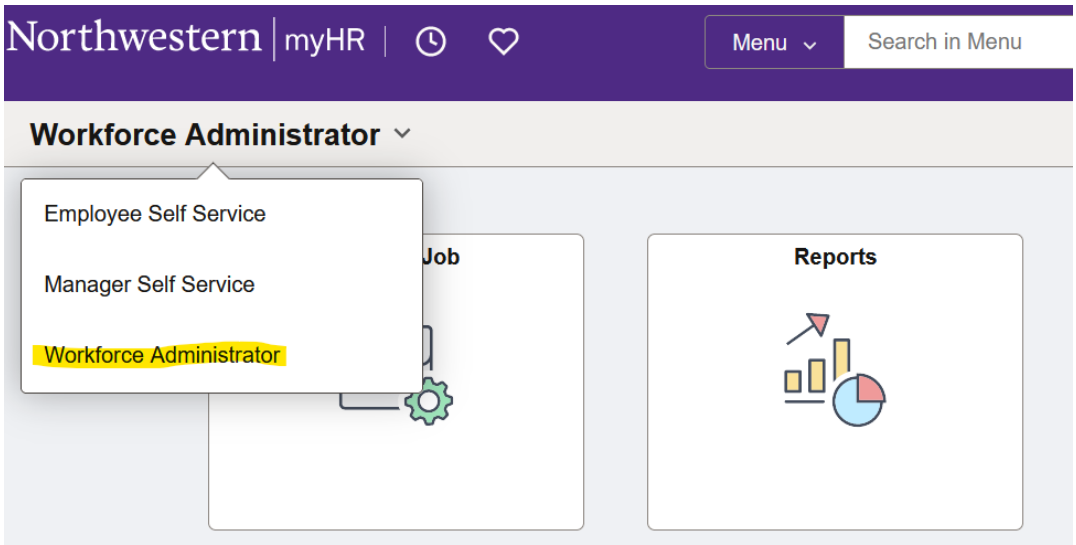
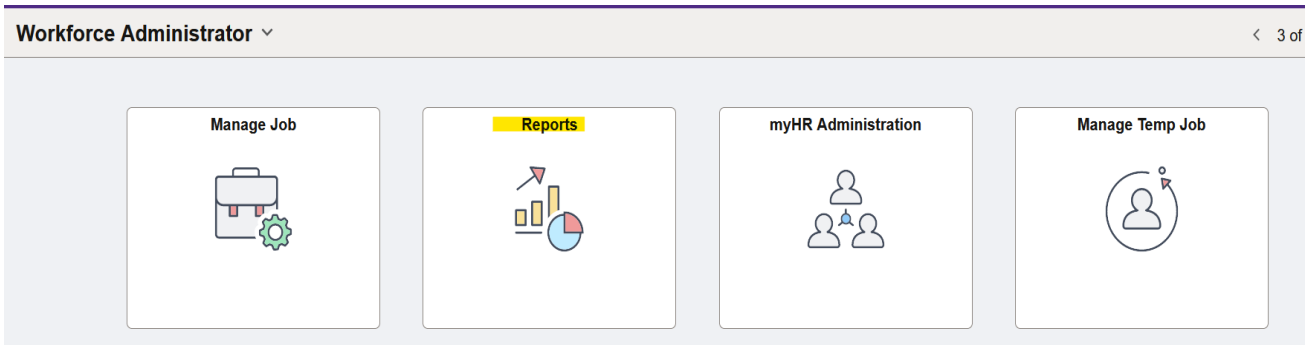
# All Active Graduate Students myHR Report Procedures

