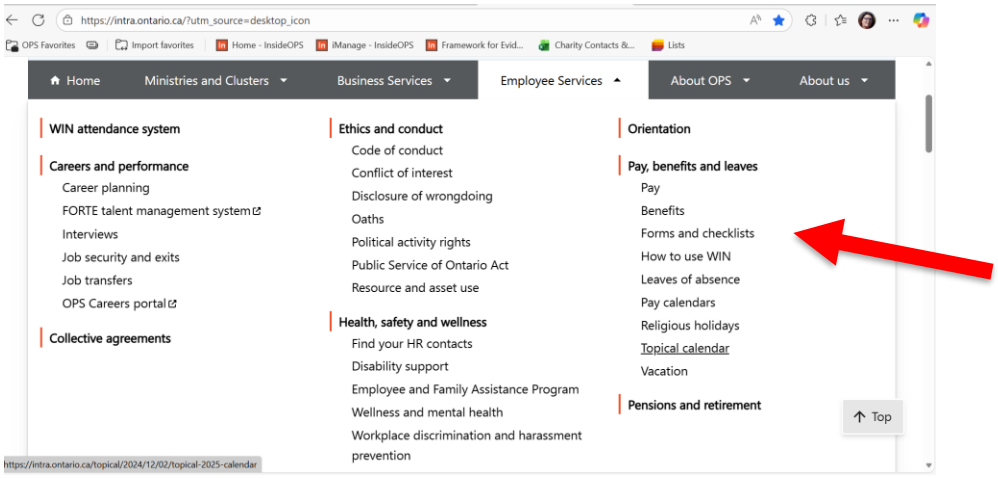
Federated Health Charities

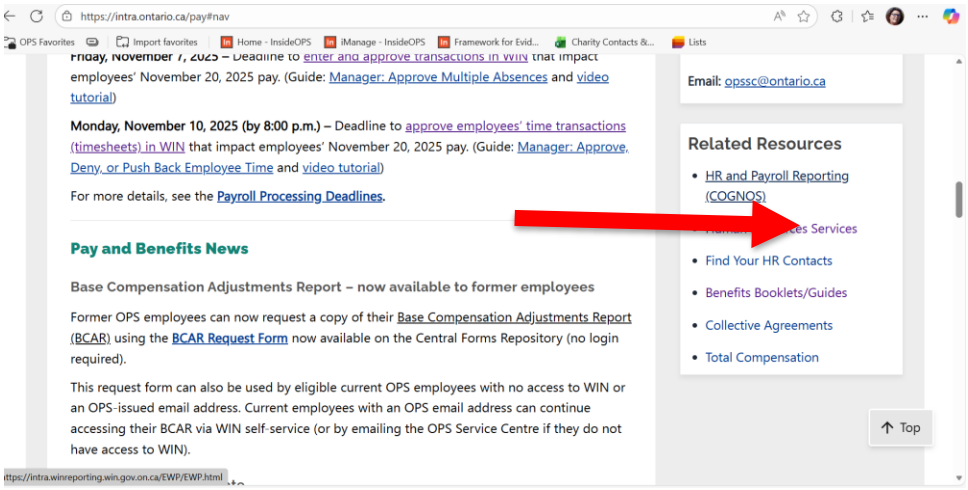
How to Pull Reports from COGNOS

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.

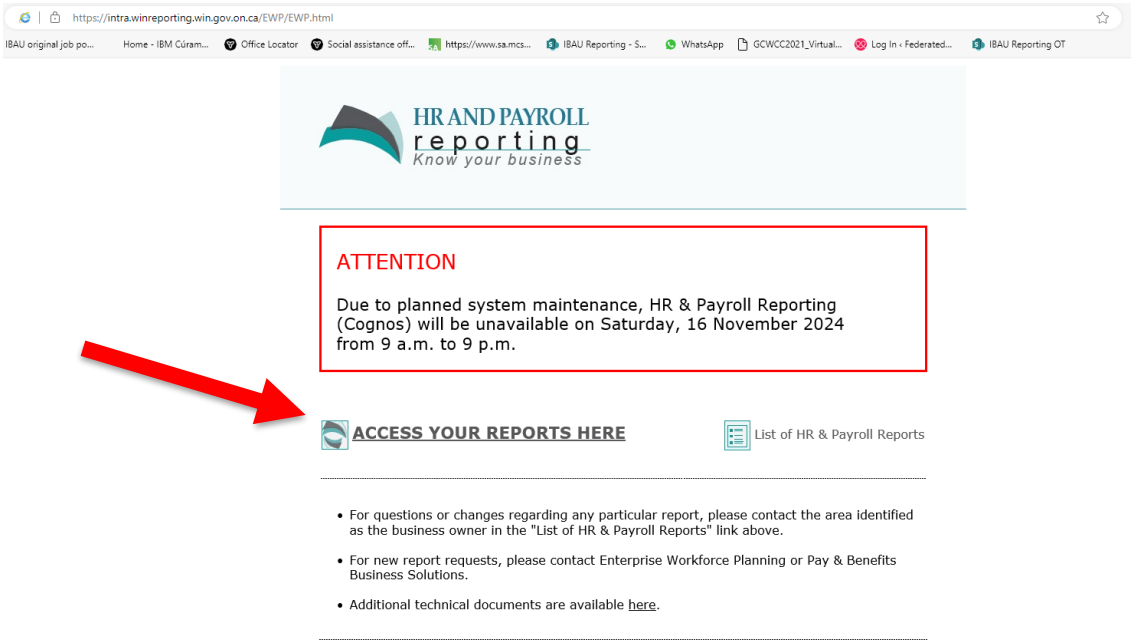
Step 1: Open Inside OPS from your secure device at **Home - InsideOPS >** Employee Services > Pay.



