

Longevity Reports Downloaded to Excel

Last Updated: April 2024



This job aid is to assist agencies on how to run Longevity Reports and download data into EXCEL format.

Navigation :

Nav Bar > Menu > Core-CT HRMS > Workforce Administration > Workforce Reports > Longevity Report



Longevity Report

Find an Existing Value [+ Add a New Value](#)

▼ **Search Criteria**

Enter any information you have and click Search. Leave fields blank for a list of all values.

Recent Searches ✎ Saved Searches ✎

Search by: Run Control ID begins with

▼ [Show more options](#)

> **Search Results**

1. Select an existing Run Control ID or enter in a new one.

Longevity Results Report

Run Control ID 008287
Report Manager Process Monitor

Run

Report Parameters

*From Date:

*Thru Date:

*Report Mode: View Reported Employees

SetIDs to Report 1 of 1

*Set ID: Agency Bus

Choose Departments for Setid

Report all Departments for SetID

Report only specific Departments for SetID

Dept IDs to Report 1-1 of 1

	*Department	Description		
1	<input type="text" value="DAS23000"/> <input type="button" value="🔍"/>	Dept of Admin Services	<input type="button" value="+"/>	<input type="button" value="-"/>

Save
Return to Search
Previous in List
Next in List
Notify
Add
Update/Display

2. Enter ***From Date** and ***Thru Date** with either 10/01/20XX thru 03/31/20XX for the April 1st longevity period or 04/01/20XX thru 09/30/20XX for the October 1st longevity period.
3. Enter your ***SetID** (AGNCY, UNIVS, LEGMN).
4. Select "Report" in the ***Report Mode** dropdown.
5. Select **Report only specific Departments for SetID**.
6. Enter your Department - if you have multiple Departments, click the button for multiple rows.
7. Once completed, press the

Run

 button.

Process Scheduler Request

User ID _____ Run Control ID 008287

Server Name Run Date

Recurrence Run Time

Time Zone

Process List

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input type="checkbox"/>	CTHR301F - Files for EXCEL	CTHR301F	SQR Report	Web	CSV	Distribution
<input type="checkbox"/>	Longevity Prcs and Excp Report	CTHRR301	CT_SQR_Burst	Web	PDF	Distribution

8. Verify **Server Name** is “PSUNX”
9. Check **CTHR301F – Files for EXCEL** (The Longevity Prcs and Excp Report does not produce in the excel format).
10. Verify ***Type** is “Web”
11. Verify ***Format** is “CSV”
12. Click on the button.

Longevity Results Report

Run Control ID 008287 Report Manager **Process Monitor** Run

Process Instance:4818

Report Parameters

*From Date: 10/01/2023
*Thru Date: 03/31/2024
*Report Mode: Report View Reported Employees

SetIDs to Report

*Set ID: AGENCY Agency Bus

Choose Departments for Setid
 Report all Departments for SetID
 Report only specific Departments for SetID

Dept IDs to Report

*Department	Description		
1 DAS23000	Dept of Admin Services	+	-

Save Return to Search Previous in List Next in List Notify Add Update/Display

- 13. The Longevity Results Reports page appears.
- 14. Click on the [Process Monitor](#) hyperlink.

Process List
Server List

View Process Requests

User ID Type Last 1 Days [Refresh](#)

Server Name Instance Range [Clear](#)

Run Status Distribution Status Save On Refresh [Report Manager](#) [Reset](#)

Process List

Select	Instance	Seq.	Run Control ID	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	5624		008287	SQR Report	CTHR301F	COREOSC	04/23/2024 3:11:54PM EDT	Success	Posted	Details

15. The **Process List** page appears.

16. Keep pressing the [Refresh](#) button until the [Run Status](#) reads “Success”.

17. Click on the [Details](#) hyperlink and the **Process Detail** page will appear.

Process Detail

Process

Instance	4818	Type	SQR Report
Name	CTHR301F	Description	CTHR301F - Files for EXCEL
Run Status	Success	Distribution Status	Posted

