

2018 BRINGING ADMINISTRATORS TOGETHER CONFERENCE

HR Reports

April 5, 2018 (11:30 am – 12:30 pm)

UIC UNIVERSITY OF ILLINOIS
AT CHICAGO

UIC

Lincoln Hall

707 South Morgan Street

Workshop Presenter

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Manager, HRIS

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Please ...

- Turn off cell phones
- Avoid side conversations
- Ask questions at the end of the presentation
- Sign the attendance roster
- Complete the evaluation at the end of the workshop

Workshop Objectives

- Employee Data Security
- Reporting Options for HR data
 - View Direct
 - HR Reporting Portal
 - EDDIE/Solution Library
 - Employee Data Warehouse (EDW)
 - New Reporting Option
- Reporting Resources

Employee Data Security

- Data Access
- Business Need
- Data Classifications
- How to Handle Data



Data Classifications

Classification	Description	Adverse Impact	Examples
High Risk	High Risk Data is a University class of information that, if disclosed or modified without authorization, would have severe adverse effect on the operations, assets, or reputation of the University, or the University's obligations concerning information privacy.	Severe	<ul style="list-style-type: none"> • Social Security Number • Credit Card Information • Driver's license number or State ID card number • Medical information • Unique biometric data
Sensitive Data	Sensitive Data is a University class of information that, if disclosed or modified without authorization, would have serious adverse effect on the operations, assets, or reputation of the University, or the University's obligations concerning information privacy. Information that is covered by FERPA, Non-Disclosure Agreements (NDAs), and other intellectual property are, as a minimum, in this class.	Serious	<ul style="list-style-type: none"> • Non-Disclosure Agreement • FERPA covered data
Sensitive Data Collection	A Sensitive Data Collection is a collection of Sensitive Data that results from compiling (i.e., collecting) the Sensitive Data from multiple sources.	Serious	For example, an instructor's compilation of grades from courses they teach, held on their own computer, would not be a Sensitive Data Collection. However, a department's compilation of all the grades for all the classes in the department would be a Sensitive Data Collection.
Internal Data	Internal Data is a University class of information that, if disclosed or modified without authorization, would have moderate adverse effect on the operations, assets, or reputation of the University, or the University's obligations concerning information privacy.	Moderate	<ul style="list-style-type: none"> • UIN • Organization Codes • Mail Codes
Personally Identifiable Information (PII) Data	Personally Identifiable Information (PII) Data is any information about an individual maintained by a Unit, including (1) any information that can be used to distinguish or trace an individual's identity, such as name, social security number, date and place of birth, mother's maiden name, or biometric records; and (2) any other information that is linked or linkable to an individual, such as medical, educational, financial, and employment information.	Serious to Moderate	<ul style="list-style-type: none"> • Date of birth • Place of birth • Mother's maiden name • Educational information • Employment information
Public Data	Public Data is a University class of information intended for public use that, when used as intended, would have no adverse effect on the operations, assets, or reputation of the University, or the University's obligations concerning information privacy.	None	<ul style="list-style-type: none"> • Job title • Salary

Handling Sensitive Data (Data Don'ts)

- **Do Not Print on any Form**
 - Unless there is a clear and documented business need
- **Do Not Store**
 - Unless there is a clear and documented business need
 - If the information must be stored, the information should be encrypted on disk if possible
- **Do Not Send Data in Unencrypted Email**
 - Subject line, body, or attachment
 - The unencrypted sending in email by other entities should be discouraged where possible

HR
Reporting
Portal

View Direct

EDDIE/
Solution Library

Employee
Data
Warehouse

ViewDirect/Mobius View

- Difficulty – Basic
- Report Type - Predefined
- Frequency – Scheduled
- Detail – High
- Flexibility – Low
- Security – High



Document Direct and UI2 Report

Topic

Report

- + AM09091C0 MONTHLY UFAS STATEMENTS ACCOUNT 0
- + AM09091C1 MONTHLY UFAS STATEMENTS ACCOUNT 1
- + AM09091C2 MONTHLY UFAS STATEMENTS ACCOUNT 2
- + AM09091C4 MONTHLY UFAS STATEMENTS ACCOUNT 4
- + FIAGE18024 A/R DETAILED AGING INFORMATION 180-240 DA
- + FIAGE3090 A/R DETAILED AGING INFORMATION 30-90 DAYS
- + FIAGE36542 A/R DETAILED AGING INFORMATION 365-425
- + FIAGE90150 A/R DETAILED AGING INFORMATION 90-150 DAY
- + FIARAEDCCS ATBE BY DETAIL CATEGORY CODE SUMMARY
- + FIARAGDCCS AGING BY DETAIL CATEGORY CODE SUMMARY
- + FIARAGDLCS AGING BY DELINQUENCY CODE SUMMARY
- + FIARAGEDCS AGING BY DETAIL CODE SUMMARY
- + FIARAGTRMS AGING BY TERM SUMMARY
- + FIARSUMMARY AR MONTHLY SUMMARY TRIAL BLANACE BY DETAI
- + FIARUNACNC UNAPPLIED CASH AND CREDITS
- + FIFGRACCI ACCOUNT INDEX REPORT
- + FIFGRACTH ACCOUNT HIERARCHY REPORT
- + FIFGRACTV ACTIVITY CODES REPORT
- FIFGRFNDH FUND HIERARCHY REPORT
- Apr 2, 2018 10:59:38 PM Available
- Apr 2, 2018 10:59:34 PM Available
- Apr 2, 2018 10:56:50 PM Available
- Apr 2, 2018 10:55:59 PM Available
- Apr 2, 2018 10:55:01 PM Available
- 7
- + FIFGRLOCH LOCATION HIERARCHY REPORT
- + FIFGRORGH ORGANIZATION HIERARCHY REPORT



REPORT FGRFNDH Univers
 CHART: 7 Fund H
 AS C

TYP	FUND	DESCRIPTION
10		Current Unrestricted-State Funds
1A		State Approp-GRF EAF IF
	1A	State Appropriations - GRF/EAF/IF
	100	State Appropriations - GRF/EAF/I
	1004	State Appropriations - GRF/IF
	1005	State Appropriations - GRF/IF
	1006	State Appropriations - GRF/IF
	1007	State Appropriations - GRF/IF
	1008	State Appropriations - GRF/IF
	1009	State Appropriations - GRF/IF
	1010	State Appropriations - GRF/IF
	1011	State Appropriations - GRF/IF
	1012	State Appropriations - GRF/EAF
	100012	103 FY12 GRF/EAF/IF State Fu
1B		PY State Approp-GRF EAF IF
	1B	PY State Appropriations-GRF/EAF/IF
	105	PY State Appropriations-GRF/EAF/
	1003	PY State Appropriations-GRF/EA
	100007	103 FY07 GRF/IF General Fund
	100008	103 FY08 GRF/IF General Fund
	100009	103 FY09 GRF/IF General Fund
	100010	103 FY10 GRF/IF General Fund
	100011	103 FY11 GRF/IF General Fund
1F		State Approp-St Col and Univ Trust
	1F	State Appropriations - SCUTF
	140	State Appropriations - SCUTF
	1404	State Appropriations - SCUTF
	1405	State Appropriations - SCUTE

