HRCenter Data Log Report

What is the HRCenter Data Log Report?

The HRCenter Data Log is a report that will show all information entered or modified on an Employee's application from WebCenter. This report is available in Enterprise or Beyond for all TempWorks customers utilizing HRCenter.

Why use the HRCenter Data Log?

Having the ability to track activity on an online application is important for several reasons; including: knowing who has applied, how much an applicant has finished, when pages were completed, and if forms have been signed by everyone involved (applicant, service rep, both). The HRCenter data log allows Enterprise users to manage, track and filter such information based on a specified date range.
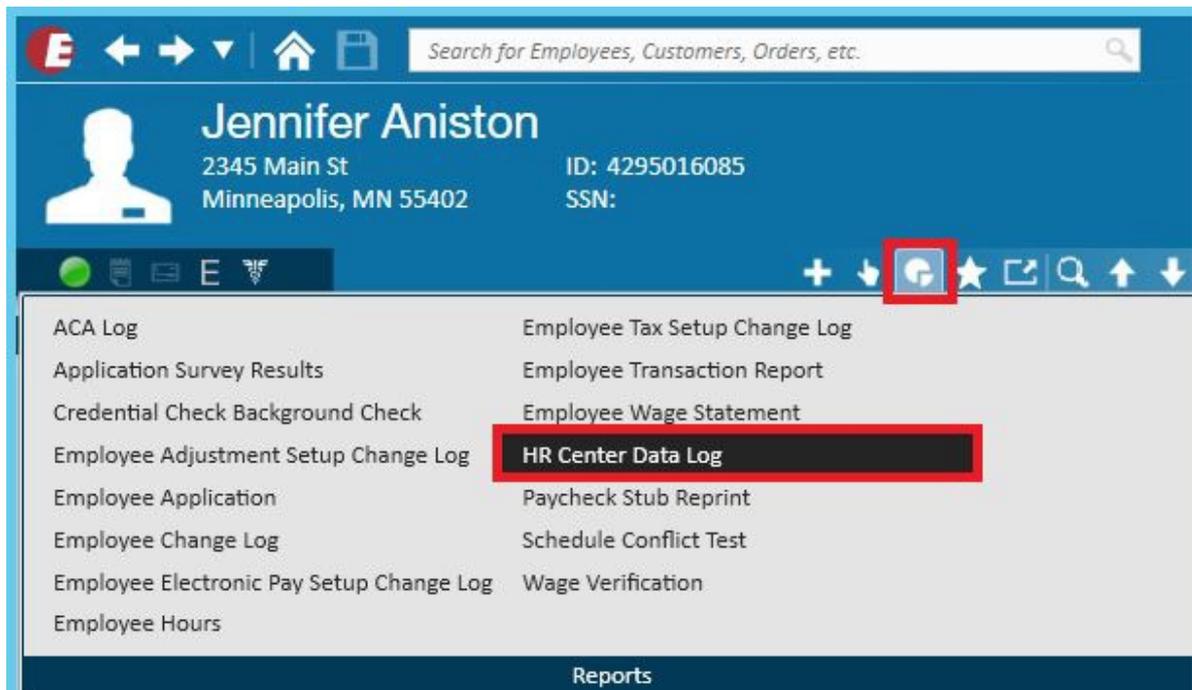
Note The HRCenter data log is available for TempWorks customers using the HRCenter online onboarding tool.

Running the Report in Enterprise:

Want to run the report in Beyond? Skip to Running the Report in Beyond

From the Employee Record:

1. Navigate to any employee who has applied via HRCenter and select the reports menu icon:

2. Select the HRCenter Data Log

3. Enter in the date range in both date fields to narrow in on a specific time period.

  - ■ ***Note*** Because the report is run from the employee record, TempWorks will automatically insert the employee id number into the report.