Run

Run Control ID 008287

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 04/16/2024 5:06:18PM EDT

Run Anytime After 04/16/2024 5:01:54PM EDT

Began Process At 04/16/2024 5:06:38PM EDT

Ended Process At 04/16/2024 5:06:52PM EDT

Actions

[Parameters](#) [Transfer](#)

[Message Log](#)

[Batch Timings](#)

[View Log/Trace](#)

OK
Cancel

18. Click on the [View Log/Trace](#) hyperlink.

File List

Name	File Size (bytes)	Datetime Created
SQR_CTHR301F_4818.log	2,638	04/16/2024 5:06:52.359078PM EDT
cthr301f_4818.out	440	04/16/2024 5:06:52.359078PM EDT
cthr301f_4818_1.csv	182	04/16/2024 5:06:52.359078PM EDT
cthr301f_4818_2.csv	200	04/16/2024 5:06:52.359078PM EDT

Distribute To

Distribution ID	Type	Distribution ID

User

[Return](#)

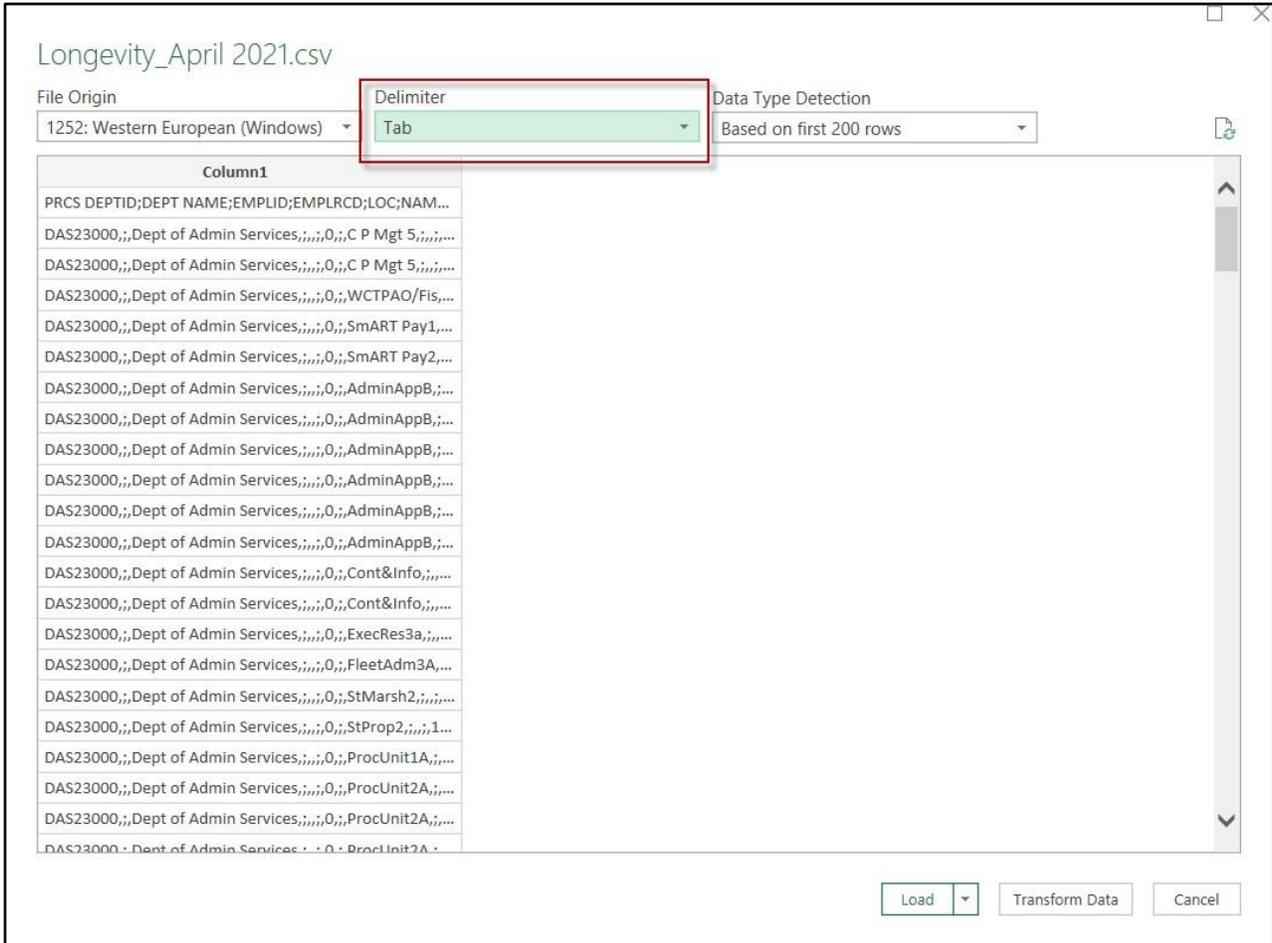
19. Click on either 2.csv for Exception listing or 1.csv for Processed listing to open file.

