CORE WORKSHEETS

CORE = Cooperative Open Reporting Environment

- Replacement for BI Query canned reports and the existing data warehouse.

- Web based system
  - No software to load
  - Can use anywhere / any device

- OSU employees can access reports based on employee profile (HR Level 1)
  - Exception: Students don’t have access to HR CORE reports
CORE IN ACTION

- Recommended browsers: Chrome, Firefox
- Go to: core.oregonstate.edu
- Login using ONID login and password
NAVIGATING TO THE REPORT

Click on “uReports”
FIND DESIRED REPORT

Click on
1. My Reports
2. Admin/General
3. Find your report
   A. Student Termination (HRS0066)
   B. Wage Adjustment (HRS0068)
   C. Supervisor Update (HRS0011)
4. You can also use the search box
5. Try searching for “Termination” or “Adjustment” or “Supervisor”
EXPORTING REPORT TO EXCEL

- When the report has displayed on your screen
  - Click Export to Excel
  - Save it in a secure location
  - Fill in cells, as appropriate
  - Save it again
  - Email it to AABC.StudentEmployment@oregonstate.edu
TERMINATIONS

• Supervisor runs CORE report monthly (HRS0066)
  • Used for one or many students
  • To keep records clean
  • Reminders will be emailed by AABC

• For-Cause Terminations
  • No change in process

• Employee initiated termination
  • Quit
  • Want paycheck asap, etc

• Send to
  AABC.StudentEmployment@oregonstate.edu
### Student Employee Termination Worksheet

**Supervisor: Supervisor Name appears here**

<table>
<thead>
<tr>
<th>ID</th>
<th>NAME</th>
<th>Position</th>
<th>Job Suffix</th>
<th>Job Title</th>
<th>Timesheet Org</th>
<th>Last Paid Date</th>
<th>Current Term</th>
<th>Elig Curr Term</th>
<th>Elig Next Term</th>
<th>Last Work Day</th>
<th>Business Center Use Only</th>
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</thead>
<tbody>
<tr>
<td>93xxxx</td>
<td>Student 1</td>
<td>C51xx</td>
<td>00</td>
<td>AABC Accounting Asst</td>
<td>394220 QBC - Aux &amp; Activities Business Ct</td>
<td>11/30/2018</td>
<td>201702</td>
<td>N</td>
<td>N</td>
<td></td>
<td>Y</td>
</tr>
<tr>
<td>93xxxx</td>
<td>Student 2</td>
<td>C51xx</td>
<td>00</td>
<td>AABC Accounting Asst</td>
<td>394220 QBC - Aux &amp; Activities Business Ct</td>
<td>6/30/2018</td>
<td>201702</td>
<td>Y</td>
<td>Y</td>
<td></td>
<td>Y</td>
</tr>
<tr>
<td>93xxxx</td>
<td>Student 3</td>
<td>C51xx</td>
<td>00</td>
<td>AABC Accounting Asst</td>
<td>394220 QBC - Aux &amp; Activities Business Ct</td>
<td>11/30/2018</td>
<td>201702</td>
<td>Y</td>
<td>Y</td>
<td>12/8/2016</td>
<td>Y</td>
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<tr>
<td>93xxxx</td>
<td>Student 4</td>
<td>C51xx</td>
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<td>AABC Accounting Asst</td>
<td>394220 QBC - Aux &amp; Activities Business Ct</td>
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<tr>
<td>93xxxx</td>
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<td>AABC Accounting Asst</td>
<td>394220 QBC - Aux &amp; Activities Business Ct</td>
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<td>Y</td>
<td>6/30/2016</td>
<td>Y</td>
</tr>
</tbody>
</table>

**OSU Student Info**

- **Last Work Day**
- **Only Active Job?**
- **Primary Job?**

**Fill in this column to terminate a student. Then email the worksheet to:**

AABC.StudentEmployment@oregonstate.edu
WAGE ADJUSTMENTS

- Supervisor runs CORE report (HRS0068)
  - Used for one or many students
- Due to AABC by 10th of month
  - Effective – 1st of next month
  - This process does not support retroactive adjustments
- July 1, 2017 – Minimum wage increases
  - Banner will automatically increase those below the new min.

- Send to
  AABC.StudentEmployment@oregonstate.edu
### Student Employee XA Wage Adjustment Worksheet

**Supervisor:** Supervisor Name appears here  
**As of:** 12/30/2016

<table>
<thead>
<tr>
<th>ID</th>
<th>NAME</th>
<th>Position</th>
<th>Job Suffix</th>
<th>Job Title</th>
<th>Timsheet Org</th>
<th>Last Paid Date</th>
<th>Hourly Rate</th>
<th>New Rate</th>
<th>Effective Date</th>
<th>Future Job Records?</th>
<th>Pay Range Low</th>
<th>Pay Range High</th>
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<td>C51xx</td>
<td>00</td>
<td>AABC Accounting Asst</td>
<td>394220 QBC - Aux &amp; Activities Business Ctr</td>
<td>11/30/2016</td>
<td>15.00</td>
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<td>Y</td>
<td>9.90</td>
<td>15.45</td>
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<td>C51xx</td>
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<td>394220 QBC - Aux &amp; Activities Business Ctr</td>
<td>03/30/2016</td>
<td>9.50</td>
<td>10.25</td>
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<td>15.45</td>
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<td>394220 QBC - Aux &amp; Activities Business Ctr</td>
<td>11/30/2016</td>
<td>10.00</td>
<td></td>
<td></td>
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<td>9.90</td>
<td>15.45</td>
</tr>
<tr>
<td>93xxxxx</td>
<td>Student 4</td>
<td>C51xx</td>
<td>00</td>
<td>AABC Accounting Asst</td>
<td>394220 QBC - Aux &amp; Activities Business Ctr</td>
<td>11/30/2016</td>
<td>9.75</td>
<td>10.50</td>
<td>1/1/2017</td>
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<td>9.90</td>
<td>15.45</td>
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<tr>
<td>92xxxxx</td>
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<td>AABC Accounting Asst</td>
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<td>9.90</td>
<td>15.45</td>
</tr>
</tbody>
</table>

**Instructions:**

Fill in these columns to adjust a student’s rate of pay. Then email the worksheet to:
AABC.StudentEmployment@oregonstate.edu
SUPERVISOR UPDATES

- Supervisor or Department can run CORE HRS0011
- Effective Date: 1\textsuperscript{st} of next month

- Send to AABC.StudentEmployment@oregonstate.edu
Fill in these columns to update the supervisor. Then email the worksheet to: AABC.StudentEmployment@oregonstate.edu

<table>
<thead>
<tr>
<th>ID</th>
<th>Name</th>
<th>EClass</th>
<th>Position</th>
<th>Job Suffix</th>
<th>Job Title</th>
<th>Effective Date</th>
<th>New Supervisor Name</th>
<th>New Sup ID</th>
<th>New Sup POSN</th>
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</thead>
<tbody>
<tr>
<td>930xxxx</td>
<td>Student 1</td>
<td>XA Student Employees</td>
<td>C51325</td>
<td>S0</td>
<td>Lab Assistant</td>
<td>2/1/2017</td>
<td>Brad Dennis</td>
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<td>Lab Assistant</td>
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</table>
UPDATING STUDENT RECORDS ...

- Job Title Change
  - Somewhat rare
  - Job duties changed?
  - New form coming

- Requesting a new Position
  - Web form on AABC website

- Index Changes (Labor Distributions)
  - Update default value on position record
  - Update one individual job record
  - Additional info see AABC payroll website