

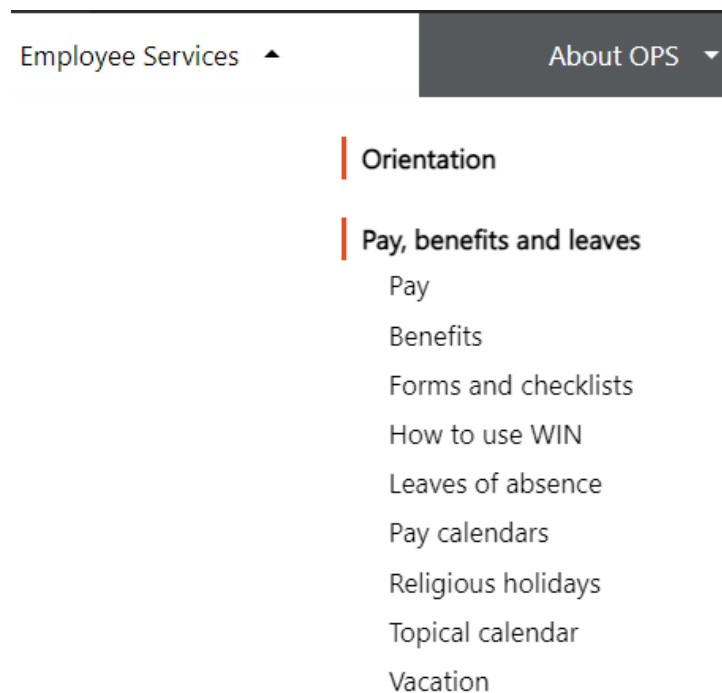
Obtaining Reports from COGNOS

Note: pledges are uploaded to COGNOS in real-time (or close to) so you can pull reports any time to get reflection of your pledge totals at that moment. This contrasts with previous years where updated reports were only available on a weekly basis. Please note though that sometimes there can be delays in report updating, so if something seems missing, please just check back.

To obtain the input file [DSS930 My Charity PBSB Report from COGNOS](#):

Open Inside OPS from your secure device [Home - InsideOPS](#)

Navigate to Employee Services drop down, then select Pay.

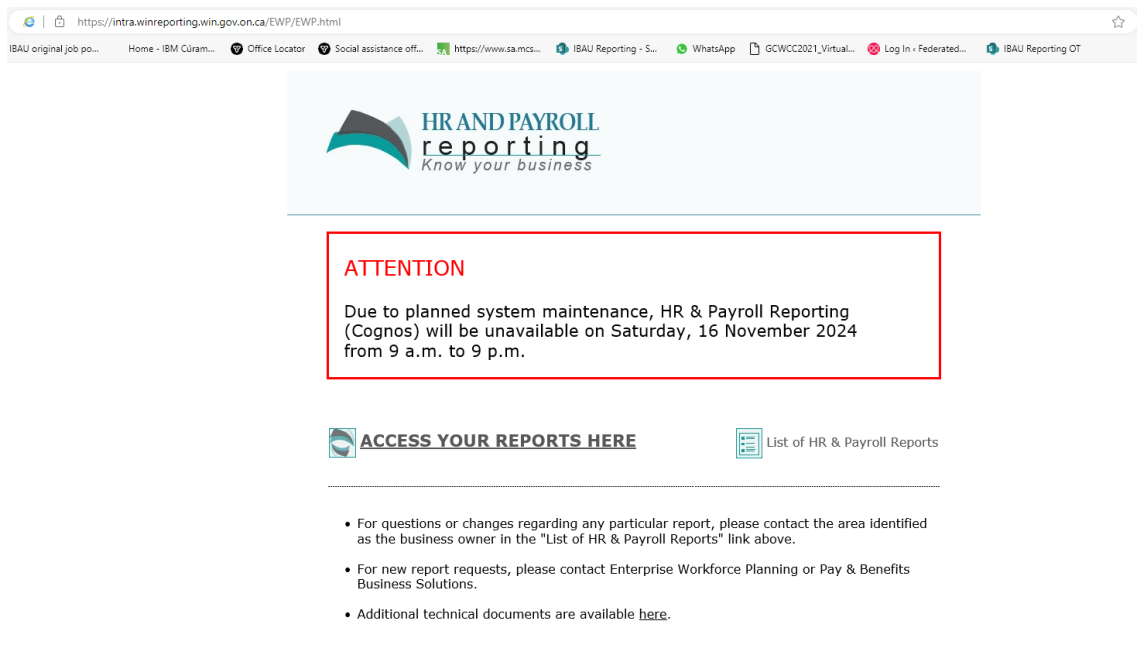


On Pay screen, scroll down, and click the link to HR and Payroll Reporting (COGNOS) under the heading Related Resources on the right-hand side.

