

HRIS Newsletter



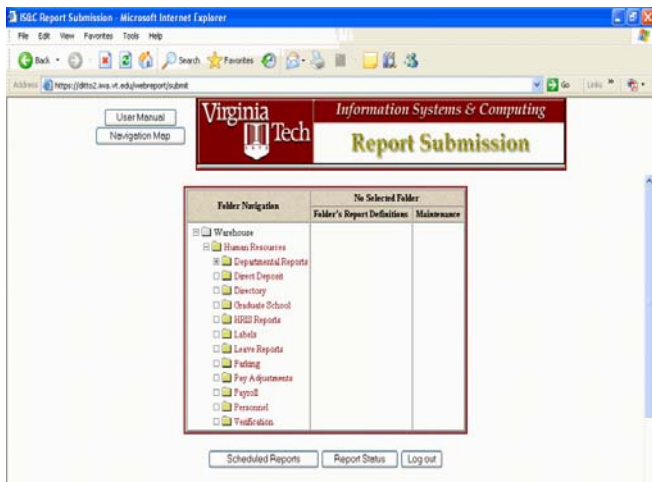
Human Resource Information Systems

Issue 78, June 2007

Important Notice! HRIS Web Reports

On Sunday, July 1 the old HRIS reporting system will be going away. Please make sure that you are using the new web reporting system that has been in place since January 2006. The new reports share the same reporting system as the Finance reports.

The website for HRIS web reports is: <https://ditto2.iwa.vt.edu/webreport/submit>



What are the Benefits?

- You can submit a report so that your computer is not tied up while the report is running.
- You can run reports for multiple organizations or by senior management code.
- You can create personal folders and save the parameters of the reports you run. The reports can then be submitted without re-entering or slightly modifying the parameters. All saved reports in a personal folder can be submitted with a single click.
- Reports will be offered in html and pdf (Adobe) formats. Some reports will be offered in Excel format.

For Finance report users who also use HRIS reports: When you log into the reporting system you will see a folder for the Finance reports and a folder for the HRIS reports. The HRIS reports will work the same as the Finance reports.

For Leave Reps: You will see a folder called "Leave Reports" listed underneath the Human Resources folder that will contain the leave reports.

Training & Manual

There will be training classes offered on the new reporting system. To register for a training class or download the training manual, please visit this website: <http://www.hr.vt.edu/bannerhris/webreports/>. If the classes fill up additional classes will be offered.

For Off Campus Users: Please send an email to Stacey Poertner, poertner@vt.edu, if interested in participating in an online training class.

Questions or Problems

If you have problems logging into the new reporting system or have a question, please contact the HRIS Helpdesk at 231-7763 or hriuser@vt.edu

HRIS Support Team

Phone: 540/231-7763

E-mail: hriuser@vt.edu

HRIS Home Page: <http://www.ais.vt.edu/ais/hris>

Banner HRIS Support Team Home Page:

<http://www.hr.vt.edu/bannerhris/>