

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/



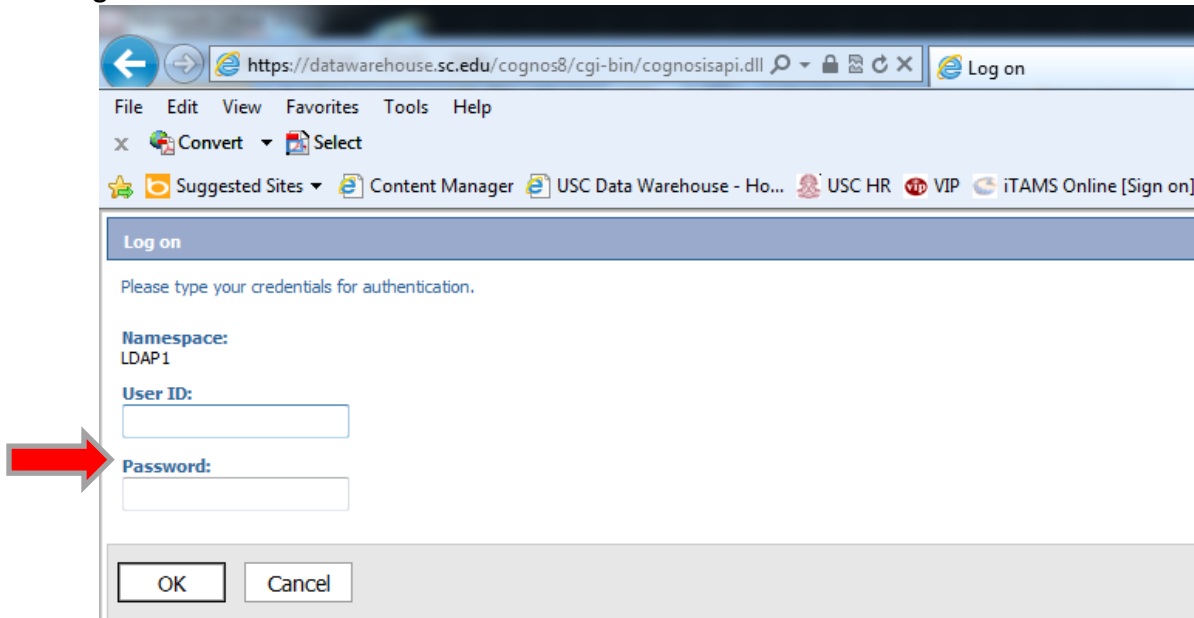
3. Select the **"Enter"** button on your keyboard.

Welcome to the USC DATA WAREHOUSE



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

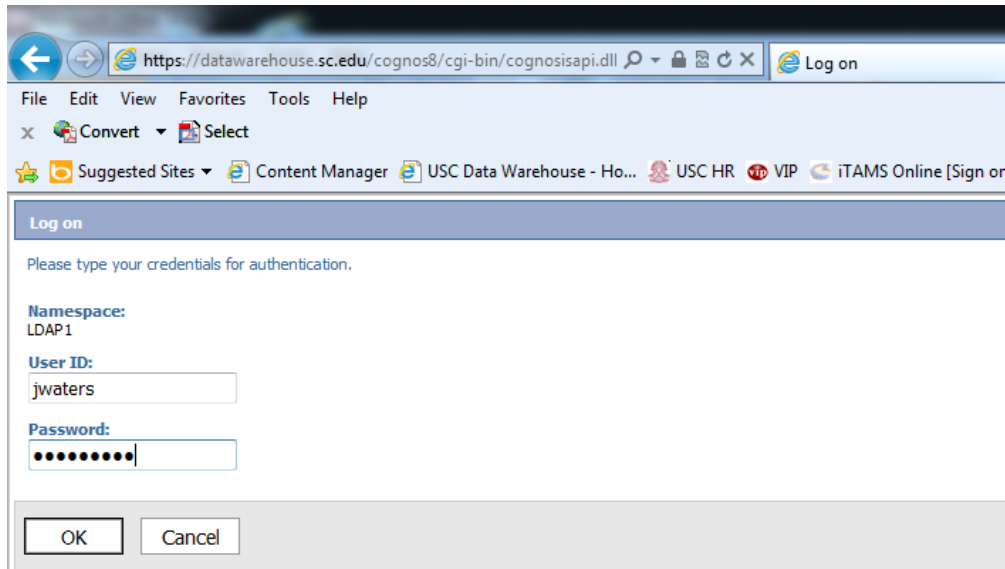
Log on



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.

