
BP.010.016 – STAGING HR DATA WITH THE HCM EXPORT

Purpose	To create staged HR Data rows from Budget Prep data
Description	The HCM Export process converts Budget Prep data to Job, Position Data, and Department Budget Table rows staged in OneUSG.
Security Role	BOR_BP_PROCESSES
Dependencies/Constraints	Board of Regents approved the submitted budget.
Additional Information	This process should only be run once per budget year. In the event it needs rerun, submit a ticket to the ITS Helpdesk for assistance.

Procedure

Below are complete step-by-step instructions on completing the HCM Export for Budget Prep Processing.

Step	Action
1.	Click the NavBar icon.
2.	Click the Menu icon.
3.	Click the BOR Menus link.
4.	Click the BOR Budget Prep link.
5.	Click the Budget Prep Processing link.
6.	Click the HCM Export link. The Run Control ID page opens.
7.	Add a new value or use an existing Run Control ID .
8.	Select either the Create Report or Create Report/Run HCM Export option. <i>Note: If users select the Create Report/Run HCM Export this option both creates the report and updates the database.</i>
9.	Enter the appropriate Business Unit in the Business Unit field.
10.	Click the Run button. The Process Scheduler Request page opens.
11.	Verify default values pre-populate.
12.	Click the OK button. The system navigates to the HCM Export page.
13.	Click the Process Monitor link.
14.	Click the Refresh button. Select Refresh until the Run Status displays as 'Success' and the Distribution Status displays as 'Posted.'
15.	Click the Details link to view the Process Detail.
16.	Click the View Log/Trace link.