

Human Capital Analytics Reporting 11.2.4 to 12.0.2 Update Guide



Last Updated: 4/11/2024

Contents

HCA Reporting Updates	2
Portal Changes	2
Favorites	2
New Tabs	2
Links	4
Search	4
Root Folder Name	4
HCA Dashboards	5
New & Updated Dashboards	5
Export to PDF	7




HCA Reporting Updates

This document provides details of Unicorn HCM's Human Capital Analytics (HCA) Reporting update from IBM Cognos 11.2.4 to version 12.0.2. The new version includes improvements to the HCA Reporting Portal and dashboard updates. Current users will find using the HCA Reporting portal, creating & editing Ad Hoc reports, and accessing dashboards should all function as before. As such, no training should be required to make the jump to Version 12.

Portal Changes

Favorites

Users can now mark reports & dashboards as personal Favorites. Clicking the heart next to an object marks it as a favorite. Your personal favorites will be quickly accessible from the Favorites tab on the Portal home screen.

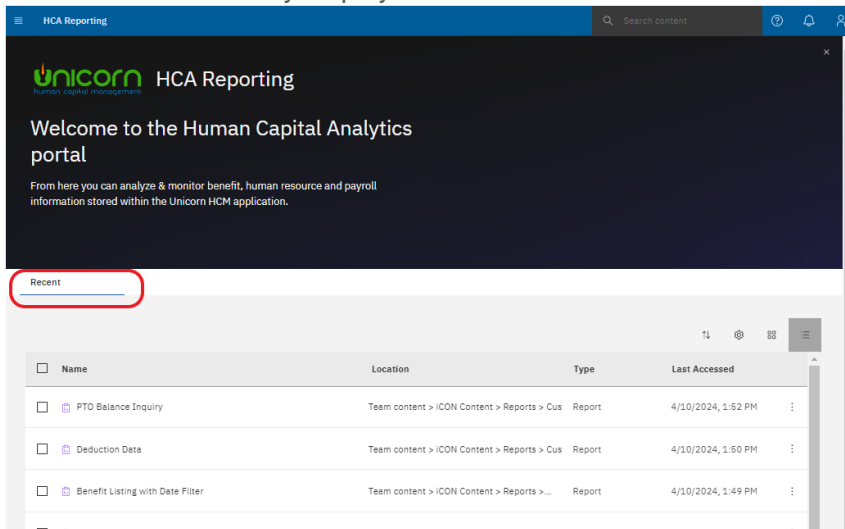
<input type="checkbox"/>	Name	Location	Type	Last Accessed	
<input type="checkbox"/>	 Birthdays this Month List of Employees with birthday in the current mont...	Team content > HCM Content > Re...	Report	4/8/2024, 10:38 AM	<input type="checkbox"/> ⋮
<input type="checkbox"/>	 Active Employee List	Team content > HCM Content > Re...	Report	4/8/2024, 10:38 AM	<input checked="" type="checkbox"/> ⋮
<input type="checkbox"/>	 Ad Hoc Metrics	Team content > HCM Content > Re...	Report	4/8/2024, 10:35 AM	<input type="checkbox"/> ⋮

New Tabs

The **Content View** in 12.0.2 features additional tabs to make accessing content quicker and easier.

