Core-CT

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

Core-🌆 💿	Menu 🗸 Search in Menu	٩	<u>∩ ₽ : Ø</u>
			Nav Bar
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 Choose from recent searches	✓ 🖉 🗖 Save Sear	Choose from saved searches	✓ ℓ
Search by: Run Control ID begins wi	th		
∽ Show more options			
Search	Clear Save S	Search	
> 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: 10/01/2023	
*Thru Date: 03/31/2024	
*Report Mode: Report View Reported Employees	
SetIDs to Report Q K < 1 of 1 v > >	
*Set ID: AGNCY Q *Set ID: Agency Bus Agency Bus Agency Bus Choose Departments for Setid Choose Departments for Setid Report all Departments for SetID Report only specific Departments for SetID	
Dept IDs to Report	
□ I View All	
*Department Description	
1 DAS23000 Q Dept of Admin Services + -	
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	1et

- 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

button.

Run



	User ID			Run Control	ID 008287		
	Server Name	PSUNX	~	Run Date 04/16/2024	t		
	Recurrence		\sim	Run Time 5:01:54PM		Reset to Curren	t Date/Time
	Time Zone						
	Time 2011e	Q					
Process	List	ų					
Process Select	List Description	4	Process Name	Process Type	туре	*Format	Distribution
Process Select	List Description CTHR301F - Fi	les for EXCEL	Process Name CTHR301F	Process Type SQR Report	⁺Type Web ✔	•Format	Distribution 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 ok button.

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Longevity Results Report		
Run Control ID 008287	Report Manager	Process Monitor Run
eport Parameters		Process instance.40 to
*From Date: 10/01/2023 *Thru Date: 03/31/2024 *Report Mode: Report	ported Employees	
SetIDs to Report	Q K <	1 of 1 🗸 > >
*Set ID: AGNCY Q Agency Bus	Choose Departments for Setid O Report all Departments for SetID @ Report only specific Departments for SetID	+ -
Dept IDs to Report	I< < 1-1 of 1 v > > I View A	II
*Department Description		
1 DAS23000 Q Dept of Admin	n 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.

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Proces	is List	Server List									
View Pro User Serv Run S	ID	Q Q V	Type Name Distribution S	Q Last Q Ins Status	v [tance Save 0 v save 0	1 Range On Refresh	Days	Refresi Clear Reset			
ER C	٦									< 1-1 of 1	\sim
Select	Process List Server List fiew Process Requests User ID Q Type Last 1 Days Refresh Server Name Q Instance Range Clear Run Status Distribution Status ✓ Save On Refresh Report Manager Reset Process List ✓ Process Type Process User Run Date/Time Run Status Distribution Select Instance Seq. Run Control ID Process Type Process User Run Date/Time Run Status Details	Details									
	5624		008287	SQR Report	CTHR301F	COREOSC	04/23/2024 3:11:54PM EDT		Success	Posted	Details

Core-CT

- 15. The **Process List** page appears.
- 16. Keep pressing the **Refresh** button until the <u>Run Status</u> reads "Success".
- 17. Click on the <u>Details</u> hyperlink and the **Process Detail** page will appear.

Process Detail					
Process Instance Name Run Status	4818 CTHR301F Success	De Distributi	Type escription on Status	SQR Report CTHR301F - Posted	- Files for EXCEL
Run			Update P	rocess	
Run Control II Location Serve Recurrence	D 008287 n Server r PSUNX e		 Hold I Queue Cance Delete Re-se 	Request e Request el Request e Request end Content	◯ Restart Request
Date/Time			Actions		
Request Cre Run Anytir Began Pro Ended Pro	ated On 04/16/2024 ne After 04/16/2024 icess At 04/16/2024 icess At 04/16/2024	5:06:18PM EDT 5:01:54PM EDT 5:06:38PM EDT 5:06:52PM EDT	Param Messa Batch View L	neters age Log Timings Log/Trace	Transfer
OK Cance	I				

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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.

