

Cognos reports serve as essential business intelligence tools, developed using IBM Cognos Analytics, a robust platform designed for data analysis, visualization, and reporting.

The University of California Systemwide Reporting is responsible for the creation and management of various reports, ensuring that data insights are effectively communicated across the system. To access a list of Cognos reports and additional resources, visit the Systemwide Reporting homepage at:

<https://ucofficeofthepresident.sharepoint.com/sites/UCPathReporting>

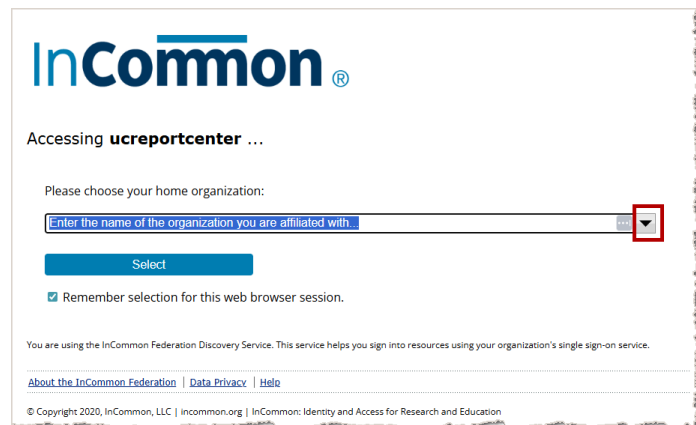
If you do not have access to the Systemwide Reporting homepage, follow the SharePoint prompts to request access from the reporting admin.

Your access to Cognos Reports is determined by the permissions granted to you by your Location's security team.

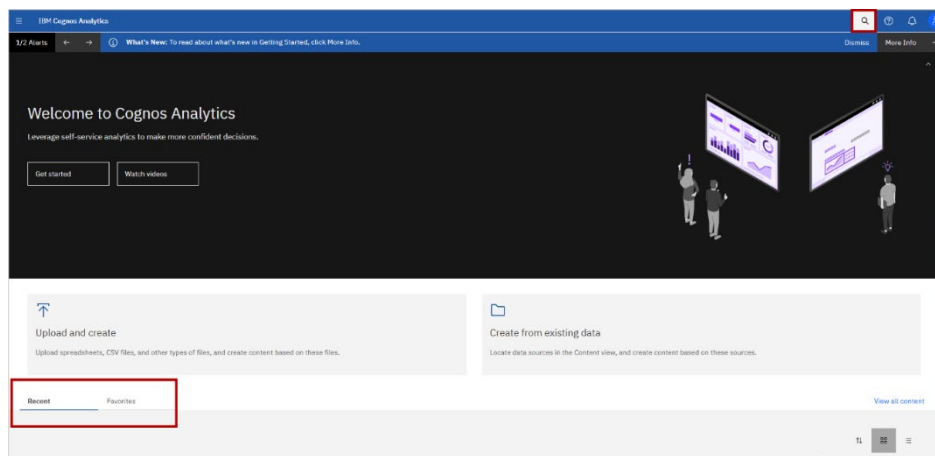
**Navigation:** UCPATH Homepage > Resources tab > **Cognos Reports**

You will be redirected to the InCommon screen

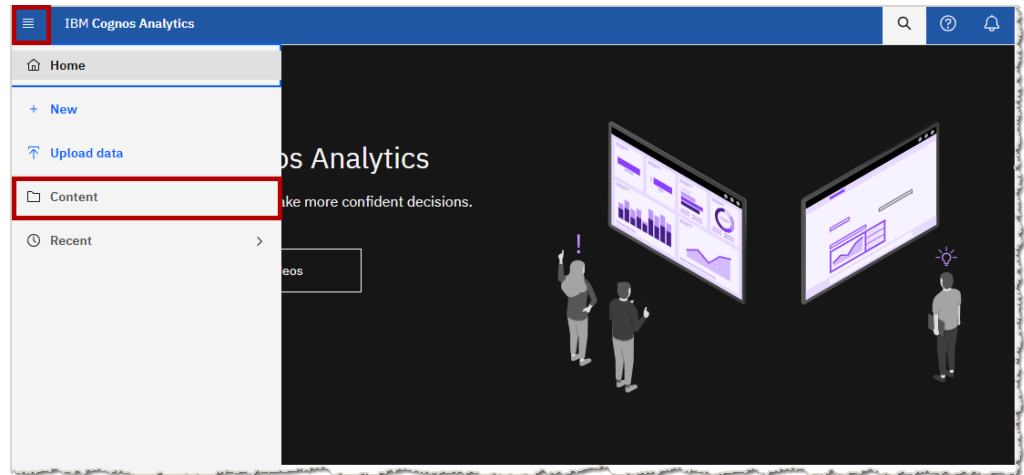
- Select your campus location from the drop-down and enter your log in credentials when prompted.



