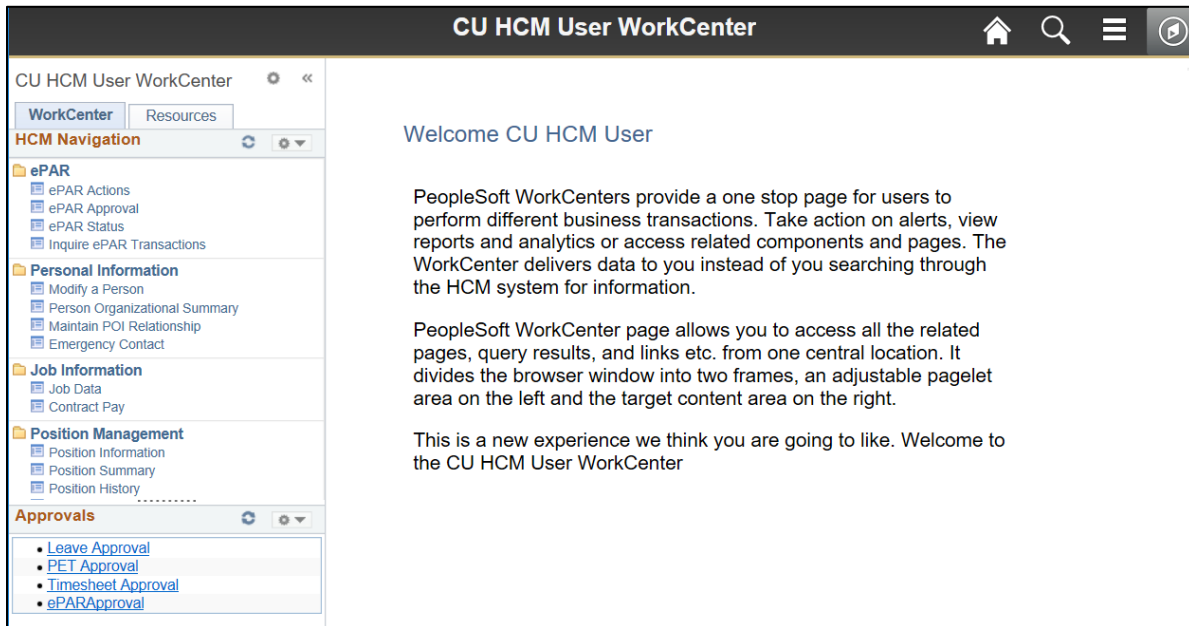


Human Capital Management (HCM): Step-by-Step Guide

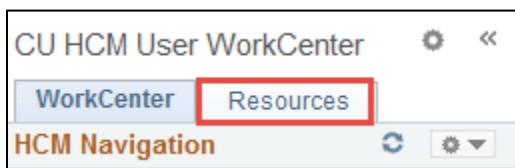
Running Queries

This guide describes how to access and run queries from the HCM User WorkCenter.

1. From the HCM Community Users dashboard, click the **HCM WorkCenter** tile. The CU HCM User WorkCenter page appears:



2. Click the **Resources** tab.

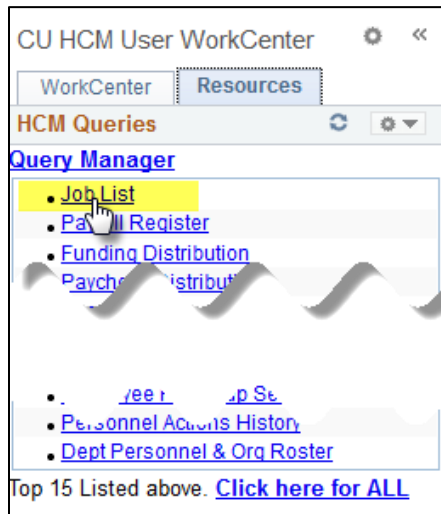


At the top of the Resources listing, you will see **HCM Queries** with the top 15 most run queries listed:

