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## Instructions

### Process Report: Statewide EEO Workforce Composition Report

1. Log into OAKS and/or HCM
2. Go to: Workforce Monitoring > Meeting Regulatory > EEO Reports; Workforce Compensation Report
3. Enter a run control ID. *This is an identifier for you; an example is to use your initials here.* Click search
4. SetID = OHALL (statewide report) – three characters for specific agencies – DEV/DAS/EPA/DRC, etc.
5. Department = OHIO
6. From = 7/1/12
7. End = 9/30/12
8. Check the box for “Individuals Child Department”
9. Check the box for “WFC Report by Class Section”
10. Unclick “WFC salary” and “WFC action” if you don’t want the entire report. *This action speeds up the time for the report.*
11. Click “Run”
12. When the next screen comes up click “OK”
13. You will then be taken back to the previous page
14. Click on “Process Monitor”
15. Periodically click on “refresh” until the status is “success” and the distribution is “posted”
16. Click on “Details”
17. Click on “View Log/Trace”
18. Click on OHPER031 and the report will come up
19. Print: page one or current view