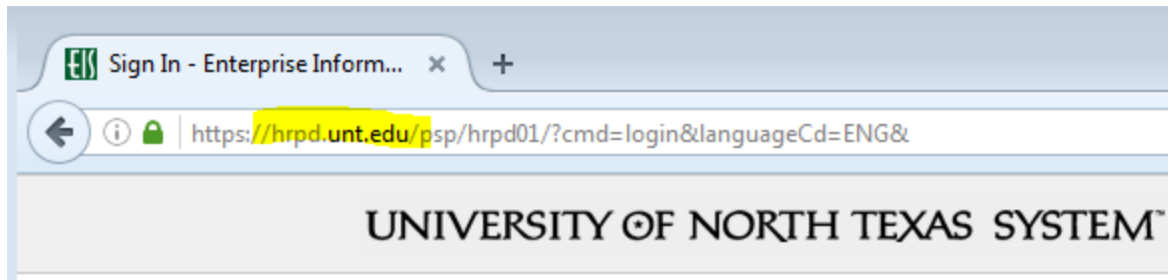


## Job Aide: VPAA\_ONBOARDING\_COMPLETION Report - Use this to check onboarding status for a group of employees.

To Begin:

- Go to **hrpd.unt.edu** to login.
- Enter EUID.
- Enter Password.
- Click **“Sign In”** or press **“Enter”**.



## Enterprise Information System

**System Login**

EUID (required)

Password (required)

**Sign In**

[Trouble logging in?](#)

[Activate my account](#)

[What's my EUID?](#)

[Reset my password](#)

The Enterprise Information System is the primary administrative information resource for the University of North Texas System.

This system is the property of the University of North Texas System and your use of this resource constitutes an agreement to abide by relevant federal and state laws and institutional policies. Unauthorized use of this system is prohibited. Violations can result in penalties and criminal prosecution. Usage may be subject to security testing and monitoring. Users have no expectation of privacy except as otherwise provided by applicable privacy laws. Please see <https://www.untsystem.edu/about-us/policies> for more details.

**Web Browsers & Settings**

- After logging in, this screen will appear.

twc0030 on HRPD (easapp29.its.unt.edu) - Production  
03/03/2017 17:46:31

Home | Worklist | Add to Favorites | Sign out

Menu Search >> Advanced Search

Personalize Content | Layout ? Help

**Menu**

Search: >>

- ▶ My Favorites
- ▶ Special Applications
- ▶ Campus Self Service
- ▶ Self Service
- ▶ Manager Self Service
- ▶ Workforce Administration
- ▶ Time and Labor
- ▶ Worklist
- ▶ Reporting Tools
- ▶ PeopleTools
- Change My Password
- My Personalizations
- My System Profile
- My Dictionary
- My Feeds

**University of North Texas System (UNTS) Training**

These tutorials provide a place to learn and practice key processes in a simulated environment. First time users should view the [User Productivity Kit \(UPK\) player introduction](#) before proceeding.

- All Faculty & Staff
- Supervisors & Administrative Staff
- Additional Training Resources

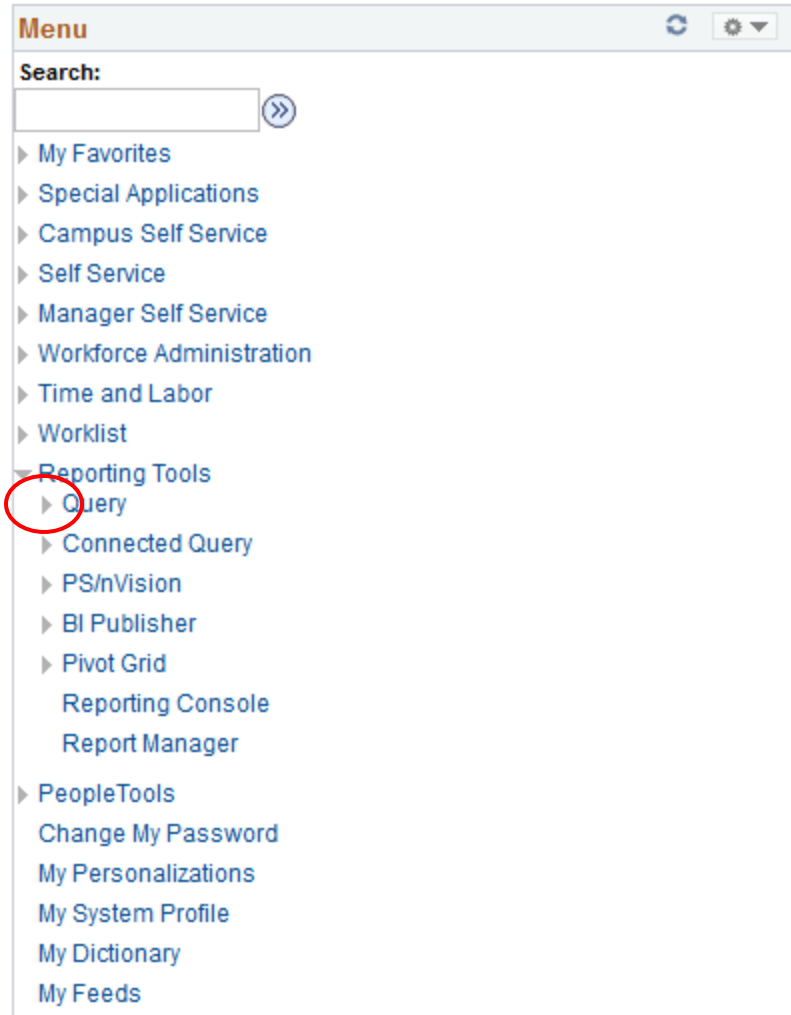
- Click on the “▶” symbol to the left of “Reporting Tools” for a drop down menu.

