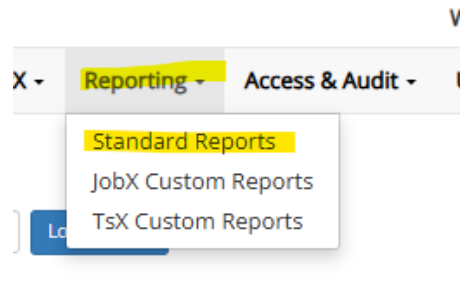# Running Hire Details Report

Supervisors have access to run a hire details report. This report allows you to see a list of hires for departments you have access to.

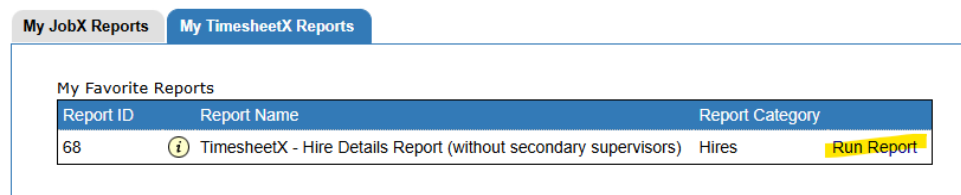- Select Standard Reports under the Reporting dropdown menu

  -
- Select the My TimesheetX Reports tab

  -
- Select Run Report

  -
- Filter by your desired requirements.
  - In Financial Aid & Scholarships, we typically use Hire Status is and select Active, Hire Pending Acceptance, and Pending. When you select the available item, make sure to select the 3 down arrows button to move it to your Selected Items list.

☐ (i) Last Name like

☐ (i) Employee ID like

☐ (i) Account Name is

☐ (i) Timesheet Hire Start and End Dates (MM/DD/YYYY) is

☐ (i) Timesheet Hire Start Date (MM/DD/YYYY) is

☐ (i) Timesheet Hire End Date (MM/DD/YYYY) is

☐ (i) Timesheet Hire Approval Date (MM/DD/YYYY) is

☐ (i) Timesheet Hire Approval Date (MM/DD/YYYY) is

☑ (i) **Hire Status is**

Available Items - Please click on the desired item below or hold the CTRL key to select multiple items. Then, click on the arrows to the left to finalize your selection(s).
- Closed
- Hire Declined
- Inactive
- Rejected

Selected Items - Please click on the desired item below or hold the CTRL key to select multiple items. Then, click on the arrows to the left to remove your selection(s).
- Active
- Hire Pending Acceptance

☐ (i) PERNR like

- << Back   Next >>
  - o We also will set the Timesheet Hire Start and End dates to those for the term (Fall, Spring, Summer, Academic Year) that we wish to review.

    ☑ (i) **Timesheet Hire Start and End Dates (MM/DD/YYYY) is** between `08/10/2025` and `05/16/2026`
    - ☐ (i) Timesheet Hire Start Date (MM/DD/YYYY) is

- Click the Next >> button

  ☐ (i) **PERNR like**

  << Back   **Next >>**

  - o
- Choose the summary you would like. (This dictates how the report will be sorted.) We prefer the Group by Status option. This will group all the Active hires together, all the Pending hires together, etc.

  Step 2: Report Summary Selection (See Page Help)   **Current Report :: TimesheetX - Hire Details Report (without secondary supervisors)**

  Choose the summary of the report below.

Summary Name	Summary Details	
No Summary Details Requested	Summary Details Not Applicable	
Group By Cost Center	Hires by Cost Center	Select
Group by Employee	Hires by Employee	Select
Group by Status	Hires by Status	Select
Group by Account	Hires by Account	Select

  << Back

  - o
- You are free to select Secondary and Tertiary sorts as well on the next page. You do not have to do these. This will just help you sort them further. Select the Next >> button.

Step 3: Report Sort Selection (See Page Help)

Choose one or more of the fields below to determine how your report is sorted.

1) Primary Sort:	'Hire Status' - Default
2) Secondary Sort:	'Job Title'
3) Tertiary Sort:	-- Please Select -- ⌄ Select

X Clear Selected Sort Options

[<< Back] [Next >>]

-
- The next page will show you the list. Under select a format dropdown, you can select a format and export it. We typically use CSV because that allows us more freedom in excel, but it is completely up to you as to what works best for you. Once you select a format, the Export option will become available. It will download and you can open and save it however you desire.

age Help)

CSV (comma delimited) ⌄ Export   ⟳

K Hire Report - without Se

- | ⇕ | **Student First** ⇕ | **Student Last Name** ⇕ | S