

**HBS
REPORT WRITER**

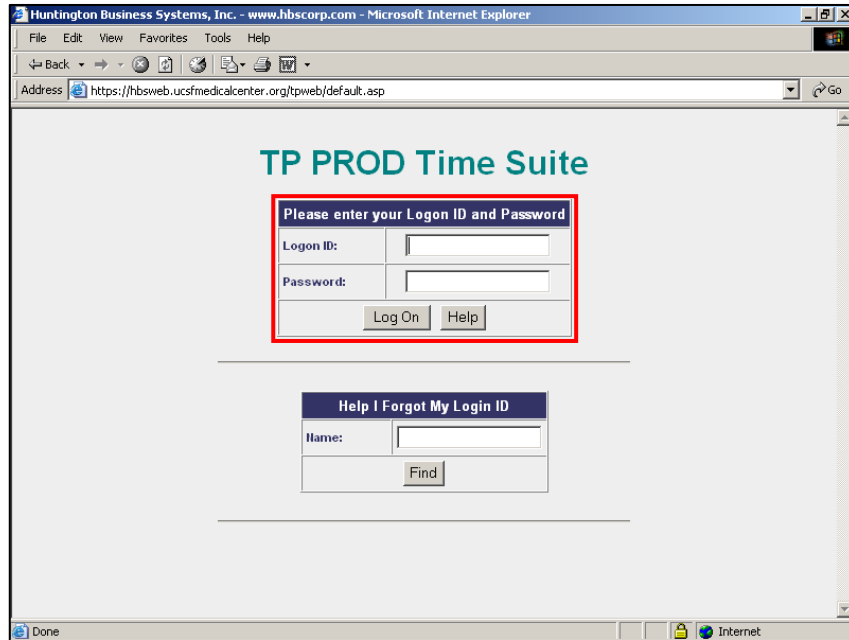
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HBS Report Writer

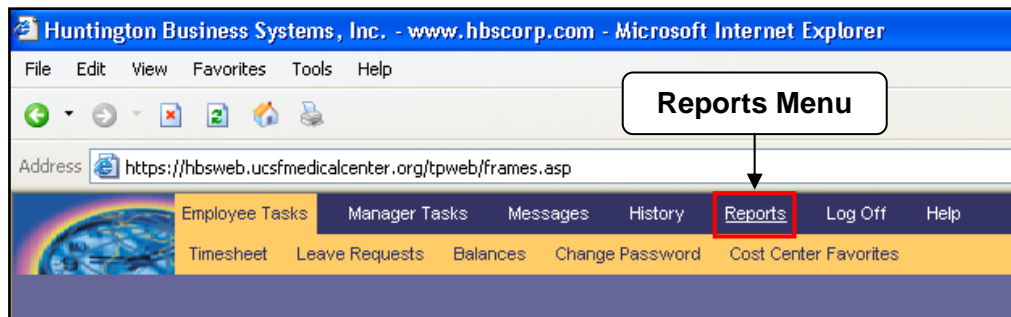
This job aid explains the procedures for using the HBS Report Writer function.

Instructions

1. Log into HBS using your HBS Logon ID and Password, click on the Log On button.

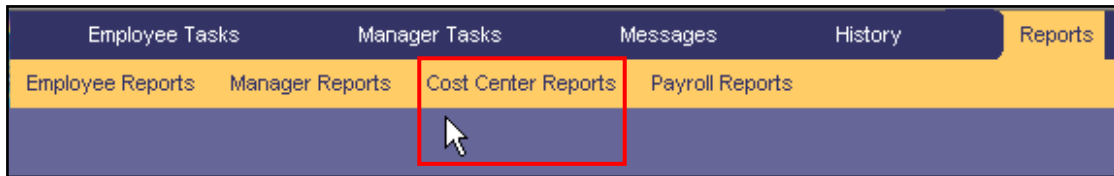


The following dialog box displays.



