

The **E-Profile Report** is a report that is run by the Agency Human Resources Specialists to assist in reviewing Employee Profile by Personal Phone Changes, Home Email Address Changes, Emergency Contact Changes, Ethnic Group Changes, Name Changes and Home/Mail Address Changes. This report may be run entering a From and End Date.

This job aid is to assist agencies in producing and analyzing the E-Profile Report in Excel format.

To produce the E-Profile Report:

- The Agency Human Resources Specialist navigates to: *Main Menu> Core-CT HRMS> Workforce Administration> Self Service Transactions> E-Profile Report*
- Select an existing Run Control ID by clicking on Search button or enter a new Run

Control ID by clicking on the <u>Add a New Value</u> link and pressing the <u>Add</u> button.

E-Profile Report
Enter any information you have and click Search. Leave fields blank for a list of all values.
Find an Existing Value Add a New Value
Search Criteria
Search by: Run Control ID begins with Case Sensitive Limit the number of results to (up to 300): 300
Search Advanced Search
Find an Existing Value Add a New Value

The Report Request Parameters box will appear.



E-Profile Report					
Run Control ID Language	45053209 English V		Report Manager	Process Monitor	Run
From Date: 01/01/2013 End Date: 07/03/2013 Set ID: AGNCY Q	Department:	DAS23000 × Q			
Return to Searc	ch 🔄 Notify			Add 🖉 Update/	Display

- 1. Enter the **From and End Date**.
- 2. Enter the **SETID** (AGNCY, UNIVS, LEGMN, JUDCL).
- 3. Enter the **Department** (For agencies with multiple departments use the parent code for the entire agency or any individual department code for only those sections).
- 4. Once completed, press the Run button.

Process Scheduler Request					
User ID ACC_DOBBINSG		Run Control ID	45053209		
Server Name PSUNX Recurrence		ne 12:49:15PM	Reset	to Current Dat	e/Time
Time Zone					
Select Description	Process Name	Process Type	*Туре	*Format	Distribution
CTHRR105	CTHRR105	SQR Report	Web 🗸	CSV 🗸	Distribution
OK Cancel					

- 5. The **Process Scheduler Request** page will appear. The **Server Name** should be "PSUNX"; The ***Type** should be "Web" and the ***Format** should be "CSV".
- 6. Click OK



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E-Profile Report Run Control ID Language	45053209 English V		Report Manager Process Ins	Process Monitor stance:7126849	Run
From Date: 01/01/2013 End Date: 07/03/2013 Set ID: AGNCY Q	31	DAS23000			
Save Return to Sear	ch 🔄 Notify			📑 Add 🖉 Upda	ate/Display

- 7. The Report Request Parameters box appears with the Process Instance number for the report. To view the report and/or check on the progress or processing status click Process Monitor link.
- Refresh button every 30 seconds or so to update the 8. In Process Monitor, click on the page until the Run Status is set to "Success" and Distribution Status is set to "Posted".

Proce	ess List	Ser	ver List						
View	Process	Req	uest For						
	Jser ID AC Server PS Status Su	SUNX		on Status Post	Last Q Instance ed V	to Save On Refresh	s V	Refresh	
Proc	ess List					Personalize Find View All 🔊	🖪 First	🕙 1-11 of 11	● Last
		Seq.	Process Type	Process Name	User	Personalize Find View All [코] Run Date/Time	Run Status	 1-11 of 11 Distribution Status 	 Last Details
		Seq.	Process Type SQR Report	Process Name	User			Distribution	

9. Once the **Distribution Status** is set to 'Posted', click on the **Details** link for the CTHRR105 Process Name.



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Process		
Instance 7126849	Type SQR Report	
Name CTHRR105	Description CTHRR105	
Run Status Success Distr	ibution Status Posted	
Run	Update Process	
Run Control ID 45053209 Location Server Server PSUNX Recurrence	 Hold Request Queue Request Cancel Request Delete Request Re-send Content 	Restart Request
Date/Time	Actions	
Request Created On 07/21/2015 1:03:31PM EDT	Parameters	Transfer
Run Anytime After 07/21/2015 12:49:15PM EDT	Message Log	
Began Process At 07/21/2015 1:03:48PM EDT	Batch Timings	
Ended Process At 07/21/2015 1:04:03PM EDT	View Log/Trace	

