

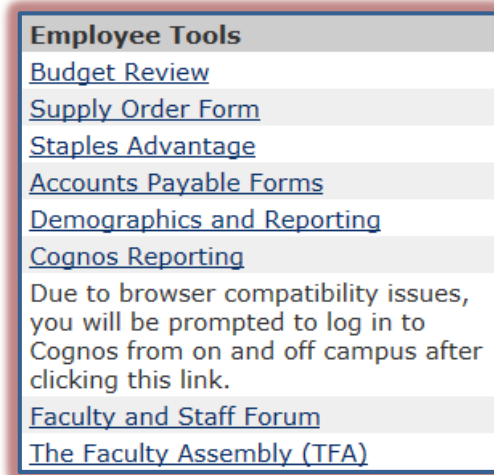
EMPLOYEE TOOLS

This area of My Siena has options that allow Siena employees to view different reports about the University and to order supplies. Those employees who have permission are able to view the budgets for their offices and divisions.

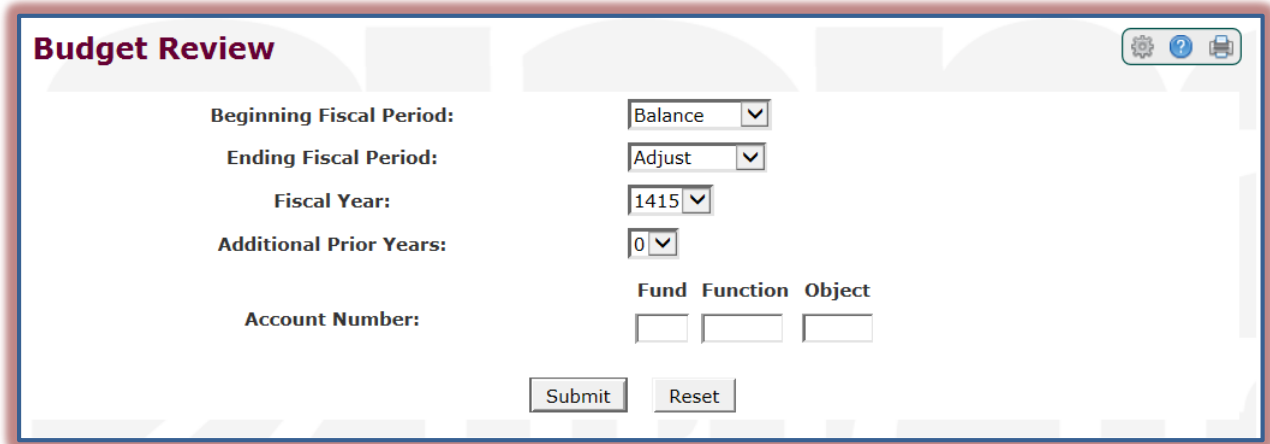
Budget Review

This option is not available to all Siena employees. Only those employees who have access to budgets are allowed to view this information.

- ✦ Log into **My Siena**.
- ✦ In the **My Tools** area under **Employee Tools**, click the **Budget Review** link.



- ✦ The **Budget Review** page will display (see illustration below).

A screenshot of the 'Budget Review' form. The form has a title 'Budget Review' in the top left and navigation icons (gear, question mark, printer) in the top right. The form fields are: 'Beginning Fiscal Period:' with a dropdown menu showing 'Balance'; 'Ending Fiscal Period:' with a dropdown menu showing 'Adjust'; 'Fiscal Year:' with a dropdown menu showing '1415'; 'Additional Prior Years:' with a dropdown menu showing '0'; and 'Account Number:' with three input boxes labeled 'Fund', 'Function', and 'Object'. At the bottom are 'Submit' and 'Reset' buttons.

- ✦ Click the **Beginning Fiscal Period** list arrow and select the beginning report period option.
- ✦ Click the **Ending Fiscal Period** list arrow to select the ending report period option.
- ✦ Select the correct **Fiscal Year**. The default is the current Fiscal Year.
- ✦ If reports are needed for previous **Fiscal Years**, specify that number in the **Additional Prior Years** option.
- ✦ Input the **Account Number** for the budget.
- ✦ Click the **Submit** button.
- ✦ The **Budget Report** will be generated.
- ✦ Click the **Export to Excel** link to display the report in **Excel**.

Supply Order Form

- ✚ Log into **My Siena**.
- ✚ In the **My Tools** area under **Employee Tools**, click the **Supply Order Form** link.
- ✚ The **Accounts Payable** page will display.
- ✚ In the **Supply Order Form** portlet:
 - ★ Click the list arrows under **Items** to select each of the items that are to be ordered (see illustration below).
 - ★ In the **Quantity** column, select the number of each supply that is to be ordered.

Supply Categories	Items	Quantity
Sharp Copier Supplies <i>For copiers only; paper by the case</i>		0
Printer Paper <i>by the case</i>		0
Special Paper <i>by the ream</i>		0
Intra-Office Envelopes/Rubber Bands		0
Laser Cartridges		0
HP InkJet Cartridges		0
Dell Ink Cartridges		0
Adrian Letter Head <i>by the ream</i>		0
Adrian Letter Head Envelopes <i>box of 500</i>		0
Department Letter Head <i>Note quantity to be ordered in instructions</i>		0
Department Envelopes <i>Note quantity to be ordered</i>		0
Off Campus Letter Head <i>Note quantity to be ordered</i>		0
Off Campus Envelopes <i>Note quantity to be ordered</i>		0

- ✚ Click the **Add to Order** button.
- ✚ The supplies you have selected will appear under the **Your Order** portlet (see illustration below).