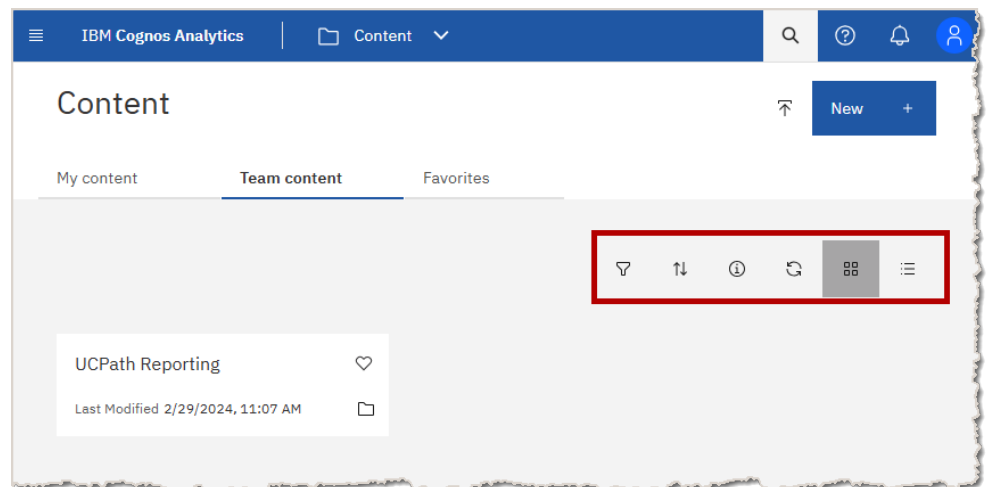
Once authenticated, you will be directed to the Cognos homepage. In Cognos, you can locate reports by selecting the **Search** button and enter keywords related to the report. Or simply scroll down to access your **Recently Viewed** or **Favorites** reports.



You can also access reports by selecting the Menu drop-down in the upper-left corner and selecting the **Content** option.

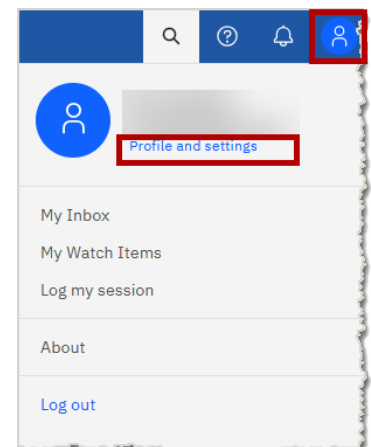


The Content page displays sections such as **My Content**, **Team Content**, and **Favorites**. Additional options include **Filter**, **Sort**, **Details**, **Refresh**, **Tiles View**, and **List View**. By default, the page opens in Tiles View, but you can switch to List View by selecting the corresponding button.

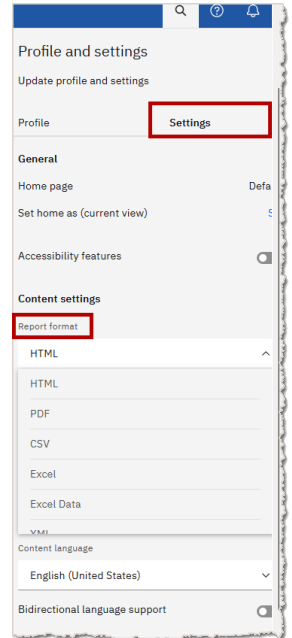


Before running a report, it's best practice to review your profile and settings, and select your preferred report format.

- Select the **Personal menu** icon in the upper right corner of the toolbar.
- Select the **Profile and settings** link.

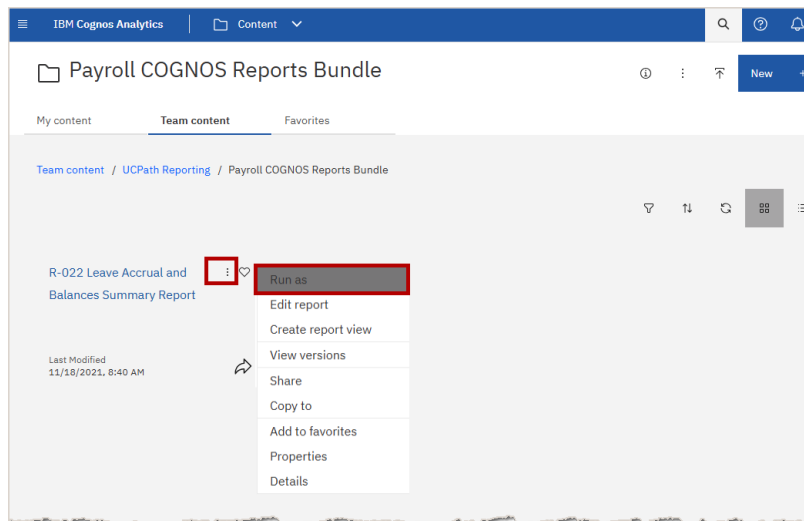


- Select the **Settings** button.
- Select the drop-down to view the list of values. Then choose your desired **Report format**.