4. Select View Report in the upper right to run the report

Start Date 8/1/2015   End Date 10/9/2015   View Report
Employee ID 4295016085

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HR Center Data Log

High Tech Staffing   Entity Level (HierId 2)   **tempworks** SOFTWARE

A list of post fill log data entered between 8/1/2015 and 10/9/2015

Date Entered	Field Name	Entered Value	Entered By User
Employee: Aniston, Jennifer (4295016085)			
Username: doctest1			
Block Name: Basics Pre-Filled in Data from System			
9/28/2015 11:35:00 AM	row1		doctest1
9/28/2015 11:35:00 AM	Employee_FirstName	Jennifer	doctest1
9/28/2015 11:35:00 AM	Employee_LastName	Aniston	doctest1
9/28/2015 11:35:00 AM	Employee_Email	jennifera@nowhere123.com	doctest1
9/28/2015 11:35:00 AM	Employee_State	MN	doctest1
Block Name: Basics Submitted Data			
9/28/2015 11:36:00 AM	Employee_FirstName	Jennifer	doctest1
9/28/2015 11:36:00 AM	Employee_LastName	Aniston	doctest1
9/28/2015 11:36:00 AM	Employee_NickName		doctest1
9/28/2015 11:36:00 AM	Employee_SSN		doctest1
9/28/2015 11:36:00 AM	Employee_Phone	(345) 345-3453	doctest1
9/28/2015 11:36:00 AM	Employee_Address	2345 Main St	doctest1
9/28/2015 11:36:00 AM	Employee_Address2		doctest1
9/28/2015 11:36:00 AM	Employee_City	Minneapolis	doctest1
9/28/2015 11:36:00 AM	Employee_State	MN	doctest1
9/28/2015 11:36:00 AM	Employee_Zip	55402	doctest1
9/28/2015 11:36:00 AM	Employee_Email	jennifera@nowhere123.com	doctest1
Block Name: Education Submitted Data			
9/28/2015 11:36:00 AM	Group1		doctest1
9/28/2015 11:36:00 AM	ExternalId		doctest1
9/28/2015 11:36:00 AM	Education_InstitutionAttended	U of MN	doctest1
9/28/2015 11:36:00 AM	Education_DegreeAwarded	B.A.	doctest1
9/28/2015 11:36:00 AM	Education_GPA		doctest1
9/28/2015 11:36:00 AM			doctest1
	Education_DatesAttendedStart		
9/28/2015 11:36:00 AM	Education_DatesAttendedEnd		doctest1
9/28/2015 11:36:00 AM	Education_Graduated	True	doctest1
9/28/2015 11:36:00 AM	Education_Address		doctest1
9/28/2015 11:36:00 AM	Education_State		doctest1
9/28/2015 11:36:00 AM	SetIndex	0	doctest1

Block Name: Default Federal I9	Pre-Filled in Data from System		
9/28/2015 11:45:00 AM	row1		doctest1
9/28/2015 11:45:00 AM	FullName2	Aniston, Jennifer	doctest1
9/28/2015 11:45:00 AM	CompanyFullName	High Tech Staffing	doctest1
9/28/2015 11:45:00 AM	RepresentativeAddress	High Tech Staffing 701 Main St. Duluth, MN 70139	doctest1
9/28/2015 11:45:00 AM	CompanyCity	Duluth	doctest1
9/28/2015 11:45:00 AM	CompanyState	MN	doctest1
9/28/2015 11:45:00 AM	CompanyZip	70139	doctest1

