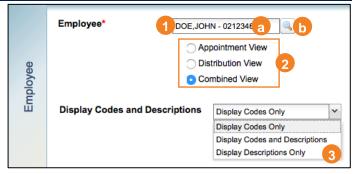# Employee Lookup Report

UCSF

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:

1. Search for **Employee**(s):

   a. Enter the employee's name into the **Employee** field as *LASTNAME,FIRSTNAME* and select the proper employee from the list of values that displays.

   b. 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.

2. Choose one of the 3 available views, either **Appointment View, Distribution View,** or **Combined View**

3. Choose the display for the report, either **Display Codes Only**, **Display Codes and Descriptions**, or **Display Descriptions Only**

Report Output Selection

1. In addition to the report output selections of **On Screen HTML** (default), **PDF**, and **Excel**, you can choose **Unformatted Data** (2)

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

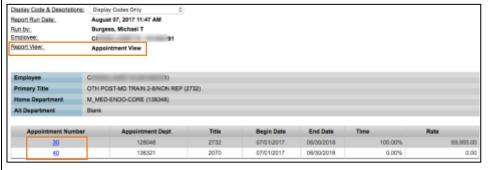3. Select your desired report output and click the **Run Report** button

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**.
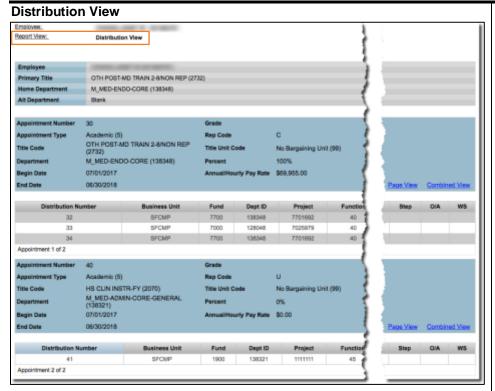
Working in the Report View

The three views contain additional in-report features:
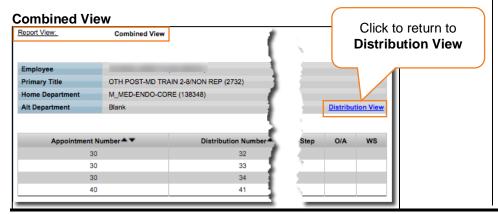
Appointment View

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

Employee Lookup Report

Distribution View

- 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

Click to return to **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