20. Save as .csv file in directory of your choice

21. Open new blank EXCEL sheet.

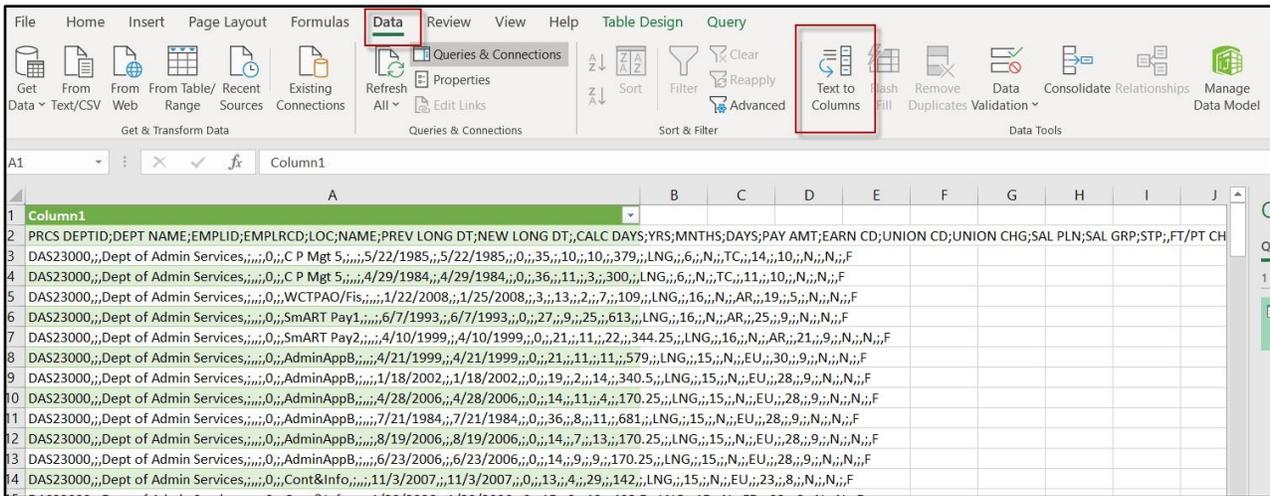
The screenshot shows the Microsoft Excel interface with the 'Data' tab selected in the ribbon. The 'From Text/CSV' option is highlighted. An 'Import Data' dialog box is open, displaying a file explorer view of the 'Documents' folder. The file 'Longevity_April 2021' is selected, and the file name is entered as 'Longevity_April 2021' in the 'File name' field. The file type is set to 'Text Files'.

22. Click Data > Click “From Text/CSV” Icon and then go to your saved file and select to import. The following screen comes up.