Related Resources

- [HR and Payroll Reporting \(COGNOS\)](#)
- [Human Resources Services](#)
- [Find Your HR Contacts](#)
- [Benefits Booklets/Guides](#)
- [Collective Agreements](#)
- [Total Compensation](#)

You can save HR and Payroll Reporting (COGNOS) as a favorite for ease of access at this point too.



The screenshot shows a web browser window with the URL <https://intra.winreporting.win.gov.on.ca/EWP/EWP.html>. The browser's address bar and tabs are visible at the top. Below the browser, the website header features the logo for "HR AND PAYROLL reporting" with the tagline "Know your business". A prominent red-bordered box contains the following text:

ATTENTION

Due to planned system maintenance, HR & Payroll Reporting (Cognos) will be unavailable on Saturday, 16 November 2024 from 9 a.m. to 9 p.m.

Below the notice, there are two links: "ACCESS YOUR REPORTS HERE" with a magnifying glass icon, and "List of HR & Payroll Reports" with a list icon. A horizontal line separates these links from a list of instructions:

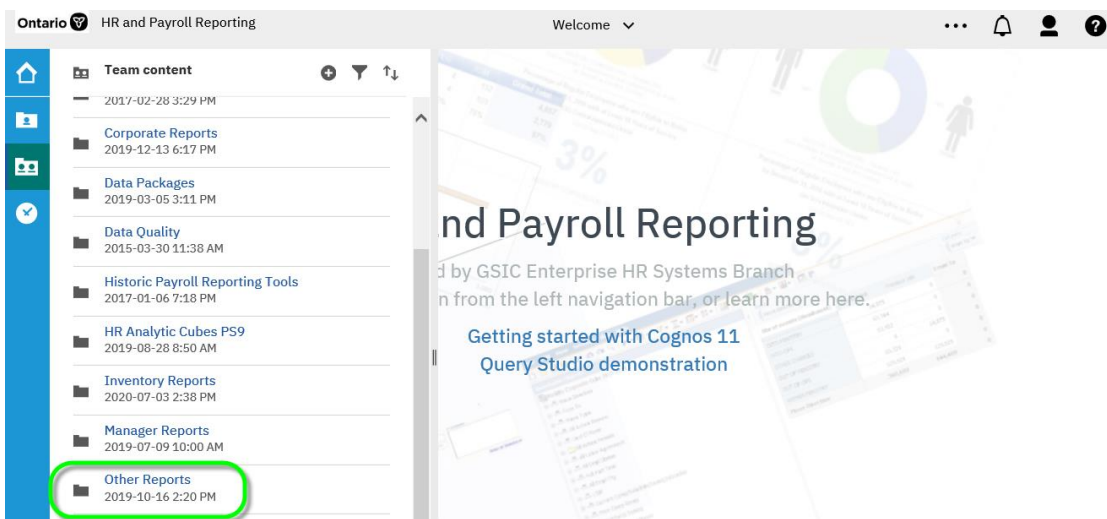
- For questions or changes regarding any particular report, please contact the area identified as the business owner in the "List of HR & Payroll Reports" link above.
- For new report requests, please contact Enterprise Workforce Planning or Pay & Benefits Business Solutions.
- Additional technical documents are available [here](#).

Click on ACCESS YOUR REPORTS HERE

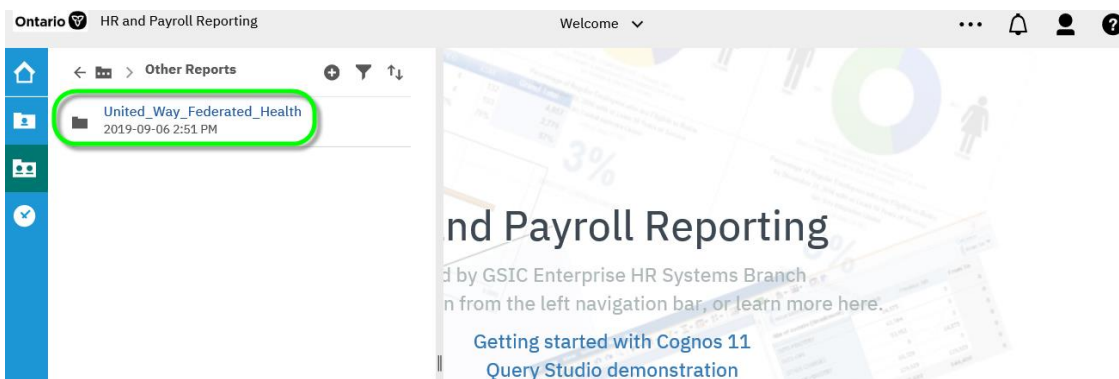
On this screen to the left select the Teams Content (Icon with the two heads)



