

E-Profile Report Excel Format

Last Updated: November 2024



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.

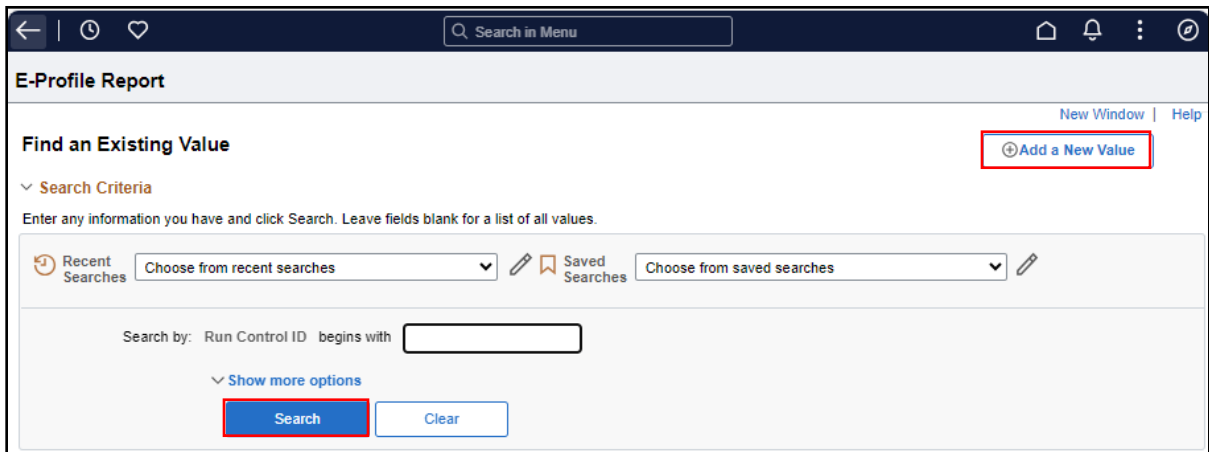
To produce the E-Profile Report:

Navigation:



Nav Bar > Menu > Core-CT HRMS > Workforce Administration > Self Service Transactions > E-Profile Report

- Select an existing Run Control ID by clicking on **Search** pushbutton or enter a new Run Control ID by clicking on the [Add a New Value](#) link and pressing the **Add** pushbutton.



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The Report Request Parameters box will appear.

E-Profile Report

New Window | Help | Personalize Page

E-Profile Report

Run Control ID 45053209 Report Manager Process Monitor **Run**

Language English

From Date: 01/01/2013

End Date: 07/01/2013

Set ID: AGNCY Department: DAS23000

Save Return to Search Notify Add Update/Display

- Enter the **From and End Date**.
- Enter the **SETID** (AGNCY, UNIVS, LEGMN, JUDCL).
- 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.)
- Once completed, press the **Run** pushbutton.

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New Window | Help | Personalize Page

Process Scheduler Request

User ID Run Control ID 45053209

Server Name PSUNX Run Date 04/05/2024

Recurrence Time Zone Run Time 2:05:46PM Reset to Current Date/Time

Process List

Select	Description	Process Name	Process Type	-Type	-Format	Distribution
<input checked="" type="checkbox"/>	CTHRR105	CTHRR105	SQR Report	Web	CSV	Distribution

OK Cancel

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

- 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.

- In Process Monitor, click on the **Refresh** pushbutton every 30 seconds or so to update the page until the **Run Status** is set to ‘Success’ and **Distribution Status** is set to ‘Posted’.