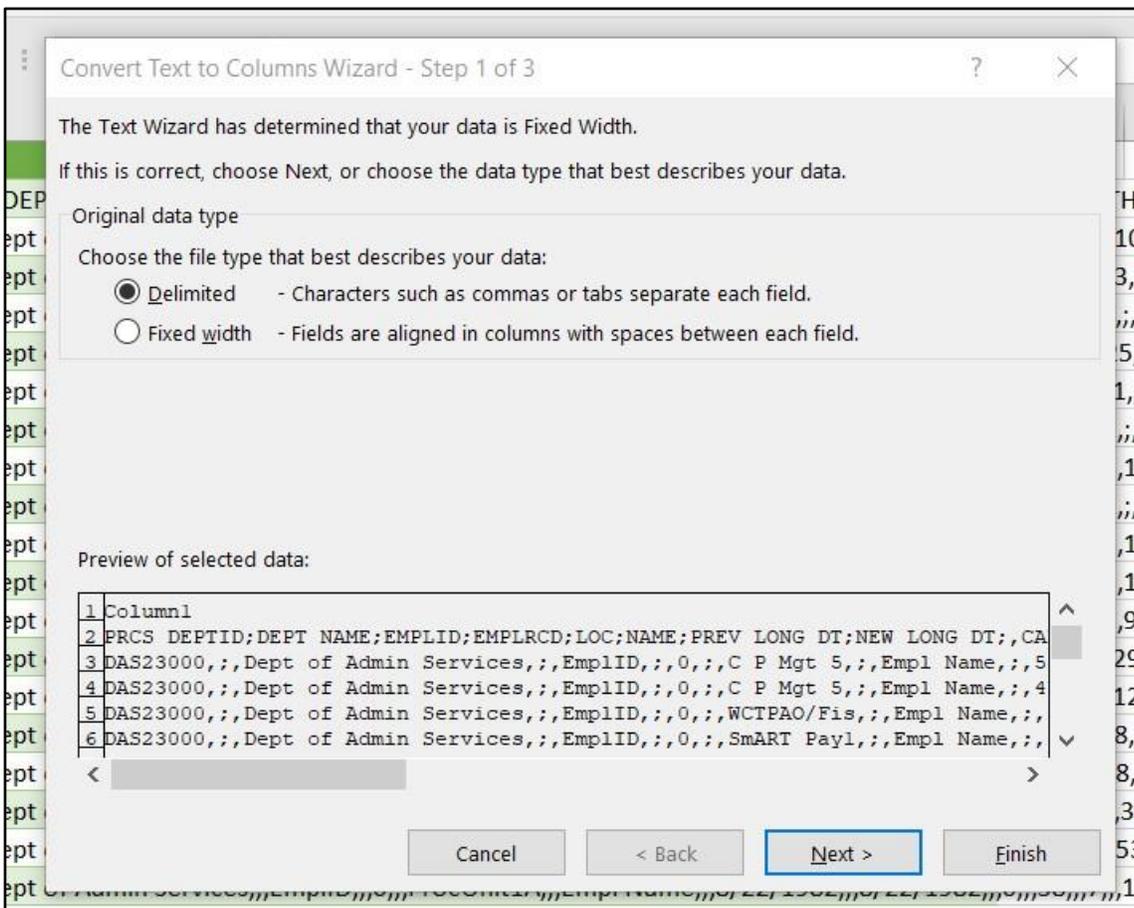


23. Change Delimiter to “Tab” and select Load

