

Employee Lookup Report

The **Employee Lookup Report** displays all HR appointment and distribution line information for a single or multiple employees.

What Can I Learn from the Employee Lookup Report?

- Provides current, active employee appointment and distribution details
- Employee data is available in three different displays:
 - Appointment View:** Displays all appointment data
 - Distribution View:** Displays all distribution data by appointment
 - Combined View:** Displays a single table of all appointment and distribution data
- The **Employee Lookup Report** is available as a stand-alone report or can be accessed via drill-through from other HR Data reports

Filtering the Employee Lookup Report

The **Employee Lookup Report** can be run for a single or multiple employees at a time:

- Search for **Employee(s)**:
 - Enter the employee's name into the **Employee** field as *LASTNAME,FIRSTNAME* and select the proper employee from the list of values that displays.

Though the most common use of the **Employee Lookup Report** is viewing a single employee, you may also use the spyglass icon (🔍) to select multiple employees. When multiple employees are selected, the Employee filter displays: Multiple Values Selected 🔍

The spyglass can also be used for advanced searching capabilities; for example, searching for a partial name or employee ID number.
 - Choose one of the 3 available views, either **Appointment View**, **Distribution View**, or **Combined View**
 - Choose the display for the report, either **Display Codes Only**, **Display Codes and Descriptions**, or **Display Descriptions Only**

Report Output Selection

- In addition to the report output selections of **On Screen HTML** (default), **PDF**, and **Excel**, you can choose **Unformatted Data** (2)
- The **Unformatted Data** output returns an **Excel** file that has no special formatting and a single row for column headings, making it the best source for pivot tables and other advanced spreadsheet analysis
- Select your desired report output and click the **Run Report** button

In both **Excel** outputs (standard **Excel** and **Unformatted Data**), the workbook will contain at least two tabs. The first tab/sheet always displays the entered filter criteria. The second tab/sheet displays the data and differs depending on whether you selected standard **Excel** or **Unformatted Data**.

Working in the Report View

The three views contain additional in-report features:

Appointment View

Display Code & Descriptions: Display Codes Only 0

Report Run Date: August 07, 2017 11:47 AM

Run by: Burgess, Michael T

Employee: CI 91

Report View: Appointment View

Employee	C (1)
Primary Title	OTH POST-MD TRAIN 2-SNON REP (2732)
Home Department	M_MED-ENDO-CORE (136348)
Alt Department	Blank

Appointment Number	Appointment Dept	Title	Begin Date	End Date	Time	Rate
30	128048	2732	07/01/2017	06/30/2018	100.00%	69,955.00
40	136321	2070	07/01/2017	06/30/2018	0.00%	0.00

- Displays all Appointments in Appointment Number order
- Click any **Appointment Number** to open the **Distribution View**

Employee Lookup Report

Distribution View

Employee: [Redacted]
 Report View: **Distribution View**

Employee: [Redacted]
 Primary Title: OTH POST-MD TRAIN 2-8/NON REP (2732)
 Home Department: M_MED-ENDO-CORE (138348)
 Alt Department: Blank

Appointment Number: 30 Grade: [Redacted]
 Appointment Type: Academic (5) Rep Code: C
 Title Code: OTH POST-MD TRAIN 2-8/NON REP (2732) Title Unit Code: No Bargaining Unit (99)
 Department: M_MED-ENDO-CORE (138348) Percent: 100%
 Begin Date: 07/01/2017 Annual/Hourly Pay Rate: \$69,955.00
 End Date: 06/30/2018

Page View Combined View

Distribution Number	Business Unit	Fund	Dept ID	Project	Function	Step	O/A	WS
32	SFCMP	7700	138348	7701692	40			
33	SFCMP	7000	128048	7025979	40			
34	SFCMP	7700	138348	7701692	40			

Appointment 1 of 2

Appointment Number: 40 Grade: [Redacted]
 Appointment Type: Academic (5) Rep Code: U
 Title Code: HS CLIN INSTR-FY (2070) Title Unit Code: No Bargaining Unit (99)
 Department: M_MED-ADMIN-CORE-GENERAL (138321) Percent: 0%
 Begin Date: 07/01/2017 Annual/Hourly Pay Rate: \$0.00
 End Date: 06/30/2018

Page View Combined View

Distribution Number	Business Unit	Fund	Dept ID	Project	Function	Step	O/A	WS
41	SFCMP	1900	138321	1111111	45			

Appointment 2 of 2

- Displays Distributions grouped by Appointment
- Click the **Page View** link to view the selected single **Appointment** on a separate page; Click the **Combined View** link to display all **Appointment** and **Distribution** data in a single table:

Combined View

Report View: **Combined View**

Employee: [Redacted]
 Primary Title: OTH POST-MD TRAIN 2-8/NON REP (2732)
 Home Department: M_MED-ENDO-CORE (138348)
 Alt Department: Blank

Appointment Number: 30 Distribution Number: 32
 30 33
 30 34
 40 41

Step O/A WS

Click to return to Distribution View

[Distribution View](#)

Tips & Tricks

- For the easiest navigation when using **MyReports**, close extra browser tabs/windows (usually the result of drilling through to another report) when you have completed reviewing and/or exporting the information

Additional Information & Assistance

- More information about **MyReports** including how to request access and additional training can be found in the MyReports section of the [Controller's Office website](#)
- If you require help with a technical problem, or have a question about a specific report, contact the Controller's Office Solution Center at COSolutionCenter@ucsf.edu or 415.476.2126
- To stay informed about **MyReports** news, follow the directions on the MyReports section of the Controller's Office website to join the [MyReports ListServ](#)