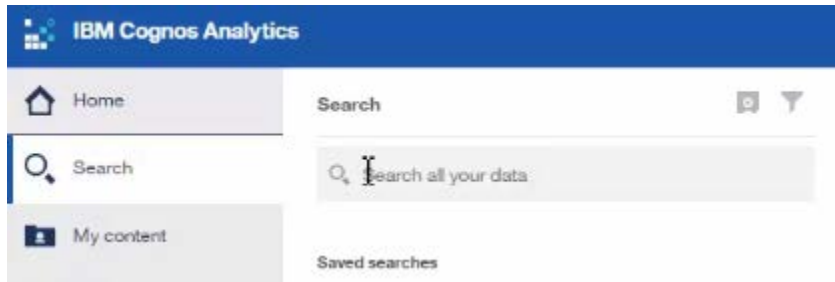
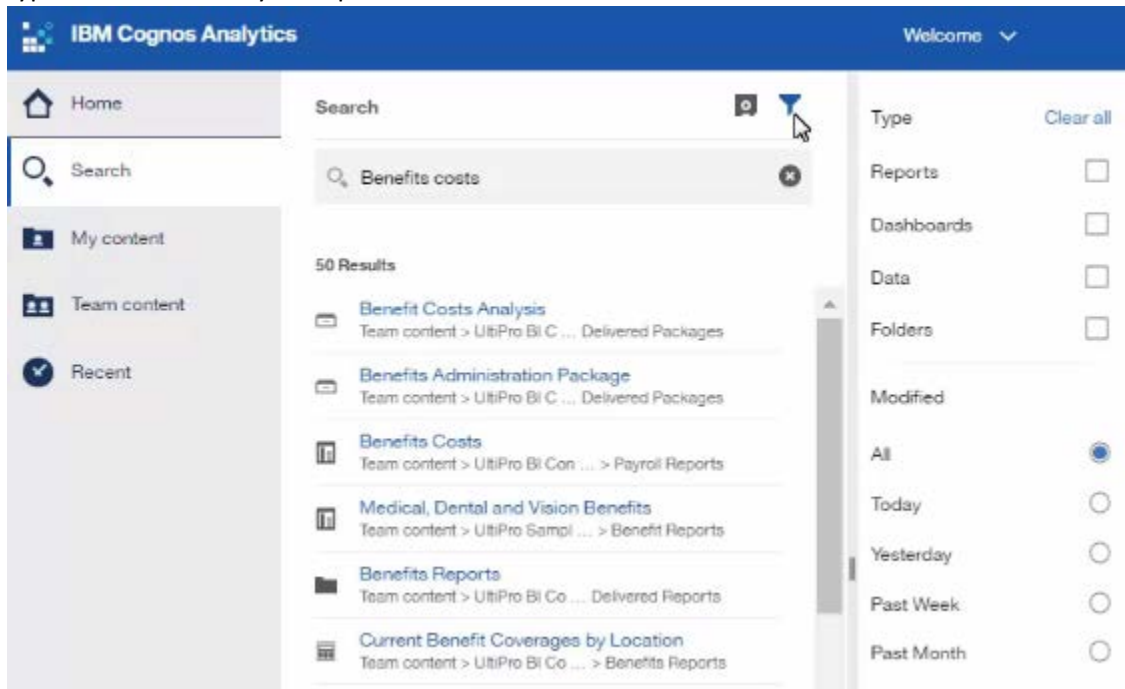


1. The search function helps you locate Business Intelligence reports, alerts, and other content in the Cognos Analytics folder structure. See the end of this document for notes on packages and fields available in each package.
2. If From the Side Panel, select Search and enter a search term into the search bar.

















3. Results will display. When many results are displayed, you can click the filter icon to search for types of content or by time periods:
















**See page two for information on Packages**

Note: Packages CANNOT BE COMBINED OR MODIFIED! Before using a package to write a report, make sure the package has ALL OF THE FIELDS needed to complete the report. If you find that all fields are not present, then write your report using the Administrator Package to start. Below is a list of all packages available along with a field list, location and description.

<a href="#">Package Name</a>	<a href="#">Excel</a>	<a href="#">Location</a>	<a href="#">Description</a>
<a href="#">Administrator Package</a>		UltiPro BI for Core HR and Payroll	The Administrator Package contains all UltiPro metadata available for reporting. This package is intended for individuals who are familiar with the UltiPro database and the table relationships.
<a href="#">Audit Package</a>		UltiPro BI for Core HR and Payroll	The Audit package is used to report on the changes to employee level and company level tables as well as HIPAA-related transactions.
<a href="#">Business Rules Package</a>		UltiPro BI for Core HR and Payroll	The Business Rules Package allows you to report on how various UltiPro components were established. Using the Business Rules package, you can report on several components such as company, job, earnings, deductions, tax, and organizational information.
<a href="#">Compensation Package</a>		UltiPro BI for Core HR and Payroll	The Compensation Package is modeled after the Compensation area under My Team. The package allows you to report on an employee's current compensation and compensation history.
<a href="#">Employee Information Package</a>		UltiPro BI for Core HR and Payroll	The Employee Information Package is modeled after the My Employees pages under My Team. It is used to report on personal, job (including compensation plans), career and education, dependents/beneficiaries, and training-related information.
<a href="#">General Ledger Analysis</a>		UltiPro BI for Core HR and Payroll	The General Ledger Analysis package allows you to explore how work hours are allocated, credited, and debited within your organization. These metrics can be analyzed by various organizational attributes, including company, job, general ledger code types, and account numbers.
<a href="#">General Ledger Package</a>		UltiPro BI for Core HR and Payroll	The General Ledger Package allows you to report on general ledger detail and summary information as well as general ledger business rules, including definition rules and segment sequences.