TYP	FUND	DESCRIPTION	DATA ENTRY	STATUS	CNTL FUND	CMB	***** DATES *****		
							EFF	TERM	NEXT CHANGE
10		Current Unrestricted-State Funds					01-JUL-1950		31-DEC-2099
1A		State Approp-GRF EAF IF					01-JUL-1950		31-DEC-2099
	1A	State Appropriations - GRF/EAF/IF	N	A			01-JUL-1950		31-DEC-2099
	100	State Appropriations - GRF/EAF/IF	N	A			19-JUN-2013	19-JUN-2013	31-DEC-2099
	1004	State Appropriations - GRF/IF	N	A			08-FEB-2012	08-FEB-2012	31-DEC-2099
	1005	State Appropriations - GRF/IF	N	A			08-FEB-2012	08-FEB-2012	31-DEC-2099
	1006	State Appropriations - GRF/IF	N	A			08-FEB-2012	08-FEB-2012	31-DEC-2099
	1007	State Appropriations - GRF/IF	N	A			08-FEB-2012	08-FEB-2012	31-DEC-2099
	1008	State Appropriations - GRF/IF	N	A			08-FEB-2012	08-FEB-2012	31-DEC-2099
	1009	State Appropriations - GRF/IF	N	A			08-FEB-2012	08-FEB-2012	31-DEC-2099
	1010	State Appropriations - GRF/IF	N	A			08-FEB-2012	08-FEB-2012	31-DEC-2099
	1011	State Appropriations - GRF/IF	N	A			08-FEB-2012	08-FEB-2012	31-DEC-2099
	1012	State Appropriations - GRF/EAF/IF	N	A			19-JUN-2013	19-JUN-2013	31-DEC-2099
	100012	103 FY12 GRF/EAF/IF State Funds	Y	A			19-JUN-2013	19-JUN-2013	31-DEC-2099
1B		PY State Approp-GRF EAF IF					01-JUL-1950		31-DEC-2099
	1B	PY State Appropriations-GRF/EAF/IF	N	A			01-JUL-1950		31-DEC-2099
	105	PY State Appropriations-GRF/EAF/IF	N	A			01-JUL-1950		31-DEC-2099
	1003	PY State Appropriations-GRF/EAF/IF	N	A			01-JUL-1950		31-DEC-2099
	100007	103 FY07 GRF/IF General Funds	Y	A			27-JUN-2009	28-JUN-2009	31-DEC-2099
	100008	103 FY08 GRF/IF General Funds	Y	A			12-DEC-2010	12-DEC-2010	31-DEC-2099
	100009	103 FY09 GRF/IF General Funds	Y	A			26-JUN-2011	26-JUN-2011	31-DEC-2099
	100010	103 FY10 GRF/IF General Funds	Y	A			23-JUN-2012	24-JUN-2012	31-DEC-2099
	100011	103 FY11 GRF/IF General Funds	Y	A			19-JUN-2013	19-JUN-2013	31-DEC-2099
1F		State Approp-St Col and Univ Trust					01-JUL-1950		31-DEC-2099

Mobius View Preview (4/29/2018)

The screenshot displays the MOBIUS web interface. At the top left is the MOBIUS logo, and at the top right is a "Sign Out" link. A vertical sidebar on the left contains navigation icons: Home, Folder (highlighted), Search, Star, Share, and Document. The main content area is titled "Browse" and shows the path "Document Direct and UI2 Report". Below the path are action buttons: Favorite, Collect, Print, Download, and Extract. A search bar contains the text "Jump to folder" and shows "3 items". The file list includes folders named "Reports", "HRPAYLABOR", and "FOAPALRPTS".

MOBIUS Sign Out

Browse
Document Direct and UI2 Report

Favorite Collect Print Download Extract

Jump to folder 3 items

Reports FOAPALRPTS

HRPAYLABOR

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The screenshot displays the MOBIUS web interface. At the top left is the MOBIUS logo, and at the top right is a "Sign Out" link. The main content area is titled "Browse" and shows the path "Document Direct and UI2 Report". Below this, there are five action buttons: "Favorite", "Collect", "Print", "Download", and "Extract". A search bar is present with the text "Jump to folder" and a "3 items" indicator on the right. The main area displays three folders: "Reports", "FOAPALRPTS", and "HRPAYLABOR". On the left side, a vertical navigation bar is highlighted with a red box, containing icons for Home, Folder, Search, Star, Refresh, and Document.

Mobius View Preview (4/29/2018)

The screenshot displays the Mobius View interface. At the top left is the Mobius logo and the text "MOBIUS". At the top right is a "Sign Out" link. Below the header is a "Browse" section with the text "Document Direct and UI2 Report". A toolbar contains icons for "Favorite", "Collect", "Print", "Download", and "Extract". A search bar is labeled "Jump to folder" and shows "24 items". The main content area lists folders in two columns:

Reports	CI3TT04001 Scheduled Section Tally
FIINTERFAC	FIOPLFITD1
FIOPLFITD2	FIOPLFITD4
FIOPLFITD7	FIOPLFITD9
FIOPLTD2 Added by Archive Creator	FIOPLTD4 Added by Archive Creator
FIOPLTD7 Added by Archive Creator	FIOPLTD9 Added by Archive Creator
FOAPALRPTS	HRPAYLABOR

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- Reports
- CI3TT04001
Scheduled Section Tally
- FIINTERFAC
- FIOPLFITD1
- FIOPLFITD2
- FIOPLFITD4
- FIOPLFITD7
- FIOPLFITD9
- FIOPLTD2
Added by Archive Creator
- FIOPLTD4
Added by Archive Creator
- FIOPLTD7
Added by Archive Creator
- FIOPLTD9
Added by Archive Creator
- FOAPALRPTS
- HRPAYLABOR

HR Reporting Portal

- Difficulty – Basic
- Report Type – Predefined w/ parameters
- Detail – High
- Flexibility – Low
- Security – High

UIC HR Home

- [Background Check Compliance](#)
- [Benefits](#)
- [Career Opportunities](#)
- [Changing Jobs at UIC](#)
- [Classification and Compensation](#)
- [Developing and Guiding Employees](#)
- [Employment Verification](#)

[Feedback](#)

Help us to improve this page.