**Menu**

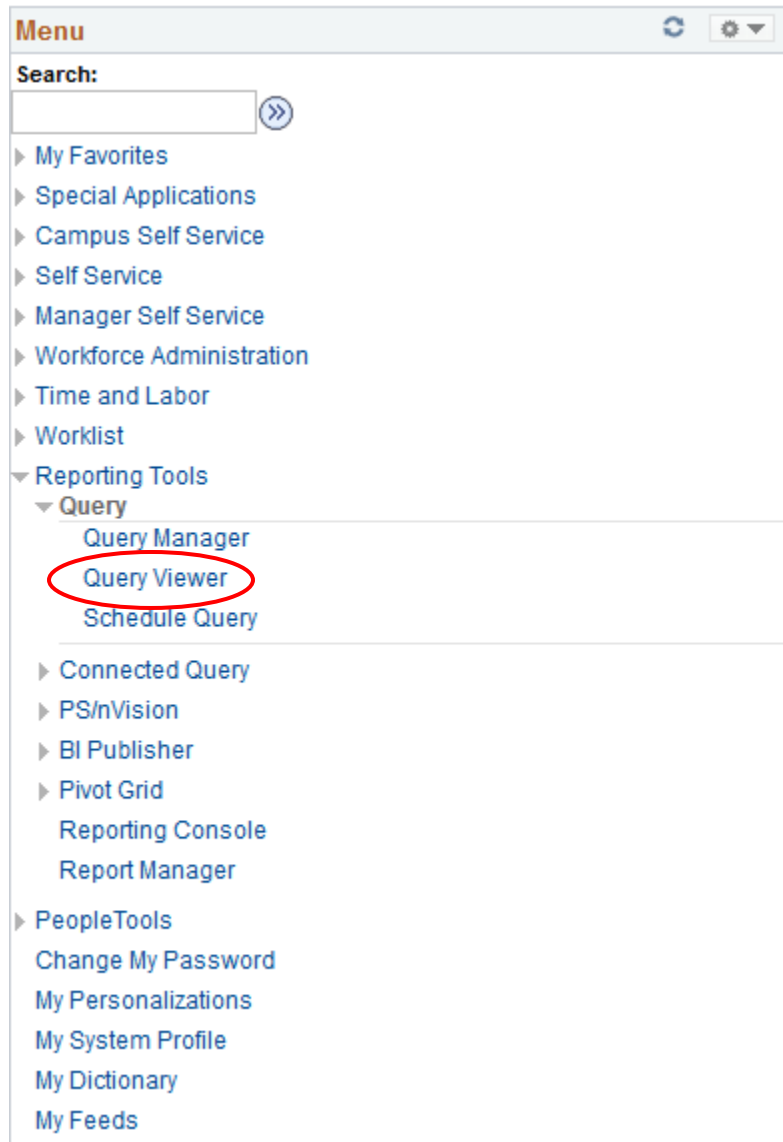
Search: >>

- ▶ My Favorites
- ▶ Special Applications
- ▶ Campus Self Service
- ▶ Self Service
- ▶ Manager Self Service
- ▶ Workforce Administration
- ▶ Time and Labor
- ▶ Worklist
- ▶ Reporting Tools
- ▶ PeopleTools
- Change My Password
- My Personalizations
- My System Profile
- My Dictionary
- My Feeds

- When the drop down menu appears, click on the “▶” symbol to the left of “Query” for another drop down menu.