<a href="#">Package Name</a>	<a href="#">Excel</a>	<a href="#">Location</a>	<a href="#">Description</a>
<a href="#">Hire Analysis</a>		UltiPro BI for Core HR and Payroll	The Hire Analysis package allows you to explore the number of employees hired by various personal and organizational attributes. This package uses Last Hire Date in determining when an employee was hired.
<a href="#">Job Allocations Package</a>		UltiPro BI for Core HR and Payroll	The Job Allocations Package allows you to report on the allocation of hours and dollars within your organization. You can report on deductions/benefits, earnings, tips, net pay, tax, and workers' compensation allocations.
<a href="#">My Employees Package</a>		UltiPro BI for Core HR and Payroll	The My Employees Package is modeled after the My Employees pages under My Team. It is used to report on personal, job, career and education, pay, benefits, tax, and training-related information.
<a href="#">Overtime Analysis</a>		UltiPro BI for Core HR and Payroll	The Overtime Analysis package allows you to explore how overtime dollars and hours have been paid. These metrics can be analyzed by numerous organizational attributes including year, company, job, and project. This package uses Pay Date in determining when overtime was paid.
<a href="#">Payroll History Package</a>		UltiPro BI for Core HR and Payroll	The Payroll History Package allows you to report on payroll history, including accrual, deduction/benefit, earnings, tax, and workers' compensation information. The information is stored on a per employee, per check basis.
<a href="#">Payroll Pre-Check Package</a>		UltiPro BI for Core HR and Payroll	The Payroll Pre-Check Package allows you to report on payroll information (pay calculations) before it is posted to payroll history. This package includes accrual, direct deposit, deduction/benefit, earnings, and tax information. The information is stored on a per employee, per check basis.
<a href="#">Predictive Score Package</a>		UltiPro BI for Core HR and Payroll	The Predictive Score Package allows you to report on the employees' retention scores, which predicts the likelihood of an employee leaving the organization within 12 months. Employee retention is the only predictive score supported at this time.

<a href="#">Package Name</a>	<a href="#">Excel</a>	<a href="#">Location</a>	<a href="#">Description</a>
<a href="#">PTO Requests Package</a>		UltiPro BI for Core HR and Payroll	The PTO Requests Package is modeled after the PTO Requests area under My Team. This package allows you to report on your employee's PTO plans and approved PTO requests.
<a href="#">Retention Analysis</a>		UltiPro BI for Core HR and Payroll	The Retention Analysis package allows you to explore how long your employees stay with your organization. The number of employees can be analyzed by various personal and organizational attributes, including company, job, years of service, gender, and ethnicity.
<a href="#">Retroactive Pay Package</a>		UltiPro BI for Core HR and Payroll	The Retroactive Pay Package allows you to report on the entries made to employees for retroactive pay using the UltiPro Backoffice application.
<a href="#">Security Reporting Package</a>		UltiPro BI for Core HR and Payroll	The Security Reporting Package allows you to report on UltiPro Site Management Console data. This package is based on SMC configuration and security-related data created for the UltiPro .NET portal.
<a href="#">Tax Business Rules Package</a>		UltiPro BI for Core HR and Payroll	The Tax Business Rules Package allows you to report on how taxes are established for your organization in UltiPro. This includes Deduction/Benefit and Earnings tax categories.
<a href="#">Template Administration Package</a>		UltiPro BI for Core HR and Payroll	The Template Administration Package allows you to report on the structure of your imports and exports to ensure setup accuracy. When you create a report using the Template Administration Package, you are not running the import or export. Instead, you are running a report identifying the format and data that will be imported or exported.
<a href="#">Termination Analysis</a>		UltiPro BI for Core HR and Payroll	The Termination Analysis package allows you to explore the number of employees terminated by numerous personal and organizational attributes. This package uses the employee's Termination Date in determining when an employee was terminated.
<a href="#">Time Clock Package</a>		UltiPro BI for Core HR and Payroll	The Time Clock Package allows you to report on earnings and deduction information from the timeclock import file and Web Time Entry.

<a href="#">Package Name</a>	<a href="#">Excel</a>	<a href="#">Location</a>	<a href="#">Description</a>
<a href="#">UltiPro Time Management Package</a>		UltiPro BI for Time Management	The UltiPro Time Management Package allows you to report on the information available within the Time Management solution. This includes employee, timesheet, schedules, accrual balances, pay matrices, and payroll information.
<a href="#">Workflow Reporting and Analysis Package</a>		UltiPro BI for Core HR and Payroll	The Workflow Reporting and Analysis Package allows you to report on UltiPro business process configuration and workflow requests, including workflow observers and the out of office setups. Additionally, the Workflow Reporting and Analysis Package allows you to easily view all your workflow transactions at the aggregate level to discern trends on workflow usage. This package is based on the business process configuration and the workflow request data created by the UltiPro .NET portal.
<a href="#">Workforce Diversity Analysis</a>		UltiPro BI for Core HR and Payroll	The Workforce Diversity Analysis package allows you to explore your employee population by various personal and organizational attributes, including EEO category, EEO group, and FLSA classification.
<a href="#">Workforce Management Analysis</a>		UltiPro BI for Workforce Management	The Workforce Management Analysis package allows you to derive deeper strategic insights into your workforce.
<a href="#">Year End (United States) Package</a>		UltiPro BI for Core HR and Payroll	The Year-End (United States) Package provides access to data used in US year-end creation and reporting.