| Block Name: Default Federal I9	Submitted Data		
9/28/2015 11:46:00 AM	Group1		doctest1
9/28/2015 11:46:00 AM	FullName2	Aniston, Jennifer	doctest1
9/28/2015 11:46:00 AM	CompanyFullName	High Tech Staffing	doctest1
9/28/2015 11:46:00 AM	RepresentativeAddress	High Tech Staffing 701 Main St. Duluth, MN 70139	doctest1
9/28/2015 11:46:00 AM	CompanyCity	Duluth	doctest1
9/28/2015 11:46:00 AM	CompanyState	MN	doctest1
9/28/2015 11:46:00 AM	CompanyZip	70139	doctest1
9/28/2015 11:46:00 AM	navigationSelection	0	doctest1
9/28/2015 11:46:00 AM	LastName	Aniston	doctest1
9/28/2015 11:46:00 AM	FirstName	Jennifer	doctest1
9/28/2015 11:46:00 AM	Initial		doctest1
9/28/2015 11:46:00 AM	MadienName		doctest1
9/28/2015 11:46:00 AM	Address	3423 Main St	doctest1
9/28/2015 11:46:00 AM	Apt		doctest1
9/28/2015 11:46:00 AM	City	Minneapolis	doctest1
9/28/2015 11:46:00 AM	State	MN	doctest1
9/28/2015 11:46:00 AM	Zip	55402	doctest1
9/28/2015 11:46:00 AM	DOB	07/01/1975	doctest1
9/28/2015 11:46:00 AM	SSN1	546	doctest1
9/28/2015 11:46:00 AM	SSN2	65	doctest1
9/28/2015 11:46:00 AM	SSN3	6548	doctest1
9/28/2015 11:46:00 AM	Email		doctest1
9/28/2015 11:46:00 AM	Phone		doctest1
9/28/2015 11:46:00 AM	Citizen	true	doctest1
9/28/2015 11:46:00 AM	NonCitizen	false	doctest1
9/28/2015 11:46:00 AM	PermRes	false	doctest1
9/28/2015 11:46:00 AM	AlienAuth	false	doctest1
9/28/2015 11:46:00 AM	USCISNUMBER		doctest1
9/28/2015 11:46:00 AM	AuthAlien		doctest1
9/28/2015 11:46:00 AM	USCISNumber2		doctest1
9/28/2015 11:46:00 AM	AdmissionNumber		doctest1
9/28/2015 11:46:00 AM	PassportNumber		doctest1
9/28/2015 11:46:00 AM	Country		doctest1
9/28/2015 11:46:00 AM	SetIndex	0	doctest1
9/28/2015 11:50:00 AM	DocTitle2	Drivers License	ejames
9/28/2015 11:50:00 AM	DocAuthority2	State Of CA	ejames
9/28/2015 11:50:00 AM	DocNum2	A65468746878	ejames
9/28/2015 11:50:00 AM	ExpDate2	10/1/2018	ejames
9/28/2015 11:50:00 AM	DocTitle3	Social Security Card	ejames
9/28/2015 11:50:00 AM	DocAuthority3	SSA	ejames
9/28/2015 11:50:00 AM	DocNum3	546562157	ejames
9/28/2015 11:50:00 AM	ExpDate3		ejames
9/28/2015 11:50:00 AM	Firstday		ejames
9/28/2015 11:50:00 AM	Text23	Staffing Supervisor	ejames
9/28/2015 11:50:00 AM	Text2	James	ejames
9/28/2015 11:50:00 AM	Text3	Elizabeth	ejames

This report will include the date and time an event occurred, the field that was affected, what was entered into that field and who entered the information. If there are forms which require a recruiter action (such as an I9 form), the recruiter's name will be reflected as the user.

In the example above, "doctest1" is the applicant and "ejames" is the recruiter.

From the Reports section:

The HRCenter data log report can also be run from Enterprise's reports area.

1. From the navigational tree, go to reports, click "All" and search for hr center data log:
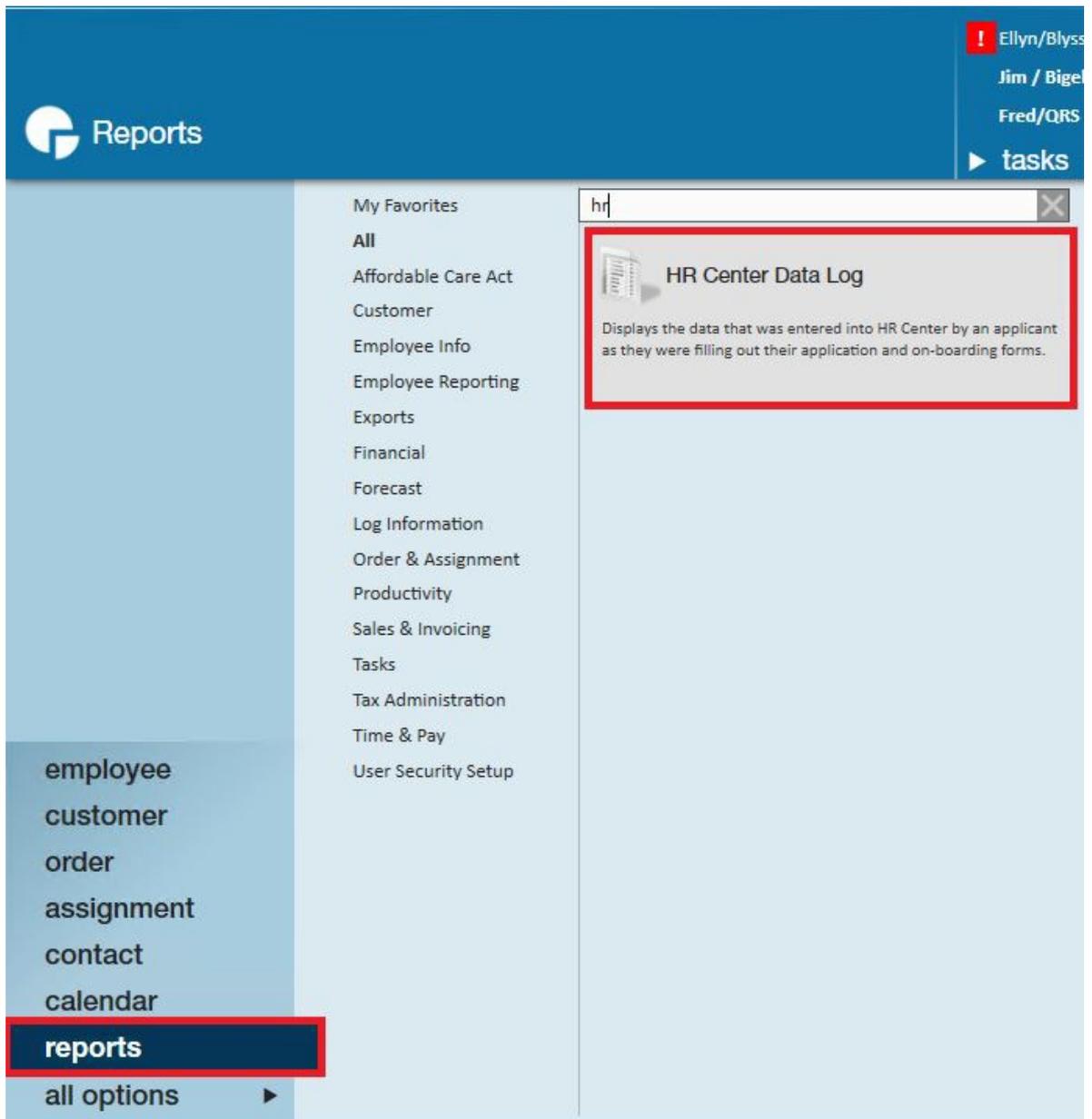
2. Enter a date range

