

USC-ID Lookup Report

Background

Business Process Procedure Overview
<p>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 order to access an employee's USC-ID a report has been created in Data Warehouse. Users may query the USC-ID by entering an employee's name (Last, First) or SSN. Since new hires will not have an assigned USC-ID until they are entered into the HR system, continue to complete the forms as you have in the past.</p> <p>Note: This report will only work for Active Employees.</p>

Input - Required Fields	Field Value / Comments
Last Name, First Name, or SSN	The report allows you to search on any of these three fields.

Output - Results	Comments
Name, USC-ID, Home Department, Class/Slot	The report will return the employee's name, USC-ID, Home Department Name and their Class/Slot.

Windows Desktop



1. Double-Click the **Internet Explorer**  icon on the desktop.

Internet Explorer



2. Complete the following fields:

Field Name	Description	Values
Address Bar	Type the Data Warehouse Link in to the Address Bar.	Enter value in Address Bar . Link: https://datawarehouse.sc.edu/

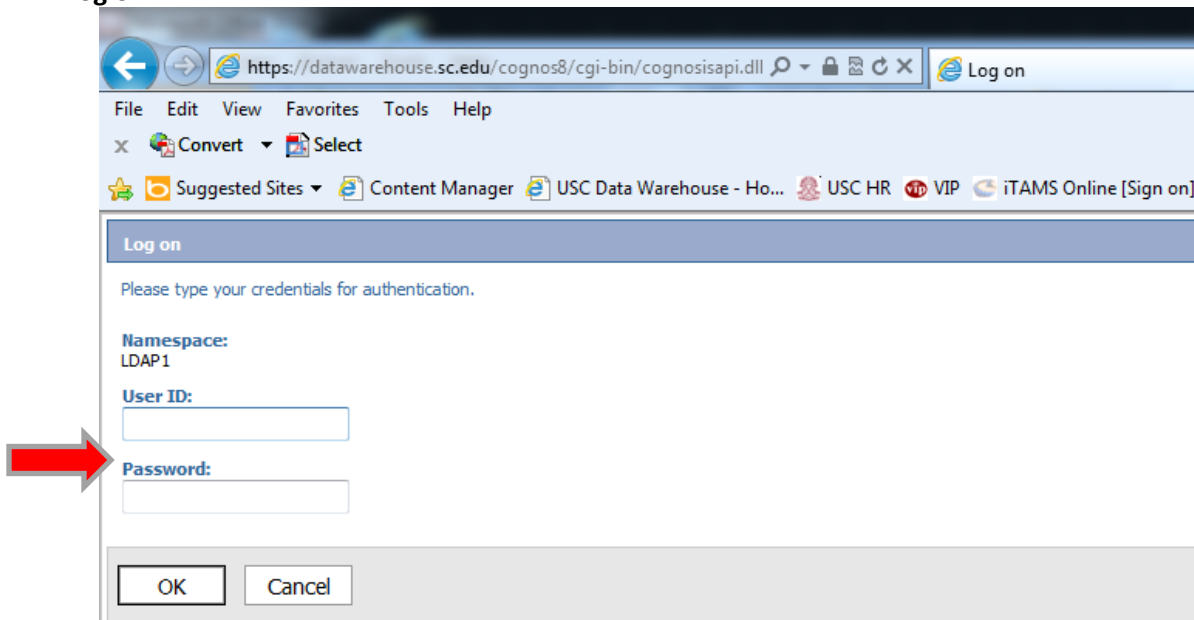
3. Press **Enter**.