11.2.4

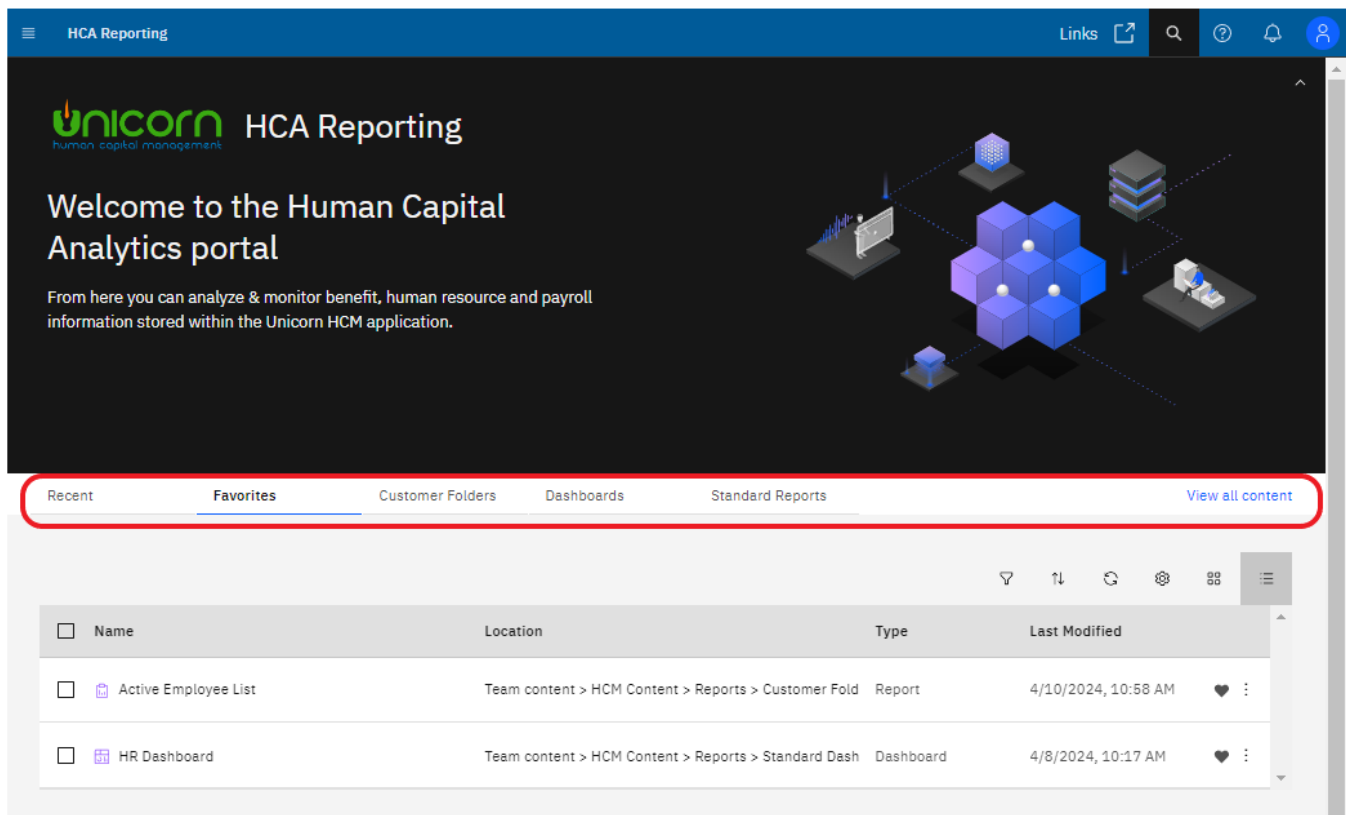
The **Content View** only displayed a Recent Tab.



12.0.2

The **Content View** now provides access to five tabs.

- The **Recent** tab is the same as the previous version.
- The new **Favorites** tab will show any reports or dashboards you have marked as favorites.
- The **Customer Folders** tab provides a direct short cut to the folder which has always been available in the All Content view.
- The **Dashboards** tab provides a direct short cut to the Standard Dashboards folder which has always been available in the All Content view.
- The **Standard Reports** tab provides a direct short cut to the example reports under the Standard Reports folder which has always been available in the All Content view.
- The “View all content” link on the far right opens the familiar All Content view which is available under the Home menu.