File Home Insert Page Layout Formulas	Data Review View Help					ß
Get From Text/CSV Web Range Sources Connections From From From From From From From From	□ Queries & Connections 2↓ ZA ↓ Properties ↓ Image: A properties ↓ Market ↓ Sort ↓ Sort	Iter Reapply Advanced Fill	Data Consolidate	Relationships Manag Data Mo	e What-If I del Analysis ~	orecast Grou Sheet ~
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A B C D E	Organize - New folder				E · 🔲	0
2	A Quick access	Name	Date modified	Туре	Size	
4		Custom Office Templates	11/7/2019 9:31 AM	File folder		-
5	Microsoft Excel	Outlook Files	11/12/2019 3:00 PM	File folder		
6	 OneDrive - State of Connecticut 	Snagit	11/5/2019 8:24 AM	File folder		
7		Longevity_April 2021	3/15/2021 3:12 PM	Microsoft Excel Co	51 KB	
8	This PC					
9	3D Objects					
10	Desktop					
12	Documents					
13	Downloads					
14	Music					
15	Pictures					
16	Videos					
17						
18	CSDIsk (C:)					-
20	best groups (\\exec\dfs) (G:)					
21	Sector groups2 (\\exec\dfs) (H:)					
22	🛫 erp (\\fiji.doit.state.ct.us) (M:)					
23	· · · · · · · · · · · · · · · · · · ·					
24	File name: Longevity_April 202	21		✓ Text Files		~
25			Too	ls 🔻 Import	Cancel	
26	-		100	iniport	Cancer	
27						



Core-CT

ile Origin	Delimiter	Data Type Detection	
1252: Western European (Windows) 🔻	Tab	▼ Based on first 200 rows ▼	
Column1			
PRCS DEPTID;DEPT NAME;EMPLID;EMPLRCD;L	OC;NAM		·
DAS23000,;;,Dept of Admin Services,;,,;,0,;,C P I	Mgt 5,;,,;,		
DAS23000,;,Dept of Admin Services,;,,;,0,;,C P I	Mgt 5,;,,;,		
DAS23000,;,Dept of Admin Services,;,,;,0,;,WCI	ſPAO/Fis,		
DAS23000,;,Dept of Admin Services,;,,;,0,;,SmA	RT Pay1,		
DAS23000,;,Dept of Admin Services,;,,;,0,;,SmA	ART Pay2,		
DAS23000,;,Dept of Admin Services,;,,;,0,;,Adm	ninAppB,;		
DAS23000,;,Dept of Admin Services,;,,;,0,;,Adm	ninAppB,;		
DAS23000,;;,Dept of Admin Services,;,,;,0,;,Adm	ninAppB,;		
DAS23000,;,Dept of Admin Services,;,,;,0,;,Adm	ninAppB,;		
DAS23000,;,Dept of Admin Services,;,,;,0,;,Adm	ninAppB,;		
DAS23000,;,Dept of Admin Services,;,,;,0,;,Adm	ninAppB,;		
DAS23000,;,Dept of Admin Services,;,,;,0,;,Con	t&Info,;,,		
DAS23000,;,Dept of Admin Services,;,,;,0,;,Con	t&Info,;,,		
DAS23000,;;Dept of Admin Services,;,,;,0,;,Exec	:Res3a,;,,		
DAS23000,;,Dept of Admin Services,;,,;,0,;,Flee	tAdm3A,		
DAS23000,;;,Dept of Admin Services,;,,;,0,;,StM	arsh2,;,,;,		
DAS23000,;;,Dept of Admin Services,;,,;,0,;,StPr	op2,;,,;,1		
DAS23000,;,Dept of Admin Services,;,,;,0,;,Proc	:Unit1A,;,		
DAS23000,;;,Dept of Admin Services,;,,;,0,;,Proc	:Unit2A,;,		
DAS23000,;,Dept of Admin Services,;,,;,0,;,Proc	:Unit2A,;,		`
DAS22000 · Dent of Admin Services · · O · Proc	Init2A ·		