Once you have located the report you would like to run, select the Report link.

- To change the report format, select the **Action menu** and choose the **Run as** option.

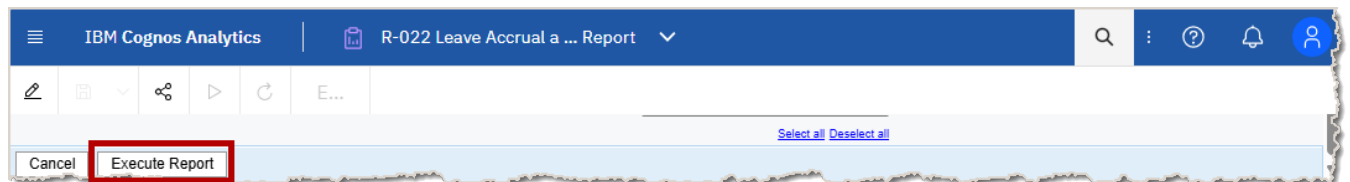


If the report has parameters, the prompts will appear. Enter the values for any parameter that displays an orange asterisk next to the field.

The screenshot shows the report interface with several parameter prompts:

- Business Unit(s):** A dropdown menu with 'All' selected, highlighted by a red box.
- Department Selection:** Radio buttons for 'By Department (Default)' and 'By Org Structure'.
- Department(s):** A dropdown menu with 'Department(s)' selected.
- Employee Class:** A list box with 'Academic', 'Staff', 'Student', and 'Other' options.
- HR Status:** Radio buttons for 'Active' and 'Inactive'.
- As Of Date:** A date field with 'Sep 15, 2025' selected, highlighted by a red box.

After selecting your report parameters, select the **Execute Report** button located at the bottom of the page.

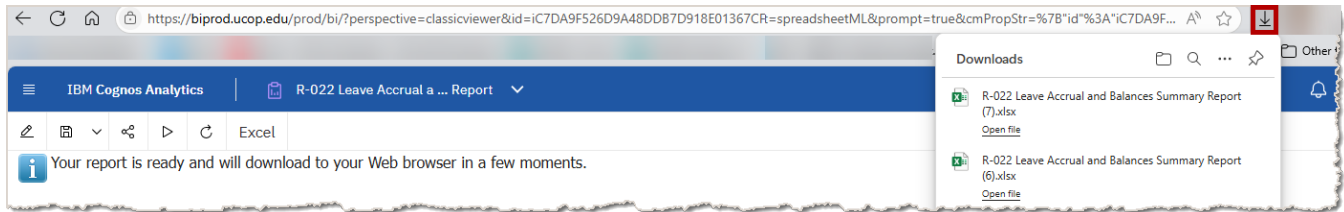


Once the report finishes running in **HTML** or **PDF**, the results will appear. You can print or save the report, change the format, or share it as needed.

The screenshot shows the report results in PDF format. The report title is 'R-022 Leave Accrual and Balances Summary Report'. The parameters are: Business Unit(s): UCOP1 - UC Office of President, Department(s): ALL, Org Structure Department(s): ALL, Employee Class Group: ALL, Employee Class: ALL, Union Code: ALL, Leave Type: ALL, HR Status: Active, As Of Date: Sep 15, 2025.

BUSINESS UNIT	EMPLID	EMPLOYEE NAME	EMPLOYEE RECORD	PAY GROUP	ELIGIBILITY GROUP	FTE	ACCRUAL FACTOR	UNION CODE	UNION DESC	DEPARTMENT ID	DEPARTMENT DESCR	EMPLOYEE CLASS
UCOP1	1000000	Blair, Joanne	0	MONTHLY	STAFFPS	1	0	RS	Non-Represented	0011000	OF ACADEMIC SEMATE	2
UCOP1	1000000	Blair, Joanne	0	MONTHLY	STAFFPS	1	0.000104	RS	Non-Represented	0011000	OF ACADEMIC SEMATE	2
UCOP1	1000000	Blair, Joanne	0	MONTHLY	STAFFPS	1	0.000000	RS	Non-Represented	0011000	OF ACADEMIC SEMATE	2
UCOP1	1000000	Partipati, June	0	BIWEEKLY	TX	1	0	TX	Technical	0001000	MARKETING COMMUNICATIONS	2
UCOP1	1000000	Partipati, June	0	BIWEEKLY	TX	1	0	TX	Technical	0001000	MARKETING COMMUNICATIONS	2
UCOP1	1000000	Partipati, June	0	BIWEEKLY	TX	1	0	TX	Technical	0001000	MARKETING COMMUNICATIONS	2
UCOP1	1000000	Partipati, June	0	BIWEEKLY	TX	1	0	TX	Technical	0001000	MARKETING COMMUNICATIONS	2

**Note:** Reports run in **Excel**, **CSV**, or **XML** formats will download automatically to your browser's **Downloads** folder.



To access recently visited pages or reports, use the drop-down menu from the toolbar. Or to return to the Cognos homepage, select the **Menu** button and select **Home**.