Welcome to the USC DATA WAREHOUSE



4. Click the **Login** [Login](#) hyperlink.

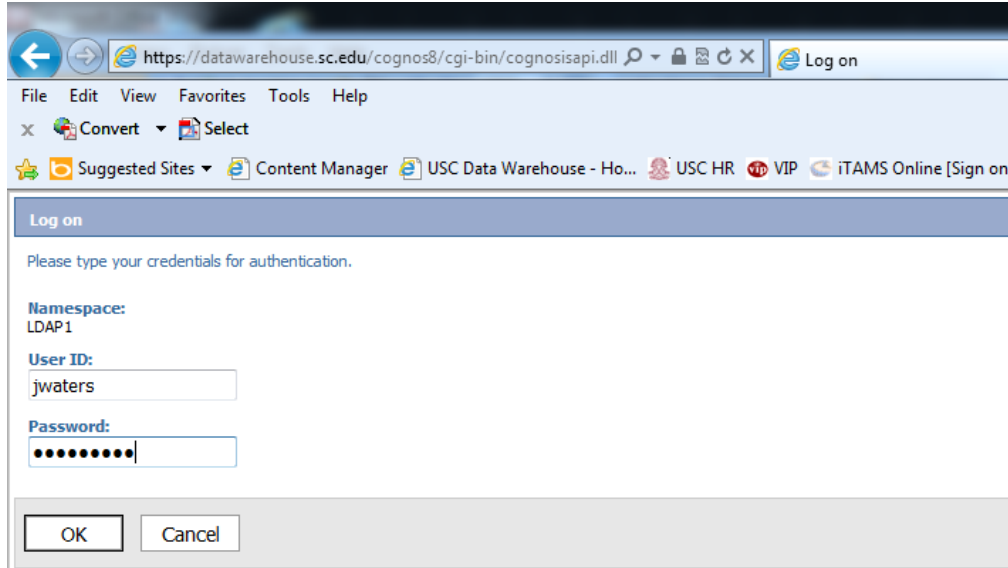
Log on



5. Complete the following fields:

Field Name	Description	Values
User ID:	Enter your USC User ID.	Enter value in User ID: . Example: testuser
Password:	Enter your USC password.	Enter value in Password:

Log on



Log on

Please type your credentials for authentication.

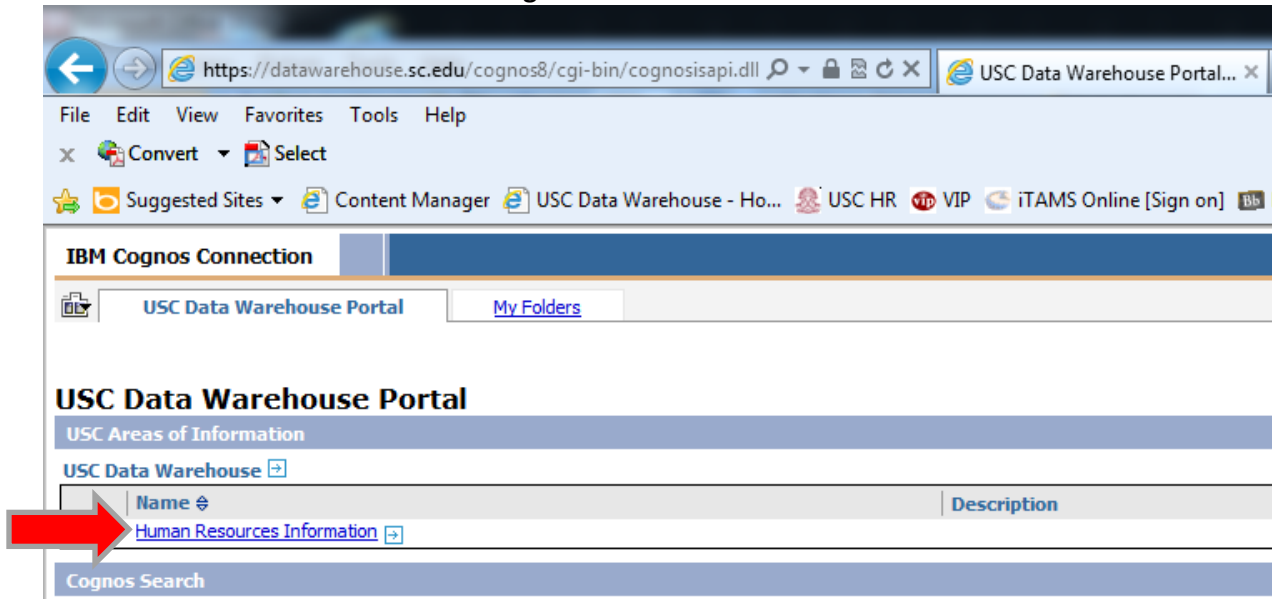
Namespace:
LDAP1

User ID:

Password:

6. Click the **OK** button.

USC Data Warehouse Portal - IBM Cognos Connection



IBM Cognos Connection

USC Data Warehouse Portal | My Folders

USC Data Warehouse Portal

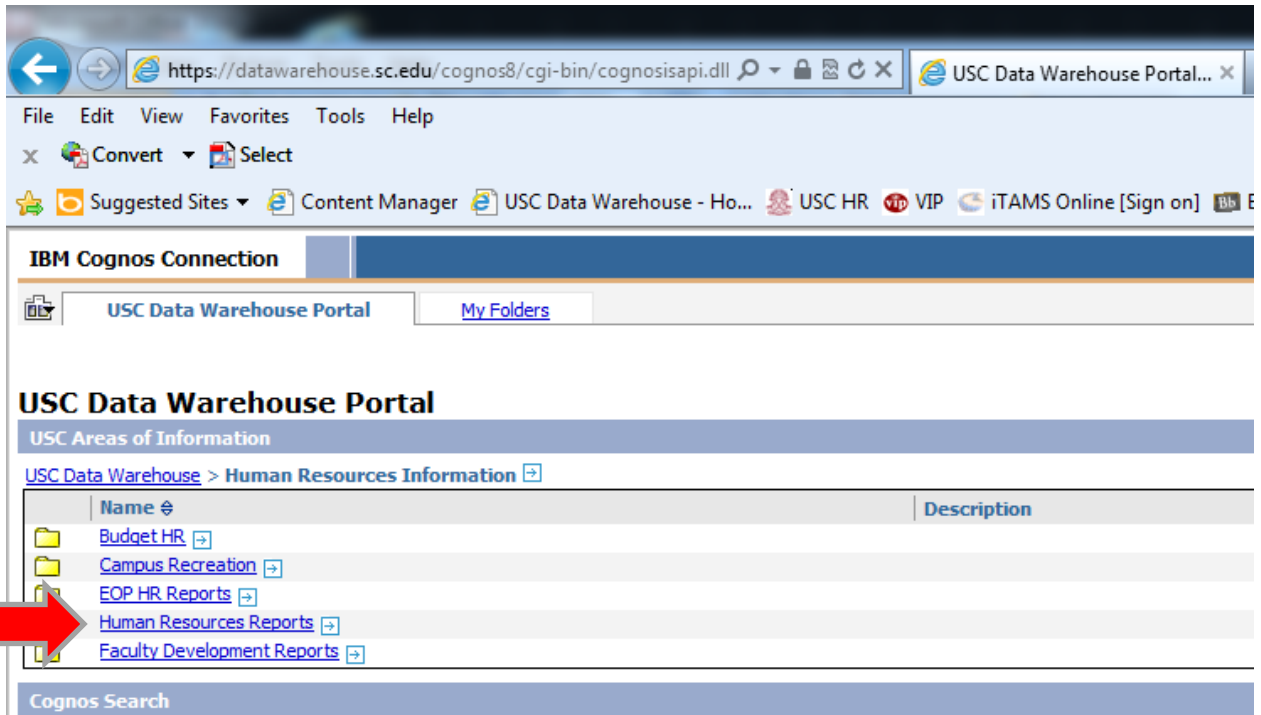
USC Areas of Information

USC Data Warehouse

Name	Description
Human Resources Information	

Cognos Search

7. Click the **Human Resources Information** [Human Resources Information](#) hyperlink.



