

Accessing USC-ID Roster Reports

Background

Business Process Procedure Overview

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.

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/



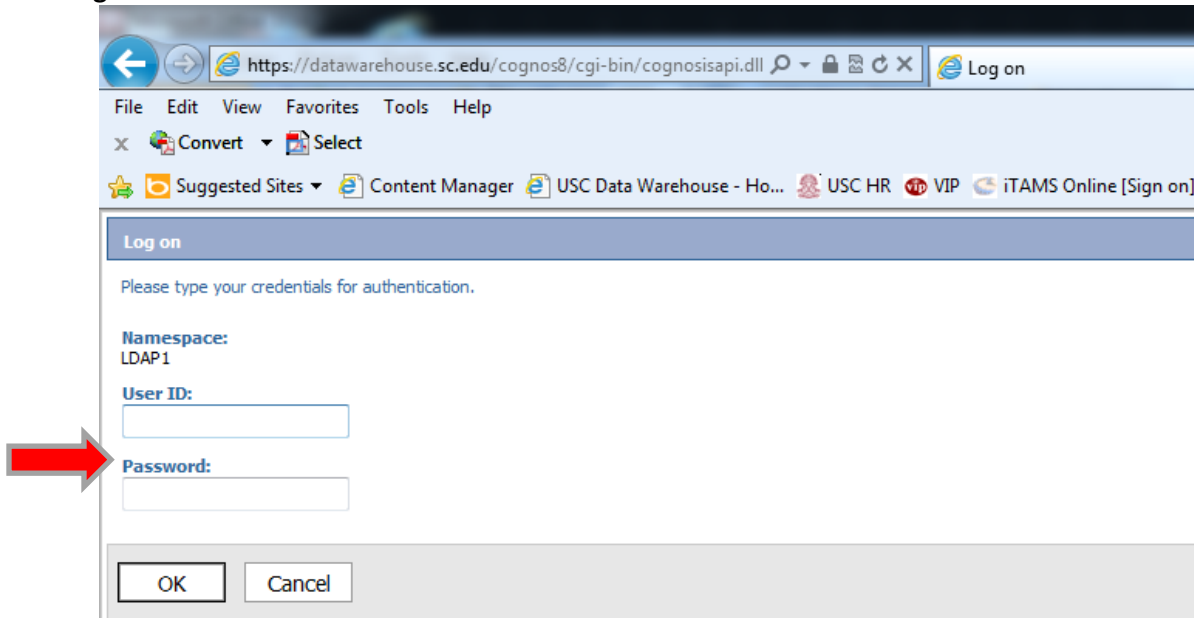
3. Select the **"Enter"** button on your keyboard.

Welcome to the USC DATA WAREHOUSE



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

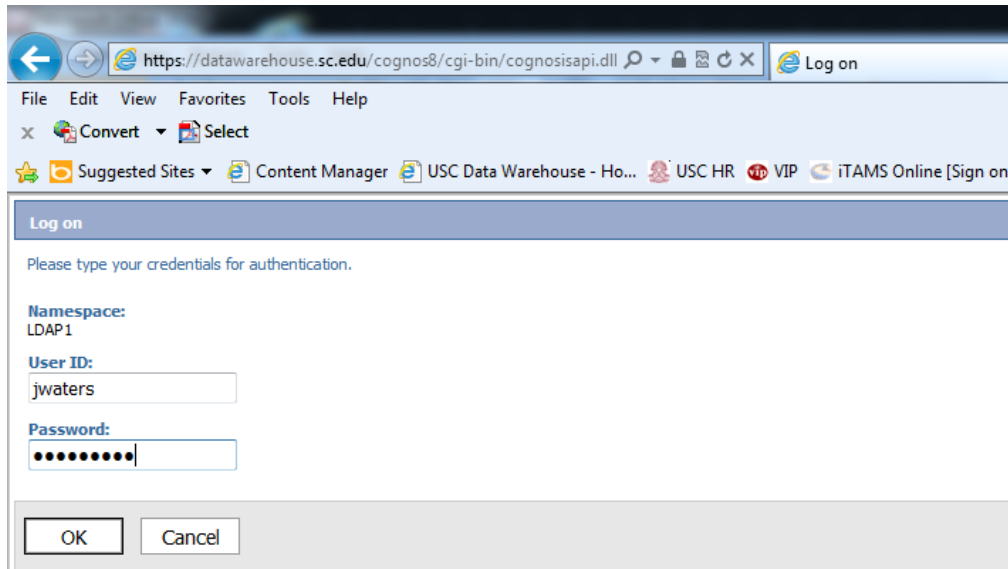
Log on



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.