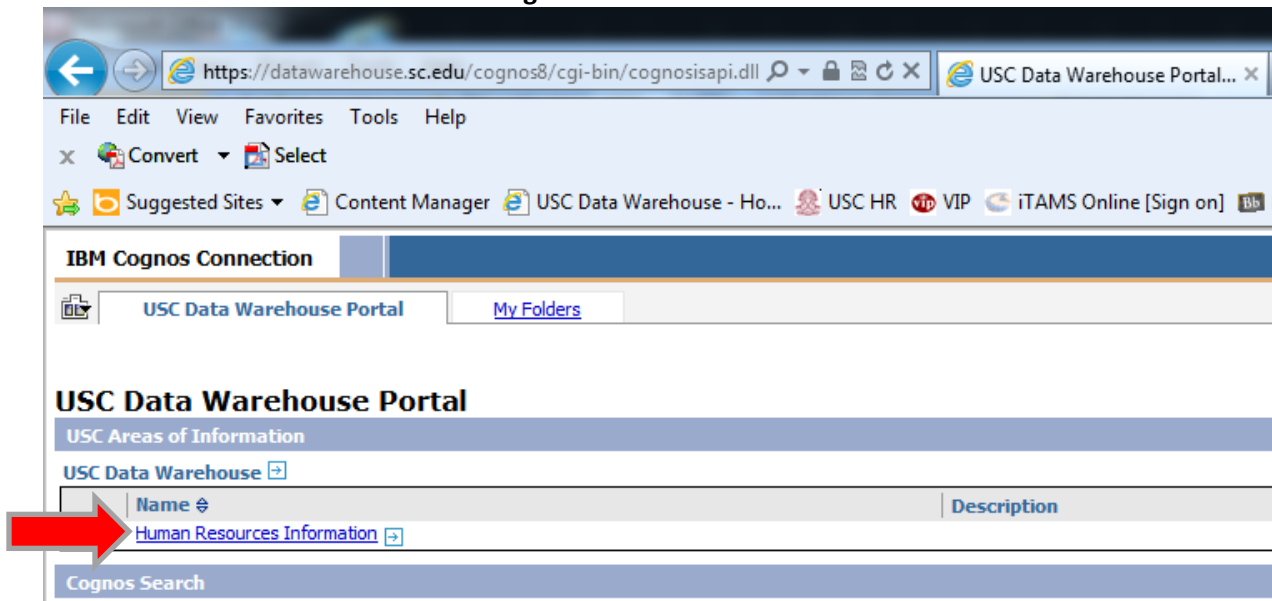
Namespace:
LDAP1

User ID:

Password:

6. Click the **OK** button.

USC Data Warehouse Portal - IBM Cognos Connection



USC Data Warehouse Portal

IBM Cognos Connection

USC Data Warehouse Portal My Folders

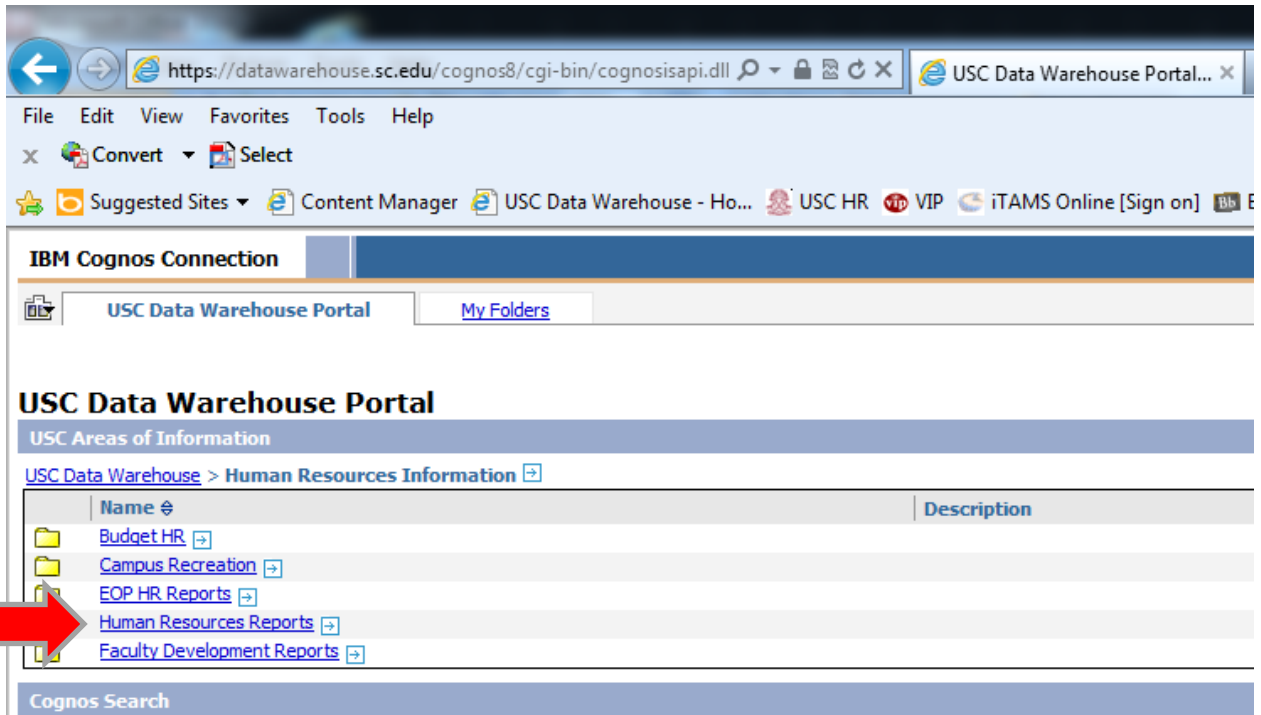
USC Data Warehouse Portal

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

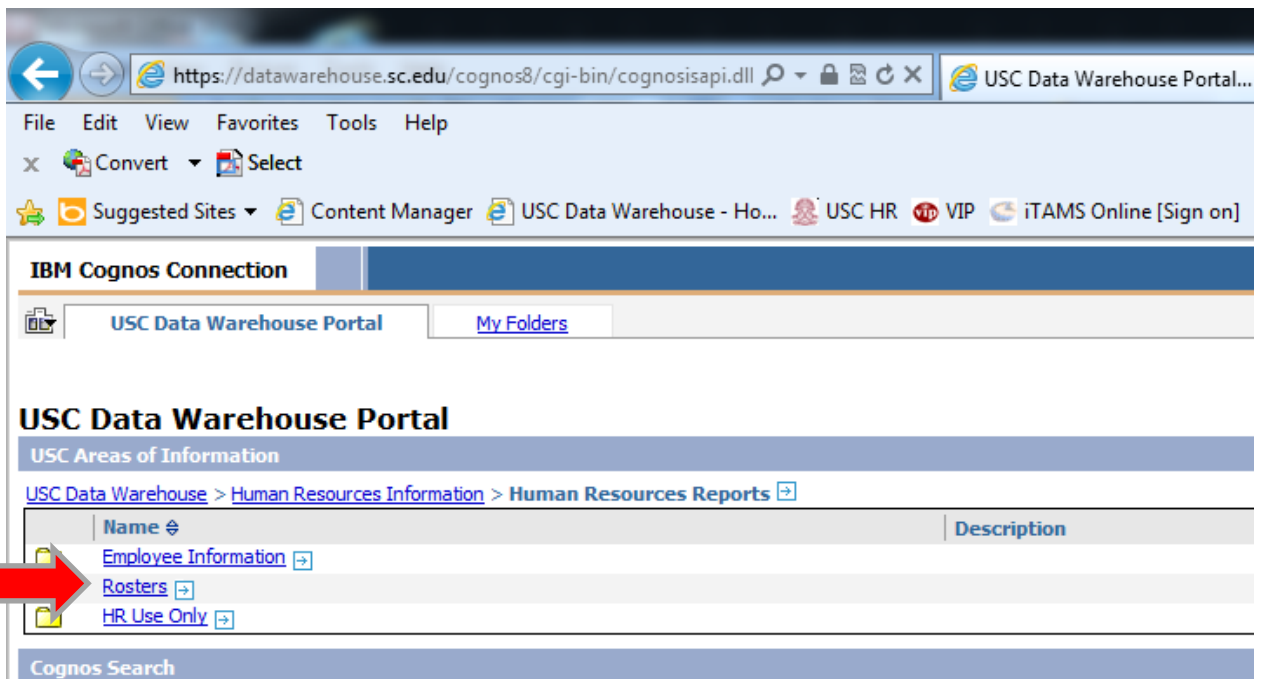
USC Areas of Information

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

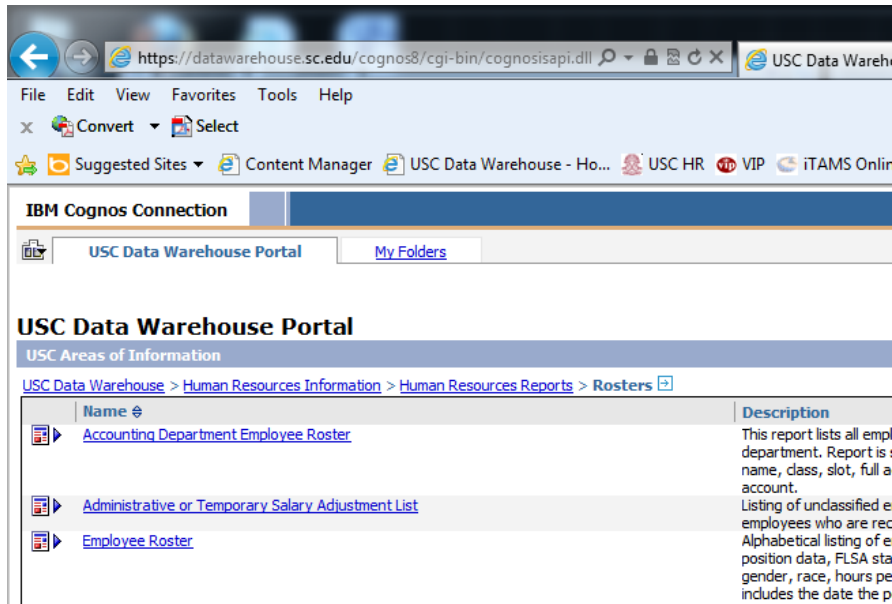
USC Areas of Information

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