**Quick Links****Employee Resources**

- [Benefits](#)
- [Benefits Orientation Registration](#)
- [Charitable Giving at UIC](#)
- [Employee Performance Review](#)
- [NESSIE](#)
- [Office of Access and Equity](#)
- [Office of International Services](#)
- [Office of Business and Financial Services](#)
- [Payroll Schedules](#)
- [Form W-2](#)
- [U of I Alumni Association](#)
- [UIC Time Off and Leaves](#)
- [Employee Exit Checklist](#)

Faculty Resources

- [P&T Deadlines \(PDF\)](#)
- [Faculty Affairs Website](#)
- [Faculty Handbook](#)
- [Faculty Scholarship Support](#)
- [Faculty Senate](#)
- [Faculty Policies, Procedures, Guidelines](#)
- [Faculty Recognition](#)
- [New Faculty Orientation](#)
- [Sabbatical Guidelines](#)
- [Under-Represented Faculty Recruitment Program \(PDF\)](#)

HR Resources

- [BOT Deadlines/Dates](#)
- [BOT Minutes](#)
- [Decision Support \(Solution Library\)](#)
- [EDDIE](#)
- [How to Pay Internationals](#)
- [HR Front End College Cont List \(PDF\)](#)
- [HR Reporting Portal](#)
- [I9 Tracker](#)
- [Policies & Procedures](#)
- [Student Employment](#)
- [View Direct](#)
- [Cellphone Stipend Form Civil Service](#)

Manager Resources

- [Approving in Webtime \(see Payroll & Earnings > Time Entry\)](#)
- [Employee Exit Procedures \(PDF\)](#)
- [Hiring](#)
- [Professional Development and Training Opportunities](#)
- [Employee Exit Checklist for Unit/Dept](#)

Employment Verification

- [UIC Employees: Invite a Vendor to Verify Your Employment](#)
- [Vendors: Verify a Person's Employment at UIC](#)

UNIVERSITY OF ILLINOIS SYSTEM
URBANA-CHAMPAIGN • CHICAGO • SPRINGFIELD

NetID

Password

LOG IN

[Forgotten or expired password?](#)

[Account options](#)

[Help logging in](#)

Reporting Portal

HR related reports are created and published through a number of disparate methods. The reports are accessible using different systems and interfaces. In addition, the various reporting environments are supported by different organizations. The ultimate goal is to have one single entry point for all HR reports and HR materials to assist you in your reporting. The web sites provide links to report publishing systems such as EDDIE / InfoView and View Direct as well as direct access to reports published in the System HR site.

Reports available to departmental and central HR users accessed directly through this UHR portal.

List of HR Department Reports

[HR/Pay Reports Available to Departments](#) - List of HR reports including a brief description of each report, the frequency they are refreshed, and where you can retrieve each report.

EDDIE

The University of Illinois Enterprise Data Delivery Information Environment (EDDIE) is an environment for you to retrieve, view, and print reports. You can also create custom reports of your own. For more information, see the [Reports](#) section of the Decision Support website.

- [EDDIE](#)
- [How to use EDDIE](#)

View Direct

ANTS site for accessing scheduled reports. Availability of reports is based on Banner security.

- [View Direct](#)
- [How to use View Direct](#)

View Direct also offers an Enterprise Edition. The Enterprise Edition gives you access to your reports just as the standard edition of View Direct Plus offers the ability to create shortcuts to your favorite reports and store them all in one centralized folder for quick access.

If you opt for Enterprise Folders functionality, there are additional downloads you may need to install. Visit [Document Direct](#) for more information on these additional requirements.

- [View Direct, Enterprise Folders](#)
- [How to use View Direct, Enterprise Folders](#)

Take Action

System H

Reporting Links

- [Data Inventory](#)
- [Data Assistance](#)
- [Report Assistance](#)
- [Report Creation](#)
- [Report Access](#)

Reporting Portal

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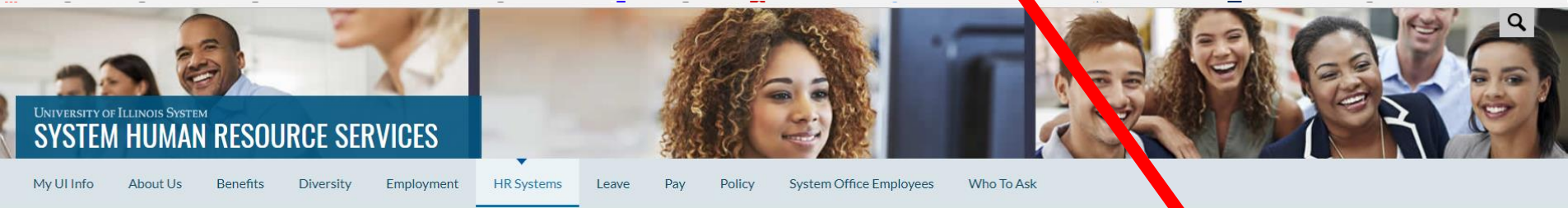
Take Action