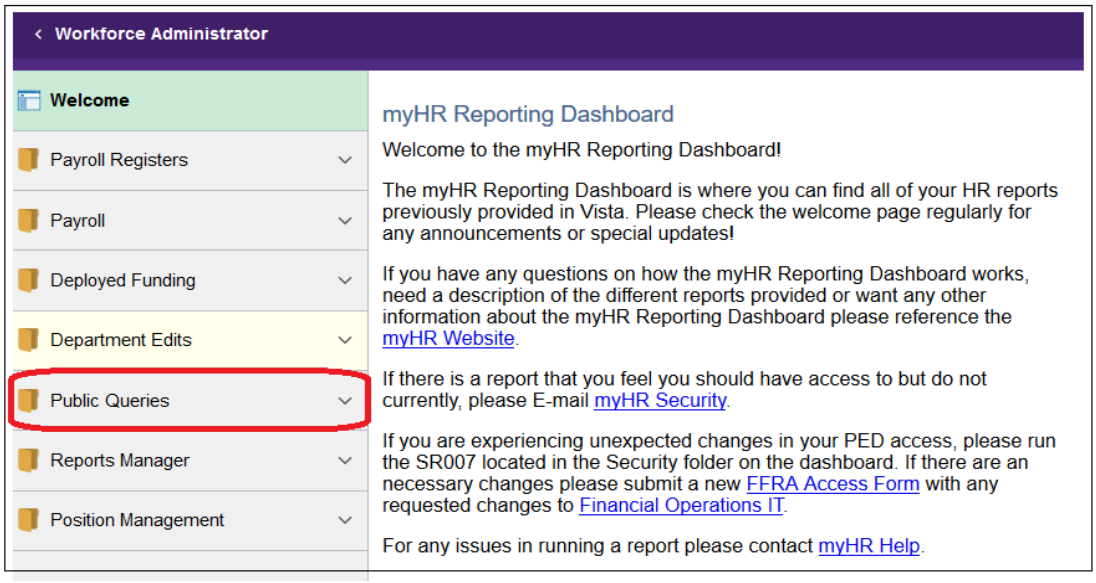
1. **Log** on to myHR.
2. **Select** “Workforce Administrator” from the drop down in the top left of the page.



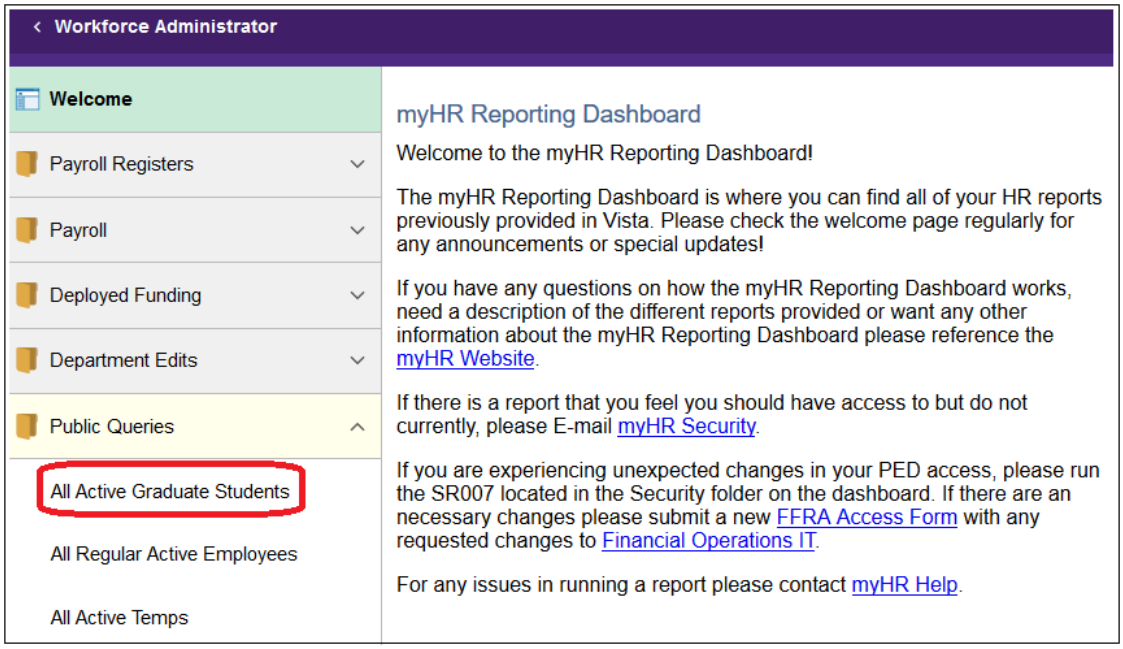

3. **Click** “Reports” icon.




4. **Click** “Public Queries” on the left.