3. Optionally, enter an employee ID

   - Viewing the HRCenter data log from the reports area allows all applicants to be displayed within the same report by leaving the "Employee ID" field blank:

Running the Report in Beyond

1. Navigate to the B in the upper left corner of Beyond

2. Select Reports
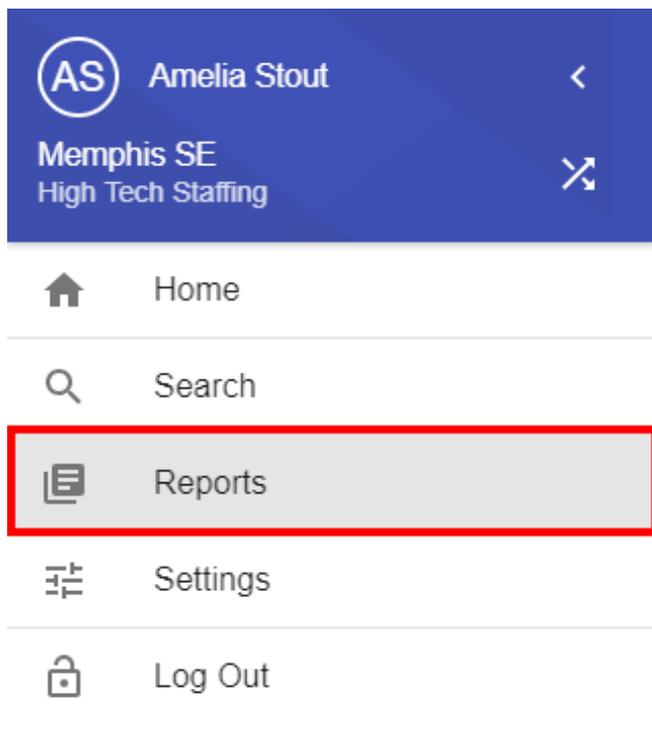
3. Under All Reports, find and select HR Center Data Log
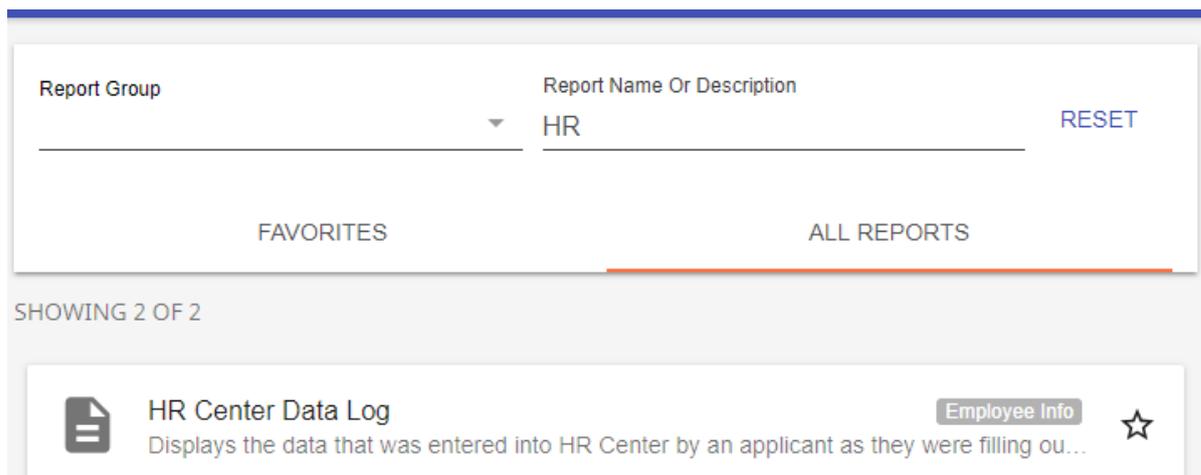
4. Select a start and end date

