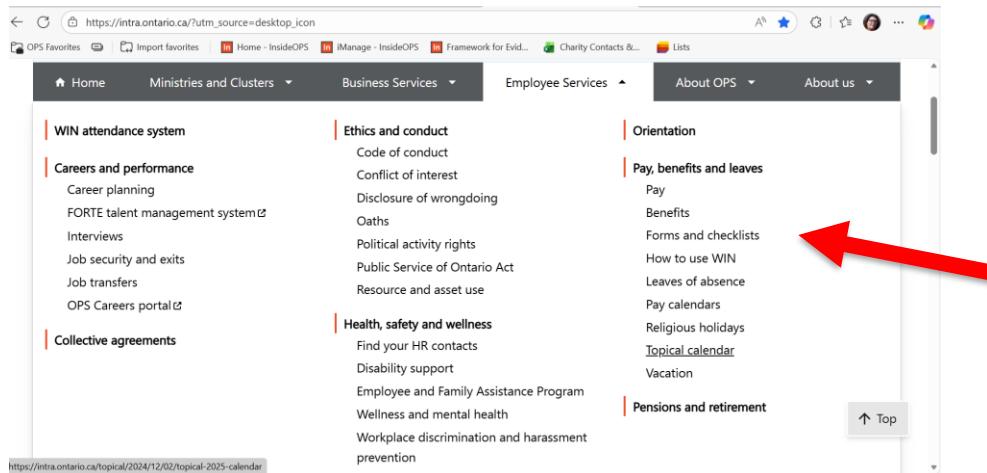


How to Pull Reports from COGNOS

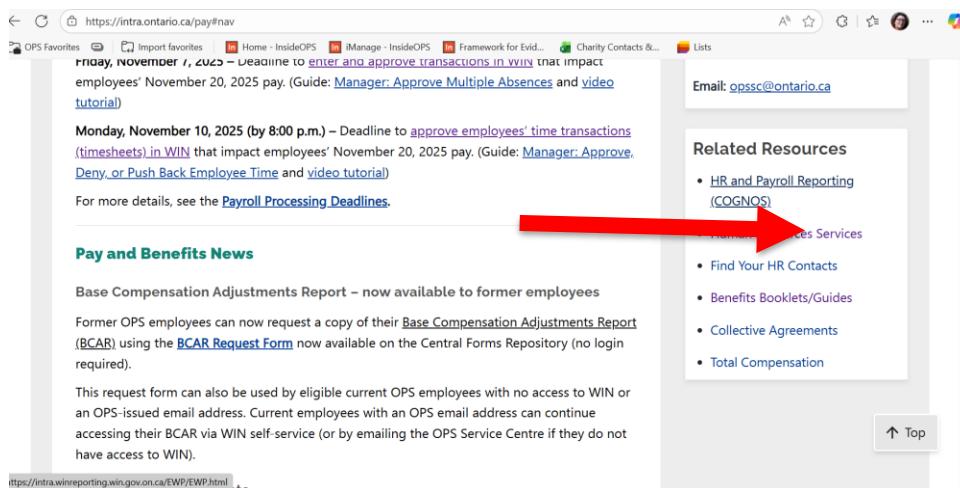
Payroll pledges are uploaded to COGNOS in real-time so reports can be pulled any time to get reflection of your pledge totals at that moment; however, note that occasional delays may occur. If a very recent pledge does not appear, please check back later.

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



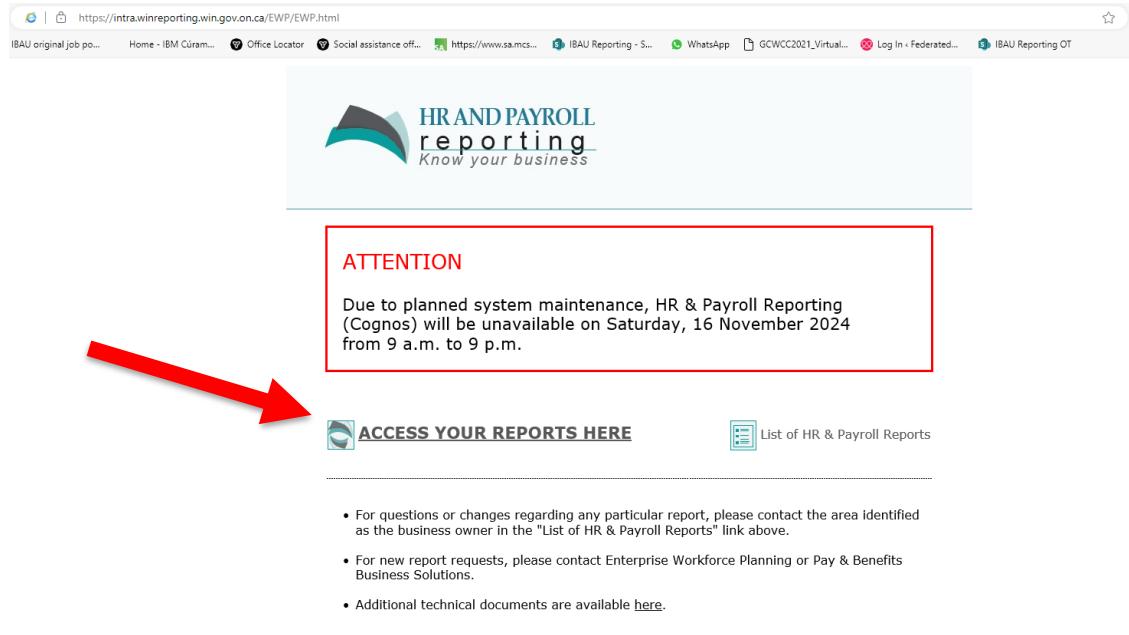
The screenshot shows the Inside OPS navigation menu. The 'Employee Services' dropdown is open, and the 'Pay' link under the 'Pay, benefits and leaves' section is highlighted with a red arrow. The URL in the address bar is <https://intra.ontario.ca/topical/2024/12/02/topical-2025-calendar>.