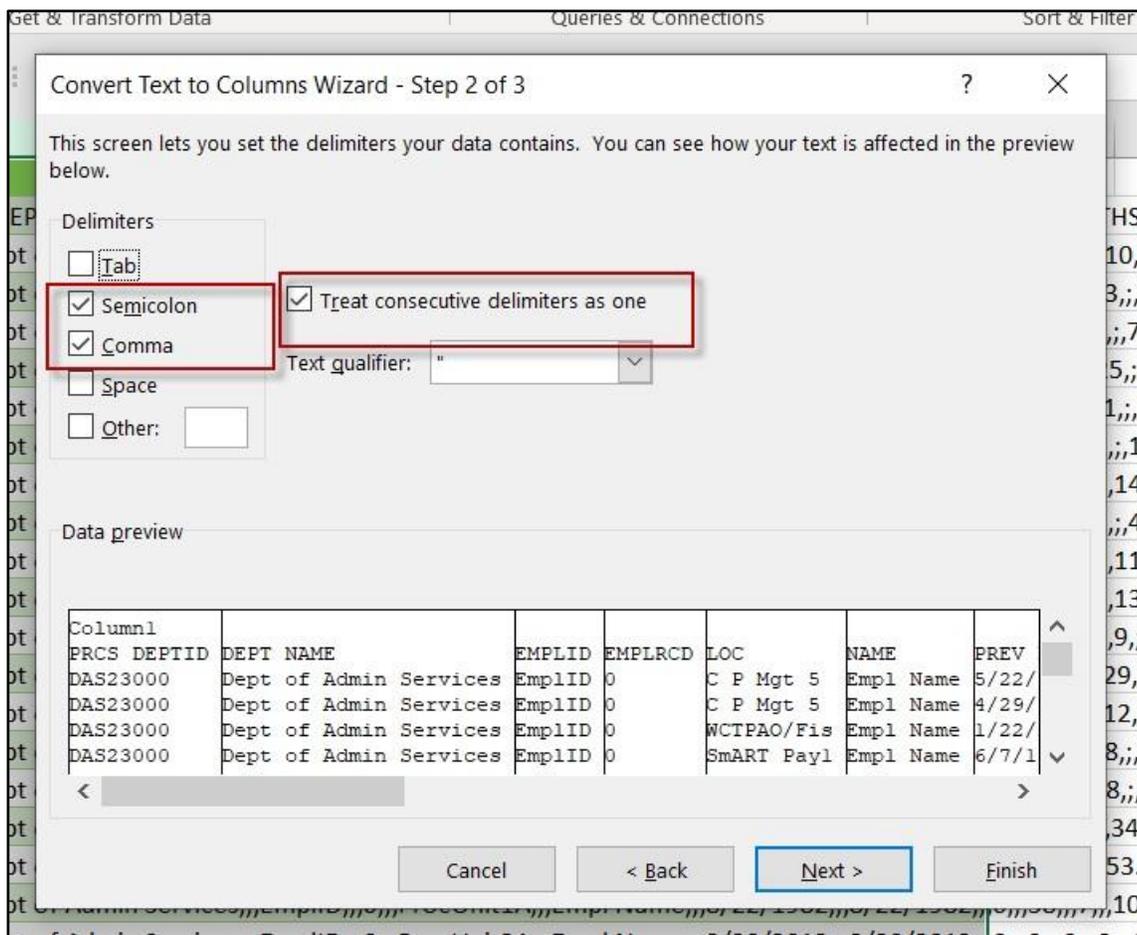
24. Excel document opens with all information in one column



