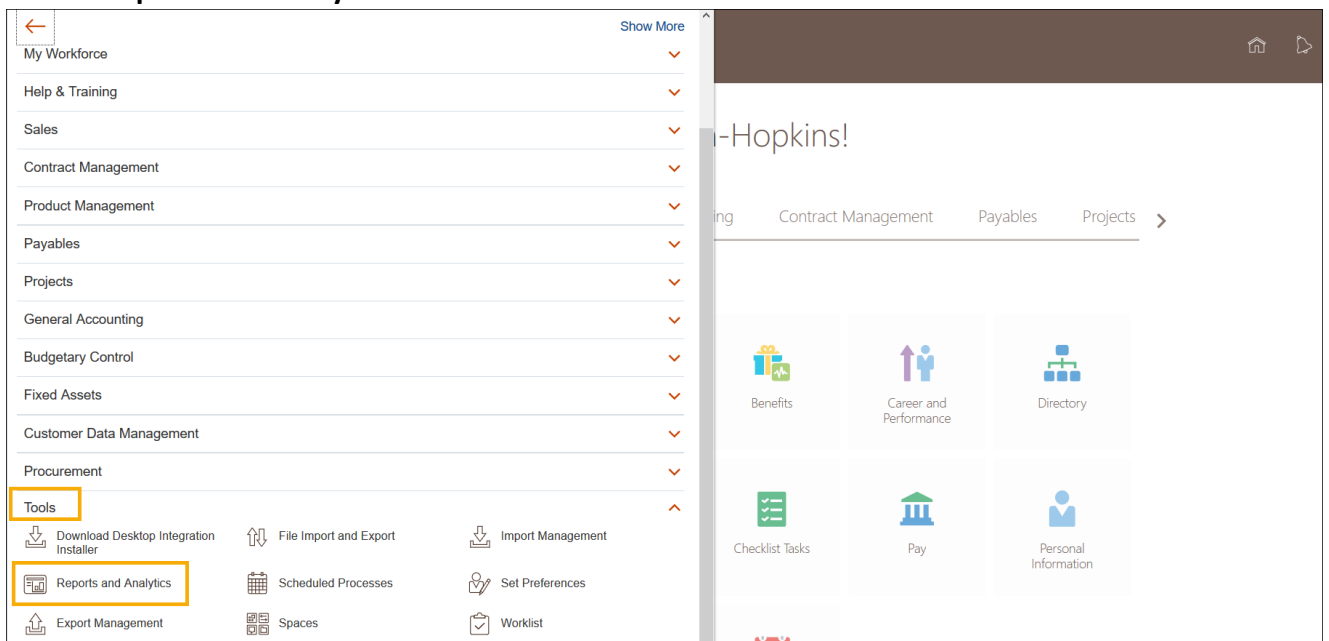
Step One

Sign into WyoCloud and **Navigate to Reports and Analytics.**

- Upon logging in, the WyoCloud homepage will display. Click on the **Navigator** button (three horizontal lines) in the upper left-hand corner.

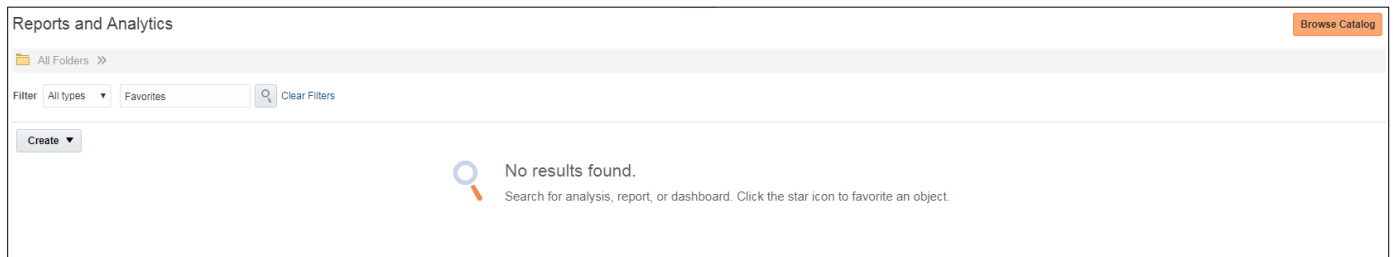


- First click **Tools** to expand (you may need to scroll within the navigator), then click **Reports and Analytics.**





- The *Reports and Analytics* page will display.



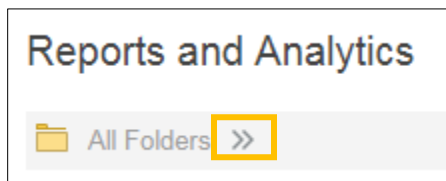
Step Two

Navigate to all Human Resources reports available with the line manager role (managers/supervisors).

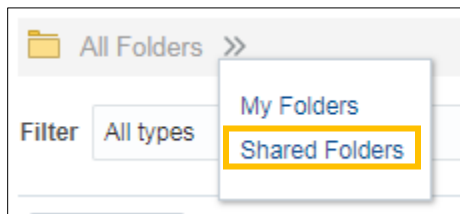


This step outlines how to navigate through to locate the full list of reports. However, it is recommended to set frequently used reports as favorites. See step three for details on setting favorites.