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Range

Report Manager

1-1 of 1 | View All

User	Run Date/Time	Run Status	Distribution Status	Details	Actions
	04/05/2024 2:05:46PM EDT	Success	Posted	Details	▼ Actions

➤ Once the **Distribution Status** is set to 'Posted', click on the [Details](#) link

Process Monitor

Process Detail

Process

Instance	4366	Type	SQR Report
Name	CTHRR105	Description	CTHRR105
Run Status	Success	Distribution Status	Posted

Run

Run Control ID	45053209
Location	Server
Server	PSUNX
Recurrence	

Update Process

- Hold Request
- Queue Request
- Cancel Request
- Delete Request
- Re-send Content
- Restart Request

Date/Time

Request Created On	04/05/2024 2:07:45PM EDT
Run Anytime After	04/05/2024 2:05:46PM EDT
Began Process At	04/05/2024 2:07:53PM EDT
Ended Process At	04/05/2024 2:08:06PM EDT

Actions

- Parameters
- Message Log
- Batch Timings
- [View Log/Trace](#)
- Transfer

➤ On the **Process Detail** page, click on the [View Log/Trace](#) link.

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View Log/Trace

Report

Report ID 8724209 Process Instance 13740731 [Message Log](#)
Name CTHRR105 Process Type SQR Report
Run Status Success

CTHRR105

Distribution Details

Distribution Node PRODRPTFTP Expiration Date 12/09/2025

File List

Name	File Size (bytes)	Datetime Created
SQR_CTHRR105_13740731.log	2,213	11/04/2024 2:57:20.452864PM EST
cthr105_02.csv	36,539	11/04/2024 2:57:20.452864PM EST
cthr105_03.csv	54,443	11/04/2024 2:57:20.452864PM EST
cthr105_04.csv	15,454	11/04/2024 2:57:20.452864PM EST
cthr105_05.csv	14,469	11/04/2024 2:57:20.452864PM EST
cthr105_06.csv	47,932	11/04/2024 2:57:20.452864PM EST
cthr105_13740731.out	207	11/04/2024 2:57:20.452864PM EST

Distribute To

Distribution ID	Type	Distribution ID
User		

[Return](#)

- Click on the appropriated cthrr105 link with the two digit number and CSV such as cthrr105_01.csv or cthrr105-02.csv

NOTE: each csv file is for a different report (e.g. Personal Phone Changes, Home Email Address Changes, Emergency Contact Changes, Ethnic Group Changes, Name Changes, and Home/Mail Address Changes) so be sure to follow this process for each file.

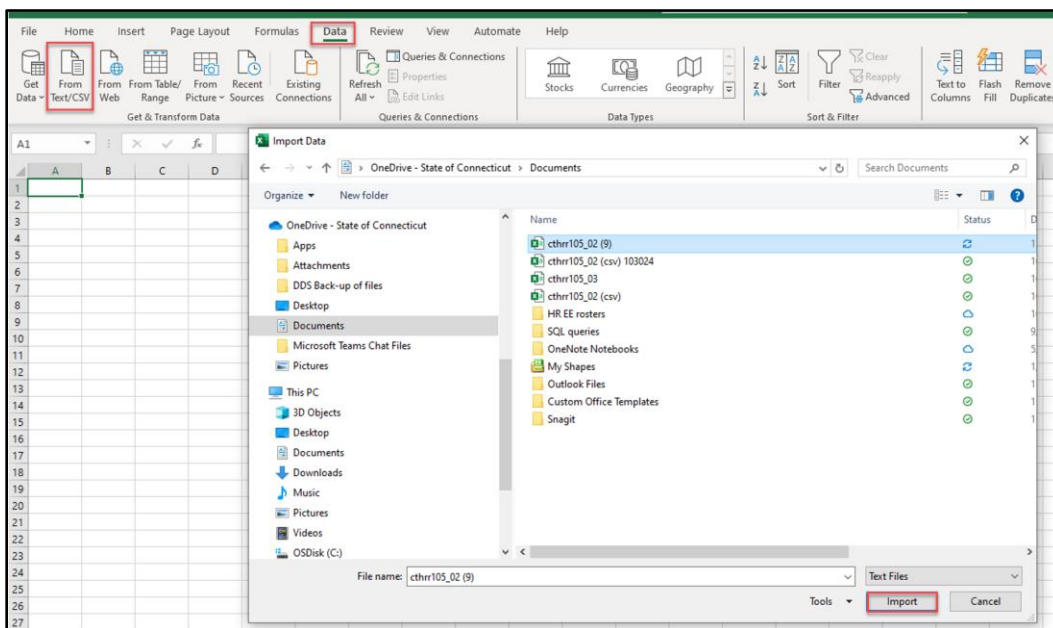
- A popup window will appear with Downloads

