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

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