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I. How do I access BI launch pad ePAC Additional Pay reports?

EPAC Additional Pay reports are Business Objects reports and are available through BI launch pad. You can find BI launch pad login links at the following websites:

1. BI4
2. HR System Links
3. E-Business

Steps:

1. BI launch pad uses Vanderbilt’s single sign on system. Enter your VUNetID and ePassword.

Note: Make sure that the authentication is set to Windows AD.
2. The default landing page for all users will be the **Documents** tab with **Corporate Categories** expanded showing all BI launch pad categories to which you have access. Click on the plus sign in front of the Human Resources category to see the subcategories.

**Note:** If you land on the Home tab, simply click on the Documents tab and navigate.

### II. How do I navigate the Documents tab?

1. Select “ePAC – Additional Pay” from the category list.

**Note:** See Section XI for details regarding the Report Inventory spreadsheet for more information on ePAC – Additional Pay Reports and Categories.
2. Once you have selected a subcategory, the list of available documents within that subcategory will appear in the Documents window.

**Note:** BI launch pad uses the term ‘Documents’ when referring to the list below. Once a Document is generated, individual tabs within the Document are referred to as ‘Reports.’ Use this terminology when navigating, saving, or printing from BI launch pad.

**Note:** Hovering over individual Document names will open a window displaying a description of that.
III. How do I run ePAC Additional Pay Documents?

Documents have unique prompts that must be entered to run each specific Document. As an example, below are the steps to run the PAC Status – Additional Pay Document. The PAC Status – Additional Pay Document provides PAC information and the Status as of the report run date (saved, in progress, complete, rejected, etc.).

Steps:

1. Select ‘ePAC – Additional Pay’ from the Human Resources Corporate Category in BI launch pad.

2. Scroll down the alphabetical list of Documents and double click ‘PAC Status – Additional Pay’ to run the Document.
3. To display the Prompts when the Document opens, click either:

(a) Click ‘Advanced’ at the top left corner of the ‘User Prompt Input’ box;

or

(b) Click on the ‘Refresh’ icon at the bottom right corner of the screen.

All prompts must have a green check mark ✓ indicating a value has been selected, or the prompt is optional. The first two prompts on the ‘PAC Status – Additional Pay’ Document are required. You are required to enter a value on for each of these prompts (Enter Begin Date and Enter End Date). Wildcards can be used (except for date values). There are two wildcards available to use. The “%” is used in the actual prompt when the operator is “Matches Pattern”. For example, If you want a report for all persons with the last name of Smith, you would enter Smith% in the prompt box. The “*” is used to filter a list of prompt values. For example, if you wanted to run a report with with approvers with the last name of Jones, you would enter Jones* in the filtering box to limit the list to Jones. Then select the desired approver(s), and use the arrow to select your choice.

4. Click ‘Enter Begin Date’ to highlight it, and then enter the begin date for which you want to run the Document.

7. Click ‘Enter End Date’ to enter the end date for which you want to run the Document.

6. Click ‘Enter value(s) for Employee ID’ and enter the employee ID(s) you want to report on. This is a an optional filter. To report on all employees in your purview leave this criteria blank. (this is true for all optional criteria)

8. Click ‘Enter Add Pay PAC ID(s)’ to review a specific PAC ID. To report on all PAC IDs in your purview leave the criteria blank.

9. Click ‘Enter PAC Status(es)’ to review PACs in a specific status. You can choose one or multiple statuses to report on. To report on all PAC IDs in your purview leave the criteria blank.
Once all prompts have a green check mark ✔️, you may run the Document (see Step 10).

10. Click ‘Run’ 🔄 or ‘OK’ ✅ when ready to run the Document.
IV. How do I work with a Document once generated?

Once a document has been generated and displayed in the right panel based on the selection criteria, BI launch pad provides many functions for working with the Document.

Steps:
1. When the Document is displayed, a series of buttons on the top and bottom of the Document are available for performing various functions.