23. Change Delimiter to "Tab" and select Load

24. Excel document opens with all information in one column

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File Home Insert Page Layout Formulas	Data Review View Help Table	Design Query	Text to Plash	Remove Data		elationships Manage
Data Y Text/CSV Web Range Sources Connections	All 👻 🖹 Edit Links	😽 Advance	ed Columns Fill	Duplicates Validation	on ~	Data Model
Get & Transform Data	Queries & Connections	Sort & Filter		D	ata Tools	
A1 \bullet : \times \checkmark f_x Column1						
А		B C	DE	F G	н	
1 Column1						
2 PRCS DEPTID; DEPT NAME; EMPLID; EMPLRCD; LOC; N	AME;PREV LONG DT;NEW LONG DT;,CALC DAY	S;YRS;MNTHS;DAYS;PA	AY AMT;EARN CD;UN	ION CD;UNION CH	G;SAL PLN;SAL G	RP;STP;,FT/PT CH
3 DAS23000,;,Dept of Admin Services,;,,;,0,;,C P Mgt 5,	,;;,5/22/1985,;,5/22/1985,;,0,;,35,;,10,;,10,;,379	;,LNG,;,6,;,N,;,TC,;,14,;,	,10,;,N,;,N,;,F			0
4 DAS23000,;,Dept of Admin Services,;,,;,0,;,C P Mgt 5,	,,,,4/29/1984,,,4/29/1984,,,0,,,36,,,11,,,3,,,300,,	LNG,;,6,;,N,;,TC,;,11,;,1	.0,;,N,;,N,;,F			1
5 DAS23000,;,Dept of Admin Services,;,,;,0,;,WCTPAO/	is,;,,;,1/22/2008,;,1/25/2008,;,3,;,13,;,2,;,7,;,10	,;,LNG,;,16,;,N,;,AR,;,19	9,;,5,;,N,;,N,;,F			
6 DAS23000,;,Dept of Admin Services,;,,;,0,;,SmART Par	(1,;,,;,6/7/1993,;,6/7/1993,;,0,;,27,;,9,;,25,;,613,	,LNG,;,16,;,N,;,AR,;,25,;	;,9,;,N,;,N,;,F			
7 DAS23000,;;Dept of Admin Services,;,;,0,;,SmART Par	(2,;,,;,4/10/1999,;,4/10/1999,;,0,;,21,;,11,;,22,;,3	44.25,;,LNG,;,16,;,N,;,A	R,;,21,;,9,;,N,;,N,;,F			
8 DAS23000,;,Dept of Admin Services,;,,;,0,;,AdminApp	3;;,;;4/21/1999;;4/21/1999;;0;;21;;11;;11;;5	9,;,LNG,;,15,;,N,;,EU,;,3	30,;,9,;,N,;,N,;,F			
9 DAS23000,;,Dept of Admin Services,;,,;,0,;,AdminApp	3,;,,;,1/18/2002,;,1/18/2002,;,0,;,19,;,2,;,14,;,34).5,;,LNG,;,15,;,N,;,EU,;,	,28,;,9,;,N,;,N,;,F			
10 DAS23000,;,Dept of Admin Services,;,,;,0,;,AdminApp	3;;,;;4/28/2006;;,4/28/2006;;,0;;,14;;,11;;,4;;,17	.25,;,LNG,;,15,;,N,;,EU,	;;,28,;,9,;,N,;,N,;,F			
11 DAS23000,;,Dept of Admin Services,;,,;,0,;,AdminApp	3;;;;;7/21/1984;;7/21/1984;;0;;36;;8;;11;;68	.;,LNG,;,15,;,N,;,EU,;,28	8,;,9,;,N,;,N,;,F			
12 DAS23000,;,Dept of Admin Services,;,,;,0,;,AdminApp	3,;,,;,8/19/2006,;,8/19/2006,;,0,;,14,;,7,;,13,;,17	.25,;,LNG,;,15,;,N,;,EU,	;;,28,;,9,;,N,;,N,;,F			
13 DAS23000,;;Dept of Admin Services,;,;;0,;;AdminApp	3;;;;;6/23/2006;;6/23/2006;;0;;14;;9;;9;;170	25,;,LNG,;,15,;,N,;,EU,;,	,28,;,9,;,N,;,N,;,F			
14 DAS23000,;,Dept of Admin Services,;,,;,0,;,Cont&Info	;,,;,11/3/2007,;,11/3/2007,;,0,;,13,;,4,;,29,;,142	,LNG,;,15,;,N,;,EU,;,23	,;,8,;,N,;,N,;,F			
1						