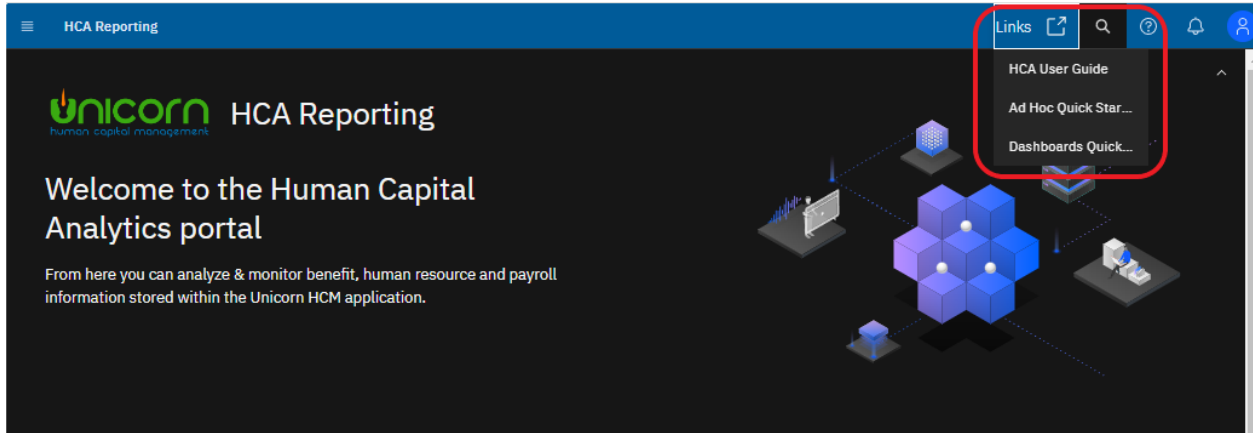


The screenshot displays the Unicorn HCA Reporting interface. The top navigation bar includes the Unicorn logo, the text 'HCA Reporting', and utility icons for Links, search, refresh, notifications, and user profile. The main header area features the Unicorn logo and the text 'HCA Reporting' and 'Welcome to the Human Capital Analytics portal'. Below this, a descriptive paragraph states: 'From here you can analyze & monitor benefit, human resource and payroll information stored within the Unicorn HCM application.' The interface includes a tabbed navigation bar with five tabs: 'Recent', 'Favorites' (which is selected and highlighted with a red border), 'Customer Folders', 'Dashboards', and 'Standard Reports'. A 'View all content' link is located on the far right of this bar. Below the tabs is a table of content items with columns for Name, Location, Type, and Last Modified. The table contains two entries: 'Active Employee List' and 'HR Dashboard'.

<input type="checkbox"/>	Name	Location	Type	Last Modified	
<input type="checkbox"/>	Active Employee List	Team content > HCM Content > Reports > Customer Fold	Report	4/10/2024, 10:58 AM	♥ ⋮
<input type="checkbox"/>	HR Dashboard	Team content > HCM Content > Reports > Standard Dash	Dashboard	4/8/2024, 10:17 AM	♥ ⋮

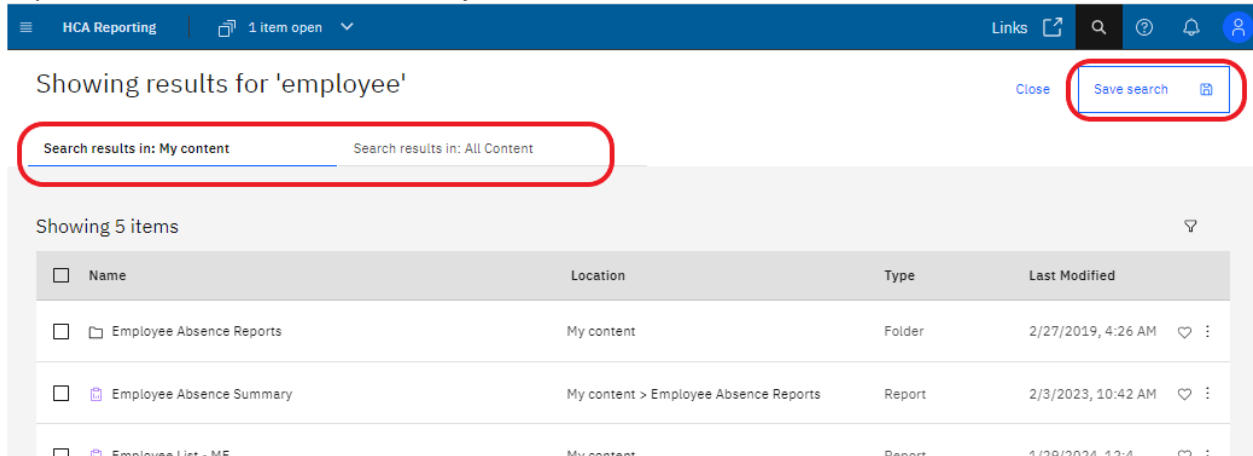
Links

The **Application Bar** now features a Links icon. These links will take you directly to the HCA Quick Start and full User Guides.



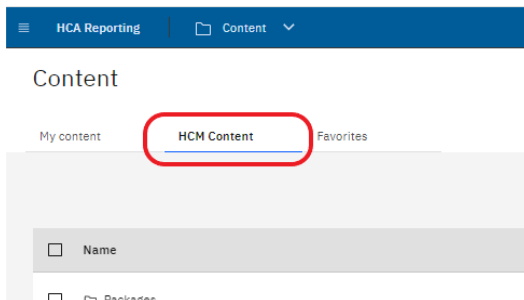
Search

Search has been enhanced to show results from the currently open folder as well as from All Content in separate tabs. There is now the ability to save search terms for reuse.



