

Overview of Cypress Report Distribution for HRS & Cypress FAQ's

Overview

- Cypress is NOT HRS – it is a separate system with separate security
- Cypress is a report distribution system that's used to distribute some HRS reports to "Cypress Inboxes". Only authorized users can access the Cypress Inbox to view these reports.
- In order to become an authorized user of Cypress, you must request and be approved for Cypress access. Once approved, you will be sent instructions for installing the Cypress software on your PC.
- Not everyone needs access to Cypress. You should only have access to Cypress if your job duties require you to use a report that is distributed via Cypress (e.g. Payroll Coordinators, Benefit Administrators, etc.)
- The HRS User Procedures (found in the HRS Knowledge Base) should indicate which reports you need for your job duties – they may or may not be available in Cypress. You may have to run the report yourself in HRS. The User Procedures should describe how to run reports in HRS.
- When a report is delivered to a Cypress Inbox, the people who have access to that Inbox will receive an email notice that the report has been delivered.
- The HRS Cypress Inboxes are set up by:
 - Service Center, Campus, Madison Division/Department inboxes
 - Some additional Departmental inboxes have been set up at Madison (Letters & Science, Grad School, & Med School)
- Some HRS reports are run in "batch" and delivered via Cypress. If needed, *someone* will have access to run reports ad-hoc in HRS. This may be Service Center or other Support staff
- Cypress distribution includes some reports from all HRS modules. See the "HRS Report List" to determine if a report is being distributed via Cypress, and to which Inboxes. The "HRS Report List" also indicates how long a copy of a report will be retained in the Cypress Inbox. The retention time varies by report. For instance, a copy of the "Payroll Edit" report that
- Cypress has another feature called "KnowledgeBuilder", which is strictly used for reprints of specific reports (i.e., Unclassified Leave Reports, Billing Statements, Earnings Statements, & Vendor Payment Reports). "KnowledgeBuilder" has VERY limited access to staff that can do reprints through Cypress.

Cypress FAQ's

1. What is Cypress?

Cypress is an Electronic Report Distribution tool that receives and delivers reports from mainframe, UNIX, and Windows systems. Cypress also delivers reports to the employee portal (the My UW web site where employees see their earnings statements, W2's, Staff Benefits etc.)

2. Are there options to send ad hoc report run from within HRS to Cypress?

No, reports must be run to the Cypress print queue directly from HRS Batch processes only.

3. Will a report sent to Cypress still be accessible via Process Monitor and/or Report Manager?

No, reports run to Cypress are sent directly to the Cypress system. There is no report output available on HRS (in the process monitor) when the report is run to Cypress.

4. How do I request access to Cypress?