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



The screenshot shows the Pay screen. The 'Related Resources' section is open, and the 'HR and Payroll Reporting (COGNOS)' link is highlighted with a red arrow. The URL in the address bar is <https://intra.ontario.ca/pay#nav>.

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



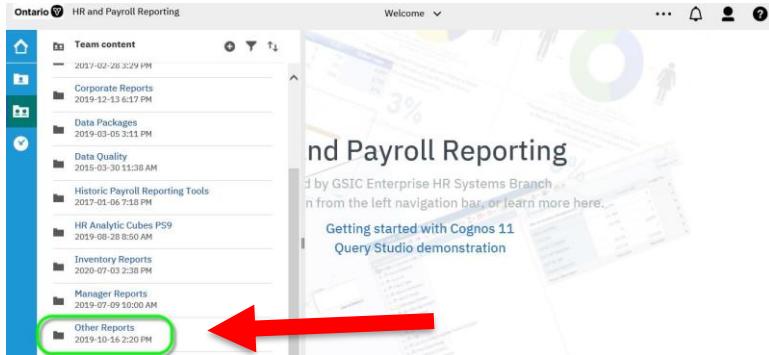
A screenshot of a web browser showing the 'HR AND PAYROLL reporting' website. The page features a logo with three overlapping shapes (green, red, blue) and the text 'HR AND PAYROLL reporting' and 'Know your business'. A red box highlights a 'ATTENTION' message: 'Due to planned system maintenance, HR & Payroll Reporting (Cognos) will be unavailable on Saturday, 16 November 2024 from 9 a.m. to 9 p.m.' A red arrow points to the 'ACCESS YOUR REPORTS HERE' button, which is located below the message. Other buttons include 'List of HR & Payroll Reports' and a link to 'Additional technical documents'.

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.



A screenshot of the 'HR and Payroll Reporting' interface. The left sidebar features a vertical navigation bar with icons for Home, File, and a two-people icon (highlighted with a red arrow). The main content area displays a dashboard with various charts and data. A red arrow points to the two-people icon in the sidebar. The dashboard includes the text 'HR and Payroll Reporting', 'Enabled by GSIC Enterprise HR Systems Branch', and 'Choose an action from the left navigation bar, or learn more here.' It also features links for 'Getting started with Cognos 11' and 'Query Studio demonstration'.

Step 5: Select Other Reports.



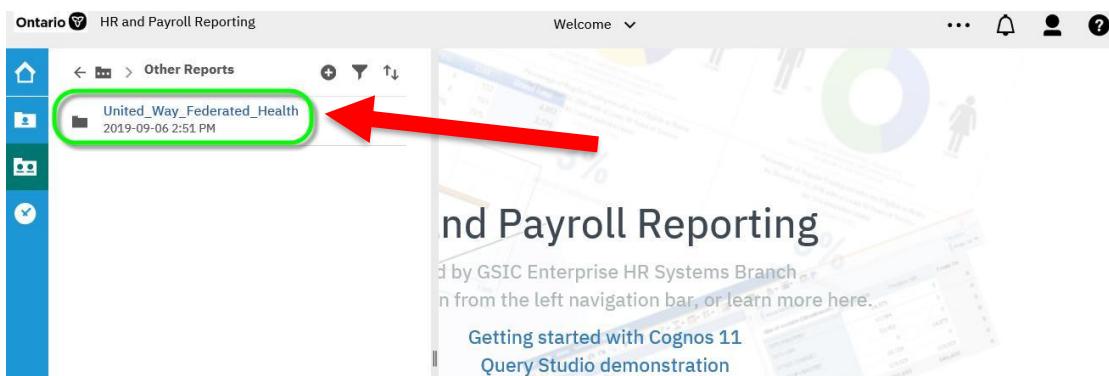
Ontario HR and Payroll Reporting

Welcome

Team content

- 2017-02-28 3:29 PM
- Corporate Reports
- 2019-12-13 6:17 PM
- Data Packages
- 2019-03-05 3:11 PM
- Data Quality
- 2019-03-30 11:38 AM
- Historic Payroll Reporting Tools
- 2017-01-06 7:18 PM
- HR Analytic Cubes PS9
- 2019-08-28 8:50 AM
- Inventory Reports
- 2020-07-03 2:38 PM
- Manager Reports
- 2019-07-09 10:00 AM
- Other Reports
- 2019-10-16 2:20 PM

Step 6: Select United_Way_Federated_Health.