25. Click on Data
26. Click on Column A to highlight the entire column
27. Click on “Text to Column”

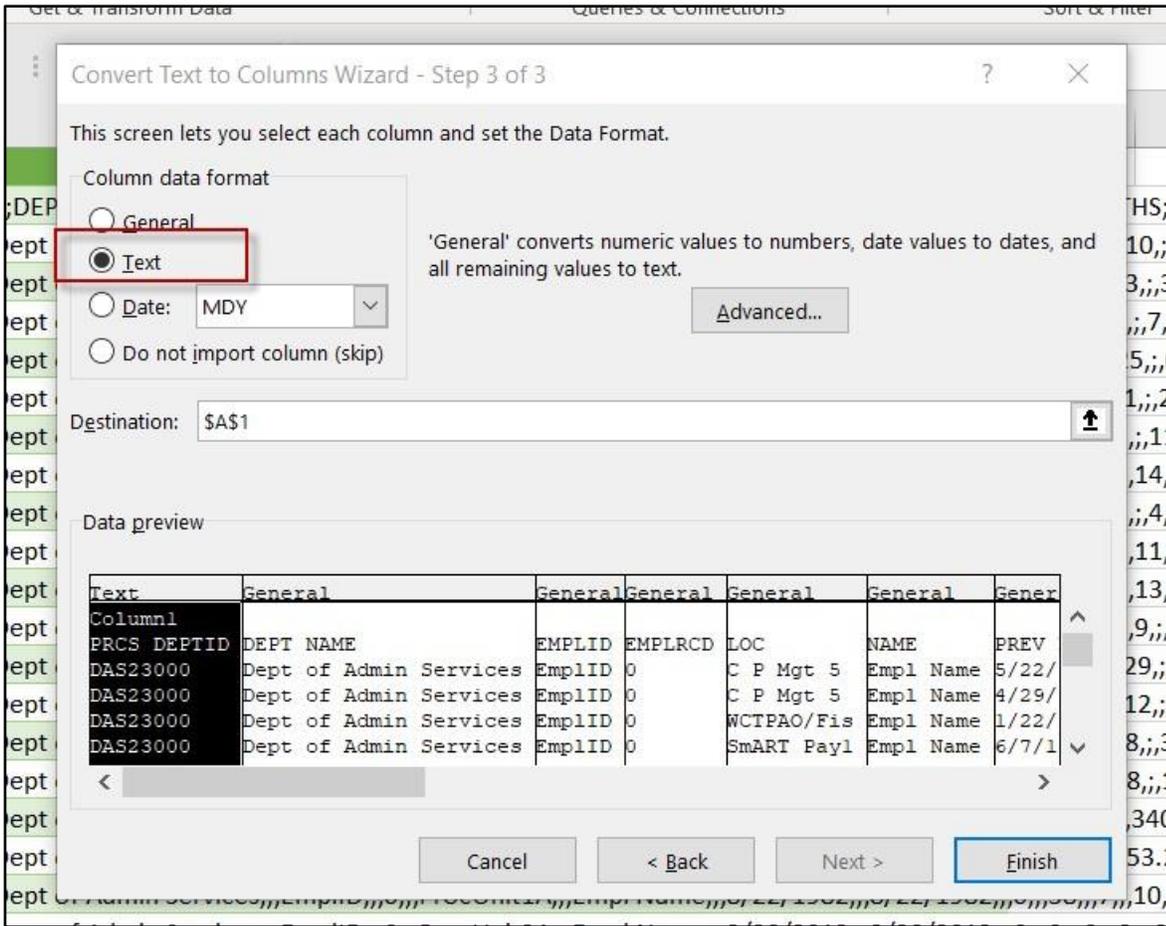


28. Convert Text to Column Wizard will open. Click on “Delimited” and select Next

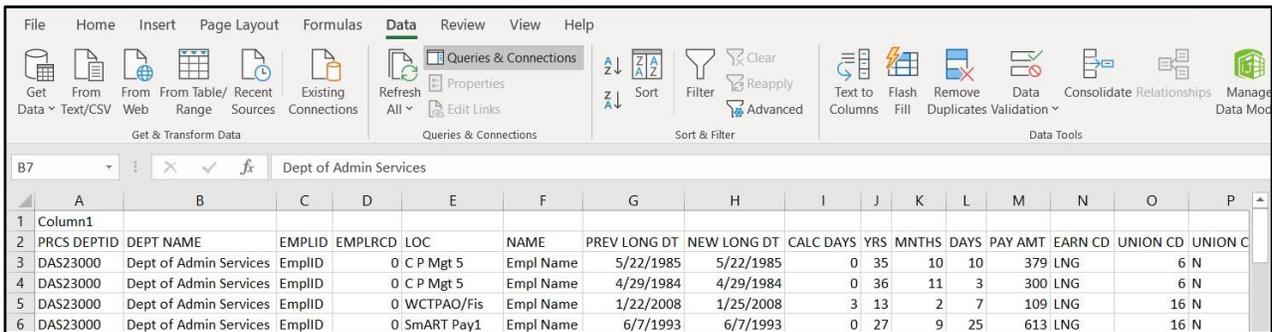


29. Click to uncheck “Tab” and check “Semicolon”, “Comma” and “Treat consecutive delimiters as one”.

30. Click Next



31. Select Text. Click on Finish



32. The document is now in a format that can be saved as an excel document