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.**



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.

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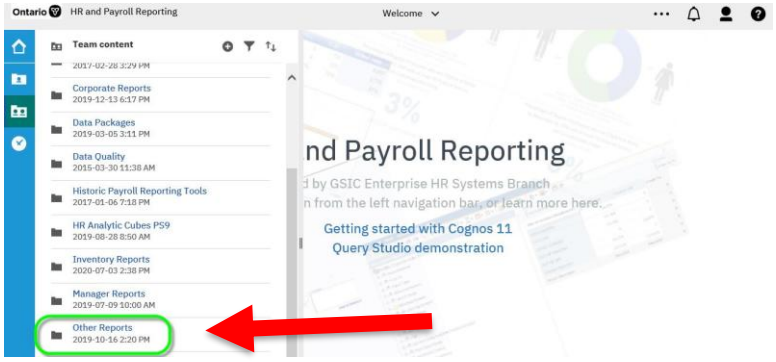
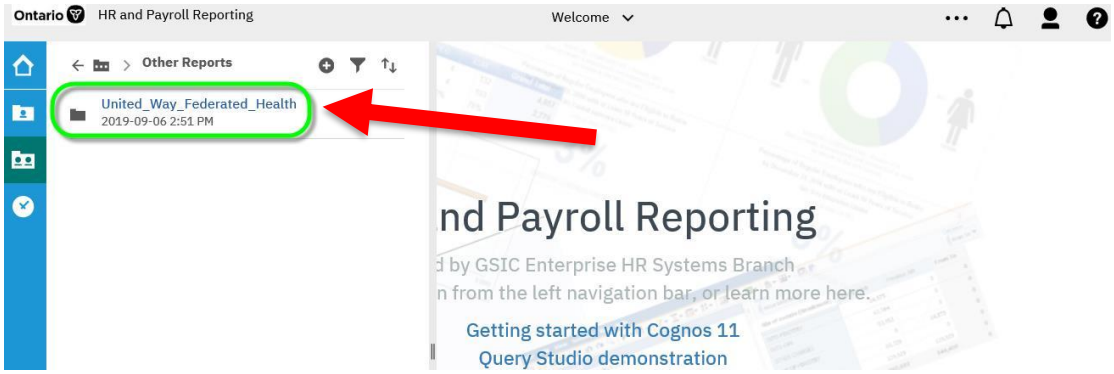
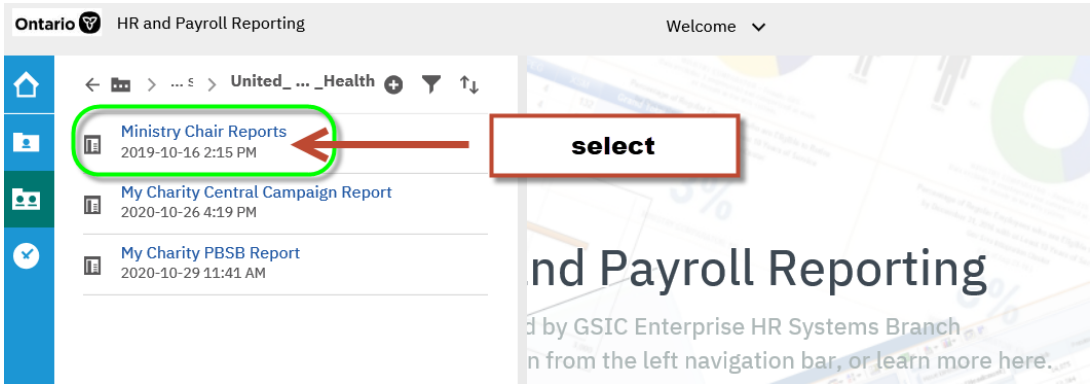
Step 5: Select **Other Reports.**



Step 6: Select **United_Way_Federated_Health**.



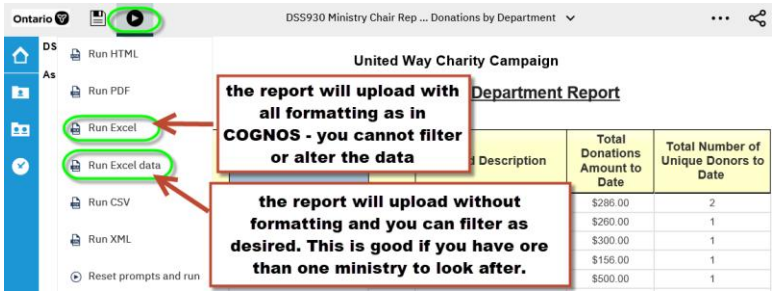
Step 7: Select **Ministry Chair Reports**.



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.