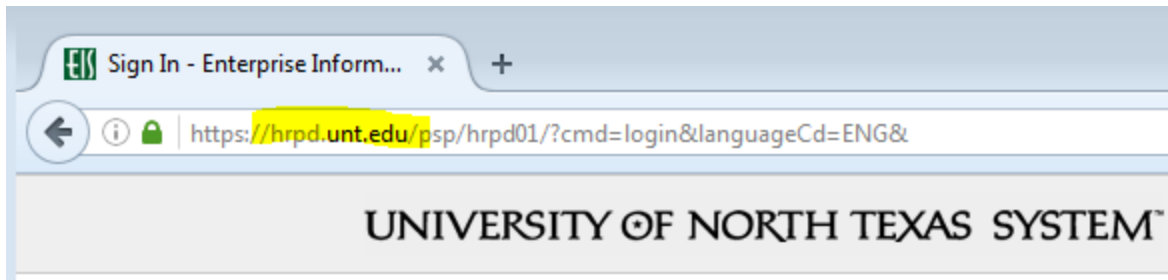


## Job Aide: SHR\_ONBOARDING\_COMPLETION Report - Use this to check the onboarding status of a new hire.

To Begin:

- Go to [hrpd.unt.edu](http://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?](#)

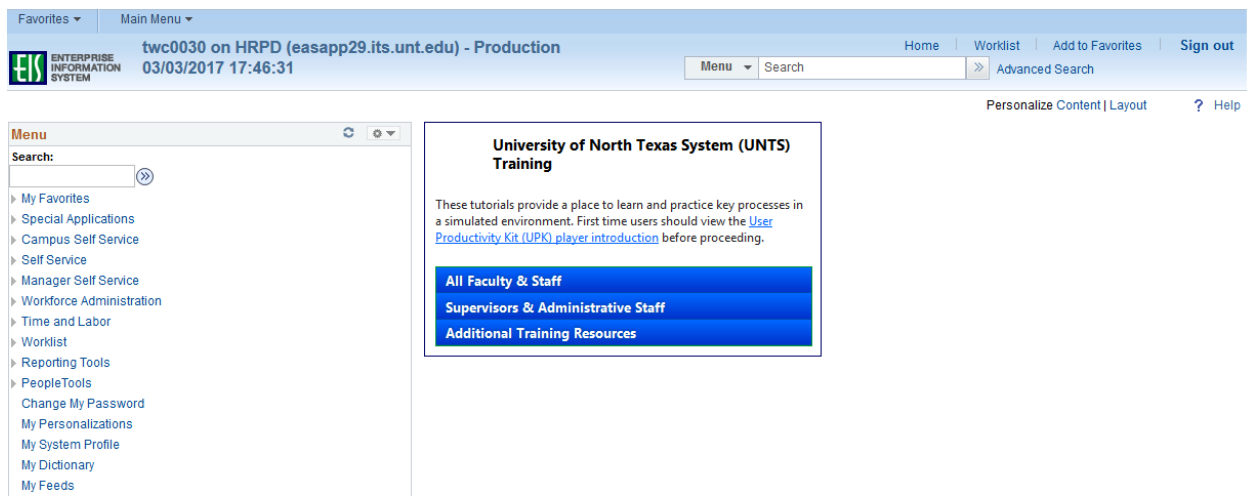
[Reset my password](#)