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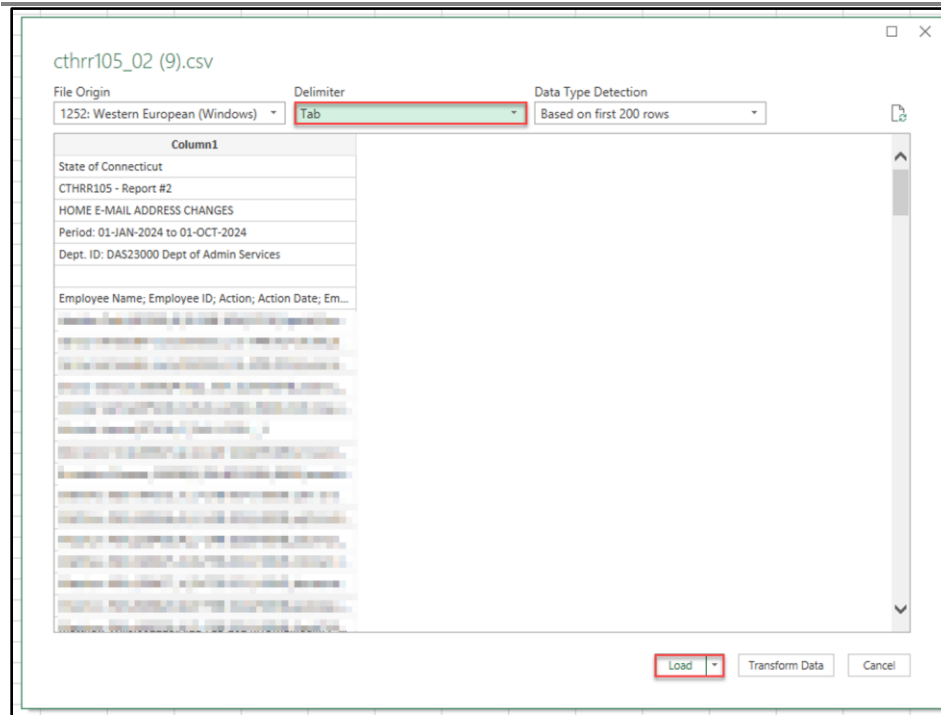
- Click on Open file link
- Save document as .csv file in directory of your choice
- Open new blank EXCEL sheet
- Click Data > Click “From Text/CSV” Icon and then go to your saved files and select desired file to import > Click Import



