Helpful Reports for Departments Hiring Students

Attaining Security Access

You will need to request access and get approval before you can view the ePrint reports.

1) Log into bar.unm.edu
2) Go to Roles by Function, then Human Resources Roles
3) You need to request "HR Reports Viewer for Departments", select box on the left
4) Scroll to the bottom of the page and click on "Add Selected Roles to My Request"
5) Complete supervisor and Reason
6) Scroll down to "Role-Specific Settings" and enter your org# and click "Add Org" button
7) Scroll to the bottom of the page and click "Next" and follow instructions to complete security request.
8) You will need to wait for supervisor approval

Accessing the ePrint Reports

1) Log into eprint.unm.edu
2) Under repository - Scroll to hrp_banp-HR/Payroll Reports - Production (banp)and click "enter"
3) Locate the drop down box near the bottom center of the page and scroll to the report you want to view
4) The report should be the first one on the top of the list
5) Select "PDF" to the left of the report name. If you need a report from an earlier date, click on the drill and select the date.
6) Locate your org number

Accessing HR Reports

Log into https://www8.unm.edu/apex_ods/f?p=hrit_main:101

Report Name	Description	Location	BAR role needed
PZROWSB	Remaining work study balances (appears after the 1st payroll runs for each work study student)	ePrint	HR Reports Viewer for Departments
PZROWSN	Negative work study balances	ePrint	HR Reports Viewer for Departments
Under Employee Applications in HR Reports	Terminated Students	HR Reports	HR Reports Viewer for Departments
	Students assignments with upcoming end dates		
	View all active employees; can also view active employees by Date Range		