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

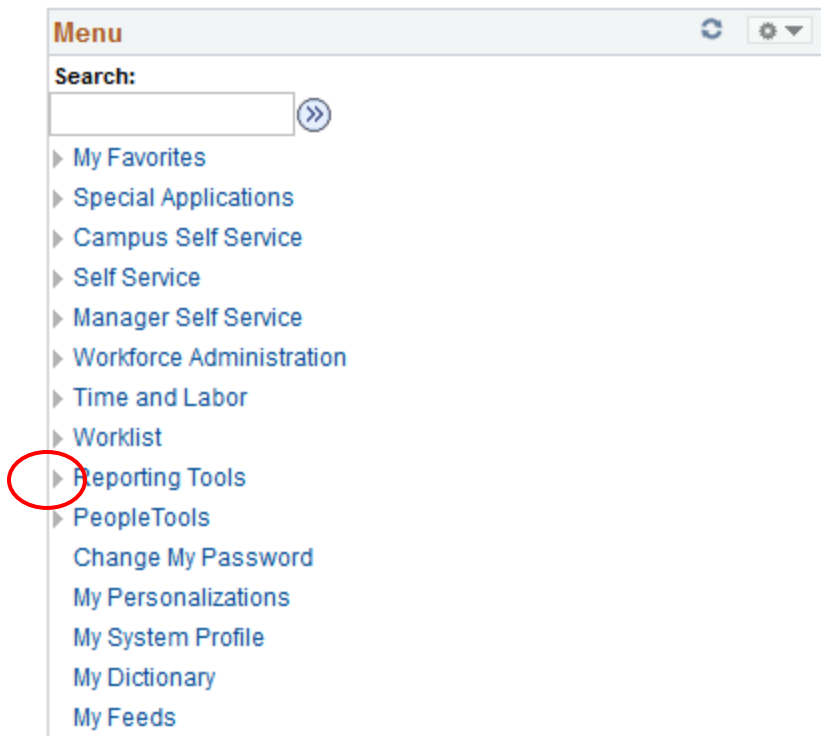
This system is the property of the University of North Texas System and your use of this resource constitutes an agreement to abide by relevant federal and state laws and institutional policies. Unauthorized use of this system is prohibited. Violations can result in penalties and criminal prosecution. 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**

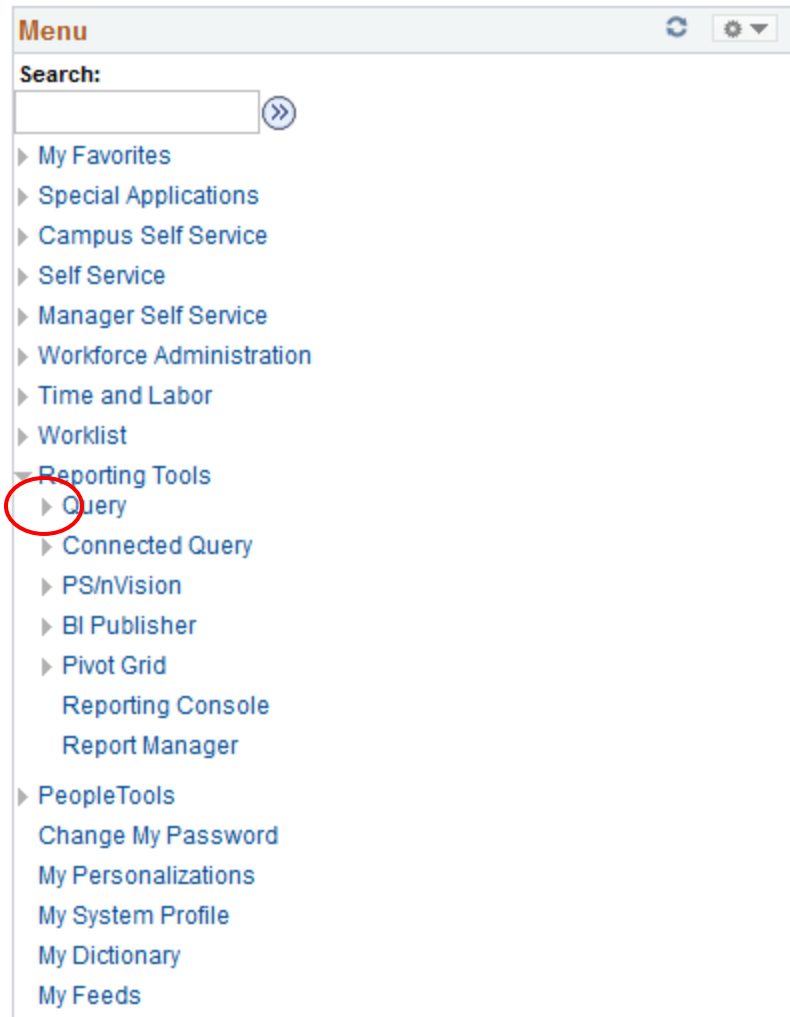
- After logging in, this screen will appear.