- With this drop down menu, select “**Query Viewer**”.



- The screen below will appear.
- The “**Search By**” field should have “**Query Name**” in the drop down box.

**Query Viewer**

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

\*Search By **Query Name** begins with

[Advanced Search](#)

- In the “**Begins with**” box, type “**VPAA\_ONBOARDING\_COMPLETION**”.
- Click “**Search**”.

**Query Viewer**

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

\*Search By **Query Name** begins with **VPAA\_ONBOARDING\_COMPLETION**

[Advanced Search](#)

- The below screen will appear.

**Query Viewer**

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

\*Search By **Query Name** begins with **VPAA\_ONBOARDING\_COMPLETION**

[Advanced Search](#)

**Search Results**

\*Folder View **-- All Folders --**

Query				Personalize	Find	View All	First	1 of 1	Last
Query Name	Description	Owner	Folder	Run to HTML	Run to Excel	Run to XML	Schedule	Definitional References	Add to Favorites
VPAA_ONBOARDING_COMPLETION		Public		HTML	Excel	XML	Schedule	Lookup References	Favorite

- The options for this report are “**Run to HTML,**” “**Run to Excel,**” or “**Run to XML.**”
  - **HTML** and **Excel** are the best options.
  - Choose either **HTML** or **Excel** based on preference.
  - **HTML** will open the report within EIS.
  - **Excel** will open the report in Excel and will require saving.

**For Excel user preference (for HTML users, refer to pg. 10):**

Under “Run to Excel,” click “Excel”.

**Query Viewer**

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

\*Search By  begins with

**Search Results**

\*Folder View

Query Name	Description	Owner	Folder	Run to HTML	Run to Excel	Run to XML	Schedule	Definitional References	Add to Favorites
VPAA_ONBOARDING_COMPLETION		Public		HTML	Excel	XML	Schedule	Lookup References	Favorite

Run to HTML	Run to Excel	Run to XML	Schedule
HTML	Excel	XML	Schedule

- The screen below will appear in a new tab.

Query Viewer

Query

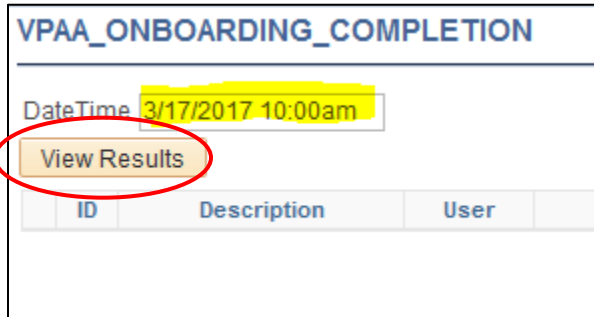
https://hrpd.unt.edu/psc/hrp/HRMS/g?ICAAction=ICQryNameExcelURL=PUBLIC.VPAA\_ONBOARD

VPAA\_ONBOARDING\_COMPLETION

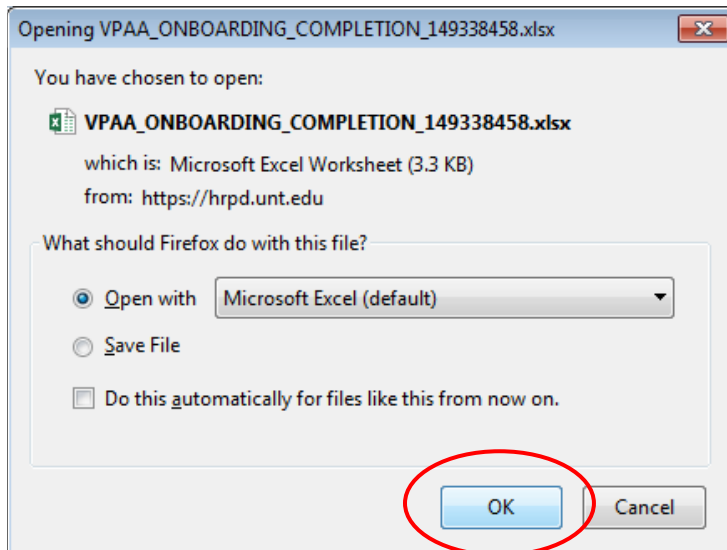
DateTime

ID	Description	User	DTm Created	DTm Updated	Completed?	On-boarding Step	DateTime
----	-------------	------	-------------	-------------	------------	------------------	----------

- In the **DateTime** field, type the date and time to view where specific employees are in the onboarding process.
  - This date and time will provide information on onboarding activity **as of** the date and time entered.
- Enter the **date as month/date/year** (ex. 3/17/2017).
- Leave **one space** between the date and time.
- Enter the **time with hour:minute** (ex. 10:00am).
  - Include a.m. or p.m.
- Click “**View Results**”.