25. Click on Data

- 26. Click on Column A to highlight the entire column
- 27. Click on "Text to Column"

contert rear to continue r	vizard Step 1015		1	0
The Text Wizard has determin	ed that your data is Fixed Width.			
f this is correct, choose Next,	or choose the data type that best de	scribes your data.		
Original data type				
Choose the file type that be	st describes your data:			
Delimited - Char	acters such as commas or tabs separ	rate each field.		
◯ Fixed <u>w</u> idth - Field	s are aligned in columns with spaces	between each field.		
Preview of selected data:				
Preview of selected data: 1 Column1 2 PRCS DEPTID; DEPT N 3 DAS23000, ;, Dept of 4 DAS23000, ;, Dept of 5 DAS23000, ;, Dept of	AME;EMPLID;EMPLRCD;LOC;NAME Admin Services,;EmplID,;, Admin Services,;EmplID,;, Admin Services,;EmplID,;,	;PREV LONG DT;NEW LC 0,;,C P Mgt 5,;,Emp1 0,;,C P Mgt 5,;,Emp1 0,;,WCTPAO/Fis,;,Emp	DNG DT;,CA L Name,;,5 L Name,;,4 D1 Name,;,	^
Preview of selected data: 1 Column1 2 PRCS DEPTID; DEPT N 3 DAS23000,; Dept of 4 DAS23000,; Dept of 5 DAS23000,; Dept of 6 DAS23000,; Dept of	AME;EMPLID;EMPLRCD;LOC;NAME Admin Services,;EmplID,;, Admin Services,;EmplID,;, Admin Services,;EmplID,;, Admin Services,;EmplID,;,	;PREV LONG DT;NEW LC 0,;,C P Mgt 5,;,Emp1 0,;,C P Mgt 5,;,Emp 0,;,WCTPAO/Fis,;,Emp 0,;,SmART Pay1,;,Emp	DNG DT;,CA L Name,;,5 L Name,;,4 Dl Name,;, Dl Name,;,	~ ~
Preview of selected data: 1 Column1 2 PRCS DEPTID; DEPT N 3 DAS23000,;, Dept of 4 DAS23000,;, Dept of 5 DAS23000,;, Dept of 6 DAS23000,;, Dept of	AME;EMPLID;EMPLRCD;LOC;NAME Admin Services,;,EmplID,;, Admin Services,;EmplID,;, Admin Services,;,EmplID,;, Admin Services,;,EmplID,;,	;PREV LONG DT;NEW LC 0,;,C P Mgt 5,;,Emp1 0,;,C P Mgt 5,;,Emp 0,;,WCTPAO/Fis,;,Emp 0,;,SmART Pay1,;,Emp	DNG DT;,CA 1 Name,;,5 1 Name,;,4 01 Name,;, 01 Name,;, >	< ×
Preview of selected data: 1 Column1 2 PRCS DEPTID; DEPT N 3 DAS23000,;, Dept of 4 DAS23000,;, Dept of 5 DAS23000,;, Dept of 6 DAS23000,;, Dept of <	AME;EMPLID;EMPLRCD;LOC;NAME Admin Services,;,EmplID,;, Admin Services,;,EmplID,;, Admin Services,;,EmplID,;, Admin Services,;,EmplID,;,	;PREV LONG DT;NEW LC 0,;,C P Mgt 5,;,Emp1 0,;,C P Mgt 5,;,Emp 0,;,WCTPAO/Fis,;,Emp 0,;,SmART Pay1,;,Emp	DNG DT;,CA L Name,;,5 L Name,;,4 D1 Name,;, D1 Name,;, >	^ ~



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

l Iransform Data			Quer	ies & Conn	ections			S	ort &
Convert Text to	Columns Wizard	d - Step 2 of	3				1	,	×
his screen lets yo pelow. Delimiters Tab Semicolon Comma Space Other: Data preview	ou set the delimite	rs your data c consecutive de ier: "	elimiters a	s one	e how your text	is affec	ted in	the prev	view
Column1 PRCS DEPTID DAS23000 DAS23000 DAS23000 DAS23000	DEPT NAME Dept of Admir Dept of Admir Dept of Admir Dept of Admir	h Services h Services h Services h Services	EMPLID EmplID EmplID EmplID EmplID	EMPLRCD 0 0 0 0	LOC C P Mgt 5 C P Mgt 5 WCTPAO/Fis SmART Payl	NAME Empl Empl Empl Empl	Name Name Name Name	PREV 5/22/ 4/29/ 1/22/ 6/7/1 >	< >
						15		Terosta.	