10. On the **Process Detail** page, click on the <u>View Log/Trace</u> link.



Report						
Report ID	4443909	Proces	s Instance	7126849	9	Message Log
Name	CTHRR105	Pro	ocess Type	SQR Re	eport	
Run Status	Success					
CTHRR105						
Distributio	n Details					
Distribution	Node PRODR	PTFTP	Expiration	Date	08/20/2015	
Distribution File List Name	Node PRODR	PTFTP	Expiration File Size (I		08/20/2015 Datetime Cre	ated
File List Name	Node PRODR		•		Datetime Cre	ated 1:04:03.177612PM EDT
File List Name	R105_7126849.log		File Size (I		Datetime Cre 07/21/2015	
File List Name SQR_CTHRF	R105_7126849.log csv		File Size (1 2,018		Datetime Cre 07/21/2015 07/21/2015	1:04:03.177612PM EDT
File List Name SQR_CTHRF cthrr105_01.0	R105_7126849.log :sv :sv		File Size (I 2,018 645		Datetime Cre 07/21/2015 07/21/2015 07/21/2015	1:04:03.177612PM EDT 1:04:03.177612PM EDT
File List Name SQR_CTHRF cthrr105_01.0 cthrr105_03.0	R105_7126849.log csv csv 6849.out		File Size (I 2,018 645 1,089		Datetime Cre 07/21/2015 07/21/2015 07/21/2015	1:04:03.177612PM EDT 1:04:03.177612PM EDT 1:04:03.177612PM EDT
File List Name SQR_CTHRF cthrr105_01.0 cthrr105_03.0 cthrr105_712	R105_7126849.log :sv :sv 6849.out 0		File Size (I 2,018 645 1,089		Datetime Cre 07/21/2015 07/21/2015 07/21/2015	1:04:03.177612PM EDT 1:04:03.177612PM EDT 1:04:03.177612PM EDT

- 11. Click on the appropriated Cthrr 105 with the two digit number and CSV such as "cthrr 105_03.CSV".
- Click on Cthrr105 01.CSV 12.



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Internet Explorer
What do you want to do with cthrr105_03.xls?
From: corect-web008.doit.state.ct.us
Open The file won't be saved automatically.
→ Save
Save as
Cancel

13. Click on Save As to save the Cthrr 105 01.CSV

🤗 Save As						X
C C V Libra	ries 🕨 Documents 🕨 Job Aids 🕨 Human Resources	;		- 4 9 S€	earch Human Resources	Q
Organize 🔻 New	folder					0
쑦 Favorites 📃 Desktop	Documents library Human Resources				Arrange by: Folde	r 🔻
Downloads	Name	Date modified	Туре	Size		
📳 Recent Places	Workers Comp Time Reporting Codes	7/1/2015 3:57 PM	Microsoft Excel 97	588 KB		
📄 Libraries	🕙 Location and Time and Labor Group Te	7/6/2015 3:33 PM	Microsoft Excel 97	75 KB		
Documents	HR Reports	7/1/2015 2:27 PM	Microsoft Excel 97	51 KB		
 J) Music ➡ Pictures ➡ Videos ➡ Computer 	圈 2015 HR Calendar	6/29/2015 2:38 PM	Microsoft Excel 97	142 KB		
두 Network						
File name:	thrr105_03					•
Save as type: 🚺	licrosoft Excel 97-2003 Worksheet					•
Hide Folders					Save	cel

14. Save as an Excel Worksheet file or as All File



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Report							
Report ID 4443909 P	rocess Instance 712684	49 Message	Log				
Name CTHRR105	Process Type SQR R	Report					
Run Status Success							
CTHRR105							
Distribution Details							
Distribution Node PRODRPTFTP	Expiration Date	08/20/2015					
File List							
Name	File Size (bytes)	Datetime Created					
SQR_CTHRR105_7126849.log	2,018	07/21/2015 1:04:03.1776	2PM EDT				
cthrr105_01.csv	645	07/21/2015 1:04:03.1776					
cthrr105_03.csv	1,089	07/21/2015 1:04:03.1776					
cthrr105_7126849.out	213	07/21/2015 1:04:03.1776	2PM EDT				
Distribute To							
Distribution ID Type	*Distribution ID						
User	ACC_DOBBINSG						
Return							

Click "x" in popup box displayed above. 15.

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A	8	Import d	lata from a te	st file.	E	F	G	н	4	1	1	К	L	м	N	0	р	Q	R	S	т	U	V	W	Х	Y	Z	AA	AB	AC	-
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- 16. Open a new blank EXCEL worksheet.
- Click "Data" tab>Click the "From Text" Icon and then go to your saved file and select to 17. import. Remember to change Files of Type: to "All Files".

