

Performance Development Reviews How to Run the HRPERF2 Report

Step 1 From HealthPoint access the Health Services Information Hub.



Step 2 Click on Health Support Services Hub.

WA health system information hubs

Information hubs provide targeted health service or hospital information within the HealthPoint platform. It provides a place for all staff in that facility to view news, policies, handbooks, contextual content about services and people information.

Business areas remain the owners of service pages and are responsible for content and content authoring according to policy and guidelines.

Find your health service information hub from the list below.

- Child & Adolescent Health Service Hub
- Department of Health Service Hub
- East Metropolitan Health Service Hub
- Health Support Services Hub
- North Metropolitan Health Service Hub
- South Metropolitan Health Service Hub
 WA Country Health Service Hub
- Women and Newborn Health Service Hub
- PathWest Health Service Hub

Links to individual hospital information hubs can be found on the homepages of the health service hubs.

Step 3

From the Hub page select Business@Health and then Corporate Applications.

HealthPoint s	ite Finder Policies Forms				Find cont	ent, people, services Q 🗸
Health Suppor	t Services					
Home News	Working@HSS D	irectory Business@Healti	Works	paces Policies		
MY INFORMATION HUB: Hea	alth Support Services	CONTACT US Clinical Applicatio Corporate Busines	ıs s Svstems	EMPLOYMENT SER Client Liaison Office Advertising a Vacan	VICES rs cv	ICT BUSINESS ENGAGEMENT AND POLICY → Enterprise Architecture
My Links	News, Annou	uncements Comployment Serv		Accessing Applican	ts	ICT Policy, Governance and Patient Safety
General		Payroll Services		Appointment Proces	is Flocess	Major ICT Projects and Business
Aboriginal Trainee Program	PSC()	> Supply Chain		Getting New Hires F Breach against Emi	Paid plovment	 Engagement HSS Program Management Office
AHPRA		CORPORATE APP	LICATIONS	Standard		
ATO	• •	> Alesco > Lattice		PAYROLL SERVICE	S	OPERATIONS Applications Development and
Awards and Agreements Lit	orary	> MyHR				Support
Corporate Governance	→ Transformatio	HR Data Warehou		Your Leave Doctors and Medics	Admin	> Information Security
Corporate Launch Page	→ The first-ever HSS T success with more event across three	than 400 staff days.		 Payroll Certification Resignations 		Software Asset Management Unit Web Services Development and Support



Step 4 From the Corporate Applications Launcher under Human Resources select Discoverer Plus – HRDW

		PCH ONLY
Human Resources	Alesco	Access to Core Alesco for approved users
	MyHR	MyHR access for all employees and managers
	OrgPlus	Web-based Organisational Charting Solution
	Discoverer Plus – HRDW	Expert Java-based user reporting tool for the HR Data Warehouse
	Discoverer Viewer – HRDW	End-user HTML reporting tool for the HR Data Warehouse
Activity Based	PPM	Activity Based Management Decision

Step 5 This will launch the Oracle log in page for the Data Warehous.

ORACLE Di Business Intellige	iscoverer Plus
Connect >	
Enter conr	nection details.
Enter your connec	tion details below to connect directly to Oracle BI Discoverer.
* Indicates requi	red field.
Connect To	Oracle BI Discoverer
* User Name	
* Password	
* Database	hdwh01p.health.wa.gov.au
End User Layer	eul_hdwh
Locale	Locale retrieved from browser 🔽
	Go

Enter your HE Number in the User Name field and your Data Warehouse (DWH) password in the password field.

Click Go

The screen will now log into the data warehouse and open at the menu of reports that available to the user.

NB: The menu of reports will look different for everyone depending on the user's security level.



Step 6 Look under DEV for the report called Employee Performance Appraisals. There are a number of options available, depending on what information you are after.

The first option, Performance Appraisals Details, will give details of all appraisals due within a specified timespan.

S Open Workbook from Database	×
Choose a target worksheet by browsing available workbooks and selecting a work	sheet
View: All Workbooks	Clear
Workbooks:	
N <u>a</u> me ▲ Own <u>e</u> r <u>M</u> odified	
DES Historical Pay Rates HR_DESCRIPT Nov 27, 201	7 2:22 PM
😑 👹 DEV Employee Performance Appraisals / HR_DEVELOP Aug 28, 201	7 11:49 AM
Performance Appraisals Details	
Performance Appraisals Due	
Performance Appraisals Overdue	
No Performance Appraisals	
Raw Data for Export Details	
Raw Data for Export Due	N 888
Raw Data for Export Overdue	3
Raw Data for Export No Appraisal	
Raw Data Export of ALL	

Step 7

Highlight the required report and click Open. The Parameters screen will now display.

	4	Edit Parameter Values			
		Select values for the following par	ameters:		
8		Select Entity (Optional):	%		
a		Select Area (Optional):		Find	Na
1.		Select Health Service (Optional):			
t.		Select Directorate (Optional):			
		Select Branch (Optional):			
		Select Team (Optional):			
÷		Select Org Unit (Optional):		S	
		Next Perf Appraisal Date*:			
÷		Next Perf Appraisal Date To*:			
		Description Please select one or more values	for Entity:		
		indicates required field.			
		Help	ОК Саг	ncel	

Enter the values for each of the parameters you require. If you are unsure of the value, you can search the field. To search, enter % in the field and click the spotlight button beside the field. (% sign is called a wildcard).

For example, if you want to report for the whole of SMHS add % in the values field and click on the search button, a drop-down list of the entities appears, highlight SMHS.