Click to uncheck "Tab" and check "Semicolon", "Comma" and "Treat consecutive delimiters as one".
 Click Next

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Convert Text to Columns \	Wizard - Step 3 of	3	3	? >	×		
This screen lets you select ea Column data format General Text Date: MDY Do not import column (ch column and set th 'General' c all remainin (skip)	n and set the Data Format. 'General' converts numeric values to numbers, date va all remaining values to text. <u>A</u> dvanced					
Destination: \$A\$1						Ť	
Destination: \$A\$1 Data preview						1	
Destination: \$A\$1 Data preview Text General		GeneralGeneral	General	General	Gener	Ť	
Destination: \$A\$1 Data preview Text General Column1 PRCS DEPTID DEPT NAM DAS23000 Dept of DAS23000 Dept of DAS23000 Dept of DAS23000 Dept of	fE Admin Services Admin Services Admin Services Admin Services	GeneralGeneral EMPLID EMPLRCD EmplID 0 EmplID 0 EmplID 0 EmplID 0	General LOC C P Mgt 5 C P Mgt 5 WCTPAO/Fis SmART Payl	General NAME Empl Name Empl Name Empl Name Empl Name	Gener PREV 5/22/ 4/29/ 1/22/ 6/7/1	1	
Destination: \$A\$1 Data preview Text Seneral Column1 PRCS DEPTID DEPT NAM DAS23000 Dept of DAS23000 Dept of DAS23000 Dept of DAS23000 Dept of Column Dept of DAS23000 Dept of DAS23000 Dept of Column Dept Of Colu	fE Admin Services Admin Services Admin Services Admin Services	GeneralGeneral EMPLID EMPLRCD EmplID 0 EmplID 0 EmplID 0 EmplID 0	General LOC C P Mgt 5 C P Mgt 5 WCTPAO/Fis SmART Payl	General NAME Empl Name Empl Name Empl Name Empl Name	Sener PREV 5/22/ 4/29/ 1/22/ 6/7/1	<u>+</u>	
Destination: \$A\$1 Data preview Text General Column1 PRCS DEPTID DEPT NAM DAS23000 Dept of DAS23000 Dept of DAS23000 Dept of Column 1 Column 1 Column 1 Dept of DAS23000 Dept of Column 1 Column	fE Admin Services Admin Services Admin Services Admin Services	GeneralGeneral EMPLID EMPLRCD EmplID 0 EmplID 0 EmplID 0 EmplID 0	General LOC C P Mgt 5 C P Mgt 5 WCTPAO/Fis SmART Payl	General NAME Empl Name Empl Name Empl Name Empl Name	Gener PREV 5/22/ 4/29/ 1/22/ 6/7/1	1	

31. Select Text. Click on Finish

F	File Home Insert Page Layout Formulas Data Review View Help																
Da	Get From tta ~ Text/CSV	From From Table/ Recent Web Range Sources	Existi	ng Ref tions Al	C Queries a resh Propertie	& Connections es	Z↓ ZA AZ Z↓ Sort	Filter	ly Text Colu	to mns	Flash Re Fill Du	emove	Data Validation	Consolic	ate Relations]] Ships Man Data M	age Mod
		Get & Transform Data			Queries & Con	nections	S	ort & Filter					Dat	a Tools			
B7 I Dept of Admin Services									Р								
1	Column1																
2	PRCS DEPTID	DEPT NAME	EMPLID	EMPLRCD	LOC	NAME	PREV LONG DT	NEW LONG DT	CALC DAYS	YRS	MNTHS	DAYS	PAY AMT	EARN CD	UNION CD	UNION C	
3	DAS23000	Dept of Admin Services	EmplID	0	C P Mgt 5	Empl Name	5/22/1985	5/22/1985	C	35	10	10	379	LNG	6	N	
4	DAS23000	Dept of Admin Services	EmplID	0	C P Mgt 5	Empl Name	4/29/1984	4/29/1984	C	36	11	3	300	LNG	6	N	
5	DAS23000	Dept of Admin Services	EmplID	0	WCTPAO/Fis	Empl Name	1/22/2008	1/25/2008	3	13	2	7	109	LNG	16	N	
6	DAS23000	Dept of Admin Services	EmplID	0	SmART Pay1	Empl Name	6/7/1993	6/7/1993	C	27	9	25	613	LNG	16	N	

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