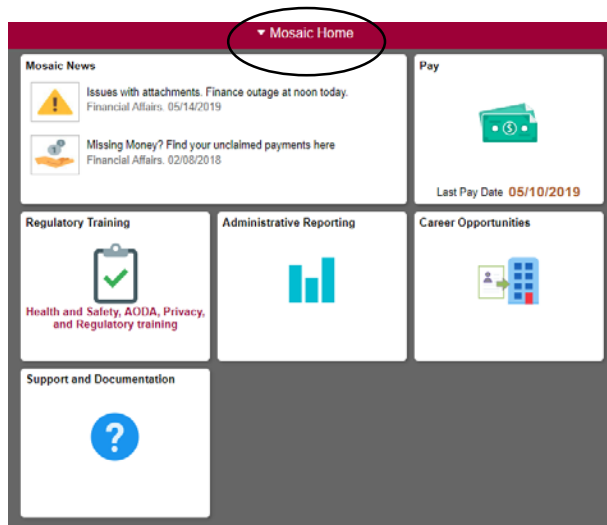


HR Reporting Hub

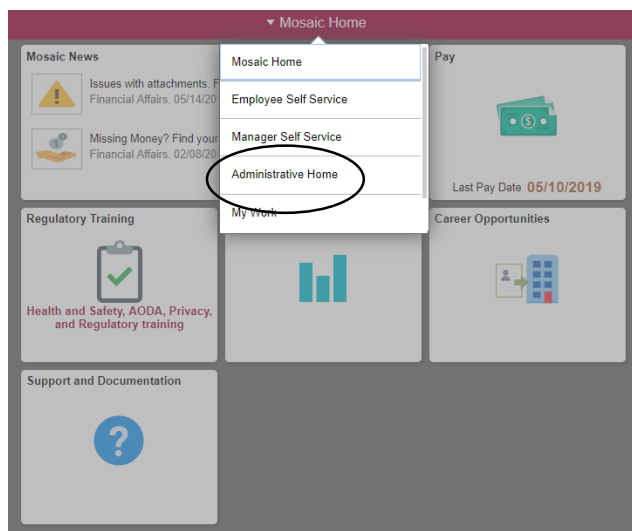
The **HR Reporting Hub** tile in Mosaic acts as a central hub for all Human Resources reports available to departments in one consolidated location.



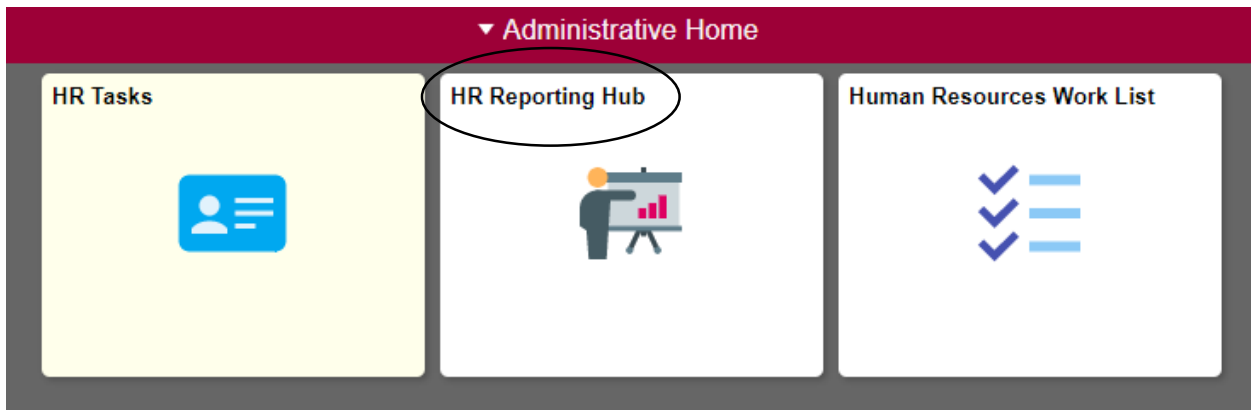
Once logged into Mosaic, you can access the HR Reporting Hub through the **Mosaic Home** menu (click on **Mosaic Home**).



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.

- 🕒 Review Time and Exceptions ▾
- 🏦 CTO Bank and Balance Mgmt ▾
- 👤 Job and Employee Info ▾
- 👥 Recruitment Info ▾
- 💰 Budget Mgmt - Dept Budg Tbl ▾
- 💸 Pymt Actuals - Pay Period ▾
- 📅 Pymt Actuals - Fiscal Period ▾
- 📅 Pymt Actuals - Fiscal Year ▾
- 📅 Pymt Actuals - ID - Dt Range ▾
- 📊 Pymt Actuals w Commitments ▾