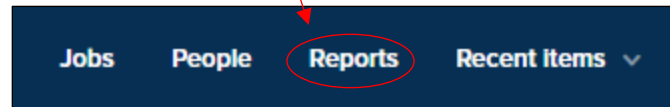


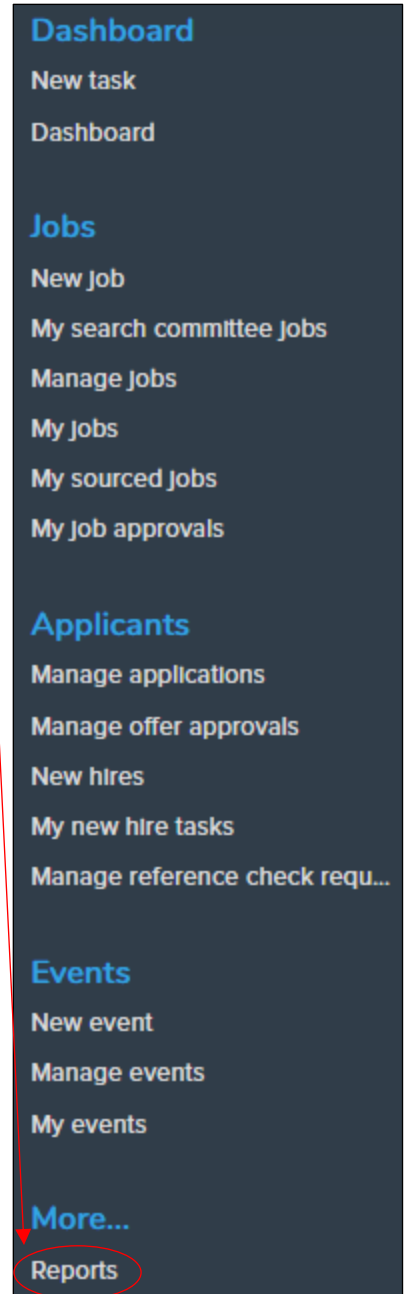
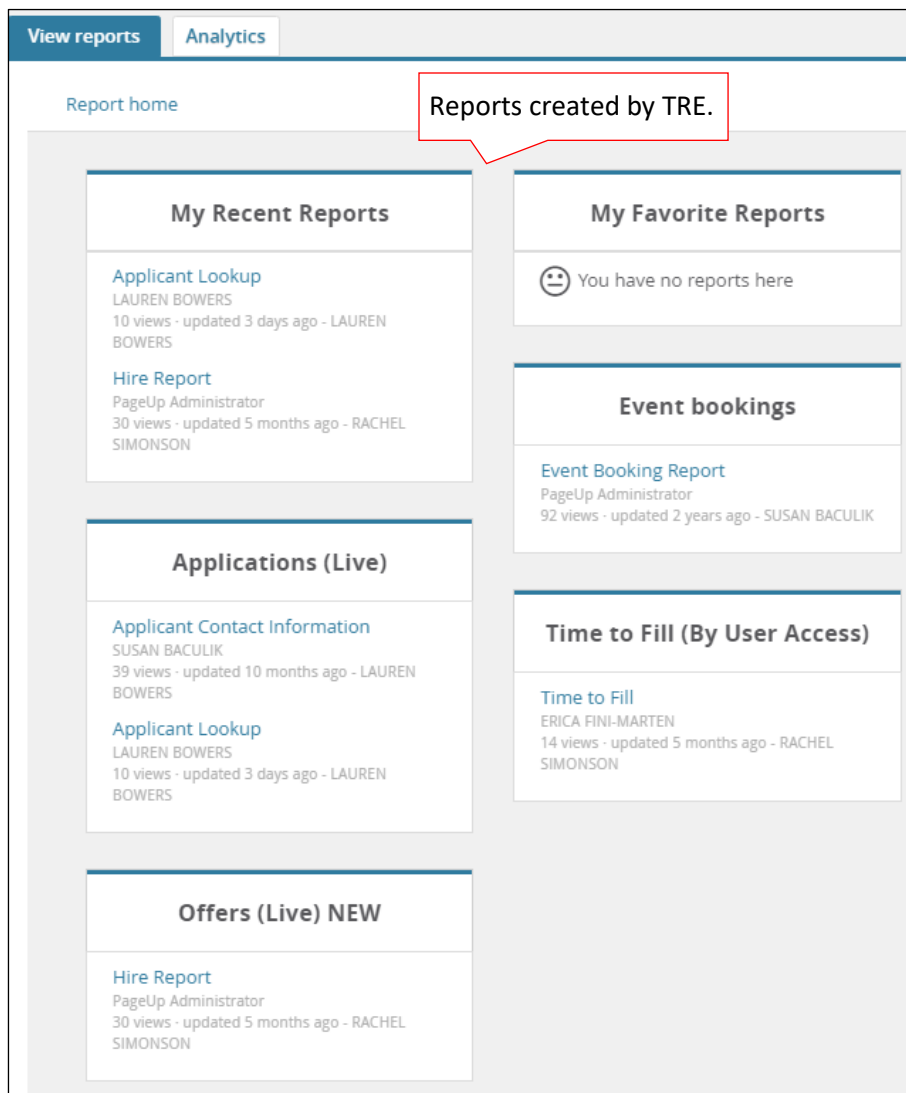
HOW TO ACCESS REPORTS ON THE DASHBOARD

Several reports are available from the dashboard. Each report returns real-time data specific to your division or department.