Select Entity (Optional):	·%·
Select Area (Optional):	
Select Health Service (C	CHILD + ADOLESCENT HLTH SERVICE
Select Directorate (Optic	EAST METROPOLITAN HEALTH SERVICE
Select Branch (Optional	HEALTH + DISABILITY SERVICES COMPLAINTS OFFICE
Select Team (Optional):	HEALTH SUPPORT SERVICES
Select Org Unit (Optiona	MENTAL HEALTH COMMISSION
Next Perf Appraisal Date	PATHWEST
Next Perf Appraisal Date	SOUTH METROPOLITAN HEALTH SERVICE
	WA COUNTRY HEALTH SERVICE
Description	Moments And in Arts Research Foundation
the difference of an end of the late	

Once all mandatory fields (marked with an *) are entered, the OK button is activated.

NB: If a field is left blank information will be displayed for all areas that the user has access to.



Step 8 Enter the date range in 'Next Perf Appraisal Date' and 'Next Perf Appraisal Date To', using the format DD-MMM-YYYY e.g. 01-Jan-2018.

elect Entity (Optional):	SOUTH METROPOLITAN HEALTH SERVICE	
elect Area (Optional):		19
elect Health Service (Optional):		
elect Directorate (Optional):		
elect Branch (Optional):		
elect Team (Optional):		
elect Org Unit (Optional):		
ext Perf Appraisal Date*: 🛛 🔺	01-JAN-2018	
ext Perf Appraisal Date To*:	30-JUN-2018	
escription		

- Step 9 Click OK to generate the report. The generated report groups employees by Admin Units with the HSP and can be exported to Excel.
- Step 10 To export the report, go to the File Menu and click on Export.

<u>Edit</u> ⊻iew	F <u>o</u> rmat <u>T</u> ools	<u>H</u> elp	
Open Close	Ctrl-N Ctrl-O		24 i 🕄 24 i
<u>S</u> ave S <u>a</u> ve As	Ctrl-S	~ m	
Export Export to HTML Export to Excel			DATE RUN: 06 Entity : 'SOUT
Sche <u>d</u> ule S <u>h</u> are			Page Items: A
Page Set <u>up</u> Print Pre <u>v</u> iew <u>P</u> rint	Ctrl-P		Admin Unit F
Workbook Prope	erties	_	AB02041-W4.1 AB02051-W4.2
Emplo	yee Status		AD02011-OPER

Step 11 The followign screen appears. The default objects are already highlighted, so click Next.

Sep 1 of 4: Sel	ect	×
Export:Select Objec	ts	
	What do you want to export? © Entire workbook © gurrent worksheet © Table Sraph	
Help	< Back Next > Finish Ca	incel



Step 12 The following screen appears. In the field 'Where do you want to save the file?' Enter the destination where you want the file to be saved, use the Browse button if required.

Export - Step 2 of 4: Fo	mat and Name	
0 ~	What export formal do yed want to use? Table: Microsoft Excel Workbook (*xis) Where do you want to save the file? Destination: C:\Usera\he05401\	Browse
	What do you want to name the file? Name: DEV Employee Performance Appraisals	
Нер	< Beck Next > #	inish Cancel

Step 13 The field 'What do you want to name the file?' is already prepopulated with the search parameter. If you wish to rename the file, type in the new name of the file.

Click Next.

Step 14 The search parameters already entered will appear, make any changes required and/or click Next

🍮 Export - Step 3 of 4: Edit	Parameter Values		×
Export:Parameter Pa	ge		
	Please select values for the follow Select values for the following <u>p</u> ar	ing parameters for 'Performance Appraisals Deta ameters:	ils':
	Select Entity (Optional):	'SOUTH METROPOLITAN HEALTH SERVICE'	
	Select Area (Optional):		
	Select Health Service (Optional):		
	Select Directorate (Optional):		
and the second s	Select Branch (Optional):		
And	Select Team (Optional):		
	Select Org Unit (Optional):		
	Next Perf Appraisal Date*:	'01-JAN-2018'	
	Next Perf Appraisal Date To*:	'30-JUN-2018'	
25			
	Description		
	* indicates required field.		
Help		< Back Next > Einish	Cancel

Step 15 The last screen in the Wizard is about how the report will run, the default setting is supervised, leave it as the default and click Finish.

🗻 Export - Step 4 of 4: Su	ipervise	s
Export:Supervise		
	Bu you want to supervise the export process? Supervised You will be asked to resolve any issues that occur during the export process. Unsupervised Discoverer will automatically run all queries before worksheets are exported and will ignore all alert messages. Sup sheets with long running queries	
Help	< Back Next > Einish Cand	



Step 16 Once the report is ready for export, the Log will appear. Leave "Open the first exported sheet" ticked and click OK. The worksheet will open. If this is not required, uncheck the box and click OK.

_	_					
	<u>ب</u>	Expo	ort Log			2.5
	E F	E xpor Files e	t complete exported to: C:W	Jsers\he05401\Desktop		
1		She	et Name	File Name	Status	
4		Perf	ormance A	DEV Employee Performa	Sheet exported success	
1						·
	[✓ Open the first exported sheet				
	(He	lp			ок

The report has now been exported. You may run the report endless times with different search parameters.

If you wish to re-run the report, simply click the refresh icon **to return to the search** parameters screen.

Further Assistance

If you do not have access to the data warehouse or you are having difficulties running the report please contact HSS's Corporate Reporting team at <u>hssreport@health.wa.gov.au</u>