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).

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.

Click the Add to Order button.

The supplies you have selected will appear under the Your Order portlet (see illustration below).

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).

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.
Stars:
- **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](image.png)

**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.

准入 My Siena.
准入 在 My Tools 部分下 Employee Tools，点击 Faculty Assembly (TFA) 链接。
准入 Faculty Assembly 页将显示。
准入 要显示每组的会议记录和其他信息，点击页面左侧的链接。