2. Click on the Reports tab in the main menu toolbar.

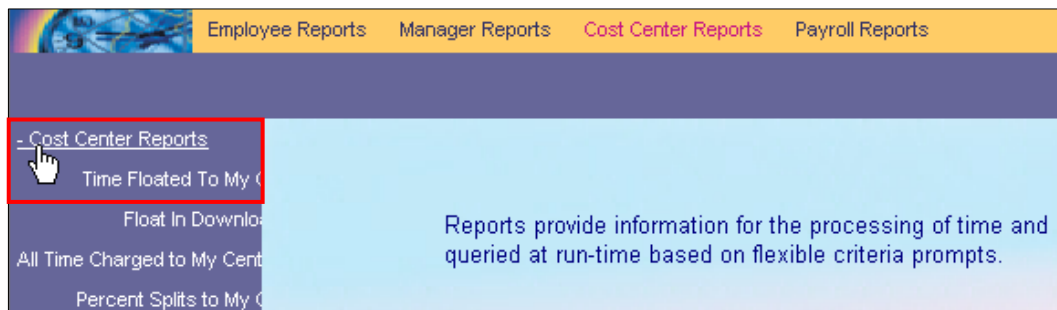
HBS displays the Reports submenu.



3. Select the appropriate report type. Report type selection depends on your status – Manager or Employee.

For our example, Cost Center Reports was selected.

4. To display the different types of cost center reports available, click on the underlined Cost Center Reports link on the left side of the screen.



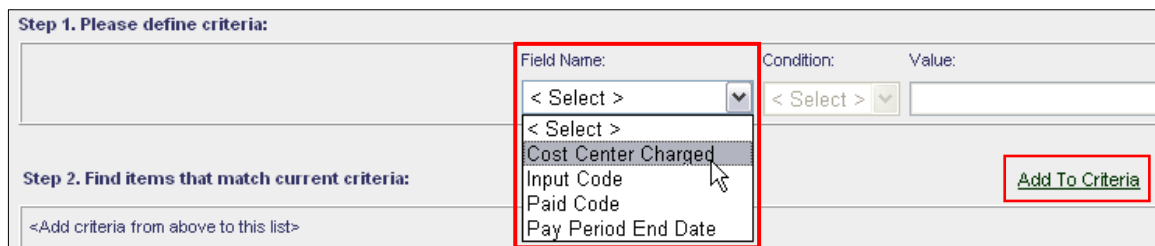
5. Select the appropriate report from the list that displays.

For our example, Time Floated to My Cost Center was selected.

HBS requires you to define your search criteria.

6. To select the first search criteria, click on the down arrow in Field Name.

7. Select Cost Center Charged from the drop-down menu.



8. Select the appropriate condition from the drop-down menu:

- “Is (from drop down)” allows you to select one value from a drop-down list.

- “Is in” allows you to select multiple items from a master list that displays as <list...> .

- “Is (manual entry)” allows you to manually enter data directly into a field.

9. When the Condition “is (from drop down)” option is selected, make a selection from the Value drop-down menu.

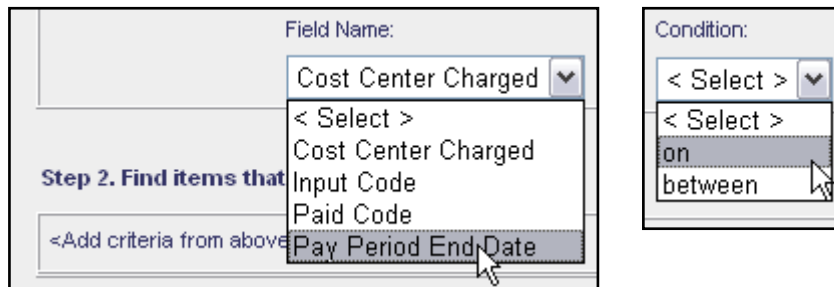
For our example, the “is (from drop down)” was selected for the condition and 116002 – CHILD LIFE PROGRAM was selected for the sample report.

10. Click on the Add to Criteria link.

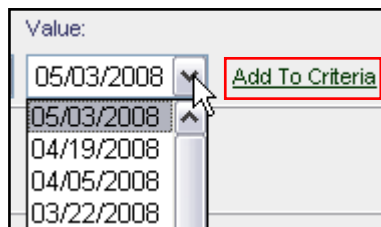
11. To narrow down your report, select as many detailed search criteria as possible.

IMPORTANT!