5. Optionally, enter an Employee ID to narrow your results to a single employee.

6. Select View Report

Start Date*
10/1/2018   ✕

End Date*
10/31/2018   ✕

Employee ID

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HR Center Data Log

High Tech Staffing

A list of post fill log data entered between 10/1/2018 and 10/31/2018

Entity Level (HierId 2)   **tempworks** SOFTWARE

Date Entered	Field Name	Entered Value	Entered By User
Employee: Matterhorn, Greg (4295080876)			
Username: G.Matterhorn			
Block Name: Drug and Alcohol Consent Pre-Filled in Data from System			
10/1/2018 3:37:00 PM	row1		G.Matterhorn
10/1/2018 3:37:00 PM	Employer_Name	High Tech Staffing	G.Matterhorn
10/1/2018 3:37:00 PM	Employer_FEIN	154645165	G.Matterhorn
10/1/2018 3:37:00 PM	Employer_StateId	MN	G.Matterhorn
10/1/2018 3:37:00 PM	Employee_ID	4295080876	G.Matterhorn
10/1/2018 3:37:00 PM	Employee_SSN	654-84-6352	G.Matterhorn
10/1/2018 3:37:00 PM	Employee_FirstName	Greg	G.Matterhorn
10/1/2018 3:37:00 PM	Employee_LastName	Matterhorn	G.Matterhorn
10/1/2018 3:37:00 PM	Employee_FirstLast	Greg Matterhorn	G.Matterhorn
10/1/2018 3:37:00 PM	Employee_Address12	455 Oak Hill Road	G.Matterhorn
10/1/2018 3:37:00 PM	Employee_Address	455 Oak Hill Road	G.Matterhorn
10/1/2018 3:37:00 PM	Employee_CityStateZip	Chaska MN 55318	G.Matterhorn
10/1/2018 3:37:00 PM	Employee_City	Chaska	G.Matterhorn
10/1/2018 3:37:00 PM	Employee_State	MN	G.Matterhorn
10/1/2018 3:37:00 PM	Employee_Zip	55318	G.Matterhorn
10/1/2018 3:37:00 PM	Employee_Phone	922-123-4309	G.Matterhorn
10/1/2018 3:37:00 PM	Employee_Email	G.Matterhorn212@gmail.com	G.Matterhorn
10/1/2018 3:37:00 PM	Employee_FirstName1	Greg	G.Matterhorn
10/1/2018 3:37:00 PM	Employee_LastName1	Matterhorn	G.Matterhorn
10/1/2018 3:37:00 PM	Employee_SSN1	654-84-6352	G.Matterhorn
10/1/2018 3:37:00 PM	Employee_FirstName2	Greg	G.Matterhorn
10/1/2018 3:37:00 PM	Employee_LastName2	Matterhorn	G.Matterhorn
10/1/2018 3:37:00 PM	Employee_SSN2	654-84-6352	G.Matterhorn
Block Name: Drug and Alcohol Consent Submitted Data			
10/1/2018 3:38:00 PM	Group1		G.Matterhorn
10/1/2018 3:38:00 PM	Employer_Name	High Tech Staffing	G.Matterhorn
10/1/2018 3:38:00 PM	Employer_FEIN	154645165	G.Matterhorn

Related Articles