1. From the top left of your home page, open the PageUp Menu then click 'Reports' to view the reports dashboard. Or click 'Reports' from the banner on the top right of your home page.



2. A list of available reports will appear on the dashboard. Consult the [Reports Glossary](#) document for a description of each report.



HOW TO RUN A REPORT FROM THE DASHBOARD

1. To run a report, click the report title and results will open in a new window.
2. To download the results, choose the file format from the menu at the bottom of the results window and 'Export.' It is recommended to download the report to Excel so you have the opportunity to work with the data. Choose Excel (2007+) only if running version 2007 or higher of Excel.

Offers (Live) NEW

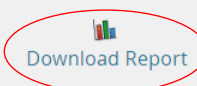
[Hire Report](#)

PageUp Administrator
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RACHEL SIMONSON

EMS Transaction ID	Division	Department	Sub-Department	All Advertised Titles	Title Code	Working Title	Employment Class - Job Posting	No. of positions	FTE - Job Posting	Date job approved
100010-AS	A34-DIV-VC FOR RES AND GRAD EDUCATION	DEPT-A3402	VCRGE/ADMIN/HS IRB	SR ADMIN PRGM SPEC(R07BN) or ADMIN PROGRAM SPEC(R07DN) or ASSOC ADMIN PRGM SPEC(R07FN)	SR ADMIN PRGM SPEC	Operations and Quality Assurance Specialist	Academic Staff-Renewable	1	100	Aug 16, 2019
100017-US	A34-DIV-VC FOR RES AND GRAD EDUCATION	DEPT-A3489	VCRGE/PHYS SCI LAB/PSL	INSTRUMENT MAKER-ADV(83403)	INSTRUMENT MAKER-ADV	Welder/Machinist	University Staff-Ongoing	1	100	Nov 4, 2016
100024-AS	A34-DIV-VC FOR RES AND GRAD EDUCATION	DEPT-A3487	VCRGE/WAISMAN/WAISMAN	RESEARCHER(E05DN) or ASSOC RESEARCHER(E05FN) or ASST RESEARCHER(E05LN)	RESEARCHER	Cell Therapy Manufacturing Subject Matter Expert	Academic Staff-Renewable	1	100	Aug 23, 2019
100048-AS	A34-DIV-VC FOR RES AND GRAD EDUCATION	DEPT-A3488	VCRGE/PRIMATE/PRIMATE	RESEARCH SPECIALIST(T16DN) or ASSOC RESEARCH SPEC(T16FN)	RESEARCH SPECIALIST	Research Specialist	Academic Staff-Renewable	1	100	Aug 14, 2019
100068-TE	A34-DIV-VC FOR RES AND GRAD EDUCATION	DEPT-A3486	VCRGE/MOLEC BIO/MOLEC BIO	UNIV SERVICES ASSOC 1(16600)	UNIV SERVICES ASSOC 1	University Services Associate	Temporary Employment	1		Nov 7, 2016
100093-AS	A34-DIV-VC FOR RES AND GRAD EDUCATION	DEPT-A3487	VCRGE/WAISMAN/WAISMAN	SR CLIN SPCH PATHOLOG(R62BN) or CLIN SPCH PATHOLOGIST(R62DN)	SR CLIN SPCH PATHOLOG	Clinical Speech Pathologist	Academic Staff-Renewable	2	50 - 100	Aug 22, 2019
100093-AS	A34-DIV-VC FOR RES AND GRAD EDUCATION	DEPT-A3487	VCRGE/WAISMAN/WAISMAN	SR CLIN SPCH PATHOLOG(R62BN) or CLIN SPCH PATHOLOGIST(R62DN)	SR CLIN SPCH PATHOLOG	Clinical Speech Pathologist	Academic Staff-Renewable	2	50 - 100	Aug 22, 2019

3. Click on 'Download Report.' Depending on the web browser you are using and how Microsoft Excel is set up on your computer, you may need to save the file and 'Enable Editing' before being able to work with the data.

View : Report



Hire_Report_export_2020_01_27 [Protected View] - Excel

File Home Insert Page Layout Formulas Data Review View Add-ins Hyperion Acrobat Tell me what you want to do...

PROTECTED VIEW Be careful—files from the Internet can contain viruses. Unless you need to edit, it's safer to stay in Protected View. Enable Editing

A	B	C	D
JEMS Transaction ID	Division	Department	Sub-Department
100010-AS	A34-DIV-VC FOR RES AND GRAD EDUCATION	DEPT-A3402	VCRGE/ADMIN/HS IRB
100017-US	A34-DIV-VC FOR RES AND GRAD EDUCATION	DEPT-A3489	VCRGE/PHYS SCI LAB/PSL
100024-AS	A34-DIV-VC FOR RES AND GRAD EDUCATION	DEPT-A3487	VCRGE/WAISMAN/WAISMAN
100048-AS	A34-DIV-VC FOR RES AND GRAD EDUCATION	DEPT-A3488	VCRGE/PRIMATE/PRIMATE
100068-TE	A34-DIV-VC FOR RES AND GRAD EDUCATION	DEPT-A3486	VCRGE/MOLEC BIO/MOLEC BIO
100093-AS	A34-DIV-VC FOR RES AND GRAD EDUCATION	DEPT-A3487	VCRGE/WAISMAN/WAISMAN
100093-AS	A34-DIV-VC FOR RES AND GRAD EDUCATION	DEPT-A3487	VCRGE/WAISMAN/WAISMAN