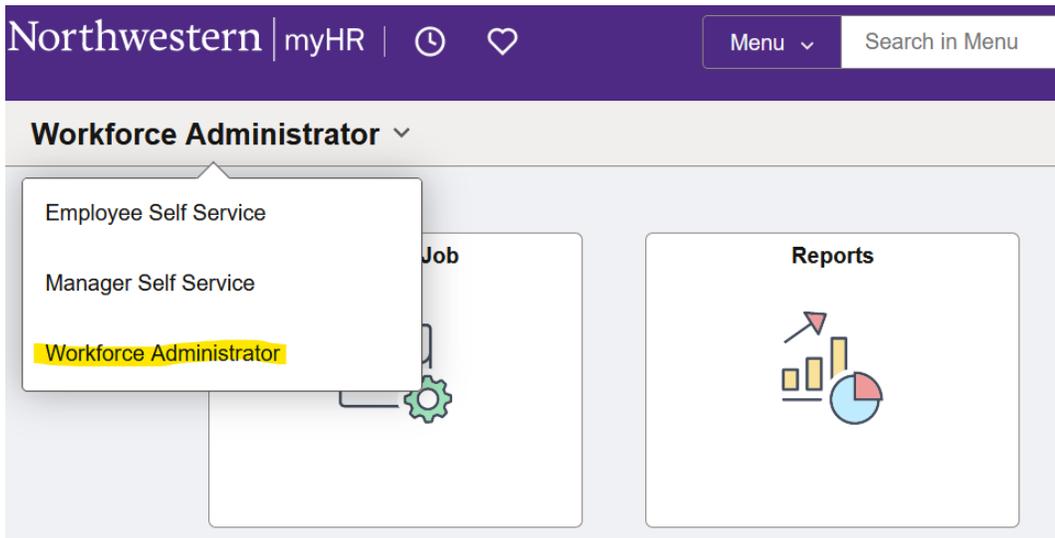
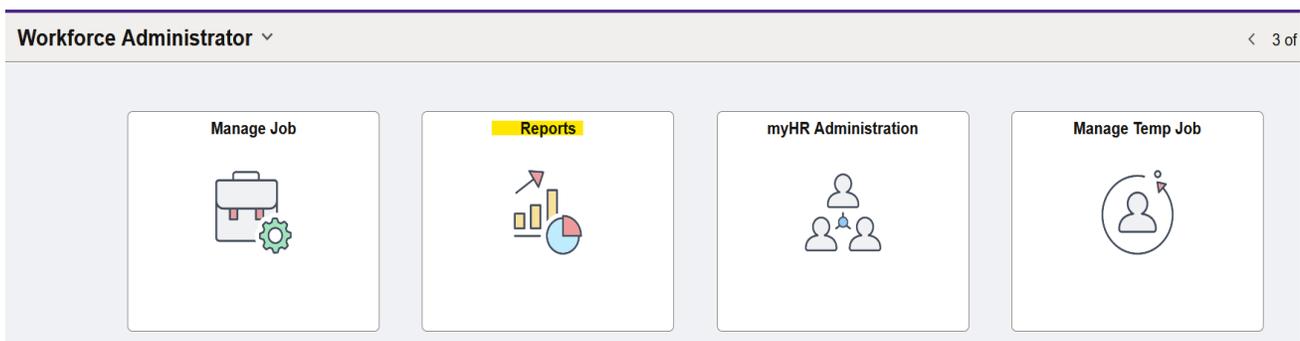


All Active Graduate Students myHR Report Procedures

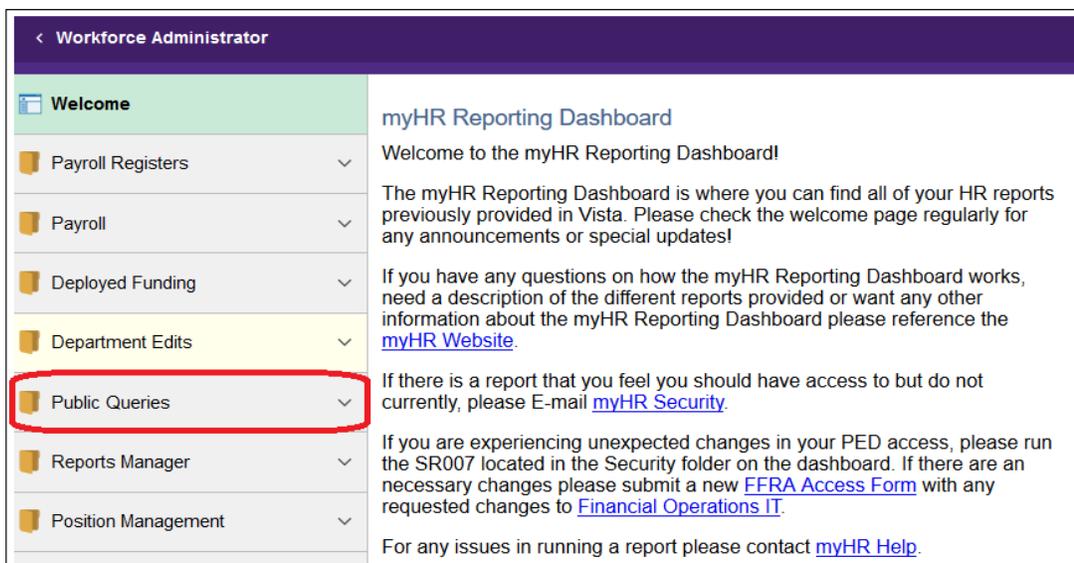
1. **Log** on to myHR.
2. **Select** “Workforce Administrator” from the drop down in the top left of the page.



3. **Click** “Reports” icon.



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



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

Workforce Administrator

Welcome

myHR Reporting Dashboard

Welcome to the myHR Reporting Dashboard!

The myHR Reporting Dashboard is where you can find all of your HR reports previously provided in Vista. Please check the welcome page regularly for any announcements or special updates!

If you have any questions on how the myHR Reporting Dashboard works, need a description of the different reports provided or want any other information about the myHR Reporting Dashboard please reference the [myHR Website](#).

If there is a report that you feel you should have access to but do not currently, please E-mail [myHR Security](#).

If you are experiencing unexpected changes in your PED access, please run the SR007 located in the Security folder on the dashboard. If there are any necessary changes please submit a new [FFRA Access Form](#) with any requested changes to [Financial Operations IT](#).

For any issues in running a report please contact [myHR Help](#).

- Payroll Registers
- Payroll
- Deployed Funding
- Department Edits
- Public Queries
 - All Active Graduate Students**
 - All Regular Active Employees
 - All Active Temps

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.

Reports

PUB_ALL_ACTIVE_GRADSTUDENTS- All active graduate students

Download results in: [Excel SpreadSheet](#) [CSV Text File](#) [XML File](#) (2042 kb)

View All First 1-100 of 3498 Last

| 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.