IBM Cognos Connection

USC Data Warehouse Portal My Folders

USC Data Warehouse Portal

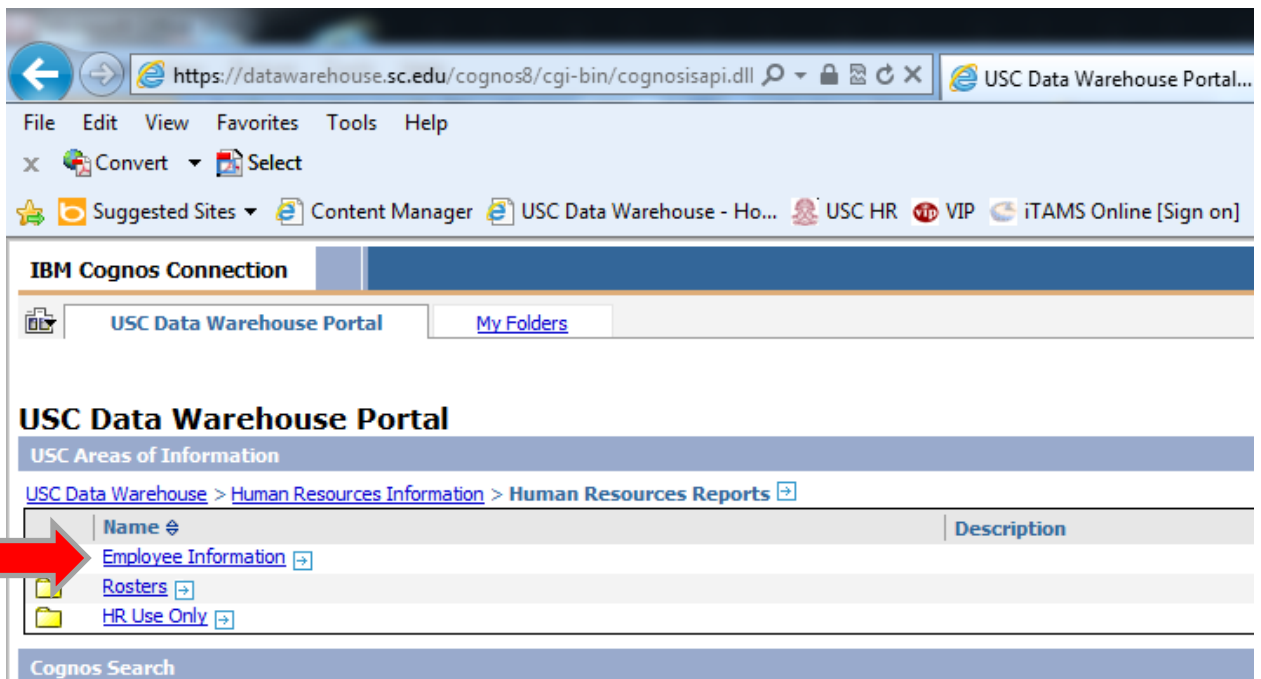
USC Areas of Information

USC Data Warehouse > Human Resources Information

Name	Description
Budget HR	
Campus Recreation	
EOP HR Reports	
Human Resources Reports	
Faculty Development Reports	