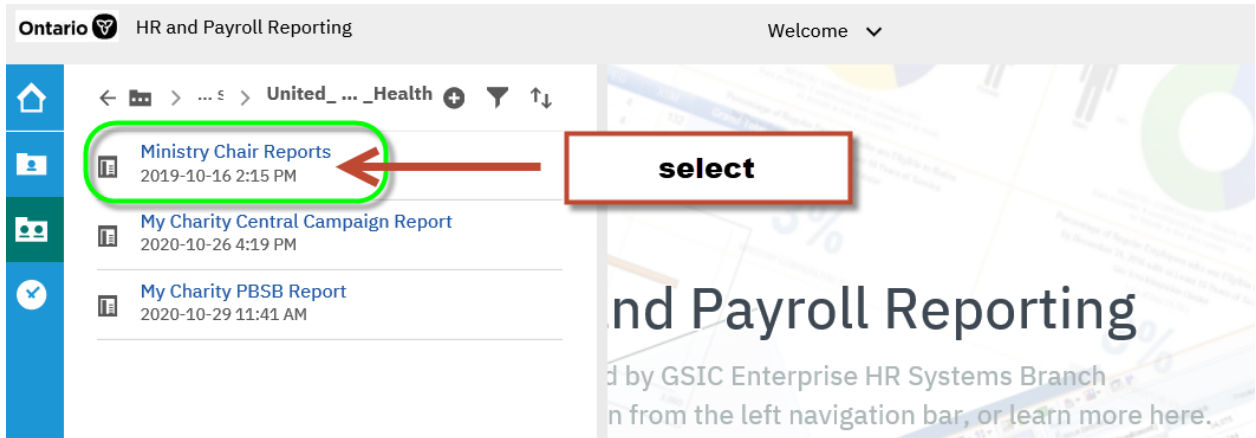
Everyone's team content will be different depending on what access you have in COGNOS. You need to select 'Other Reports'.



