

What are Non-Status Labor Reports?

Non-Status Labor reports are distributed to help cost center managers and org managers manage their labor costs by providing wage data for Non-Status job labor expense. Non-Status appointments include complementary hourly, complementary salaried, adjunct faculty, student hourly, and student work study. The report may also include earnings (i.e. overtime or longevity pay) for status or benefited employees. In the past, these reports have been distributed as paper reports and sent to mail stops through the campus mail.

Access Web Intelligence (WebI) to view Non-Status Labor Reports

Step 1: Log in to the VPN - For info on the Pulse Secure VPN that we use:

<http://www.keene.edu/office/itg/get-connected/connecting-to-the-network/vpn-remote/remote-access/>

Step 2: Log in to Web Intelligence: <https://boxi.unh.edu/BOE/BI> use Explorer 11 or Firefox as your browser.

You will need Java version 8.66 or one version older (not the newer Java version 8.101). Contact the Business Office to get your initial password 603-358-2482 or 603-358-2476

The first time you log in, you will likely need to change the Authentication from “LDAP” to “Enterprise”

Step 3: Click on the report in your inbox on the home page

Other Access Information

- After you receive your initial password, if you need help with your username or password, email web.intelligence.security@unh.edu or call the CIS Help Desk at 603-862-4242.
- You have 3 chances to enter correct login information
- Link to additional WebI resources is on login page and on here: <http://www.keene.edu/office/business/support/reference/>

Home Page

- Access recently viewed documents
- Access your Inbox which contains reports that have been sent you. You can, send, save, or delete Inbox documents.
- Modify user preferences and use “Help” feature

Open Document Toolbar is displayed when viewing a document. From here you can perform the following:

- Page navigation is at the bottom of the screen
- Multiple tabs give different views of the report
- Folder icon – open a different report
- Disc icon to save reports to favorites
- Printer icon automatically puts report into pdf format and brings it to printer
- Binoculars – Opens a search bar at the bottom of the page to find specific data on the report.
- X up on tab by home tab– Will close a report. If the report contains data, a dialog box appears asking to confirm close.
- To close WebI use “Log off” in upper right.

Commonly Used Account Codes

611BAS Admin Stipend - Act. Chair Etc.
611BXM Supplemental - Other Misc.
611PFN Faculty Adjunct Non Unit
61CPHX Non Status Hourly (Non-Exempt)
61SNSH Student Labor
61SNHO Student Labor Overtime
61SNWS College Work Study
61CPEX Part Time Salary (Exempt)
61KBBN OTP Bonus & Recruit

617BLG Operating Staff - Longevity Pay
61JBEX Casual Salary (Exempt)
617BHO Operating Staff - Overtime
617BHS Operating Staff - Shift Differential
61SNNF Student Non FLSA (non-hourly Stipends)
61DTHX Full Time Temp. Hourly