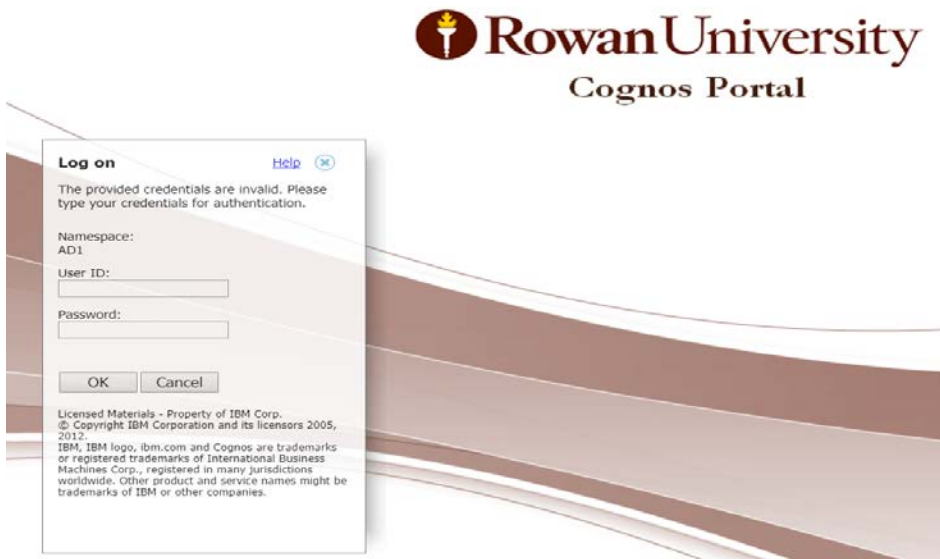


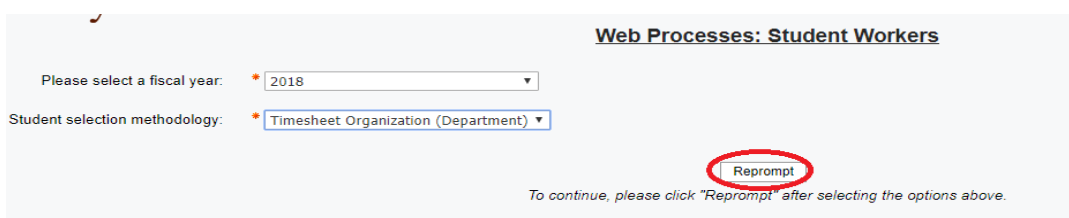
1. Open up the link <https://confluence.rowan.edu/display/IRT/Banner>
2. In the Cognos section of the page, click on the Student Workers Report.



This will redirect you to Cognos where you will be prompted to enter your network credentials. (Note: If you don't have a Cognos account, email cognos-administrators@rowan.edu and request one)



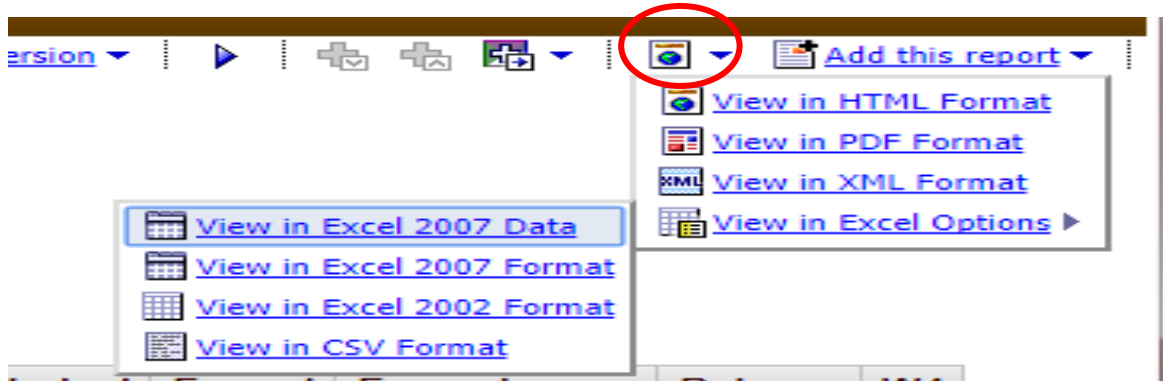
3. You will then be prompted to select a Fiscal Year and Selection Methodology. The Selection Methodology is what you want to filter on. The choices are: Timesheet Org, ID and Name. Once you have selected a Fiscal Year and Selection Methodology, click on the Reprompt button.



4. After click the Reprompt button, you will then be asked to enter a Department, ID or Name, depending on which selection Methodology you chose. Click Insert
5. Click Finish (at bottom left) and your report will be produced

6. This is what the report should look like.

7. To download the report, click on view icon down arrow and select Excel, PDF, HTML, or XML. For Excel, select View in Excel Options, then View in what version of Excel you would like.



8. If you want to run the report again with different parameters, then click the return arrow in the top right hand corner, [Log Off](#), [Home](#), [Return](#), [About](#), [IBM](#), then select the Web Process: Student Workers report, [Web Processes: Student Workers](#), to re-run the report.