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Report Name	Description	Frequency	Location
ANCRA	Identifies employees that have and have not completed ANCRA training.	On Demand	UHR Web Site
Active Employees with No Active Job	List active employees who are active do not have active jobs.	On Demand	UHR Web Site
Active Employees with No Jobs	List of active employees who do not have jobs.	On Demand	UHR Web Site
Budget Profile	A listing of Academic and Civil Service Open Range positions and associated jobs by chart of account and organization. For units to be able to audit the Position Budget Profile codes assigned to positions in their units to ensure they are appropriately coded for upload in the Salary Planner tool for the reappointment process. Position Budget Profile coding determines selection of positions and jobs in the HR Salary Planner tool.	On Demand	UHR Web Site
Budget Profile For Residents	Displays all positions in RA and RB E-Classes for each unit.	On Demand	UHR Web Site
Daily Transaction Audit Report	The report will provide data accuracy by allowing central HR units to review daily transactions for issues/problems with specific transactions. By extending the use of the report to the college/department level, it saves the campus HR offices time since the college/department is then able to see what transactions have been processed	On Demand	UHR Web Site
E-Verify Validation	Display all employees and, if present, the e-verify effective date.	On Demand	UHR Web Site
FE Apply Error Detail	List of transactions having at least one component with an apply error.	On Demand	UHR Web Site
FE Apply Error Summary	Summary of transactions having at least one component with an apply error.	On Demand	UHR Web Site
FE Apply Listing	View transactions that were applied on a particular date.	On Demand	UHR Web Site
FE Cycle Time	Length of time it takes for transaction processing	On Demand	UHR Web Site
FE Outbox	Outbox has large number of transactions. Need the ability to retrieve data quickly rather than query thousands of transactions.	On Demand	UHR Web Site
FE Owner Listing	list transactions by owner	On Demand	UHR Web Site
FE Prioritization on Inbox	Inbox has large number of transactions; need to be able to see what is most pressing to work on to meet pay calc deadlines.	On Demand	UHR Web Site
FE Profile Definitions	List for users to identify who has access to a record so that they can request action	On Demand	UHR Web Site
FE Routing	Report will confirm the route required for a specific type of transaction for an employee	On Demand	UHR Web Site
FE Security	List for users to identify who has access to a record so that they can request action. "Other" datasource is SAIDPROD for security profiles.	On Demand	UHR Web Site
FE Separations	Provide list of separations in hibernation	On Demand	UHR Web Site
FE Training Attendance - Hands-on	Provide a list of users who have signed up for and/or attended Front End Hands-on training.	On Demand	UHR Web Site
FE Training Attendance - Online	List of users that have completed any online courses for HR Front End.	On Demand	UHR Web Site
FE Training Profiles	Provide a reference for those requesting and granting Front End security.	On Demand	UHR Web Site
FE Transaction Listing	Complete list of all transactions after initiate and before apply.	On Demand	UHR Web Site
FIPR_Payroll_Labor_Distribution	Provide departments with detail of payroll transactions posted to the general ledger - designed to replace the Payroll Detail Transaction report. Located under HRPAY00103 LABOR DISTRIBUTION - MONTH END or HRPAY00104 LABOR DISTRIBUTION - PAY PERIOD, then select a date to view FIPR_Payroll_Labor_Distribution.	Runs after every bi-weekly and monthly payroll	ViewDirect
FOAP Does Not Equal 100	Report to capture when a FOAP does not equal 100 in salary planner	On Demand	UHR Web Site
HPAY_Account_Segment_Exceptions	Identify earnings charged to an account segment range outside of the designated E-Class account specific ranges.	Other	ViewDirect
HPAY_Adjustment_NotificationFor_Leaves_Seniority	Used by the HR/Departments to update leave and seniority accruals and balances for adjustments. When the departments complete an adjustment that impacts leave or seniority, they are to complete the Adjustment Notification form and send it to HR for updates. This report can be used to match against the Adjustment Notification forms as verification that the adjustment was processed successfully.	Runs after every bi-weekly and monthly payroll	InfoView
HPAY_Earnings_Configuration	This report is used as a reference for earning code configuration. Separate reports for: Earnings 1, Earnings 2 Eclass info, Earnings 2 deduction info.	Weekly	ViewDirect
HPAY_Employee_Role	The Employee Role Report is a report for maintaining the Time Reporting Routing Queue(s). Units will use it to verify the role of an employee designated as a superuser, approver, acknowledger, or originator of time entry, before processing a PITR or making a position or job change on the employee. This report will help units avoid negative impacts because of invalid routing queues for time and attendance processes	On Demand	InfoView
HPAY_Personnel_Encumbrance_Statement	This report replaces the Legacy Payroll Obligation Report and is run after each pay calc.	Runs after every bi-weekly and monthly payroll	ViewDirect
HPAY_Unit_Timesheet_Routing_Queue_Role	For each established timesheet organization, this report verifies the roles and the employees who function in those roles, thus assisting with the maintenance of routing queues and security access to the Approval of Time Entry Form (PHATIME) and Department Approval Summary Form (PHADSUM).	Weekly	ViewDirect
HRES_AP_Salary_Threshold	Provides a list of all Academic Professional employees, sorted by position budgeting organization, whose current annual salary in Banner	On Demand	InfoView



SYSTEM HUMAN RESOURCE SERVICES » HR SYSTEMS »

Reporting Portal

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- [EDDIE](#)
- [How to use EDDIE](#)

View Direct



Reporting Links

- [Data Inventory](#)
- [Data Assistance](#)
- [Report Assistance](#)
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General Reports

Active Employees with No Active Job - Lists active employees who are active do not have active jobs.

Active Employees with No Job - Lists active employees who do not have jobs.

Banner to Tracker Term Date Errors - Displays Banner term date and corresponding Tracker errors.

Budget Profile - Displays all positions in "budget eligible" E-Classes for each unit. Units are to make any necessary

Profile codes on NBAPBUD for positions to be included in the Salary Planner extracts before the production extract

Budget Profile for Residents - Displays all positions in RA and RB E-Classes for each unit.

Daily Transactions - The report will give departments/colleges/central HR units the ability to check on a daily basis. Checking on daily basis allows the data to be corrected and/ or adjusted if it is not accurate eliminating possible adjustments to benefits, corrections to SURS, etc.

EVerify Validation - This report displays employees who have been E-Verified and the E-Verify effective date.

IG Training Attendance - IG training participation.

List by Organization - Lists current employees based on job org code.

PEALEAV Academic Vacation/Sick Leave Balance - Reports employee leave balances for FLHL, SICC, SICK, SIC

Shared Benefit Requests - Displays employees that have donated to shared benefits.

TCN - Lists employees with active jobs who still have a TCN as their SSN.

Tuition Waiver - Tuition Waiver Applications.

Unpaid Jobs by Organization - The report provides a list of UA e-class positions and their incumbents by job chart is greater than or equal to August 16th. This list may be useful for Salary Planner but note that the exact salary plan. Contact your campus MSP for more information regarding the extract criteria used at your campus.

Visa Status - This report will give departments/colleges/central HR units the ability to generate a list of employees the BANNER form GOAINTL by ORG code. Along with the person's VISA information, this report will show the title of all active jobs the employee currently has, within the selected ORG.

Budget Profile

- Report Parameters
 - Chart of Accounts
 - College Code OR Job Org Codes OR All Org Codes

Budget Profile

Report Description - Displays all positions in "budget eligible" E-Classes for each unit. Units are to make any necessary changes and updates to the Budget Profile codes on NBAPBUD for positions to be included in the Salary Planner extracts before the production extracts are pulled.


Complete the following criteria for your report. You must enter COA code(s) and then you have the option to either enter college code(s) or org code(s).

Note: To choose more than one item in a drop down box, hold down the CTRL key while you select with your mouse.

