

## SME: HR REPORTING

– NOVEMBER 7, 2019



## COMPUTER LAB – LOG IN INSTRUCTIONS

### To Log On

- Click on UK Students & Employees
- Enter your Linkblue ID and password
- Click Log On
- Click on the UK Virtual Den monitor play button
- Click ok on the tip box
- Open up Google Chrome from the taskbar at the bottom
- Type in [www.uky.edu](http://www.uky.edu) in the address bar and hit enter
- Maximize your screen
- Click on myUK to log in
- Send push via Duo Mobile
- Click on the Iris Beachball
- Double click on the download at the bottom left corner to open SAP

## REASON FOR LAB

Feedback received from SME: /SPIN/ER Training

## DEMOS

**We will now demo running the following reports. After each report, you will be given time to practice:**

- A. Attendance Report
- B. Terminal Vacation
- C. Leave Requests – Status
- D. Vacation Expiring Report
- E. Overtime Report
- F. Leave Usage
- G. ZHRFLEX

## TIP & TRICKS

- How to save/use a variant
- Copy/Paste between ZHRFLEX, /SPIN/ER, and Outlook to save time
- BC all supervisors in Outlook

## RESOURCES

**Stay up to date on the latest resources:**

<https://cafebusinesscenter.ca.uky.edu/content/hr-administrator-resources>

QUESTIONS

**Questions?**

CLOSING

**Thanks for attending!**

A survey and certificates will be distributed within the next few days.