Item	Quantity
Adrian Letter Head: First Sheet (8.5 x 11)	1

Department:

Contact Phone:

Account Number:

Special Instructions:

- ✚ In the **Your Order** portlet, input the information as shown in the illustration above.
- ✚ Click the **Delete** button next to an item to remove it from the **Item** list.

- ✦ Click the **Submit Order** button to order the supplies.
- ✦ Click the **Clear Order** button to remove the items from the **Item** list under **Your Order**.

Staples Advantage

- ✦ Log into **My Siena**.
- ✦ In the **My Tools** area under **Employee Tools**, click the **Staples Advantage** link.
- ✦ The **Staples Advantage** Web site will display.
- ✦ Click the **Login** button to access the site to place an order.

Accounts Payable Forms

- ✦ Log into **My Siena**.
- ✦ In the **My Tools** area under **Employee Tools**, click the **Accounts Payable Forms** link.
- ✦ A page with different Accounts Payable Forms, including Tax Exempt information will appear.
- ✦ Click the link for any of the forms to open them.

Demographics and Reporting

This area is used to view reports about different aspects of the University such as historical degree trends, enrollment trends, and head/hour counts. There are security restrictions that restrict access to certain reports or groups of reports.

- ✦ Log into **My Siena**.
- ✦ In the **My Tools** area under **Employee Tools**, click the **Demographics and Reporting** link.
- ✦ The **Reporting** page will display (see illustration below).

The screenshot displays a web interface with two primary sections:

- Adrian Undergraduate Student Finder:** This section contains three dropdown menus: 'Semester' (set to 'FA 2015'), 'Housing Type' (set to 'Residents'), and 'Sort By' (set to 'Student Name'). Below these is a 'Submit' button.
- Special Reports:** This section is divided into four categories, each with a list of links:
 - Restricted Admissions Reports:** Online Admissions Application
 - Restricted Financial Reports:** (No links listed)
 - Restricted Registrar Reports:** Cohort Data
 - Restricted Housing Reports:** Housing Population Report
 - Restricted Educational Outcomes Reports:** Student Survey Report, Student Survey Comments
- Institutional Research:** This section is divided into three categories:
 - Historical Trends:** Semester Enrollment (Headcount), Credit Hour Trends, Enrollment by Student Type, Enrollment by Student Type (Cross Tab), Enrollment by Gender, Major Trends, Head Count/Credit Hour by Department, Head Count/Credit Hours by Instructor, Head Count/Credit Hours by Advisor, Credit Hour Trends by Subsession
 - Annual Historical Trends: Graduation Data:** Degree Summary, Degree Trends, Degree Trends By Degree, Degree Trends By Major, Degree Trends By Minor
 - Annual Historic Trends: Enrollments:** Section History, Department Profile

- ✦ There are four **Categories** of reports available. These are:
 - ★ **Adrian Undergraduate Student Finder** – These reports display a list of students that match the specified criteria. Before the report can be run, you must specify the semester, housing type, and the sort order.
 - ★ **Special Reports** – The reports available in this area are restricted to specific areas of the University.

- ★ **General Reports** – This area provides reports that don't fit into the other three report categories such as the General Education Assessment Reports.
- ★ **Institutional Research** – The reports in this category show the historical trends for the University such as degree and enrollment trends.
 - ★ These reports require you to specify parameters before the report can be run.
 - ★ The parameters that are to be specified are determined by the type of report selected.
 - ★ The illustration below provides an example of the type of parameters that you may specify.
 - ★ Click the link for the report.
 - ★ Once the parameters have been specified, click the **Submit** button.

SEMESTER ENROLLMENT

Program. Undergraduate Graduate
Choose session. Fall Winter Summer
Fourth Friday count? Yes No
Format for Excel? Yes No

Cognos Reporting

This area provides another way for employees to access reports for different areas of the University. There are security restrictions that restrict access to certain reports or groups of reports.

- † Log into **My Siena**.
- † In the **My Tools** area under **Employee Tools**, click the **Cognos Reporting** link.
- † The **Cognos Login** window will display.
- † Log into **Cognos** using the same My Siena username and password.
- † The **Cognos Reporting** window will display.
- † Click the links for the reports that are to be viewed.
- † Some of the reports may ask you to specify parameters before the report can be run.

Faculty and Staff Forum

This is an area where employees are allowed to post items that they want to sell, give away, or provide information about.

- † Log into **My Siena**.
- † In the **My Tools** area under **Employee Tools** click the **Faculty and Staff Forum** link.
- † The **Faculty and Staff Forum** window will display.
- † To post an item, click the **Items for Sale** link at the bottom of the page.
- † The **Items for Sale** window will display.
- † In this window, click the **Add a Post** button.
- † The **New Post** window will display.
- † Input a **Subject** for the post.
- † In the **Your Post** text box, input the information for the post.
- † Use the buttons on the **Toolbar** to format the post.
- † Click the **Add Images** button to post an image of the item.
- † Click the **Browse** button to add a file to the posting.
- † Click the **Show My Photo** check box to remove your photo from the post.
- † Click the **Preview** button to view the message before submitting it.
- † Click the **Submit** button to submit the post.

The Faculty Assembly

This is the area where all the minutes for The Faculty Assembly meetings are posted. Also, all The Faculty Assembly Committees post their minutes on this page. A list of the TFA Committees and their membership are posted on The Faculty Assembly homepage.

- ✦ Log into **My Siena**.
- ✦ In the **My Tools** area under **Employee Tools**, click **The Faculty Assembly (TFA)** link.
- ✦ The **Faculty Assembly** page will display.
- ✦ To display the minutes and other information about each group, click the links on the left side of the page.