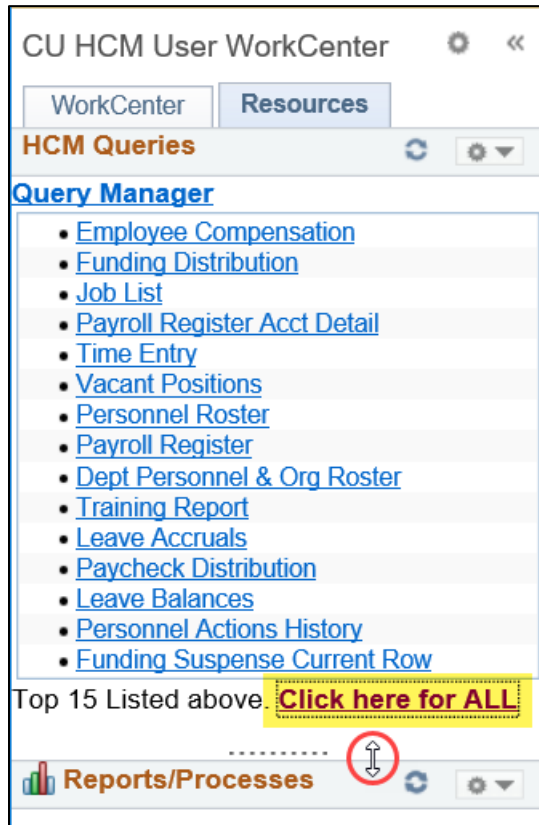


From this listing you can:

- Run a query by clicking the query name:

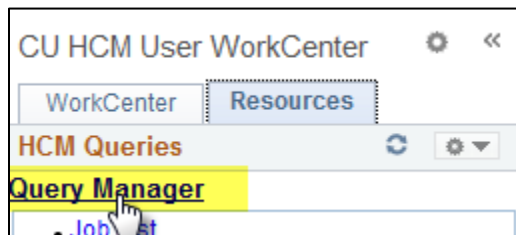


- Display a list of queries available to all HCM users by clicking **Click here for ALL**. You may need to drag the border (circled below) between the HCM Queries section and the Reports/Processes section to see this link.



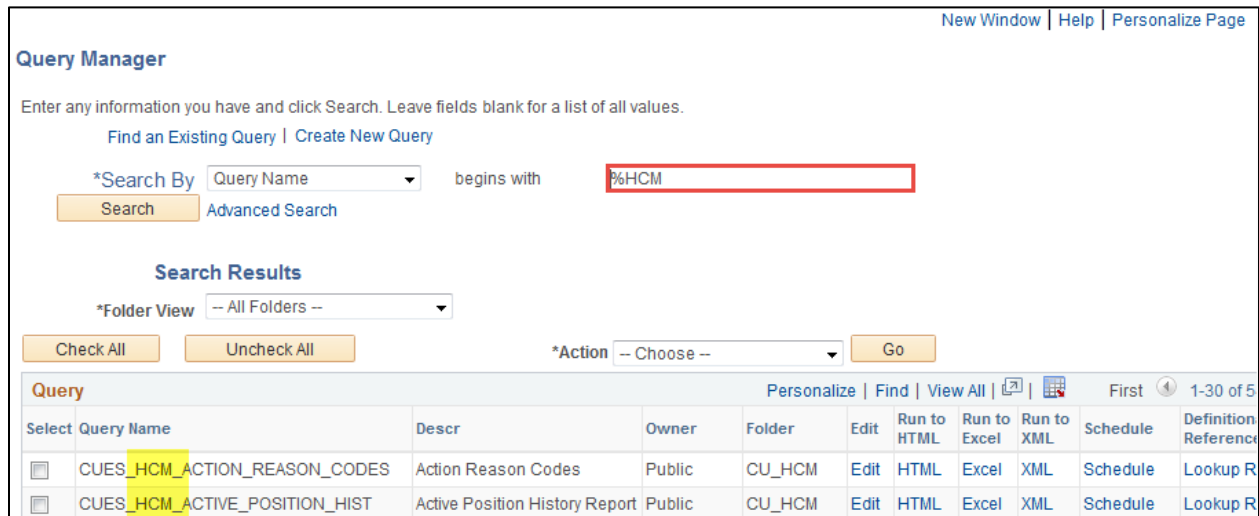
A list of all HCM user queries appears to the right of the WorkCenter that includes a description of each query. You can click a query name to select it.

- Search for queries by clicking **Query Manager**.



From Query Manager, you can search for queries using a variety of criteria. The default search is by query name, and you can enter all or part of the name to find the query you want. You can also use the