Select Job COA Code(s):*	<input type="text" value="1"/> <input type="text" value="2"/> <input type="text" value="4"/> <input type="text" value="9"/>
After selecting COA, enter either college(s) or org code(s). Org codes can be entered as all 6 digits (xxxxxxx,xxxxxxx) or with the first 3 digits and a wildcard (xxx*,xxx*).	
College Code:*	<input type="text" value="JJ-Vice Chanc for Student Afi"/> <input type="text" value="JK-Student Affairs Ancillary S"/> <input type="text" value="JL-UIC Human Resources"/> <input type="text" value="JM-Facilities Management"/> <input type="text" value="JN-Misc Administrative Units"/> <input type="text" value="JP-Campus Auxiliary Service"/> <input type="text" value="JQ-Miscellaneous Awards"/> <input type="text" value="JS-Office of VC for Advancen"/> <input type="text" value="JT-Intercollegiate Athletics"/> <input type="text" value="JU-Public & Government Affa"/>
OR	
Job Org Code(s)(xxxxxxx,xxxxxxx) or (xxx*,xxx*):*	<input type="text"/>
OR	
Select to view all Org codes you have access to: (Checkbox cannot be used in conjunction with COA/College/Org in form above)	<input type="checkbox"/>
* Required field	

After you select "View Online" please be patient while your report is being processed. The processing of the request may take several minutes.

[Exit ↩](#) [View Online ▶▶](#) [Download to Excel ▶▶](#)

A	B	C	D	E	F	G	H	I	J
Budget Profile									
COA	Org	UIN	Name	Position-Suffix	Position Title	Budget Profile Code	P-Class	Position Status	Position Begin D
2	407000	699123456	Storm, Johnny	C12345-00	Director	X	21366	A	9/4/2012
2	407001	699123455	Von Doom, Victor	C12344-00	Manager		JELAB	A	10/2/2006
2	407001	699123454	Storm, Susan	C12343-00	HR Associate	R	5020A	A	9/15/2011
2	407001	699123453	Kent, Clark	C12342-00	HR Associate	R	JERAA	A	7/1/2003
2	407001	699123452	Wayne, Bruce	C12341-00	HR Associate	R	5020A	A	2/16/2012
2	407002	699123451	Prince, Diana	C12340-00	HR REP (LC)		5020A	A	6/16/2006
2	407002	699123450	West, Wally	C12339-00	HR Associate	B	21387	A	6/16/2006
2	407002	699123449	Jordan, Hal	C12338-00	HR Associate		5020A	A	9/18/2013
2	407002	699123448	Lance, Dinah	C12337-00	HR Rep	B	10353	A	7/12/2011
2	407002	699123447	McCoy, Henry	C12336-00	HR Associate	X	NALAA	A	6/16/2007
2	407002	699123446	Rogers, Steve	C12335-00	HR Rep	B	21366	A	4/5/2011
2	407002	699123445	Kord, Ted	C12334-00	HR Rep	RO	21377	A	7/6/2012
2	407002	699123444	Parker, Peter	C12333-00	HR Rep	X	5020A	A	1/15/2014
2	407002	699123443	Carter, Michael Jon	C12332-00	HR Associate	B	5020A	A	9/18/2013
2	407002	699123442	Kyle, Selina	C12331-00	HR Rep	B	5020A	A	9/18/2013
2	407002	699123441	Stone, Victor	C12330-00	HR Associate	R	5020A	A	6/15/2011
2	407006	699123440	Basil, Karlo	C12329-00	Manager	RO	21366	A	10/18/2007
2	407006	699123439	Batson, Billy	C12328-00	HR Rep	B	10353	A	6/16/2006
2	407006	699123438	Wilson, Slade	C12327-00	Director	RO	21366	A	7/27/2011
2	407006	699123437	Frost, Emma	C12326-00	Manager	B	21366	A	1/24/2012
2	407007	699123436	Raynor, Kyle	C12325-00	Director	RO	5030A	A	1/21/2012
2	407007	699123435	Hall, Carter	C12324-00	Director	RO	5020A	A	1/19/2012
2	407007	699123434	Stewart, John	C12323-00	Manager	RO	5020A	A	1/19/2012
2	407007	699123433	Richards, Reed	C12322-00	HR Rep	RO	5020A	A	1/19/2012
2	407007	699123432	Wagner, Kurt	C12321-00	Grad Asst	X	NALAA	A	8/16/2006
2	407008	699123431	Todd, Jason	C12320-00	Grad Asst	R	NELAA	A	12/3/2007
2	407008	699123430	Grayson, Dick	C12319-00	Grad Asst		5020A	A	8/22/2011
2	407008	699123429	Drake, Tim	C12318-00	Grad Asst	X	NELAA	A	1/16/2015
2	407008	699123428	Dent, Harvey	C12317-00	Director	R	NAAAA	A	6/1/2007
2	407008	699123427	Trot, Donna	C12316-00	HR Associate	R	NELAA	A	6/20/2006
2	407008	699123426	Palmer, Ray	C12315-00	Director	 (Ctrl) X	NELAA	A	11/16/2009

List by Organization

- **Report Parameters**
 - **Chart of Accounts**
 - **College Code OR Job Org Codes OR All Job Orgs**

List by Organization

Report Description - Current employees based on job org code.

Complete the following criteria for your report. You must enter COA code(s) and then you have the option to either enter college code(s) or org code(s).

Note: To choose more than one item in a drop down box, hold down the CTRL key while you select with your mouse.

Select Job COA Code(s):*	<input type="text" value="1"/> <input type="text" value="2"/> <input type="text" value="4"/> <input type="text" value="9"/>
After selecting COA, enter either college(s) or org code(s). Org codes can be entered as all 6 digits (xxxxxx,xxxxxx) or with the first 3 digits and a wildcard (xxx*,xxx*).	
College Code:*	<input type="text" value="JA-Chancellor"/> <input type="text" value="JB-Provost & VC Acad Affairs"/> <input type="text" value="JC-Vice Chanc Administrative"/> <input type="text" value="JD-Healthcare System, UIC-I"/> <input type="text" value="JE-Office of Admissions & Re"/> <input type="text" value="JF-Vice Chancellor for Resear"/> <input type="text" value="JG-Campus General Admin U"/> <input type="text" value="JJ-Vice Chanc for Student Af"/> <input type="text" value="JK-Student Affairs Ancillary S"/> <input type="text" value="JL-UIC Human Resources"/>
OR	
Job Org Code(s)(xxxxxx,xxxxxx) or (xxx*,xxx*):*	<input type="text"/>
OR	
Select to view all Org codes you have access to: (Checkbox cannot be used in conjunction with COA/College/Org in form above)	<input type="checkbox"/>
* Required field	

After you select "View Online" please be patient while your report is being processed. The processing of the request may take several minutes.

[Exit](#) [View Online](#) [Download to Excel](#)

List by Organization

Report Description - Current employees based on job org code.