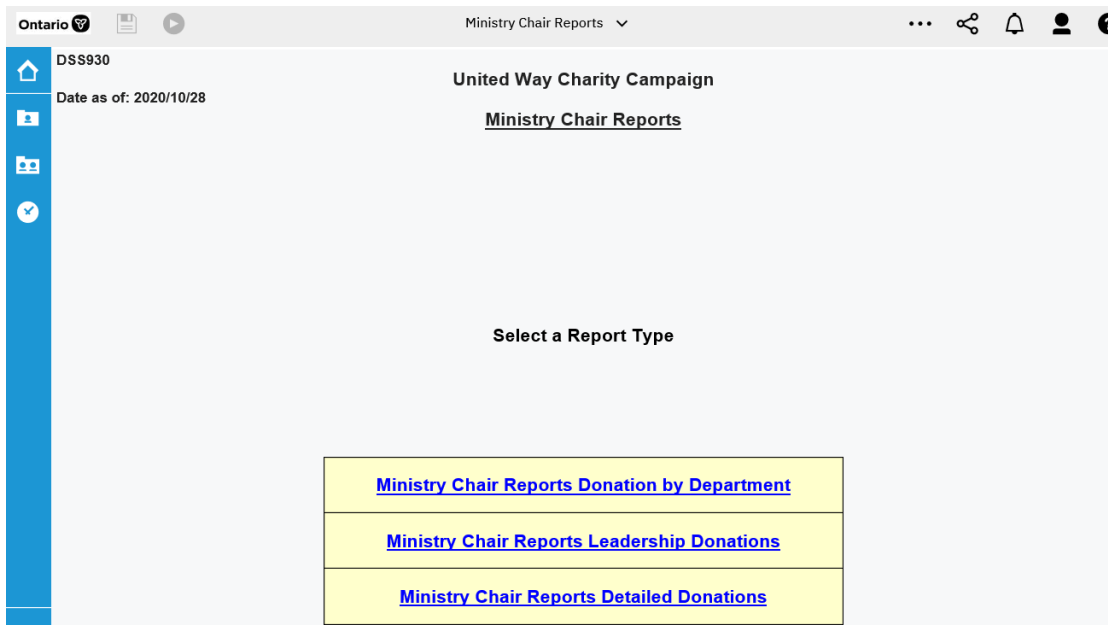
Select United_Way_Federated_Health



Select Ministry Chair Report

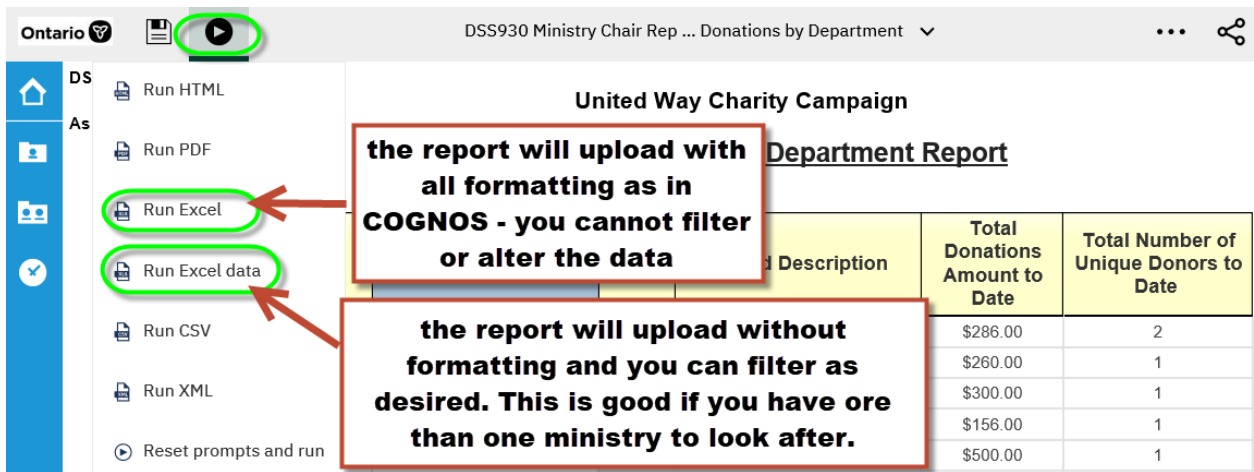
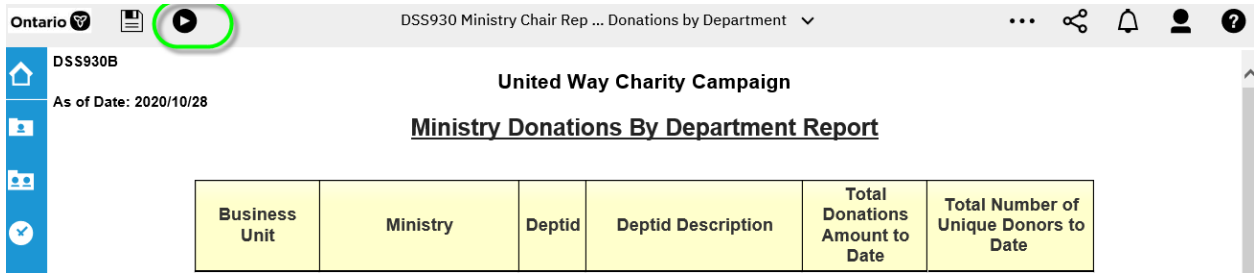


You will need to select each report one at a time. You should only be able to see information for which ministries have been assigned to you.



Note: Title will show Federated Health Campaign and not United Way Campaign. The same screen is used for both campaigns.

You can save your reports in the format that you want by clicking on the following icon:



Run Excel

Report is formatted for you.

Business Unit	Ministry	Deptid	Deptid Description	Total Donations Amount to Date	Total Number of Unique Donors to Date
00100	Agriculture, Food & Rural Aff	011010		\$286.00	2
		011110		\$260.00	1
		011150		\$300.00	1
		011170		\$156.00	1
		012160		\$500.00	1
		012320		\$306.00	2

A red box with the text 'sample as Run Excel' is overlaid on the table.

Run Excel data.

Report needs to be formatted as required

Business Unit	Ministry	Deptid	Deptid Description	Total Donations Amount to Date	Total Num
00100	Agriculture, Food & Rural Aff	011010		286	2
00100	Agriculture, Food & Rural Aff	011110		260	1
00100	Agriculture, Food & Rural Aff	011150		300	1
00100	Agriculture, Food & Rural Aff	011170		156	1
00100	Agriculture, Food & Rural Aff	012160		500	1
00100	Agriculture, Food & Rural Aff	012320		306	2
00100	Agriculture, Food & Rural Aff	012400		150	2
00100	Agriculture, Food & Rural Aff	012402		320	2

A red box with the text 'Sample Run Excel Data' is overlaid on the table.

We suggest if you only have one ministry to download in formatted way.

Save file.