Ontario HR and Payroll Reporting

Welcome

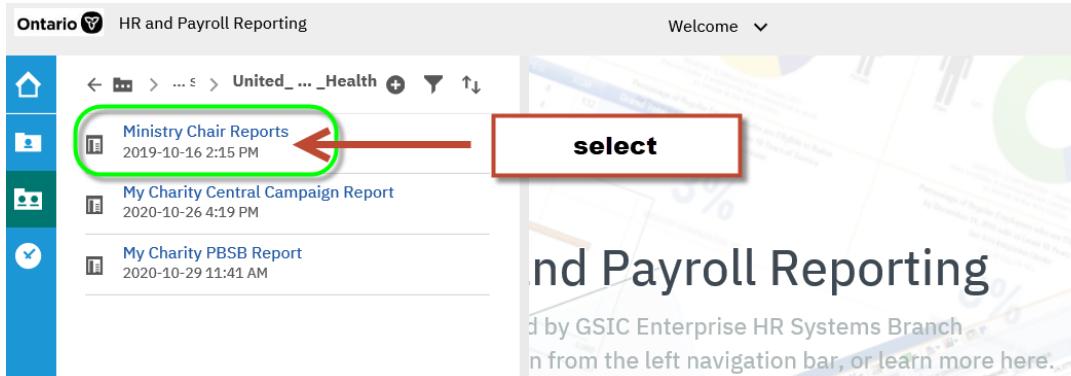
Other Reports

- United_Way_Federated_Health

United Payroll Reporting

Getting started with Cognos 11 Query Studio demonstration

Step 7: Select Ministry Chair Reports.



Ontario HR and Payroll Reporting

Welcome

United_Way_Federated_Health

- Ministry Chair Reports
- My Charity Central Campaign Report
- My Charity PBSB Report

Ministry Chair Reports

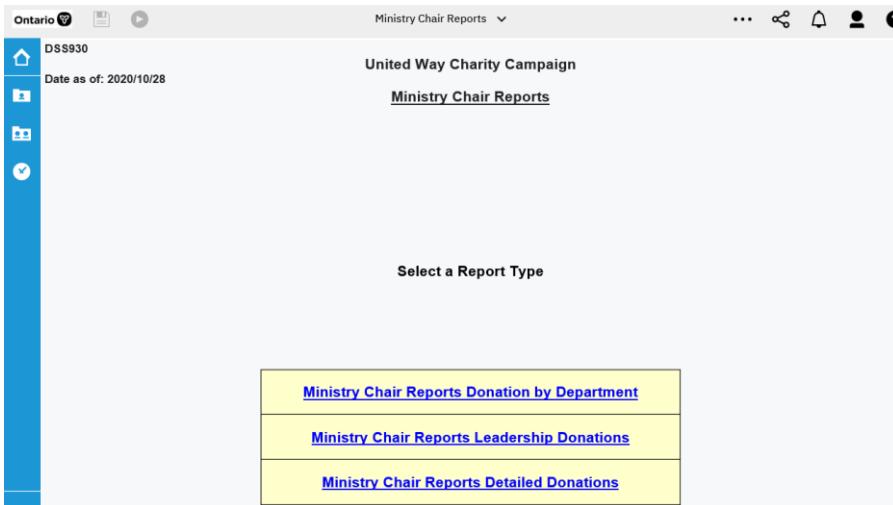
select

United Payroll Reporting

Getting started with Cognos 11 Query Studio demonstration

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.



Ministry Chair Reports

United Way Charity Campaign

Ministry Chair Reports

Select a Report Type

[Ministry Chair Reports Donation by Department](#)

[Ministry Chair Reports Leadership Donations](#)

[Ministry Chair Reports Detailed Donations](#)

Step 9: Select your preferred format by choosing either:



DS930B

As of Date: 2020/10/28

Ministry Donations By Department Report

Business Unit	Ministry	Deptid	Deptid Description	Total Donations Amount to Date	Total Number of Unique Donors to Date

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

OR

Run Excel data which provides an editable data dump.



DS930B

As of Date: 2020/10/28

Ministry Chair Reports

Run HTML

Run PDF

Run Excel

Run Excel data

Run CSV

Run XML

Reset prompts and run

the report will upload with all formatting as in COGNOS - you cannot filter or alter the data

the report will upload without formatting and you can filter as desired. This is good if you have more than one ministry to look after.

Business Unit	Ministry	Deptid	Deptid Description	Total Donations Amount to Date	Total Number of Unique Donors to Date
				\$286.00	2
				\$260.00	1
				\$300.00	1
				\$156.00	1
				\$500.00	1

Step 10: Save file.