Record count: 70

To sort on multiple columns:

1. Click on the header for the first column you want to sort on.
2. Hold down the "Shift" key on your keyboard and click on the subsequent column headers you want to sort on.

[<< Return to the List by Organization Form](#)

Show entries

Search:

Org Code	UIN	Name	Position-Suffix	Job Title	Job Annual Salary
407000	699123456	Storm, Johnny	C12345-00	Director	\$ 25,000.00
407000	699123455	Von Doom, Victor	C12344-00	Manager	\$ 35,000.00
407001	699123454	Storm, Susan	C12343-00	HR Associate	\$ 45,000.00
407001	699123453	Kent, Clark	C12342-00	HR Associate	\$ 34,500.00
407001	699123452	Wayne, Bruce	C12341-00	HR Associate	\$ 54,980.00
407001	699123451	Prince, Diana	C12340-00	HR REP (LC)	\$ 54,600.00
407001	699123450	West, Wally	C12339-00	HR Associate	\$ 75,000.00
407001	699123449	Jordan, Hal	C12338-00	HR Associate	\$ 70,000.00
407002	699123448	Lance, Dinah	C12337-00	HR Rep	\$ 45,000.00
407002	699123447	McCoy, Henry	C12336-00	HR Associate	\$ 43,500.00

Showing 1 to 10 of 70 entries

First Previous Page of 7 Next Last

	A	B	C	D	E	F	G	H
1	List by Organization							
				Position-				
2	Org Code	UIN	Name	Suffix	Job Title	Job Annual Salary		
3	407000	699123456	Storm, Johnny	C12345-00	Director	\$25,000.00		
4	407000	699123455	Von Doom, Victor	C12344-00	Manager	\$35,000.00		
5	407001	699123454	Storm, Susan	C12343-00	HR Associate	\$45,000.00		
6	407001	699123453	Kent, Clark	C12342-00	HR Associate	\$34,500.00		
7	407001	699123452	Wayne, Bruce	C12341-00	HR Associate	\$54,980.00		
8	407001	699123451	Prince, Diana	C12340-00	HR REP (LC)	\$54,600.00		
9	407001	699123450	West, Wally	C12339-00	HR Associate	\$75,000.00		
10	407001	699123449	Jordan, Hal	C12338-00	HR Associate	\$70,000.00		
11	407002	699123448	Lance, Dinah	C12337-00	HR Rep	\$45,000.00		
12	407002	699123447	McCoy, Henry	C12336-00	HR Associate	\$43,500.00		
13	407002	699123446	Rogers, Steve	C12335-00	HR Rep	\$43,500.00		
14	407002	699123445	Kord, Ted	C12334-00	HR Rep	\$56,000.00		
15	407002	699123444	Parker, Peter	C12333-00	HR Rep	\$44,050.50		
16	407002	699123443	Carter, Michael Jon	C12332-00	HR Associate	\$56,000.00		
17	407002	699123442	Kyle, Selina	C12331-00	HR Rep	\$37,011.00		
18	407002	699123441	Stone, Victor	C12330-00	HR Associate	\$52,883.64		
19	407002	699123440	Basil, Karlo	C12329-00	Manager	\$65,000.00		
20	407002	699123439	Batson, Billy	C12328-00	HR Rep	\$55,000.00		
21	407002	699123438	Wilson, Slade	C12327-00	Director	\$34,500.00		
22	407002	699123437	Frost, Emma	C12326-00	Manager	\$57,400.00		
23	407002	699123436	Raynor, Kyle	C12325-00	Director	\$50,000.00		
24	407005	699123435	Hall, Carter	C12324-00	Director	\$45,000.00		
25	407005	699123434	Stewart, John	C12323-00	Manager	\$43,000.00		
26	407005	699123433	Richards, Reed	C12322-00	HR Rep	\$65,000.00		
27	407005	699123432	Wagner, Kurt	C12321-00	Grad Asst	\$100,000.00		
28	407006	699123431	Todd, Jason	C12320-00	Grad Asst	\$90,000.00		
29	407006	699123430	Grayson, Dick	C12319-00	Grad Asst	\$75,000.00		
30	407007	699123429	Drake, Tim	C12318-00	Grad Asst	\$39,000.00		
31	407007	699123428	Dent, Harvey	C12317-00	Director	\$45,000.00		
32	407007	699123427	Trot, Donna	C12316-00	HR Associate	\$54,000.00		

HR Front End Reports

Apply Listing - Transactions applied on a particular date.

Apply Error Detail - List of transactions having at least one component with an error.

Apply Error Summary - Summary of transactions having at least one component with an error.

Cycle Time - Elapsed time from initiate to apply (or initiate to today if not yet applied).

Inbox - Transactions waiting in an inbox at the Campus, College or Org level.

Outbox - Transactions in an outbox at the Campus, College or Org level.

Owner Listing - View all transactions by owner UIN.

Profile Definitions - Profile definitions for security.

Routing - Lists the defined routes for a particular transaction.

Security - View users security access.

Security Profile Eligibility - List of users and their eligible profiles based on online status.

Separations - List of separations in hibernation, with a separation enabled date.

Training Face-To-Face Attendance - Face-to-Face Front End training participation.

Training Online Attendance - Online Front End training participation.

Training Profiles - Provide a reference for those requesting and granting Front End training.

Transaction Listing - Complete list of transactions after initiate and before apply.

HR Front End - Owner Listing

- Report Parameters
 - UIN of user



UNIVERSITY HUMAN RESOURCES

[Return to UHR Reports Home Page](#)

[Log Out](#)

Owner Listing

Report Description - View all transactions by owner UIN.

Complete the following criteria for your report.

UIN:

After you select "Continue" please be patient while your report is being processed. The processing of the request may take several minutes.

[Exit](#) [View Online](#) [Download to Excel](#)

Owner Listing

Report Description - View all transactions by owner UIN.

Your Report Selections:

UIN: 999999999

Record count: 3

To sort on multiple columns:

1. Click on the header for the first column you want to sort on.
2. Hold down the "Shift" key on your keyboard and click on the subsequent column headers you want to sort on.