Cognos Search

8. Click the **Human Resources Reports** [Human Resources Reports](#) hyperlink.



IBM Cognos Connection

USC Data Warehouse Portal My Folders

USC Data Warehouse Portal

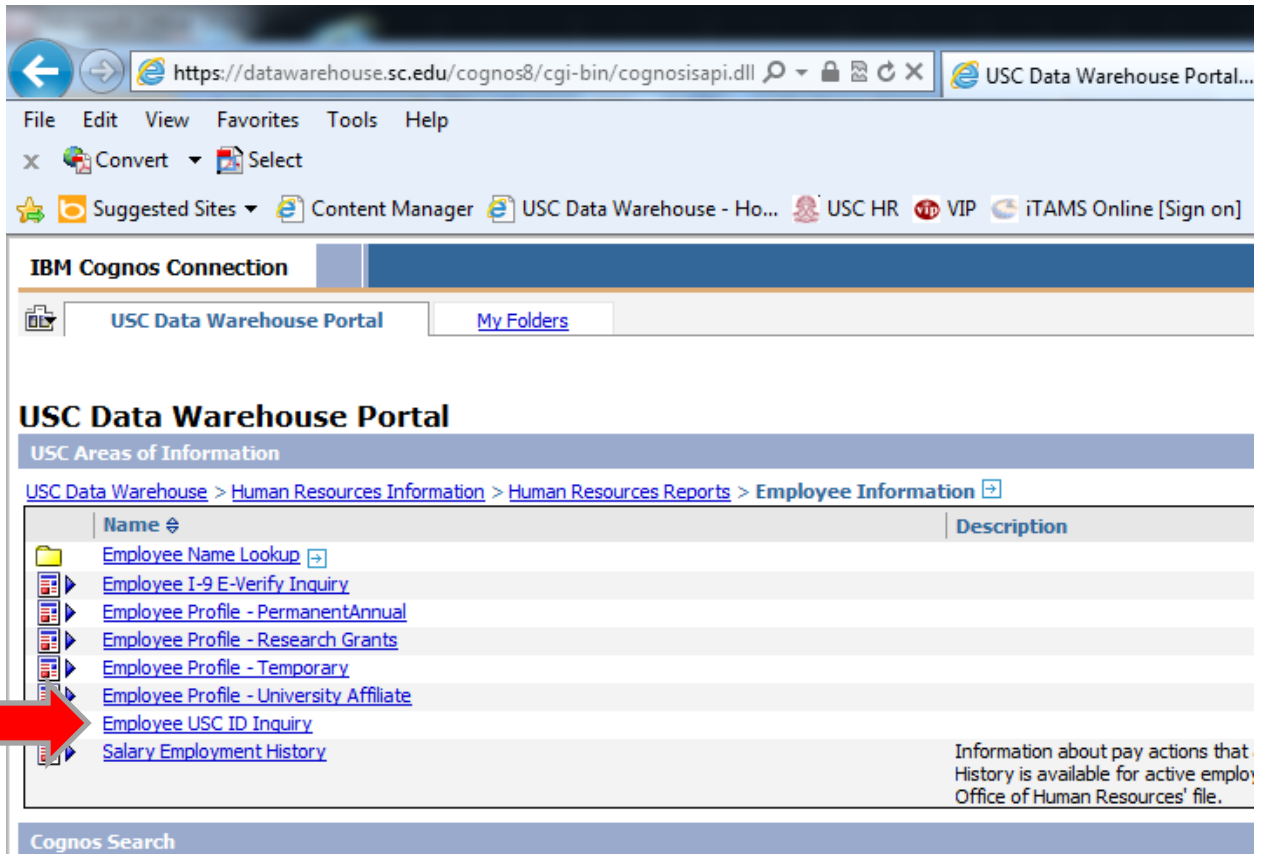
USC Areas of Information

USC Data Warehouse > Human Resources Information > Human Resources Reports

Name	Description
Employee Information	
Rosters	
HR Use Only	

Cognos Search

9. Click the **Employee Information** [Employee Information](#) hyperlink.

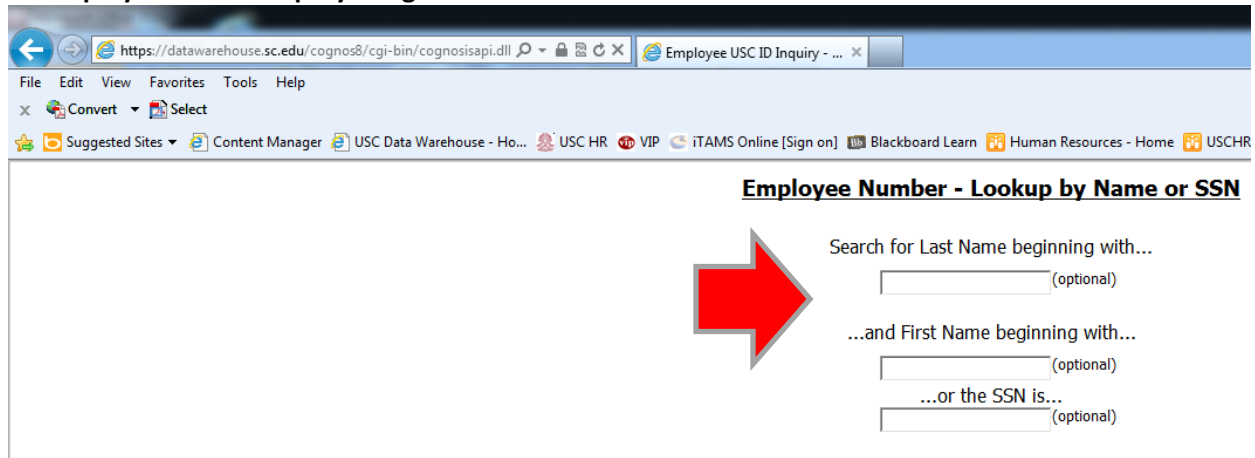


The screenshot shows a web browser window with the URL <https://datawarehouse.sc.edu/cognos8/cgi-bin/cognosisapi.dll>. The browser's address bar and menu bar are visible. Below the browser, the IBM Cognos Connection interface is shown, including the 'USC Data Warehouse Portal' and 'My Folders' tabs. The main content area displays the 'USC Data Warehouse Portal' with a breadcrumb trail: [USC Data Warehouse](#) > [Human Resources Information](#) > [Human Resources Reports](#) > [Employee Information](#). A table lists various reports, with a red arrow pointing to the 'Employee USC ID Inquiry' link. The table has two columns: 'Name' and 'Description'. The 'Employee USC ID Inquiry' row has a description: 'Information about pay actions that History is available for active employ Office of Human Resources' file.'

