Instructions on How to Run Reports in NextGen (Student Employment Website)

1. Under "Reporting" click "Standard Reports"



2. Click "My TimesheetX Reports"

3. Then select which report you want to run and click "Run Report" on the right side

Tip: "Earnings with Wage Breakdown Details" reports on students hourly pay and earnings per time sheet "Hire Details Report" reports on how many hires you have in your department and what position they have "Award Details with Job Title" reports on stipend pay, including GAs, RA/RDs, and SSP stipends

n	extgen			
Re	ports Home			
	Welcome to Stude	ent Employment Reports, (See Page Help)		
	My JobX Reports	My TimesheetX Reports		
	My Favorite	Reports		
	Report ID	Report Name	Report Category	
	40	(i) Administrator & Supervisor Contact List	Contacts	Run Report
	39	i Employee Contact List	Contacts	Run Report
	84	Pratt TimesheetX - Earnings with Wage Breakdown Details	Earnings	Run Report 🔺
	82	i Pratt TimesheetX - Hire Details Report	Hires	Run Report
	83 ▶	Fratt TimesheetX - Hire Details Report (without secondary supervisors)	Hires	Run Report
	81	 Pratt TimesheetX Award Details with Job Title 	Awards	Run Report 🔫

4. Filter the report

Tip: Use one filter at most. The system will fail if too many filters are used.

Step 1: Report Filter Selection (See Page Help)



5. Select "No Summary Details Requested" by clicking "Select"

Step 2: Report Summary Selection (See Page Help)

Current Report :: Pratt TimesheetX - Hire Details Report (without secondary supervisors)

Choose the summary of the report below.							
Summary Name	Summary Details						
Group By Cost Center	Hires by Cost Center	Select					
Group By Student	Hires by Student	Select					
Group By Hire Status	Hires by Hire Status	Select					
Group By Account	Hires by Account	Select					
No Summary Details Requested	Summary Details Not Applicable	Select					
cc Back							

6. Click "Next", you do not have to sort the report.

nextgen	My School :: Pratt Institute
Reports Home	Reporting Help Logout
Home > Report Filter Selection > Report Summary Selection > Report Sort Selection	
Step 3: Report Sort Selection (See Page Help)	Current Report :: Pratt TimesheetX - Hire Details Report (without secondary supervisors)
Choose one or more of the fields below to determine how your report is sorted.	
1) Primary Sort: Please Select Sele	x
<back next="">></back>	

7. Under dropdown select "Excel" then click "Export". It will download report in Excel. It will either be a pop up, at the bottom left hand corner or look in your downloads folder to retrieve the report.

nextg	en						
Reports Home							
<u>Home</u> > <u>Re</u>	oort Filter Sel	ection > <u>Repo</u>	ort Summary Se	election > <u>Report Sort Selec</u>	tion > View Report		
Step 4: \	iew Repor	t (See Page	e Help)				Current Report
14 4	1 of 3		Excel	Export	¢		
Pr	att Ti	mesh	eetX H	lire Report	- withou	t seconda	ry supervisors
Stu	lent Id 💲	Student F Name	'irst ≑	Student Last Name 👙	Student Email 💲	File Number	Student Phone Number < W