[<< Return to the Owner Listing Form](#)

Copy	Excel (CSV Format)	Print
------	--------------------	-------

Show entries

Search:

Transaction Number	Component ID	UIN	Employee Name	Component Position Suffix	Transaction Type	Employee Group Change Indicator	Current Level/Role/Action	Component Type
1234568	8654322	699123454	Storm ,Susan		SEPARATION		ORG/Default/Review	SEPARATION
1234569	8654323	699123454	Storm ,Susan	CA12345-00	SEPARATION		ORG/Default/Review	SEPARATION
1234570	8654324	699123454	Storm ,Susan		SEPARATION		ORG/Default/Review	EMPDATA

Showing 1 to 3 of 3 entries

* **Employee Group Change Indicator:**

Y = "Continue with EGC"

C = "Continue without EGC"

E = "Forced EGC"

HR Front End – Transaction Listing

- **Report Parameters**
 - **Campus AND/OR Chart of Accounts**
 - **College Code OR Org Codes (Optional)**
 - **Employee Groups AND/OR Transaction Types (Optional)**
 - **Level/Role/Action of Transaction (Optional)**
 - **Date Range (Optional)**

Transaction Listing

Report Description - Complete list of transactions after initiate and before apply.

Complete the following criteria for your report.

To choose more than one item in a drop down box, hold down the CTRL key while you select with your mouse.

* REQUIRED: You must enter a Campus and/or a COA code(s). If you would like to enter college code(s) or org code(s), you must enter a COA.

Campus(District Division):

C - UIC Chicago
S - UIS Springfield
U - UIUC Urbana / Champaign

AND/OR

COA Code(s):

1
2
4
9

OPTIONAL: After selecting COA, you may enter either college(s) or org code(s). Org codes can be entered as all 6 digits (xxxxxx,xxxxxx) or with the first 3 digits and a wildcard (xxx*,xxx*).

College Code:

JA-Chancellor
JB-Provost & VC Acad Affairs
JC-Vice Chanc Administrative
JD-Healthcare System, UIC-I
JE-Office of Admissions & Re
JF-Vice Chancellor for Resear
JG-Campus General Admin U
JJ-Vice Chanc for Student Af
JK-Student Affairs Ancillary S
JL-UIC Human Resources

OR

Org Code(s)(xxxxxx,xxxxxx) or (xxx*,xxx*):

OPTIONAL: Enter the employee group(s) for the report.

Employee Group(s):

ALL
A
B
C
D
E
G
H
L
M
P
R
S
T
U
V
W

AND/OR

OPTIONAL: Enter the transaction type(s) for the report.

Transaction Type(s):

ALL	^
ADDAJOB	
ADM	
CURRENT PAY ADJUSTMENT	
DUJ	
EMPDATA	
ERC	
HJC	
JOBENDDATE	
LD	v

OPTIONAL: Enter the Level/Role/Action for the report.

Level/Role/Action:

ALL	^
CAMPUS-BEN-Apply	
CAMPUS-BEN-Review	
CAMPUS-Default-Apply	
CAMPUS-Default-Initiate	
CAMPUS-Default-Review	
CAMPUS-HR-Apply	
CAMPUS-HR-Review	
CAMPUS-PAY-Review	
CAMPUS-PRO-Review	v

OPTIONAL: Enter the personnel date range for the report.

Begin date of report (mm/dd/yyyy):

3	/	01	/	2016
---	---	----	---	------

End Date of report (mm/dd/yyyy):

3	/	31	/	2016
---	---	----	---	------

Transaction Listing

Report Description - Complete list of transactions after initiate and before apply.

Your Report Selections:

COA Code(s): 2
Campus(District Division): C
College Code: JL
Date: 3/01/2016 - 3/31/2016

Record count: 4

To sort on multiple columns:

1. Click on the header for the first column you want to sort on.
2. Hold down the "Shift" key on your keyboard and click on the subsequent column headers you want to sort on.

[<< Return to the Transaction Listing Form](#)

Copy Excel (CSV Format) Print

Show entries

Search:

Transaction Number	Component ID	UIN	Employee Name	Component Position Suffix	Transaction Type	Employee Group Change Indicator	Current Level/Role/Action	Component Type	Personnel Date	Effective Date	Received Date/Time	Employee Group
1234568	8654322	699123454	Storm ,Susan		SEPARATION		ORG/Default/Review	SEPARATION		3/30/2016 12:03		C
1234569	8654323	699123454	Storm ,Susan	CA12345-00	SEPARATION		ORG/Default/Review	SEPARATION	3/30/2016	3/30/2016 12:03		C
1234570	8654324	699123454	Storm ,Susan		SEPARATION		ORG/Default/Review	EMPDATA				C

EDDIE/Web Intelligence

- Difficulty – Basic/Intermediate
- Report Type – User Defined/Templates Available
- Detail – High
- Flexibility – High
- Security – High

Welcome to EDDIE from AITS

The Enterprise Data Delivery Information Environment (EDDIE) system is a Business Objects environment for delivery of query, analysis, and reporting at the University of Illinois. Through EDDIE, you can retrieve, view, and print reports. You can also create custom reports of your own.

Log In to EDDIE

▶ Log In to EDDIE

Other Environments: (click name to log in)

[DEV](#) | [QA](#)

Customer Alerts

No Current Alerts

There are no customer alerts at this time. All systems are functioning normally. Please refer to the [Data Availability](#) table to verify processing completion times. Also, please note the current [Data Quality Advisories](#).

Additional Resources

- [AITS - Reports & Data](#)
- [Business Objects 4.1 Resources](#)
- [Contact AITS](#)



▼ **My Recently Viewed Documents**

- Monthly-SEIU_Report_Internal
- Incorrect Default Earnings at Job Level - UIC
- Default Earnings for Positive Time Entry E-Classes - U...
- AcademicProfessionalTitles
- NewEmployeeReport_OE_Monthly
- PRMS_CS_New_Hire
- Employees in Leave Without Pay Status Who are Rece...
- PRMS_Applicant_Referral_Status
- PRMS_Civil_Service_Applicant

▼ **13 unread messages in My Inbox**

- MonthlySanction.xls : 27249273
- MonthlySanction.xls : 26990077
- MonthlySanction.xls : 26694686
- MonthlySanction.xls : 26398715
- MonthlySanction.xls : 26126377
- MonthlySanction.xls : 25833576
- MonthlySanction.xls : 25555425
- MonthlySanction.xls
- Applicant Tracking Data 2 : 2861553
- HR_Security_2012-09-03-08-21-15

[See more...](#)

▼ **My Applications**

-
-

▼ **My Recently Run Documents**

- NewEmployeeReport_OE_Monthly
- Monthly-SEIU_Report_Internal
- MonthlySanctions
- NewEmployeeReport_OE_Monthly
- Monthly-SEIU_Report_Internal
- Monthly-SEIU_Report_Internal
- MonthlySanctions
- NewEmployeeReport_OE_Monthly
- MonthlySanctions
- NewEmployeeReport_OE_Monthly

▼ **0 Unread Alerts**

No unread alerts

[See more...](#)

[AITS](#) » [Services](#) » [Reports and Data](#) » [Reports](#) » [Solution Library](#)

Solution Library

Looking for a quick way to get started creating reports? Want to leverage work done by others in the Data Warehouse user community and Decision Support? If so, browse through the available report templates, reporting logic, and step-by-step reporting solutions to find what you need to get you started.