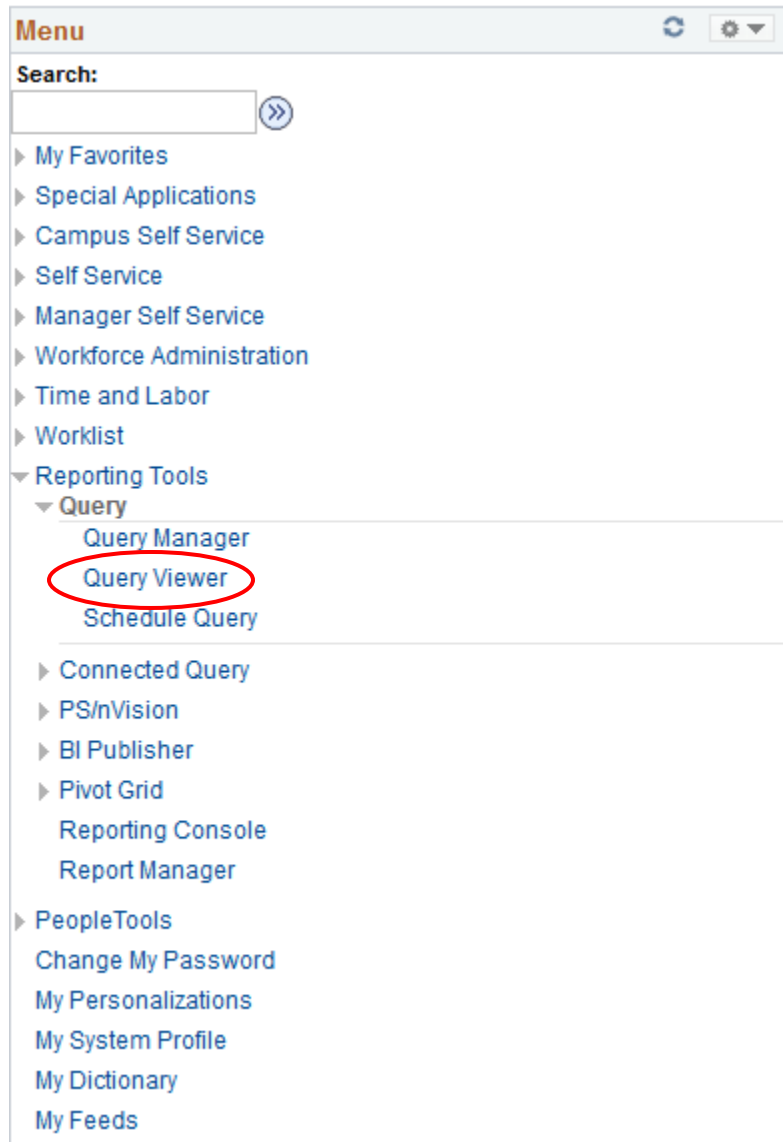
- Click on the “▶” symbol to the left of “Reporting Tools” for a drop down menu.