- The below screen will appear.
- Click the box **“Open with”**.
- Verify **“Microsoft Excel (default)”** is in the drop down box.
- Click **“OK”** or press **“Enter”**.



- The below spreadsheet will appear within **Microsoft Excel**.
- The spreadsheet will contain the following information/columns:
  - **ID**
  - **Description**
  - **User**
  - **DtTm Created**
  - **DtTm Updated**
  - **Completed**
  - **On-Boarding Step**
  - **Date Time**

VPAA ONB 3							
ID	Description	User	DtTm Created	DtTm Updated	Completed?	On-boarding Step	DateTime
1102	Lee,	ktl0	10/29/2015 14:02	3/17/2017 12:54	Y	1	3/17/2017 12:54
1118	Cool	rc03	6/6/2016 9:42	3/17/2017 12:23	Y	1	3/17/2017 12:23
1116	Etha	sse	3/15/2017 17:06	3/17/2017 12:47	N	2	3/17/2017 12:47

- **ID** – Refers to EMPLID(s).

ID
110
111
111

- **Description** – Refers to legal name of employee.

Description
Lee,
Coo
Etha

- **User** – Refers to EUID of employee.

User
ktl
rc0
sse

- **DtTm Created** – Will give month, day, year, and time the employee initiated the onboarding process.

DtTm Created
10/29/2015 14:02
6/6/2016 9:42
3/15/2017 17:06



- **DtTm Updated** – Will give month, day, year, and time the employee made changes/completed all the steps within the onboarding process (6 steps total).

DtTm Updated
3/17/2017 12:54
3/17/2017 12:23
3/17/2017 12:47

- **Completed** – Will provide “Y” for yes or “N” for no, showing completion of the onboarding modules.

Completed?
Y
Y
N

- **On-Boarding Step** – Details the steps within the onboarding process. A total of 6 steps should be initiated and completed.

On-boarding Step
1
1
2

- **Step 1** = Welcome Aboard
- **Step 2** = Policies, Information, and Notices
- **Step 3** = Required Forms
- **Step 4** = Employee Benefits
- **Step 5** = Payroll, Leave, and Holidays
- **Step 6** = Parking

- **Date Time** – Shows the month, day, year and time spent on each on-boarding step.

DateTime
3/17/2017 12:54
3/17/2017 12:23
3/17/2017 12:47

**For HTML user preference:**

- Under “Run to HTML,” click “HTML”.

Query Viewer

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

\*Search By Query Name begins with VPAA\_ONBOARDING\_COMPLETION

Search Advanced Search

Search Results

\*Folder View -- All Folders --

Query Name	Description	Owner	Folder	Run to HTML	Run to Excel	Run to XML	Schedule	Definitional References	Add to Favorites
VPAA_ONBOARDING_COMPLETION		Public		HTML	Excel	XML	Schedule	Lookup References	Favorite

Personalize | Find | V

Run to HTML	Run to Excel	Run to XML	Sc
HTML	Excel	XML	Q

- The screen below will appear in a new tab.

Query Viewer

Query

https://hrpd.unt.edu/ps/.../Z/EMPLOYEE/HRMS/g/71CAction=ICQryNameExcelURL=PUBLIC.VPAA\_ONBOARD

VPAA\_ONBOARDING\_COMPLETION

DateTime

View Results

ID	Description	User	DtM Created	DtM Updated	Completed?	On-boarding Step	DateTime
----	-------------	------	-------------	-------------	------------	------------------	----------

- In the **DateTime** field, type the date and time to view where specific employees are in the onboarding process.
  - This date and time will provide information on onboarding activity **as of** the date and time entered
- Enter the **date as month/date/year** (ex. 3/17/2017).
- Leave one space between the date and time.
- Enter the **time with hour:minute** (ex. 10:00am).
  - Include a.m. or p.m.
- Click “**View Results**”.