- Below the words *Reports and Analytics*, click on the >> icon to the right of All Folders.



- Select **Shared Folders**.





- A list of folders will appear. Select **Custom**.

Reports and Analytics

All Folders >> Shared Folders

Filter All types Favorites Clear Filters

Create ▾

- backup
- Common Content
- Custom**
- Customer Data Management
- Enterprise Contracts
- Financials
- Functional Setup
- Higher Education
- Human Capital Management

- Select **Human Capital Management**.

Reports and Analytics

All Folders >> Shared Folders >> Custom

Filter All types Favorites Clear Filters

Create ▾

- Customer Relationship Management
- Dashboards
- Financials
- Functional Setup
- Human Capital Management**
- Incentive Compensation
- Procurement
- Projects



▪ **Select Decentralized HR.**

Reports and Analytics

All Folders >> Shared Folders >> Custom >> Human Capital Management

Filter All types Favorites Clear Filters

Create ▾

- Benefits
- Career
- Compensation
- Data Exchange
- Data Validation
- Decentralized HR**
- HCM Data Loader
- Health Savings Account
- Line Manager Dashboard
- My Information

▪ **Select Reports.**

Reports and Analytics

All Folders >> Shared Folders >> Custom >> Human Capital Management >> Decentralized HR

Filter All types Favorites Clear Filters

Create ▾

- Data Models
- Line Manager Dashboard
- Reports**



- Here, you are able to locate the desired report within the different folders.

Reports and Analytics

All Folders >> Shared Folders >> Custom >> Human Capital Management >> Decentralized HR >> Reports

Filter All types Favorites Clear Filters

Create ▾

- Analysis
- Dashboards
- Data Queries
- Prompts

Step Three

Setting a report as a favorite.

- It is recommended that frequently used reports and/or dashboards are set as favorites for easier access.
- Use the folders to locate the report.

Reports and Analytics

All Folders >> Shared Folders >> Custom >> Human Capital Management >> Decentralized HR >> Reports >> Dashboards

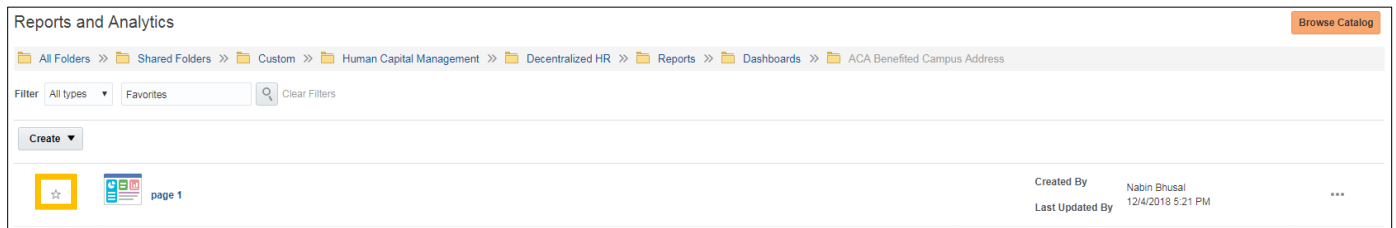
Filter All types Favorites Clear Filters

Create ▾

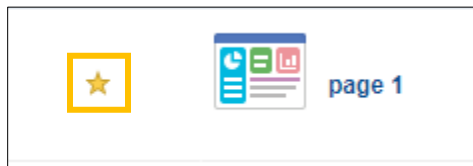
- ACA Benefited Campus Address
- ACA Non benefited Home Address
- Combination of Salary and Funding Report and Dept Listing
- Department Expense Report
- Employee Pay and Supervisor
- GA Funding
- Hourly Non Benefited Status
- I-9 Status
- Leave Balance
- Manager Supervisor Relationships



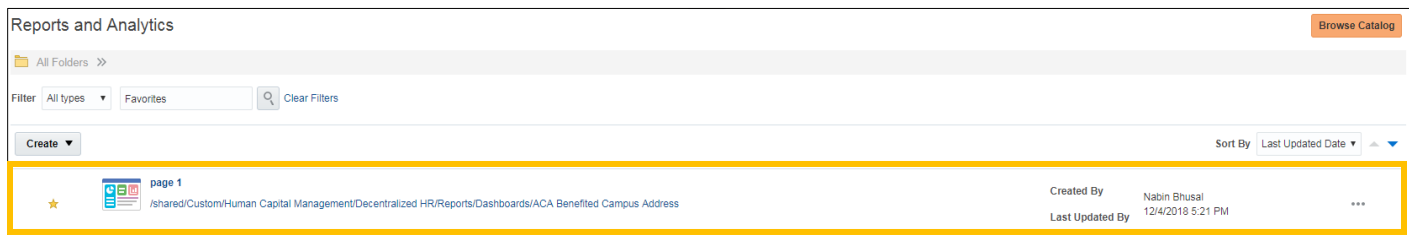
- After locating the report, click the **grey star** to the left of the report name.



- The star will change from grey to yellow.



- The next time you return to the *Reports and Analytics* page, this report will appear on the main screen.
- This allows for easy access without clicking through multiple folders to locate the report.



You have completed the steps to Accessing Reporting.