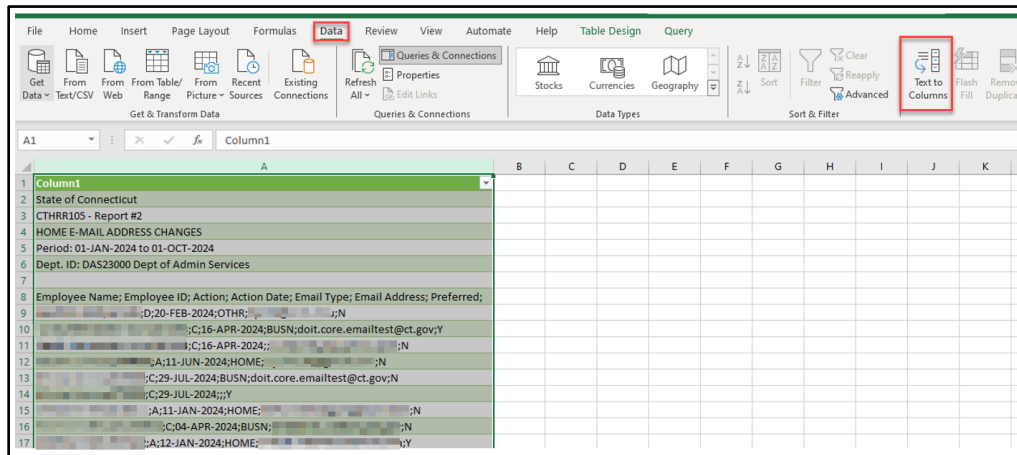
- The following screens come up

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- Change Delimiter to “Tab” and Click Load
- Excel document opens with all information in one column

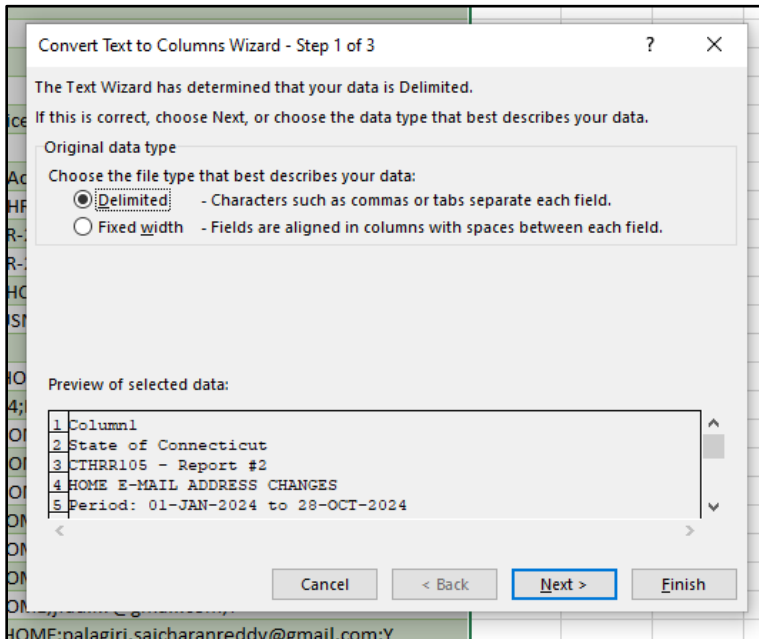


- Click Data
- Click on Column A to highlight entire column
- Click on “Text to Column”

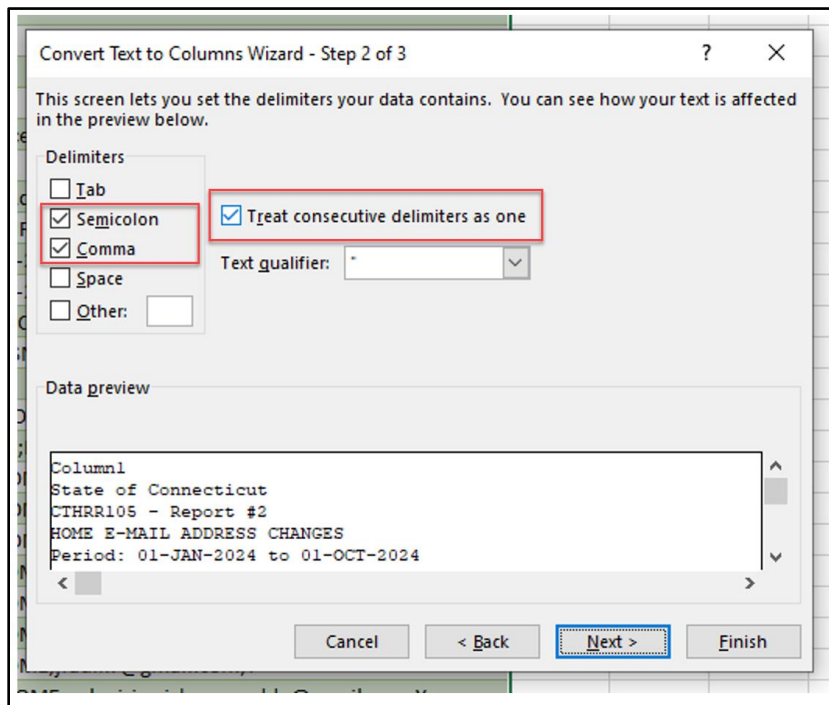
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- Convert Text to Columns Wizard will open. Click on “Delimited” and select Next