2. Buttons from both menus are described below:

<table>
<thead>
<tr>
<th>Icon</th>
<th>Function</th>
</tr>
</thead>
<tbody>
<tr>
<td>📄</td>
<td><strong>Print</strong>: exports the resulting file to a PDF for printing.</td>
</tr>
<tr>
<td>🔍</td>
<td><strong>Find</strong>: use to search data within the resulting Document to find a specific item.</td>
</tr>
<tr>
<td>👤</td>
<td><strong>Export</strong>: export as a PDF, Excel, or CSV format to computer.</td>
</tr>
<tr>
<td>⚡️</td>
<td><strong>Undo/Redo</strong>: allows you to undo or redo the last action performed.</td>
</tr>
</tbody>
</table>
3. The **Navigation Map** displays the available tabs and section breaks of the Document making it easy to navigate between each section by simply clicking the desired section.

![Navigation Map](image)

---

**Quick Display Mode/Page Mode:** Quick Display Mode displays in full page mode while Page Mode displays in a print view.

**Zoom:** zoom defaults to 100% and may be altered as desired.

**Refresh:** Brings up the user input boxes in order to generate a new Document; also enables the user to refresh a list of values within the prompt window. The Refresh in the lower right shows the amount of time since the report was last refreshed. BI launch pad will time out after 20 minutes of inactivity.
4. The icon displays the **User Prompt Input** menu which may be used in lieu of bringing up an additional prompt box for defining values to run the Document.
V. How do I use Input Controls?

Input Controls enable you to save time by customizing the displayed Document to meet your needs without re-running the Document from the database. They are specific to the tab (Report) of the Document in which they are created.

1. **Input Controls** allow you to quickly display only desired criteria on the Document based on the dynamic selection criteria boxes that are checked or unchecked. Please note, Input Controls are not part of every report.

2. Selecting desired PAC ID(s) will quickly display only the desired PAC IDs provide status information without having to re-run the Document.
VI. How can I work with multiple Documents at the same time?

The **Documents** tab may be used to open multiple Documents in BI launch pad simultaneously. Each open Document will reside on its own tab at the top of the application.

**Steps:**

1. With any Document still open, click on the **Documents** tab.

2. Open and run an additional Document from the existing menu, or navigate to a different universe in the **Categories** menu.

3. Once open, both Documents can be accessed using the tabs at the top of the application.
VII. How do I use hyperlinks within a Document?

Some Documents will include Hyperlinks to other Documents within BI launch pad. Hyperlinks are displayed by blue text which when clicked, open and generate additional Documents.

VIII. How do I Pin and Unpin Documents?

You may save time by pinning your frequently used Documents to your BI launch pad view. Once pinned, the Document tab will be available whenever you open BI launch pad enabling you to quickly enter prompts and run the Document.
1. Click the **Pin** icon to pin the Document to your BI launch pad view.

2. Clicking the **Pin** icon again will unpin the Document from your default view.

IX. **How do I export and save Documents?**

You may export and save Documents or reports in multiple formats including Excel, CSV and PDF.

1. Click the **Export** icon, hover over ‘Export Document As,’ and click on the desired format for exporting the Document.

   ![Image of export options]

2. Save the Document in the desired file location on your computer.

   **Note:** Choose **Export Document As** to export the entire Document including all reports (tabs) and formatting. Choose **Export Current Report As** to export just the current report with all formatting. Choose **Export Data to CSV** to export all the query data with no formatting.
X. Report Definitions