- 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 “**SHR\_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 **SHR\_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 **SHR\_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
SHR_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 users** (for HTML users, refer to pg. 9):

- 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

[Advanced Search](#)

**Search Results**

\*Folder View

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

Personalize | Find | View All

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

https://hrpd.unt.edu/psc/fnd011/EMPLOYEE/HRMS/g?iCAAction=ICQryNameExcelURL=PUBLIC.SHR\_ONBOARDING\_COMPLETION

**SHR\_ONBOARDING\_COMPLETION**

EMPLID:

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

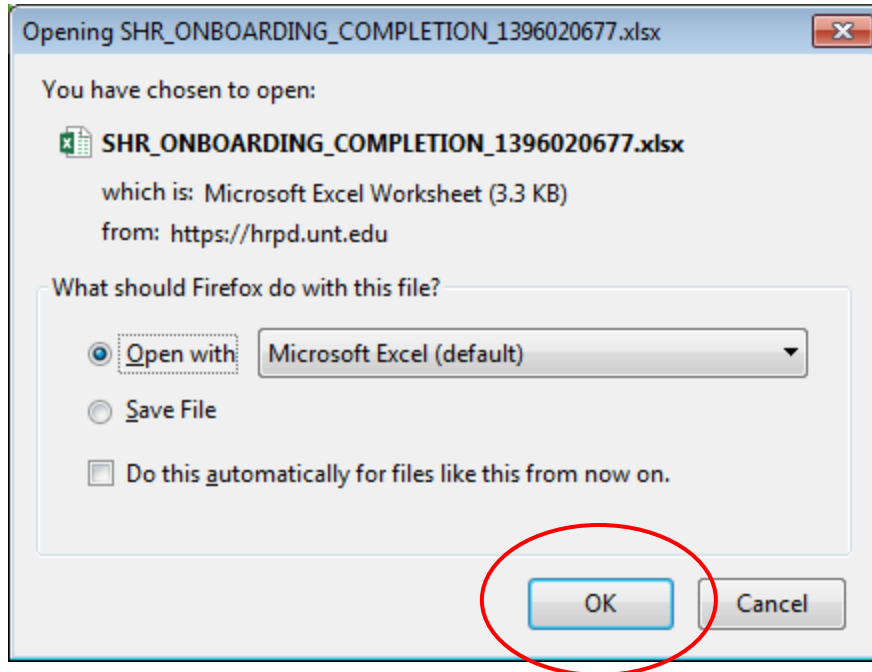
- In the **EMPLID** field, type the EMPLID for a specific employee.
- Click **"View Results"**.

**SHR\_ONBOARDING\_COMPLETION**

EMPLID:

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

- 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**

ID	Description	User	DtTm Created	DtTm Updated	Completed	On-boarding Step	Date Time
10453479	Craig, Travis William	twc0030	6/10/2015 20:37	6/10/2015 21:30	Y	4	6/10/2015 21:29
10453479	Craig, Travis William	twc0030	6/10/2015 20:37	6/10/2015 21:30	Y	1	6/10/2015 20:37
10453479	Craig, Travis William	twc0030	6/10/2015 20:37	6/10/2015 21:30	Y	5	6/10/2015 21:30
10453479	Craig, Travis William	twc0030	6/10/2015 20:37	6/10/2015 21:30	Y	6	6/10/2015 21:30
10453479	Craig, Travis William	twc0030	6/10/2015 20:37	6/10/2015 21:30	Y	3	6/10/2015 21:27
10453479	Craig, Travis William	twc0030	6/10/2015 20:37	6/10/2015 21:30	Y	2	6/10/2015 20:55

- **ID** – Refers to EMPLID.

ID
10453479

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

Description
Craig, Travis William

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

User
twc0030

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

DtTm Created
6/10/2015 20:37

- **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
6/10/2015 21:30
6/10/2015 21:30
6/10/2015 21:30
6/10/2015 21:30
6/10/2015 21:30
6/10/2015 21:30

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

Completed?
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
4
1
5
6
3
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
6/10/2015 21:29
6/10/2015 20:37
6/10/2015 21:30
6/10/2015 21:30
6/10/2015 21:27
6/10/2015 20:55

**For HTML users:**

- 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  begins with

[Advanced Search](#)

