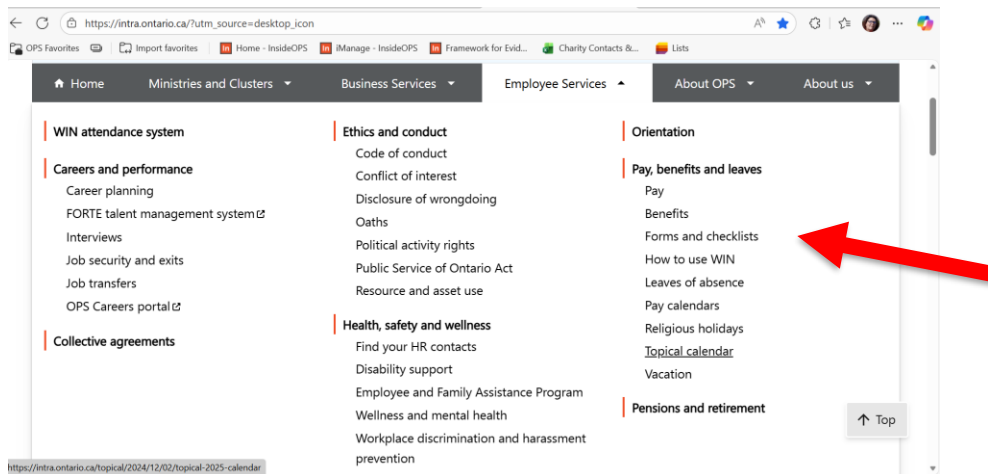


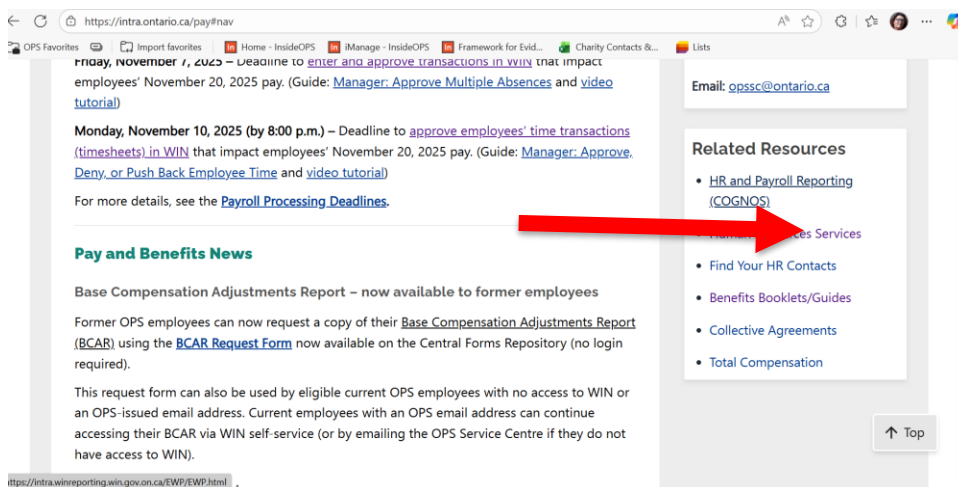
How to Pull Reports from COGNOS

Payroll pledges are uploaded to COGNOS in real-time so reports can be pulled any time to get reflection of your pledge totals at that moment; however, note that occasional delays may occur. If a very recent pledge does not appear, please check back later.

Step 1: Open Inside OPS from your secure device at [Home - InsideOPS](#) > Employee Services > Pay.




Step 2: On Pay screen, scroll down, and click the link to **HR and Payroll Reporting (COGNOS)** under the heading **Related Resources**.



Step 3: Click on **ACCESS YOUR REPORTS HERE.**

https://intra.winreporting.win.gov.on.ca/EWP/EWP.html


IBAU original job po... Home - IBM Cúram... Office Locator Social assistance off... https://www.sa.mcs... IBAU Reporting - S... WhatsApp GCWCC2021_Virtual... Log In - Federated... IBAU Reporting OT





**HR AND PAYROLL
reporting**
Know your business

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.







 **ACCESS YOUR REPORTS HERE**


 List of HR & Payroll Reports

- 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](#).

Step 4: Select your team's content by choosing the icon with the image of two people, found on the left-hand side of the screen.