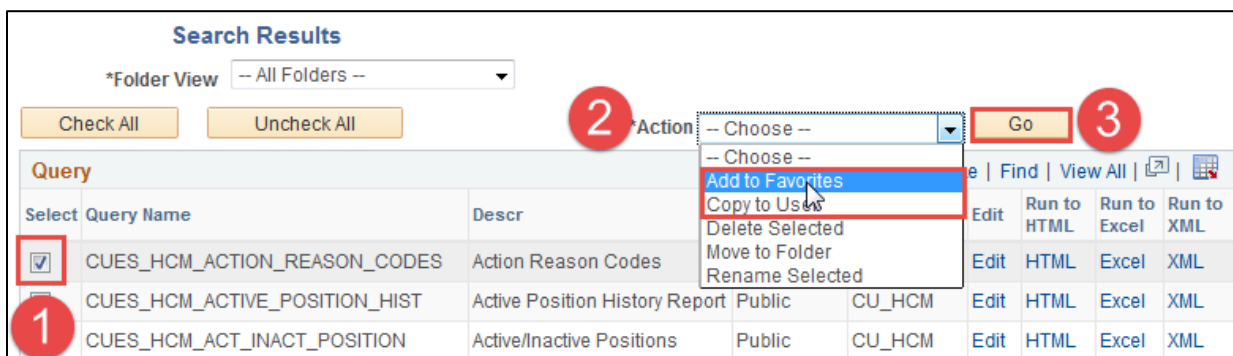
begins with field to specify a search term followed by any string of characters. You can use a wild card (%) before the search term, and the system will search for the term anywhere in a query name:



Note: About query names – for publically available queries, the query name will start with CUES. If you find a query that does not begin with CUES, we advise against using it, because it is not current and may not produce correct results.

After you locate the query you can:

- Click **HTML** to run the query and display results in a new tab.
- Click **Excel**, to run the query and display results in an Excel file.
- Add the query to your favorites so it appears in Query Manager without having to search:
 1. From the **Select** column, click the check box next to the query name.
 2. From the **Action** dropdown, select **Add to Favorites**.
 3. Click **Go**.



Note: For a query that takes a long time to run, or when results contain more data than Query Manager can return, consider using the Process Scheduler to run the query in the background rather than running it directly through Query Manager. Refer to *Scheduling Queries Step-by-Step Guide* for more information.

Query Manager displays your favorite queries below the Query list:

Query Manager

Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Query](#) | [Create New Query](#)

*Search By begins with

[Advanced Search](#)

Search Results

*Folder View

*Action

Query	Personalize	Find	View All	First	1-3 of 3	Last			
<input type="checkbox"/> CUES_HCM_ACTION_REASON_CODES	Action Reason Codes	Public	CU_HCM	Edit	HTML	Excel	XML	Schedule	Lookup References
<input type="checkbox"/> CUES_HCM_ACTIVE_POSITION_HIST	Active Position History Report	Public	CU_HCM	Edit	HTML	Excel	XML	Schedule	Lookup References
<input type="checkbox"/> CUES_HCM_ACT_INACT_POSITION	Active/Inactive Positions	Public	CU_HCM	Edit	HTML	Excel	XML	Schedule	Lookup References

My Favorite Queries

Query Name	Descr	Owner	Folder	Edit	Run to HTML	Run to Excel	Run to XML	Schedule	Definitional References	Remove
CUES_HCM_ACTION_REASON_CODES	Action Reason Codes	Public	CU_HCM	Edit	HTML	Excel	XML	Schedule	Lookup References	<input type="button" value="-"/>

Narrowing Results Using Query Prompts

Many queries have prompts you can use to narrow your results:

CUES_HCM_JOB_LIST - Job List

Employee ID (Optional)

Last 4 of SSN (Optional)

Last Name (Optional)

A=Active, Blank=All

Optional prompts may be left blank, which will return all results you are authorized to see based on your row-level security. After you enter any prompt values, click **View Results** to run the query.

After a query has run, you can download the results in a variety of formats, including an Excel spreadsheet:

CUES_HCM_ACTION_REASON_CODES- Action Reason Codes

Download results in: [Excel Spreadsheet](#) [CSV Text File](#) [XML File \(18 kb\)](#)

[View All](#)

	Action Code	Action Description	Reason Code	Reason Description
1	ADL	Additional Job	ADL	Additional Job
2	ADL	Additional Job	EMA	Emerite Appointment
3	ADL	Additional Job	SMR	Summer Teaching
4	ADP	Additional Pay	OTP	One Time Payment
5	ADP	Additional Pay	RCP	Recurring Payment

Modifying and Creating Queries

In Query Manager, you have the options to **Edit** an existing query, or **Create a New Query**:

Query Manager

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Query | **Create New Query**

*Search By begins with

▼ **My Favorite Queries**

Query Name	Descr	Owner	Folder	Edit	R H
CUES_HCM_LEAVE_BAL_TERMED_EE	Leave Balance Termed Employees	Private	SRS	Edit	

These options are available to all users, but require some knowledge of PS Query and CU's data table structure. When editing a public query, you must save it as a private query with a different name, so as not to overwrite the version available to all users. For more information about creating and editing queries, refer to *Creating and Modifying Queries Step-by-Step Guide*.