**Search Results**

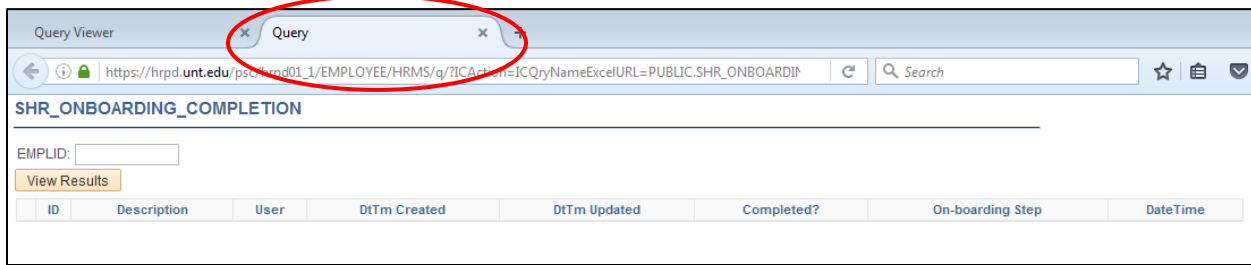
\*Folder View

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

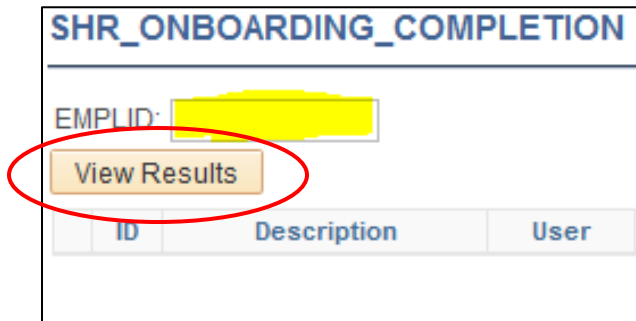
*Note: In the original image, the 'Run to HTML' button in the table is circled in red, and a red arrow points to a zoomed-in view of the button below.*

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

- The screen below will appear in a new tab.



- In the **EMPLID** field, type the EMPLID for a specific employee.
- Click **“View Results”**.



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

EMPLID:

[View Results](#)

Download results in: [Excel Spreadsheet](#) [CSV Text File](#) [XML File \(1 kb\)](#)

View All First 1-6 of 6 Last

	ID	Description	User	DtM Created	DtM Updated	Completed?	On-boarding Step	DateTime
1	10453479	Craig, Travis William	twc0030	06/10/2015 8:37:39PM	06/10/2015 9:30:58PM	Y	4	06/10/2015 9:29:44PM
2	10453479	Craig, Travis William	twc0030	06/10/2015 8:37:39PM	06/10/2015 9:30:58PM	Y	1	06/10/2015 8:37:54PM
3	10453479	Craig, Travis William	twc0030	06/10/2015 8:37:39PM	06/10/2015 9:30:58PM	Y	5	06/10/2015 9:30:50PM
4	10453479	Craig, Travis William	twc0030	06/10/2015 8:37:39PM	06/10/2015 9:30:58PM	Y	6	06/10/2015 9:30:58PM
5	10453479	Craig, Travis William	twc0030	06/10/2015 8:37:39PM	06/10/2015 9:30:58PM	Y	3	06/10/2015 9:27:41PM
6	10453479	Craig, Travis William	twc0030	06/10/2015 8:37:39PM	06/10/2015 9:30:58PM	Y	2	06/10/2015 8:55:23PM

- **ID** – Refers to EMPLID.

ID	
1	10453479

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

Description
Craig, Travis William

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

User
twc0030

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

DtTm Created
06/10/2015 8:37:39PM

- **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
06/10/2015 9:30:58PM
06/10/2015 9:30:58PM
06/10/2015 9:30:58PM
06/10/2015 9:30:58PM
06/10/2015 9:30:58PM
06/10/2015 9:30:58PM

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

Completed?
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
4
1
5
6
3
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
06/10/2015 9:29:44PM
06/10/2015 8:37:54PM
06/10/2015 9:30:50PM
06/10/2015 9:30:58PM
06/10/2015 9:27:41PM
06/10/2015 8:55:23PM