Ontario HR and Payroll Reporting Welcome



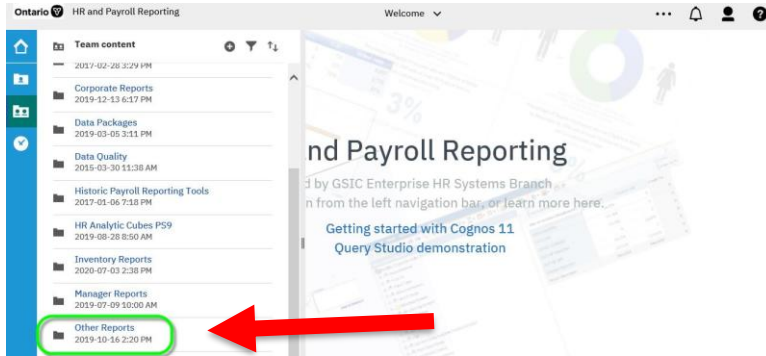
HR and Payroll Reporting

Enabled by GSIC Enterprise HR Systems Branch

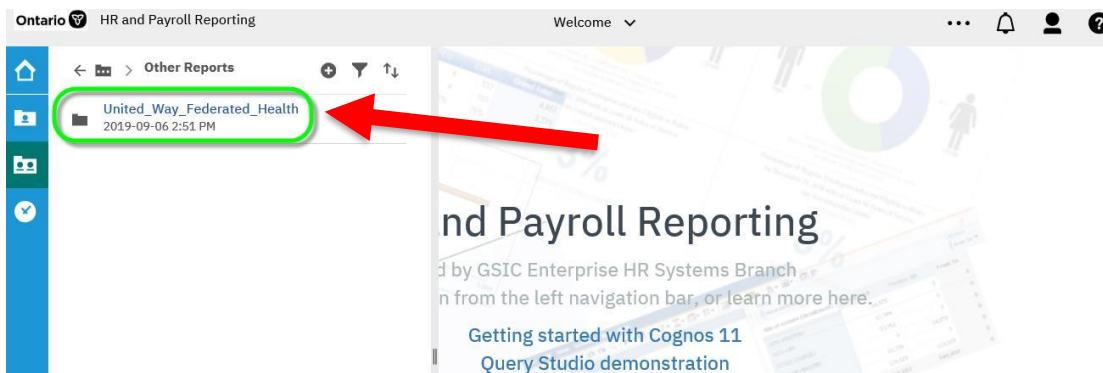
Choose an action from the left navigation bar, or learn more here.

[Getting started with Cognos 11](#)
[Query Studio demonstration](#)

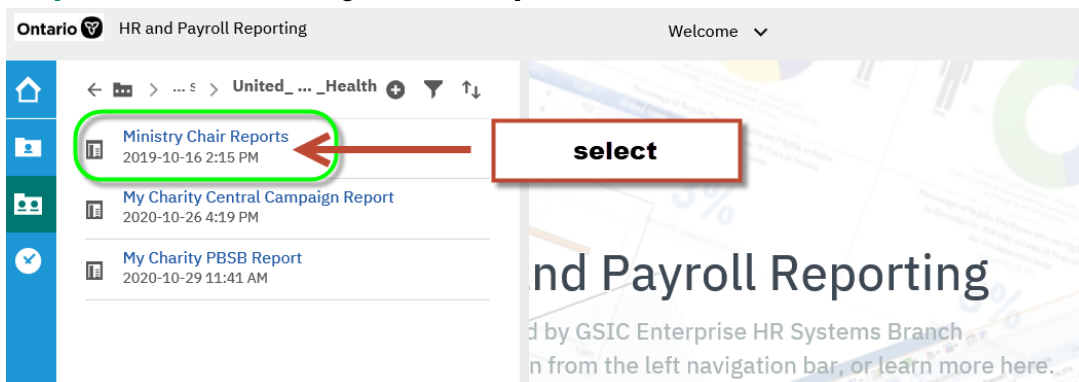
Step 5: Select Other Reports.



Step 6: Select United_Way_Federated_Health.

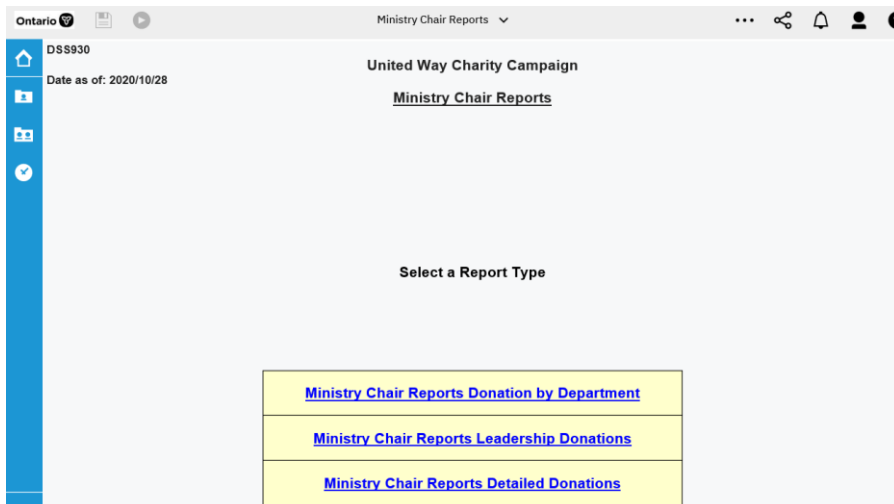


Step 7: Select Ministry Chair Reports.



Step 8: Select each desired report type, one at a time.

Note: Title will show Federated Health Campaign, not United Way Campaign as seen in the screenshots.



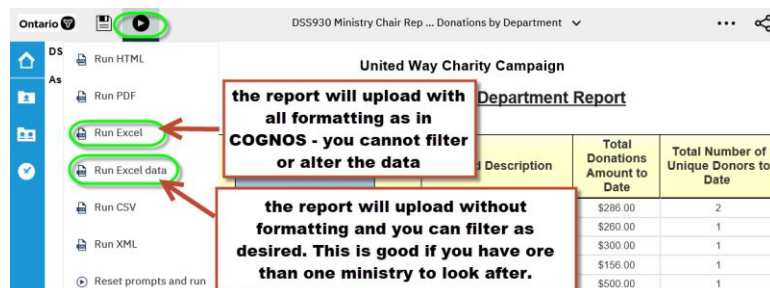
Step 9: Select your preferred format by choosing either:



Run Excel which provides a formatted but un-editable report.

OR

Run Excel data which provides an editable data dump.



Step 10: Save file.