Root Folder Name

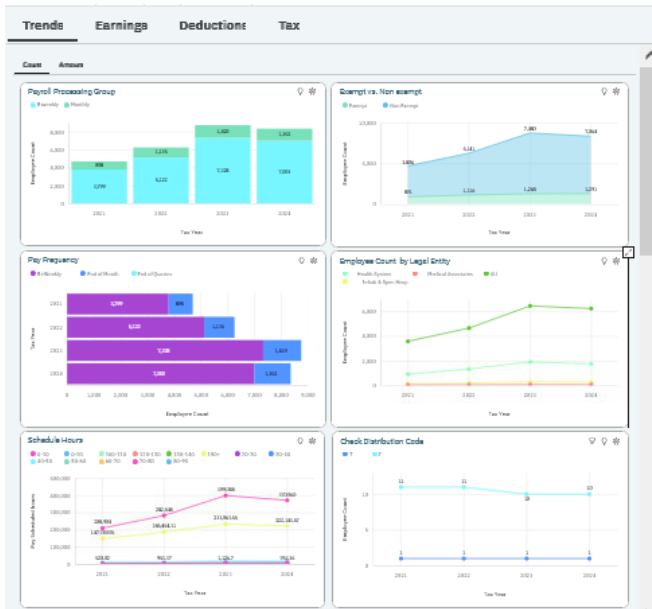
The root "iCON Content" folder has been renamed to "HCM Content" to reflect the rebranding for Unicorn HCM.



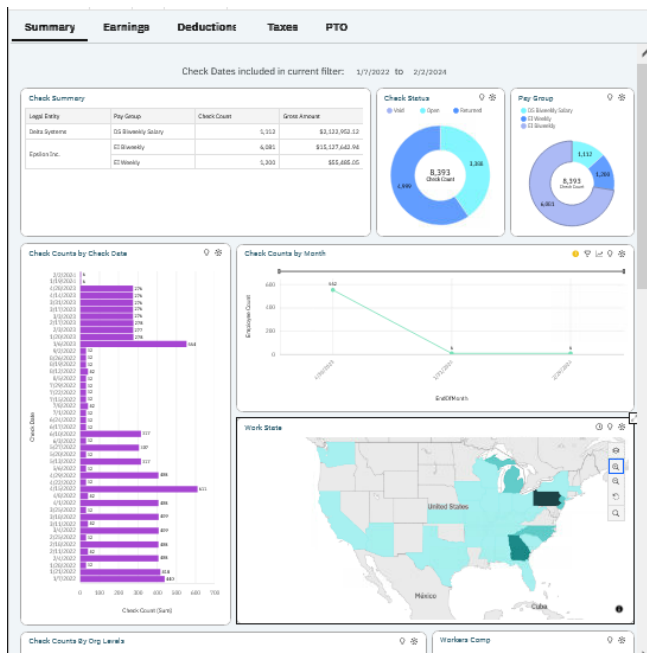
HCA Dashboards

New & Updated Dashboards (TBD)

New **Misc. Payroll Dashboard** based on data available in the Misc. Payroll, Pay Distribution, Deduction Accumulator & Tax Accumulator functions.



New Summary tab on the Payroll Dashboards showing counts of checks by date, Pay Group & Organization.



Forecasts are visible by default on Trend Line charts.



Export to PDF

Formatting for the PDF export is improved. Export to PDF is still available under the Share menu.

The screenshot shows the HCA Reporting HR Dashboard interface. At the top, there are navigation tabs for 'HCA Reporting' and 'HR Dashboard'. Below this, there are filters for 'All tabs', 'Org Level 2', 'Org Level 3', 'Org Level 4', and 'Org Li'. A red arrow points to the 'Share' icon in the top left corner. The dashboard displays several key metrics: 'Active Headcount' (1,425), 'Curr Month Hires', 'Curr Month Terms', and 'Avg Employee Tenure' (6.1 year(s)). A 'Share' dialog box is open in the center, with the 'Export' tab selected. The dialog includes options for 'Page size' (Letter) and 'Orientation' (Portrait), and an 'Export' button at the bottom right.

The screenshot shows the HR Trends report interface. The report displays four line charts: 'Active Headcount - Last 12 Mo', 'New Hires and Status Reason Changes - Last 12 Mo', 'Active Headcount by FLSA - Last 12 Mo', and 'Active Headcount by Employment Status - Last 12 Mo'. A 'Print' dialog box is open on the right side, showing '5 pages' and options for 'Destination' (Save as PDF), 'Pages' (All), 'Pages per sheet' (1), 'Margins' (Default), and 'Options' (Headers and footers, Background graphics). 'Save' and 'Cancel' buttons are at the bottom of the dialog.