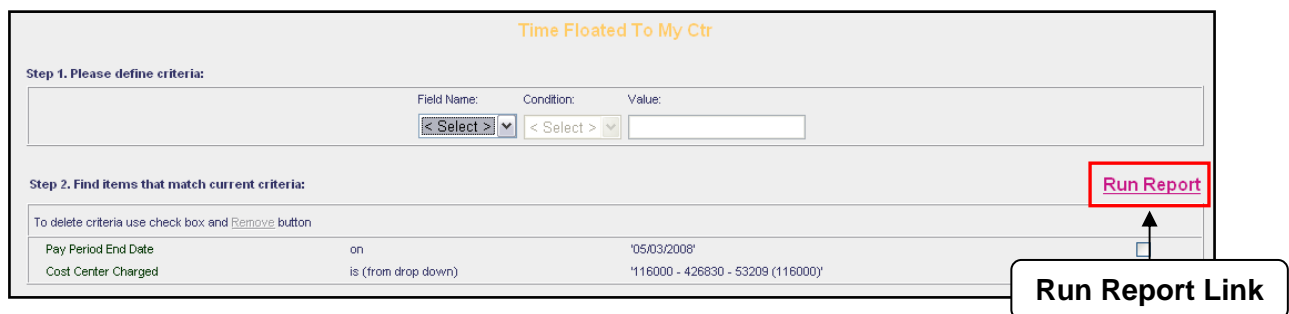
- Different reports may require more (or less) criteria be selected.
- For more efficient and faster report processing, define as many search criteria as possible, click on the Add to Criteria link after making each search criteria selection.



12. Select the most recent pay period, click on the Add to Criteria link.



13. After selecting all of your search criteria, click on the Run Report link on the right side of the screen.



After a brief delay, HBS displays your report.

UCSF MEDICAL CENTER
FLOAT REPORT
TIME FLOATED IN



PPE : 5/3/2008

TO: 116000 - 426830 - 53209 (116000)

	INPUT	PAID	Hrs
FROM: 836002 - SOCIAL WORK-CHILDREN'S SERVICES (JAMES,TARA)			
	04/22/08 Sick Personal	Sick Personal	8.00
	04/24/08 Normal Hours Work	Normal Hours Work	8.00
	04/25/08 Normal Hours Work	Normal Hours Work	8.00
	04/26/08 Normal Hours Work	Normal Hours Work	8.00
	04/29/08 Normal Hours Work	Normal Hours Work	8.00
	05/01/08 Normal Hours Work	Normal Hours Work	8.00
	05/02/08 Normal Hours Work	Normal Hours Work	8.00
	05/03/08 Normal Hours Work	Normal Hours Work	8.00
			64.00
	04/20/08 Normal Hours Work	Normal Hours Work	8.00
	04/21/08 Normal Hours Work	Normal Hours Work	8.00
	04/22/08 Normal Hours Work	Normal Hours Work	8.00
	04/23/08 Normal Hours Work	Normal Hours Work	8.00
	04/27/08 Normal Hours Work	Normal Hours Work	8.00
	04/28/08 Normal Hours Work	Normal Hours Work	8.00
	04/29/08 Normal Hours Work	Normal Hours Work	8.00
	04/30/08 Sick Personal	Sick Personal	8.00
			64.00
			128.00

FROM: 836002 - SOCIAL WORK-CHILDREN'S SERVICES (JAMES,TARA)

Total To: 116000 - 426830 - 53209 (116000)

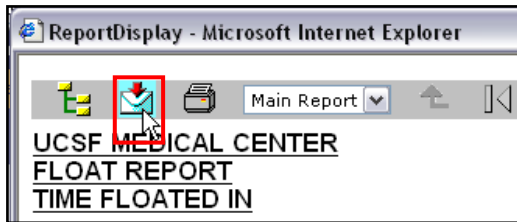
- To view the UCSF directory for the employee indicated, click on the binoculars icon  and select the Open Link in the new window HBS displays.
- To send an email to the employee, click on the mail icon  in the middle of the screen.

14. To print your report, click on the printer icon  on the Report Display screen and follow the instructions HBS displays.

