

Staff Central — Adhoc Reporting for Managers

1 Log in

1. Go to www.rmit.edu.au/staff
2. From the Launch menu click the link Staff Central & ESS button
3. Click on Launch Staff Central (Performance Workplans)
4. Use your RMIT network username and password to Log in

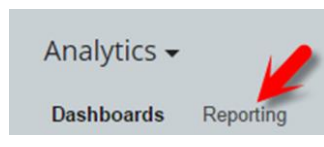
2

Navigate to the Home page and Click on Analytics.



3

Click on the Reporting tab>>



4

Click on the Ad Hoc Reports tab>>

Reports



5

Report table appears with available reports list>>

Current reports listing:

Academic Promotion(For Managers)
Overall End of year Ratings-Manager and staff
Career Profile(For Manager)

Ad Hoc Reports

Report Name	Report Type	Domain
Academic Promotion(For Managers)	Cross Domain	Performance Management,Employee Profile
Overall End of Year Ratings - Manager and staff	Cross Domain	Performance Management
Career Profile (For Manager)	Cross Domain	Performance Management

Note: All the three reports will appear in your listing irrespective of whether or not you have any Academics/Professionals reporting to you or not. In the event of you having no reportees in a specific group, the report will produce no results.

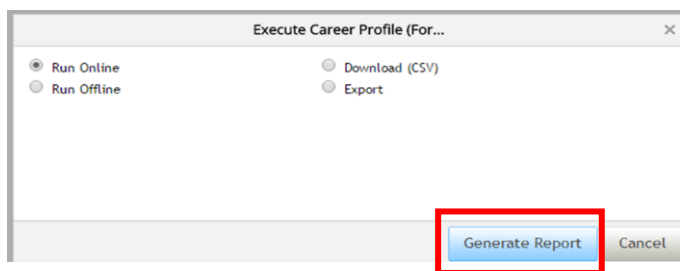
6

To Run a report>>Click on the dropdown arrow>>click on “Run Report link>>



7

Below dialog box opens up: choose one of the available options>>click **Generate Report**



Run online:Report is produced instantly with appropriate results on the screen

Run Offline: the report is scheduled and is available in your scheduled Reports folder

Download (CSV)

Export: As a PDF/Excel/PPT

8

Sample report output>>

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Subject Username	Subject First Name	Subject Last Name	Appraising Manager Username	Appraising Manager First Name	Appraising Manager Last Name	Form Template Name	Subject Portfolio/College	Subject School/Division	Subject Organisation Unit	Section Name	Section Custom Field Name	Section Custom Field Value
HRADMIN	HR	ADMIN	E88748			2015 Executive Performance Workplan	NA	N/A	N/A	Career Profile	Category	Vertical
HRADMIN	HR	ADMIN	E88748			2015 Executive Performance Workplan	NA	N/A	N/A	Career Profile	What are your short term career aspirations (1 to 2 years)?	Testing data
HRADMIN	HR	ADMIN	E88748			2015 Executive Performance Workplan	NA	N/A	N/A	Career Profile	What are your longer term career aspirations (3 to 5 years)?	<span style="line-height
HRADMIN	HR	ADMIN	E88748			2015 Executive Performance Workplan	NA	N/A	N/A	Career Profile	What other skills and professional accreditations do you have?	<span style="line-height