Accessing USC-ID Roster Reports

Background

The University plans to replace SSN and VIPID as a key identifier with USC-ID in all systems. In planning for this change, a USC-ID field is now included on most Salary Administration forms to replace the SSN field. In addition to including USC-ID on most of our forms, it is now also available on certain reports in Data Warehouse.

The following Data Warehouse reports have been updated to include USC-ID:

- Employee Roster with Accounting Information by Home Department
- Research Grant Employee Roster with Accounting Information by Home Department

In addition, two new reports have been developed based upon requests we have received from our HR and Business Contacts:

- USC ID for Temporary Employee Roster with Accounting Information
- USC ID Listing for FTE and Temporary Positions for Departmental Distribution

These rosters are located in Data Warehouse as follows: https://datawarehouse.sc.edu/. The following guide will assist you in accessing and executing these reports.

Reminder: Reports in the HR Data Warehouse are for active employees only.
1. Double-Click the **Internet Explorer** icon on the desktop.

Internet Explorer

2. Complete the following fields:

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Description</th>
<th>Values</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address Bar</td>
<td>Type the Data Warehouse Link in to the Address Bar.</td>
<td>Enter value in <strong>Address Bar. Link:</strong> <a href="https://datawarehouse.sc.edu/">https://datawarehouse.sc.edu/</a></td>
</tr>
</tbody>
</table>

3. Select the "Enter” button on your keyboard.
Welcome to the USC DATA WAREHOUSE

4. Click the Login hyperlink.

Log on

https://datawarehouse.sc.edu/cognos8/cgi-bin/cognoscap.dll

Please type your credentials for authentication.

Namespace:

LDAP1

User ID: 

Password: 

OK Cancel

5. Complete the following fields:

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Description</th>
<th>Values</th>
</tr>
</thead>
<tbody>
<tr>
<td>User ID:</td>
<td>Enter your USC User ID.</td>
<td>Enter value in User ID: <strong>Example:</strong> testuser</td>
</tr>
<tr>
<td>Password:</td>
<td>Enter your USC password.</td>
<td>Enter value in Password:</td>
</tr>
</tbody>
</table>
Log on

6. Click the OK button.

USC Data Warehouse Portal - IBM Cognos Connection

7. Click the Human Resources Information hyperlink.
8. Click the **Human Resources Reports** hyperlink.

9. Click the **Rosters** hyperlink.
10. Within the list of rosters, the following reports include USC-ID:

<table>
<thead>
<tr>
<th>Report Name</th>
<th>Description</th>
<th>Important Fields</th>
</tr>
</thead>
<tbody>
<tr>
<td>Employee Roster with Accounting Information by Home Department</td>
<td>Employee Roster with Accounting Information by Home Department</td>
<td>Name, USC-ID, Class, Slot, Band, Hours/Week, Funding, Basis, FLSA, Review Date</td>
</tr>
<tr>
<td>Research Grant Employee Roster with Accounting Information by Home Department</td>
<td>Research Grant Employee Roster with Accounting Information by Home Department</td>
<td>Name, USC-ID, Class, Slot, Band, Hours/Week, Funding, Salary, FV, Appt End Date, Basis</td>
</tr>
<tr>
<td>USC-ID for Temporary Employee Roster with Accounting Information</td>
<td>USC-ID for Temporary Employee Roster with Accounting Information</td>
<td>Class, Slot, USC-ID, Last Name, First Name, Middle Name, TC/TA/Vouch, Hourly Rate, Salary, Expected Earnings, Apt Begin Date, Apt End Date, FP, Projected Hours/Week, Projected Hours/Apt, Funding</td>
</tr>
<tr>
<td>USC ID Listing for FTE and Temporary Positions for Departmental Distribution</td>
<td>USC ID Listing for FTE and Temporary Positions for Departmental Distribution</td>
<td>Name, USC-ID, Class, Slot, Perm/Temp Code, Position #, Home Dept #, Home Department, Time Dept #, Time Department</td>
</tr>
</tbody>
</table>