**VPAA\_ONBOARDING\_COMPLETION**

DateTime **3/17/2017 10:00am**

**View Results**

ID	Description	User
----	-------------	------

- The below report will appear within **EIS**.
- The report will contain the following information/columns:
  - **ID**
  - **Description**
  - **User**
  - **DtTm Created**
  - **DtTm Updated**
  - **Completed**
  - **On-Boarding Step**
  - **Date Time**

DateTime **03/17/2017 10:00AM**

**View Results**

Download results in: [Excel Spreadsheet](#) [CSV Text File](#) [XML File](#) (124 kb)

View All First 1-100 of 388 Last

	ID	Description	User	DtTm Created	DtTm Updated	Completed?	On-boarding Step	DateTime
1	100	Bur		09/04/2012 1:11:26PM	03/23/2017 3:39:10PM	N	1	03/23/2017 3:35:24PM
2	100	Bur		09/04/2012 1:11:26PM	03/23/2017 3:39:10PM	N	2	03/23/2017 3:39:10PM
3	104	Joh		03/20/2017 2:14:21PM	03/20/2017 9:31:15PM	Y	2	03/20/2017 9:09:30PM
4	104	Joh		03/20/2017 2:14:21PM	03/20/2017 9:31:15PM	Y	3	03/20/2017 9:31:15PM
5	104	Joh		03/20/2017 2:14:21PM	03/20/2017 9:31:15PM	Y	1	03/20/2017 9:07:18PM
6	100	Can		03/25/2017 10:14:19PM	03/27/2017 10:03:07AM	Y	1	03/26/2017 1:48:11AM
7	100	Can		03/25/2017 10:14:19PM	03/27/2017 10:03:07AM	Y	3	03/27/2017 9:59:00AM
8	100	Can		03/25/2017 10:14:19PM	03/27/2017 10:03:07AM	Y	2	03/27/2017 9:47:11AM
9	100	Can		03/25/2017 10:14:19PM	03/27/2017 10:03:07AM	Y	5	03/27/2017 10:02:57AM
10	100	Can		03/25/2017 10:14:19PM	03/27/2017 10:03:07AM	Y	4	03/27/2017 10:02:03AM
11	100	Can		03/25/2017 10:14:19PM	03/27/2017 10:03:07AM	Y	6	03/27/2017 10:03:07AM

- **ID** – Refers to EMPLID(s).

ID
1000
1000
1043
1043
1043
1001
1001
1001
1001
1001
1001
1001

- **Description** – Refers to legal name of employee.

Description
Bur
Bur
Joh
Joh
Joh
Car
Car
Car
Car
Car
Car
Car

- **User** – Refers to EUID of employee.

User
ce 09
ce 09
an 60
an 60
an 60
bd 6
bd 6
bd 6
bd 6
bd 6
bd 6
bd 6

- **DtTm Created** – Will give month, day, year, and time the employee initiated the onboarding process.

DtTm Created
09/04/2012 1:11:26PM
09/04/2012 1:11:26PM
03/20/2017 2:14:21PM
03/20/2017 2:14:21PM
03/20/2017 2:14:21PM
03/25/2017 10:14:19PM
03/25/2017 10:14:19PM
03/25/2017 10:14:19PM
03/25/2017 10:14:19PM
03/25/2017 10:14:19PM
03/25/2017 10:14:19PM

- **DtTm Updated** – Will give month, day, year, and time the employee made changes/completed all the steps within the onboarding process (6 steps total).

DtTm Updated
03/23/2017 3:39:10PM
03/23/2017 3:39:10PM
03/20/2017 9:31:15PM
03/20/2017 9:31:15PM
03/20/2017 9:31:15PM
03/27/2017 10:03:07AM
03/27/2017 10:03:07AM
03/27/2017 10:03:07AM
03/27/2017 10:03:07AM
03/27/2017 10:03:07AM
03/27/2017 10:03:07AM

- **Completed** – Will provide “Y” for yes or “N” for no, showing completion of the onboarding modules.

Completed?
N
N
Y
Y
Y
Y
Y
Y

- **On-Boarding Step** – Details the steps within the onboarding process. A total of 6 steps should be initiated and completed.

On-boarding Step
1
2
2
3
1
1
3
2
5
4
6

- **Step 1** = Welcome Aboard
- **Step 2** = Policies, Information, and Notices
- **Step 3** = Required Forms
- **Step 4** = Employee Benefits
- **Step 5** = Payroll, Leave, and Holidays
- **Step 6** = Parking

- **Date Time** – Shows the month, day, year and time spent on each on-boarding step.

DateTime
03/23/2017 3:35:24PM
03/23/2017 3:39:10PM
03/20/2017 9:09:30PM
03/20/2017 9:31:15PM
03/20/2017 9:07:18PM
03/26/2017 1:48:11AM
03/27/2017 9:59:00AM
03/27/2017 9:47:11AM
03/27/2017 10:02:57AM
03/27/2017 10:02:03AM
03/27/2017 10:03:07AM