Name	Description
Employee Name Lookup	
Employee I-9 E-Verify Inquiry	
Employee Profile - PermanentAnnual	
Employee Profile - Research Grants	
Employee Profile - Temporary	
Employee Profile - University Affiliate	
Employee USC ID Inquiry	
Salary Employment History	Information about pay actions that History is available for active employ Office of Human Resources' file.

10. Click the **Employee USC-ID Inquiry** [Employee USC ID Inquiry](#) hyperlink.

Employee USC-ID Inquiry - Cognos Viewer



Employee Number - Lookup by Name or SSN

Search for Last Name beginning with...
 (optional)

...and First Name beginning with...
 (optional)

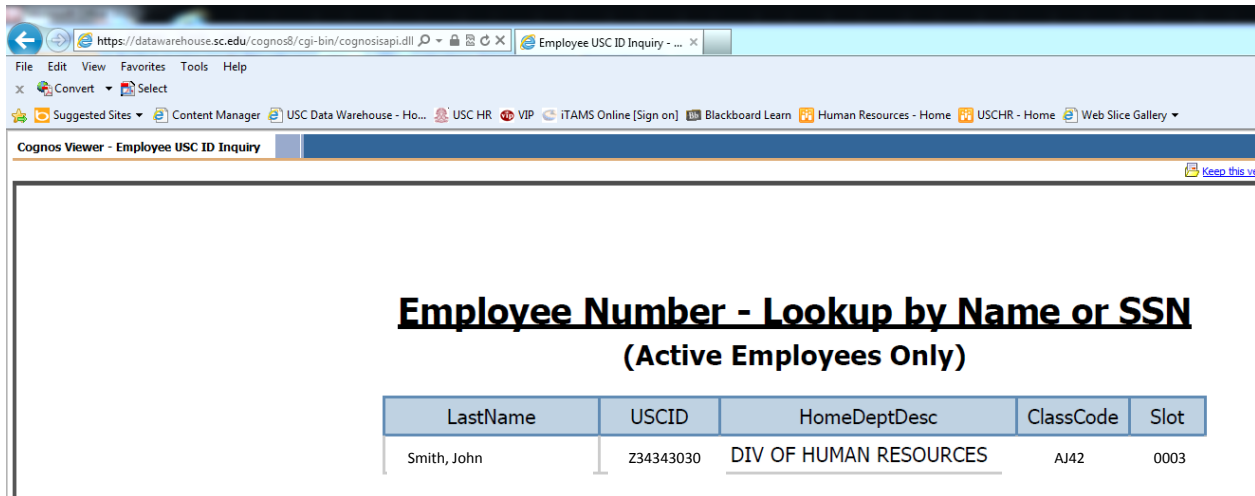
...or the SSN is...
 (optional)

11. Complete one or more of the following fields:

Field Name	Description	Values
Last Name (optional)	Enter the employee's Last Name.	Enter value in Last Name (optional) . Example: Smith
First Name (optional)	Enter the employee's First Name.	Enter value in First Name (optional) . Example: John
SSN (optional)	Enter the employee's SSN.	Enter value in SSN (optional) . Example: 123456789

12. Click the **Finish**  button.

Example of Report Output:



Employee Number - Lookup by Name or SSN
(Active Employees Only)

LastName	USCID	HomeDeptDesc	ClassCode	Slot
Smith, John	Z34343030	DIV OF HUMAN RESOURCES	AJ42	0003