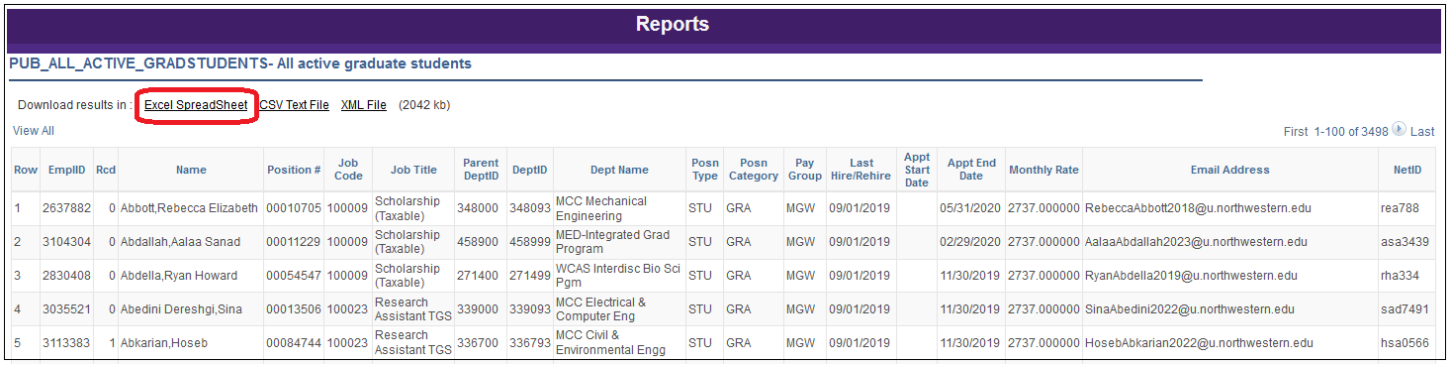
5. **Click** “All Active Graduate Students.” The report generates.




The report shows all graduate students with ***active*** appointments. Among other information, the report provides the following for each student:

a. student’s empl ID
b. student’s name
c. position number
d. department name
e. appointment start date
f. appointment end date
g. monthly rate

6. **Click** “Excel SpreadSheet” to export to Excel.




| Row | EmplID | Rcd | Name | Position # | Job Code | Job Title | Parent DeptID | DeptID | Dept Name | Posn Type | Posn Category | Pay Group | Last Hire/Rehire | Appt Start Date | Appt End Date | Monthly Rate | Email Address | NetID |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 1 | 2637882 | 0 | Abbott,Rebecca Elizabeth | 00010705 | 100009 | Scholarship (Taxable) | 348000 | 348093 | MCC Mechanical Engineering | STU | GRA | MGW | 09/01/2019 | | 05/31/2020 | 2737.000000 | RebeccaAbbott2018@u.northwestern.edu | rea788 |
| 2 | 3104304 | 0 | Abdallah,Aalaa Sanad | 00011229 | 100009 | Scholarship (Taxable) | 458900 | 458999 | MED-Integrated Grad Program | STU | GRA | MGW | 09/01/2019 | | 02/29/2020 | 2737.000000 | AalaaAbdallah2023@u.northwestern.edu | asa3439 |
| 3 | 2830408 | 0 | Abdella,Ryan Howard | 00054547 | 100009 | Scholarship (Taxable) | 271400 | 271499 | WCAS Interdisc Bio Sci Pgm | STU | GRA | MGW | 09/01/2019 | | 11/30/2019 | 2737.000000 | RyanAbdella2019@u.northwestern.edu | rha334 |
| 4 | 3035521 | 0 | Abedini Dereshgi,Sina | 00013506 | 100023 | Research Assistant TGS | 339000 | 339093 | MCC Electrical & Computer Eng | STU | GRA | MGW | 09/01/2019 | | 11/30/2019 | 2737.000000 | SinaAbedini2022@u.northwestern.edu | sad7491 |
| 5 | 3113383 | 1 | Abkarian,Hoseb | 00084744 | 100023 | Research Assistant TGS | 336700 | 336793 | MCC Civil & Environmental Engg | STU | GRA | MGW | 09/01/2019 | | 11/30/2019 | 2737.000000 | HosebAbkarian2022@u.northwestern.edu | hsa0566 |

7. **Use Excel functions**, such as the filter, to manipulate the data to show only your department/program or search for specific students.