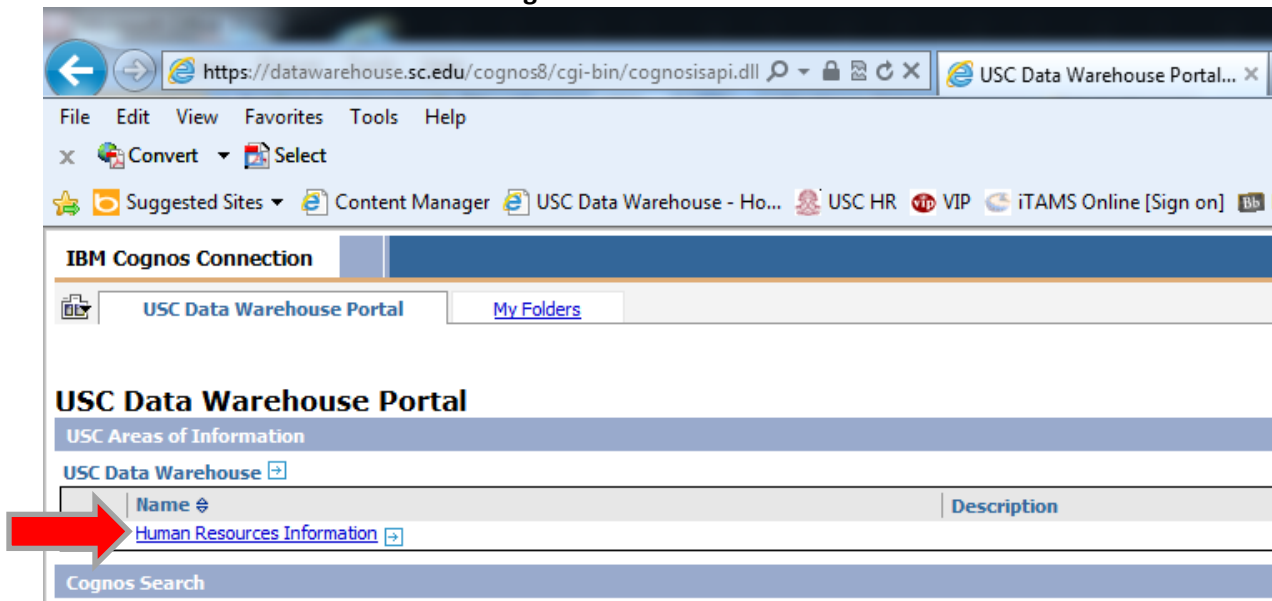
Namespace:
LDAP1

User ID:

Password:

6. Click the **OK** button.

USC Data Warehouse Portal - IBM Cognos Connection



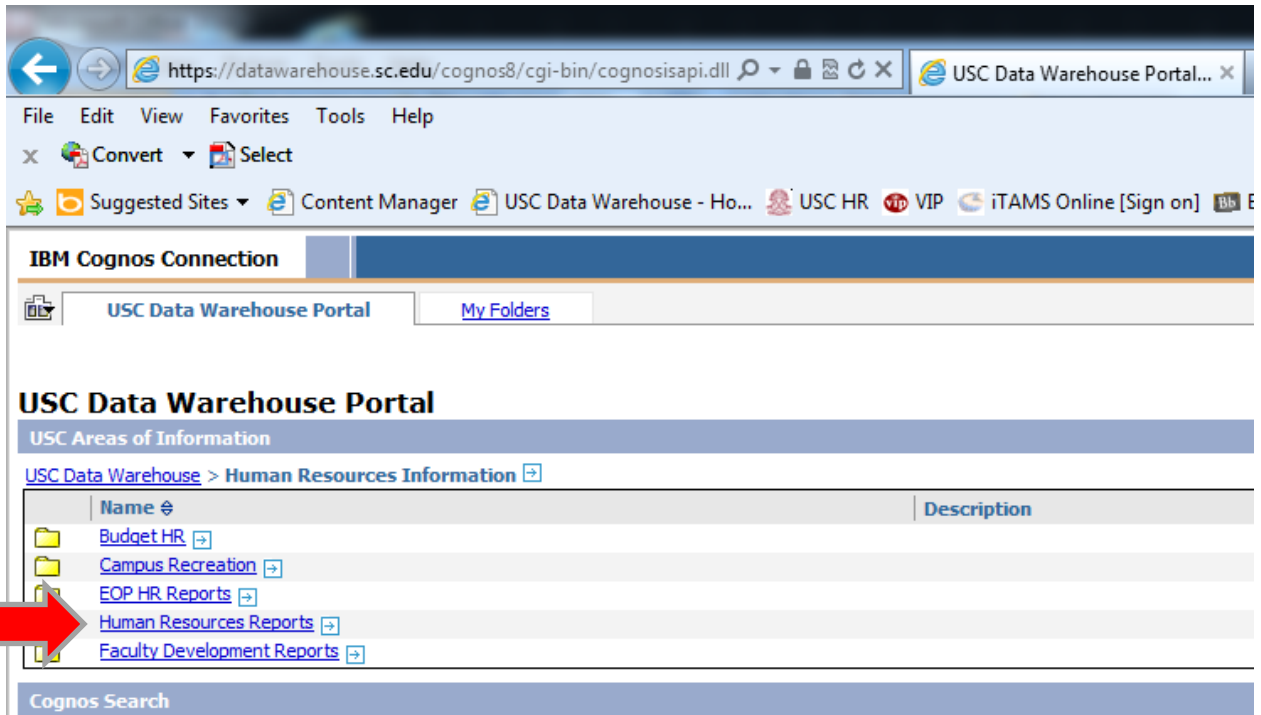
USC Data Warehouse Portal

USC Areas of Information

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

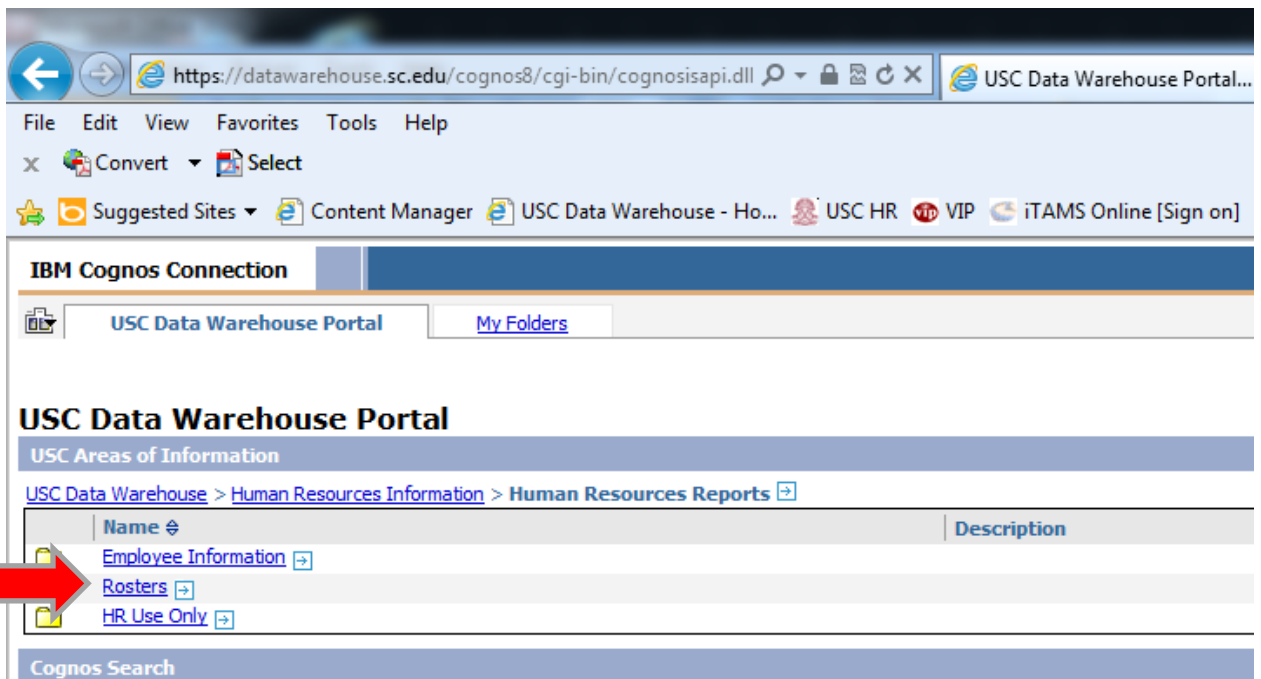
USC Areas of Information

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

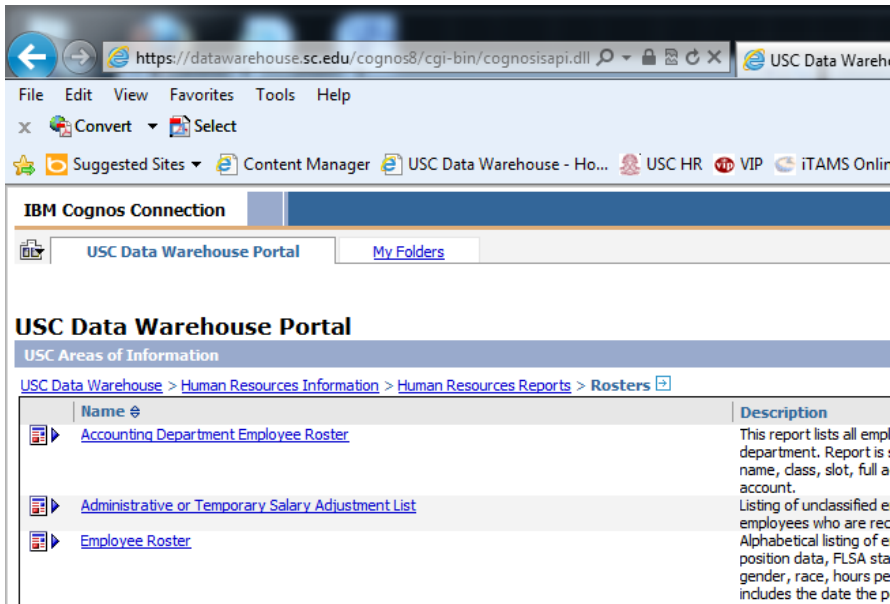
USC Areas of Information

USC Data Warehouse > Human Resources Information > Human Resources Reports

Name	Description
Employee Information	
Rosters	
HR Use Only	

Cognos Search

9. Click the **Rosters** [Rosters](#) hyperlink.



10. Within the list of rosters, the following reports include USC-ID:

List of Roster Reports with USC-ID		
Report Name	Description	Important Fields
Employee Roster with Accounting Information by Home Department	Employee Roster with Accounting Information by Home Department	Name, USC-ID, Class, Slot, Band, Hours/Week, Funding, Basis, FLSA, Review Date
Research Grant Employee Roster with Accounting Information by Home Department	Research Grant Employee Roster with Accounting Information by Home Department	Name, USC-ID, Class, Slot, Band, Hours/Week, Funding, Salary, FV, Appt End Date, Basis
USC-ID for Temporary Employee Roster with Accounting Information	USC-ID for Temporary Employee Roster with Accounting Information	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
USC ID Listing for FTE and Temporary Positions for Departmental Distribution	USC ID Listing for FTE and Temporary Positions for Departmental Distribution	Name, USC-ID, Class, Slot, Perm/Temp Code, Position #, Home Dept #, Home Department, Time Dept #, Time Department