ReportDisplay - Microsoft Internet Explorer

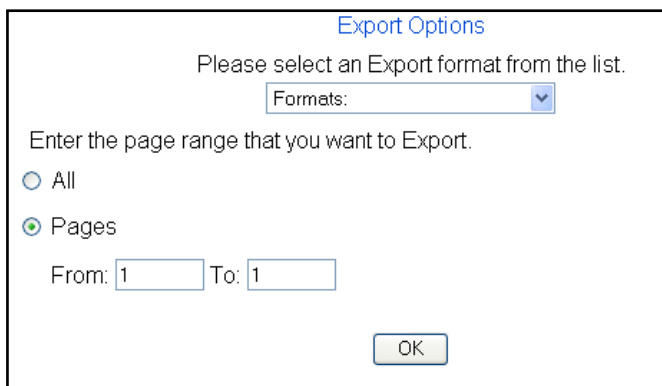
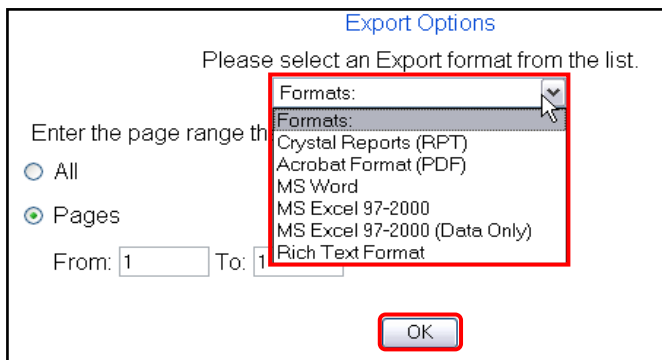
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FLOAT REPORT
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15. To export (save) your report, click on the Export button (envelope) on the top of the screen.



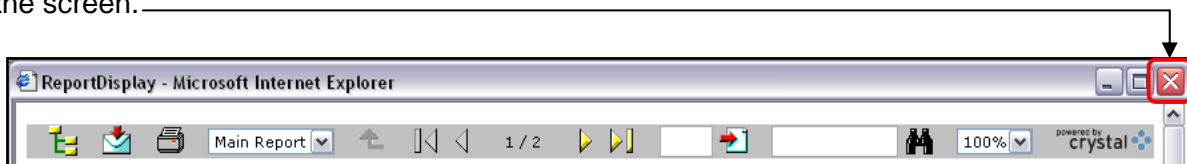
HBS displays an Export Options dialog box.

16. Select the appropriate report format and page range, click on the OK button.

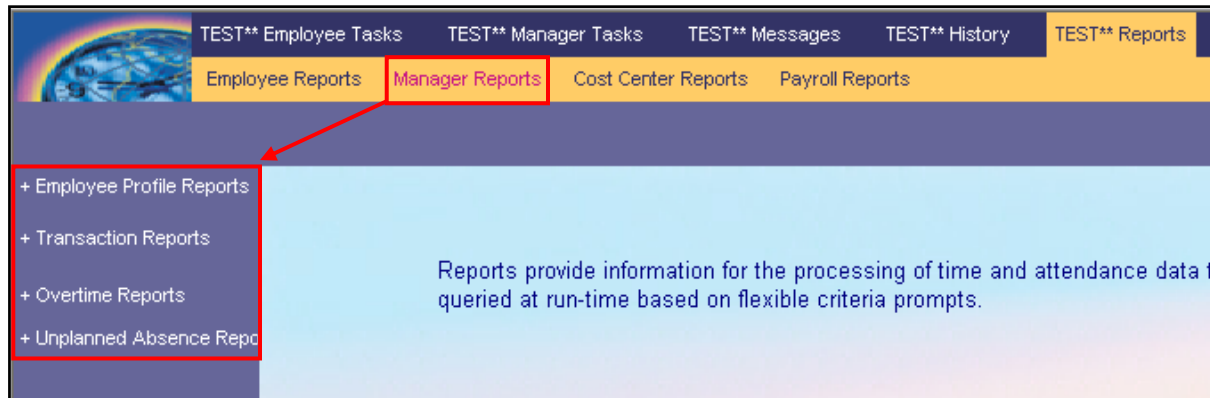


HBS automatically selects the Pages radio button. This selection only displays page 1 of 1 of your report. To save your entire report, select the All radio button.

To close the Report Display window, click on the red "X" button in the upper right hand corner of the screen.



- The Manager Report menu contains several other report options. Take some time to explore the various reports located under Manager Reports.
- All the reports utilize the same criteria for building reports; the only difference is the data you select.



Questions about this job aid or running reports in HBS?

Please contact your payroll representative. HBS displays a listing of contacts with their telephone numbers and email addresses when you sign on.