<table>
<thead>
<tr>
<th>Unv</th>
<th>Report Name</th>
<th>Description</th>
<th>Output</th>
<th>Criteria</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>ePAC Add Pay</td>
<td>Additional Payments - Gross Up This report lists all payment requests where the gross up option was selected.</td>
<td>• Employee Name</td>
<td>Begin Date (R)</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>• Employee ID and Record Number</td>
<td>End Date (R)</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>• Home Department</td>
<td>Employee ID(s) (O)</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>• Pay Group</td>
<td>Home Department(s) (O)</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>• Payment Description</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>• First Pay Check Date</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>• Last Pay Check Date</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>• Payment Amount</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>• Gross Up Amount</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>• Total Payment Amount</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>• Business Justification</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>• Gross Up Earnings Code</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>• Additional Pay PAC ID</td>
<td></td>
</tr>
<tr>
<td></td>
<td>ePAC Add Pay</td>
<td>Cancelled Additional Payments This report shows all payment requests that were cancelled</td>
<td>• Employee Name</td>
<td>Begin Date (R)</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>• Employee ID</td>
<td>End Date (R)</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>• Home Department</td>
<td>Employee ID(s) (O)</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>• Payment Description</td>
<td>Home Department(s) (O)</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>• First Pay Check Date</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>• Last Pay Check Date</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>• Payment Frequency</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>• Number of Periods</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>• Amount</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>• Gross Up Amount</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>• Total Payment Amount</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>• Action Date</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>• Additional Pay PAC ID</td>
<td></td>
</tr>
<tr>
<td></td>
<td>ePAC Add Pay</td>
<td>PAC Status - Additional Pay This report lists the PAC information and the Status as of the report run date (saved, in progress, complete, rejected, etc).</td>
<td>• Employee Name</td>
<td>Begin Date (R)</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>• Employee ID and Record Number</td>
<td>End Date (R)</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>• Home Department</td>
<td>Employee ID(s) (O)</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>• Job Code</td>
<td>Add Pay ID(s) (O)</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>• Pay Group</td>
<td>PAC Status(es) (O)</td>
</tr>
<tr>
<td>Report</td>
<td>Description</td>
<td>Attributes</td>
<td></td>
<td></td>
</tr>
<tr>
<td>-----------------</td>
<td>-----------------------------------------------------------------------------</td>
<td>---------------------------------------------------------------------------</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
| ePAC Add Pay    | Provides a list of all additional pay transactions entered via ePAC and their payment status. | - Employee Name  
- Employee ID  
- Home Department  
- First Paycheck Date  
- Last Paycheck Date  
- Number of Periods  
- Amount  
- Gross Up Amount  
- Total Payment Amount  
- Cancelled Payment  
- Add Pay PAC ID  
- Add Pay PAC Status Description  
- Begin Date (R)  
- End Date (R)  
- Add Pay PAC Status(es) (O)  
- Employee ID(s) (O)  
- Home Department(s) (O) |
| Summer Pay Report | This report is designed to be used by departments paying faculty Summer Pay. It should be used to confirm the | - Initiator Name  
- Employee Name  
- Employee ID and Record Number  
- Begin Date (R)  
- End Date (R)  
- Employee ID (O) |
planned effort the individual expects for any given pay cycle for the summer months.

For Summer Pay, effort periods are related to paycheck dates as follows:
The June month-end paycheck includes effort from May 16 to June 15 of the calendar year.
The July month-end paycheck includes effort from June 16 to July 15 of the calendar year.
The August month-end paycheck includes effort from July 16 to August 15 of the calendar year.

<table>
<thead>
<tr>
<th>Home Department</th>
<th>Job Code</th>
<th>Pay Group</th>
<th>Add Pay PAC ID</th>
<th>Payment Amount</th>
<th>Total Payment Amount</th>
<th>First Paycheck Date</th>
<th>Last Paycheck Date</th>
<th>Payment Description</th>
<th>Payment Frequency</th>
<th>Number of Periods</th>
<th>Cancelled Payment</th>
<th>Gross Up Indicator</th>
<th>FTE</th>
<th>Add Pay PAC Status Description</th>
<th>Payment Center</th>
<th>Payment Account</th>
<th>Amount</th>
<th>Percent</th>
<th>Add Pay ID(s) (O)</th>
</tr>
</thead>
</table>

Last updated: July 15, 2014
XI. Useful Links and Support

HR Business Objects Help Site
http://hr.vanderbilt.edu/apps/business-objects/
Business Objects Security Form:
Business Objects Resources
https://finance.vanderbilt.edu/fis/bo/