HR Reporting Hub

The **HR Reporting Hub** tile in Mosaic acts as a central hub for all Human Resources reports available to departments in one consolidated location.

Once logged into Mosaic, you can access the HR Reporting Hub through the **Mosaic Home** menu (click on **Mosaic Home**).

Next, click on the **Administrative Home** menu item (note: you may need to scroll down the list to find the **Administrative Home** menu item).
Once you have entered the **Administrative Home** page, you will see a tile for the **HR Reporting Hub**. Click on this tile.

In the **HR Reporting Hub**, reports are organized into 10 different categories for ease of use. Access to specific reports is dependant upon an employee’s security.