- Click to uncheck “Tab” and check “Semicolon”, “Comma” and “Treat consecutive delimiters as one”.



- Click Next

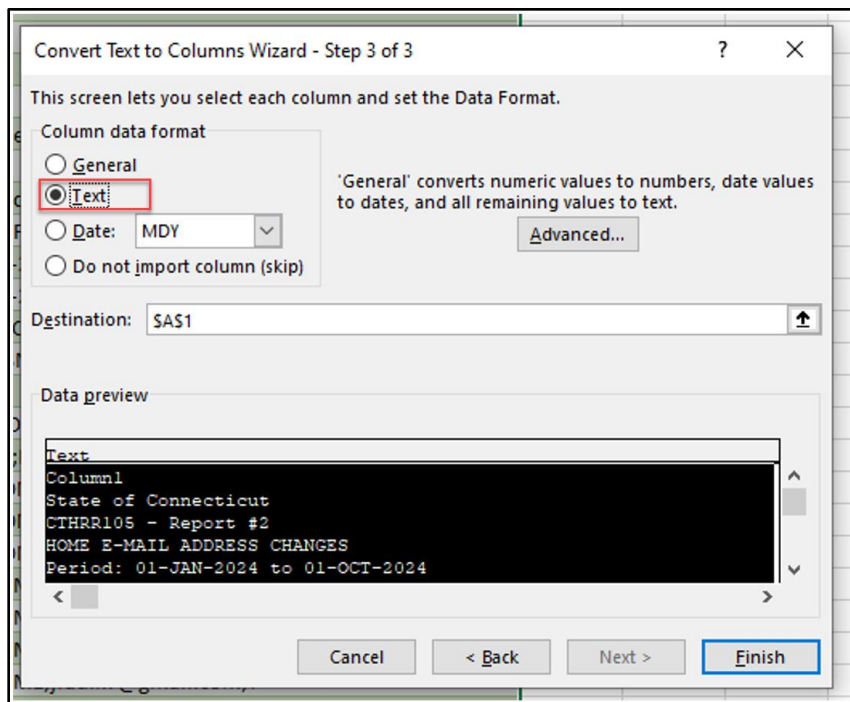
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- Select Text.

NOTE: In the Data preview section, you may need to scroll to the right to view other columns. Click on any column that contains numbers (e.g. Employee ID, Zipcode, etc.), then change the Column data format for each from “General” to “Text”. You must repeat this process for 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.

- Click on Finish.



- The document is now in a format that can be saved as an Excel document.

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Employee Name	Employee ID	Action	Action Date	Email Type	Email Address	Preferred
		D	20-Feb-24	OTHR		N
		C	16-Apr-24	BUSN	doit.core.emailtest@ct.gov	Y
		C	16-Apr-24		N	N
		A	11-Jun-24	HOME		N
		C	29-Jul-24	BUSN	doit.core.emailtest@ct.gov	N
		C	29-Jul-24	Y		
		A	11-Jan-24	HOME		N
		C	4-Apr-24	BUSN		N
		A	12-Jan-24	HOME		Y
		A	12-Jan-24	HOME		Y
		A	17-Jan-24	HOME		Y
		A	9-Feb-24	HOME		Y

- Repeat steps to create and save other cthrr105 reports that appeared on the Process Monitor page