The following screen below will come up:



It this is correct, cho	ose Next, or choos	our data is Fixe		ecribee vour d	-+	
Original data type	use next, or choose	e ule data typ	e ular best de	scribes your u	ata.	
	e that best describ	es vour data:				
	- Characters sud		or tabs separa	te each field.		
	- Fields are aligne				eld.	
Start import at row:	1	File <u>o</u> rigin:	437 : OEM	United States		
<u>-</u>						
Preview of file C: \	Jsers\DobbinsG\Doc	cuments\Job A	ids\Human Re	sources\cthrr1	05_03.xls.	
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Preview of file C:\L 1 State of Co 2 CTHRR105 -	nnecticut	cuments\Job A	ids\Human Re	sources\cthrr1	05_03.xls.	
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1 State of Co 2 CTHRR105 - 3 EMERGENCY C 4 Period: 01-	nnecticut Report #3 CONTACT CHANGE JAN-2013 to 0	S 3-JUL-2013	3	sources\cthrr1	05_03.xls.	C
1 State of Co 2 CTHRR105 - 3 EMERGENCY C 4 Period: 01-	nnecticut Report #3 CONTACT CHANGE	S 3-JUL-2013	3	sources\cthrr1	05_03.xls.	
1 State of Co 2 CTHRR105 - 3 EMERGENCY C 4 Period: 01-	nnecticut Report #3 CONTACT CHANGE JAN-2013 to 0	S 3-JUL-2013	3	sources\cthrr1	05_03.xls.	4

- 18. Click **Delimited File**
- 19. Click Next



below.	t the delimiters your da	ta contains. You d	can see how you	ir text is affected	d in the preview
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Semicolon	Treat consecutive	e delimiters as one			
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Employee Name Kron Journeyin	toImaginationwit	Employee II 034291		Action Date 1-JUN-2013	Contact 1 Robert Wai
Kron Journeyin Kron Journeyin	toImaginationwit	034291 034291	D 2 C 2	1-JUN-2013 1-JUN-2013	Robert Wai
Kron Journeyin Kron Journeyin Kron Journeyin		034291 034291	D 2 C 2	1-JUN-2013 1-JUN-2013	

- 20. Uncheck the "Tab" box.
- 21. Click "Semicolon" in the Delimiter box you will see lines appear between the columns of text.
- 22. Click Next



This screen lets you select each o Column data format © <u>G</u> eneral				
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-	General Employee I		General Action Date	
T <u>ext</u> Employee Name Kron JourneyintoImagi:	Employee I nationwit 034291	D Action	Action Date 21-JUN-2013	
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T <u>ext</u> Employee Name Kron JourneyintoImagi:	Employee I nationwit 034291 nationwit 034291	D Action D C	Action Date 21-JUN-2013	Contact 1

- 23. Click on Employee Id number so the column is highlighted, then change the column data format from "General" to "Text". You must repeat this process also for Zipcode and any other columns with numbers. This will ensure that all digits of each number are printed to the file and the leading zeros are not deleted. (Note: You may need to scroll down to view data in the Data Preview box)
- 24. Then click **Finish**

E-Profile Report 2010 Excel Format Updated: September 2015



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- An excel workbook will appear with the above dialog box. 25.
- 26. Click **OK** on the dialog box

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2	CTHRR105 - Rep	ort #3																
3	EMERGENCY CO	NTACT CHA	NGES															
4	Period: 01-JAN-	2013 to 03-J	UL-2013															
5	Dept. ID: DAS23	000 Dept of	Admin Services															
6																		
7	Employee Nam	2		Employee ID	Action	Action Date	Contact Name		Relationship	Address1	Address2	Address3	City	State	Postal	Phone Type	Phone	Primary Contact
8	Jon Kron			34291	D	21-Jun-13	Jane Employee		FR	034291 Scrambled St.			Manchester	CT	6040	MAIN		
9	Jon Kron			34291	С	21-Jun-13												Y
10	Jon Kron			34291	Α	21-Jun-13	Joe Employee		P	11 Kellogg St			Windsor	СТ	6095		866/888-8888	N
11	Jon Kron			34291	С	21-Jun-13											866/888-8889	
12	Jon Kron			34291	D	21-Jun-13	John Smith									BUSN	866/888-8890	
13	Jame Doorman			570260			Jane Smith		SB								866/888-8891	Y
	Ralph Employee	2		508788		17-Jun-13			Ρ									
_	James Johnson			500441			Jane Austen											
16	ProfessorRatiga	n Bambi		500441	С	19-Jun-13	Jane Austen											
17																		

- Report output should appear in "query" format as an Excel file. Excel Spreadsheet will display 27.
- 28.