

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 One:

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 Two:

When connected to the VPN, login to Web Intelligence: <https://boxi.unh.edu/BOE/BI>

You will need Java version 8.66 or one version older (not the newer Java version 8.101). It may also require using Explorer 11 or Mozilla Firefox as your browser.

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 Three:

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 keene.edu site 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 may be able to refresh, send, save, or delete Inbox documents.
- Modify user preferences
- Get help

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 for confirmation to close.
- To close WebI use “Log off” in upper right.