The Decision Support Solution Library provides step-by-step instructions for many common reporting needs. Each reporting solution contains:

- A sample report
- Detailed instructions on how to open, modify, and save the report
- Business concepts and data rules associated with the report
- Helpful links to additional Business Objects, Universe, and security information.

The Solution Library reports are organized by data type:

- [Finance](#)
- [Human Resources \(HR\)](#)
- [Student](#)

Employee Attributes

- [Faculty Tenure Track Information](#)
- [Non-Terminated Employees with No Active Jobs](#)
- [Retiree Rehire Information](#)

HireTouch

- [Diversity of the Pool](#)

HR Front End / PARIS

- [HRFE / PARIS Security](#)
- [HRFE / PARIS Transactions](#)

Position/Job Attributes

- [Current Job Listing](#)
- [Current Position Listing](#)
- [Employee Class \(E-Class\) Listing](#)
- [Employee Job/Job Detail Listing](#)

Student Employment

- [Student Employment Registration Status by Job Detail, College, and Registration Term](#)
- [Student Employment Registration by UIN](#)

Time/Attendance Recorded

- [Employee Extra Help Hours Worked](#)
- [Employee Leave Balances](#)

Current Job Listing

List of current jobs for a specific college on a specific campus. This report is sorted by employee name and includes a total employee UIN count.

Universe

EDW - HR Position and Job Hierarchy

Data Rules Related to this Report

- This report is grouped by employee home department organization code. An employee's home department may be different than their timesheet organization. Therefore, your report may include organization codes outside of your home department.
- In the Banner job detail screen, Banner will calculate an annual salary when you enter a regular hourly rate. Similarly, Banner will calculate a regular hourly rate when you enter annual salary. Therefore, on your report, both Job Detail Regular Rate and Job Detail Annl Salary will contain data.
- This report includes all employees who are not terminated, including those employees on leave.

Report

[Job Listing by College](#)



Document Summary <<

Print

Current_Job_Listing_for_a_College

General

Type: Web Intelligence document
 Size: 115 KB
 Author: nelgreen
 Creation date: June 12, 2013 11:01:43 AM GMT-05:00
 Locale: English (United States)
 Content Alignment: Left-to-Right
 Description:

Keywords:

Statistics

Last Refresh Date: (None)
 Last Modified: February 23, 2015 2:24:22 PM GMT-05:00
 Last modified by: Imryan2
 Duration of previous refresh: 0 s

Document Options

Refresh on open: On
 Permanent regional formatting: Off
 Use query drill: Off
 Enable query stripping: Off
 Hide warning icons in charts: Off
 Merge prompts (BEx Variables): On
 Default Style: Standard

Data Options

Data Tracking: Off
 Auto-merge dimensions: On
 Extend merged dimension values: On

AITs Solution Library

Current Job Listing for a College

Last Refresh: 3/18/18

Campus: College:

Prompts

Prompts Summary

- * Enter 1 digit CAMPUS CODE (1, 2, 4 OR 9) 1
- * Enter 2 position COLLEGE CODE (i.e., KL) ...

* Required prompts

Enter 1 digit CAMPUS CODE (1, 2, 4 OR 9)

Type a value: Selected Value(s):

To see the content of the list, click Refresh Values.

Enter search pattern

OK Cancel

Detail	Annual Rate	Job Detail	Annual Salary
*		*	

Prompts [?] [X]




Prompts Summary


- ✓ * Enter 1 digit CAMPUS CODE (1, 2, 4 OR 9) 2
- ✓ * Enter 2 position COLLEGE CODE (i.e., KL) ...

Enter 1 digit CAMPUS CODE (1, 2, 4 OR 9)

Type a value:

Selected Value(s)

 To see the content of the list, click Refresh Values.

Prompts [?] [X]




Prompts Summary


- ✓ * Enter 1 digit CAMPUS CODE (1, 2, 4 OR 9) 2
- ✓ * Enter 2 position COLLEGE CODE (i.e., KL) ...


Enter 2 position COLLEGE CODE (i.e., KL)

Type a value:

Selected Value(s)

 To see the content of the list, click Refresh Values.



* Required prompts

**Current Job
Listing for a
College**

Last Refresh: 10:13:17 AM

Campus: 2 College: JL

407000

HR Administration

Employee Name	Employee UIN	Position Number	Job Suffix	Job Detail Title	Job Detail Org Code	Job Detail Org Title	Job Detail College Name	Job Detail FTE	Job Detail Regular Rate	Job Detail Annl Salary
Storm, Susan	699123454	CA1234	00	HR Director	407001	HR Administration	UIC Human Resources	1.000	28.205128	55,000.00
Number of Employees:	1									

407001

HR Systems

Employee Name	Employee UIN	Position Number	Job Suffix	Job Detail Title	Job Detail Org Code	Job Detail Org Title	Job Detail College Name	Job Detail FTE	Job Detail Regular Rate	Job Detail Annl Salary
Kent, Clark	699123453	C12342	00	HR Associate	407001	HR Administration	UIC Human Resources	1.000	12.820513	25,000.00
Storm, Johnny	699123456	C12345	00	HR Manager	407001	HR Administration	UIC Human Resources	1.000	17.948718	35,000.00
Wayne, Bruce	699123452	C56037	00	HR Associate	407001	HR Administration	UIC Human Resources	1.000	12.820513	25,000.00
Rogers, Steve	699123446	C48973	00	HR Associate	407000	UIC Human Resources	UIC Human Resources	1.000	12.820513	25,000.00
Prince, Diana	699123451	CB1379	00	HR Associate	407001	HR Administration	UIC Human Resources	1.000	22.307692	43,500.00
Number of Employees:	5									

Employee Extra Help Hours Worked

List of employees and total extra help hours worked for a specific college on a specific campus. The report is grouped by organization and sorted by employee.

Universes

EDW - HR - Leave Tracking

Data Rules Related to this Report

- Extra Help employee time is reported on Earn Code T900 (Regular Hours) and T950 (Overtime Hours). Both time types are accumulated as Accrued Leave Taken Amount.
- Because of this processing, the heading will show as Accrued Leave Taken Amount (because the query is limited to T900 and T950), the results actually display time worked.
- The T900 and T950 Earn Codes are reset to zero after an extra help employee has had the proper break in employment between work assignments.
- Please note that Banner allows an employee's extra help hours to exceed 900 hours. Therefore, it's possible for 900+ hours to show up on this report.

Report

[Extra Help Hours Worked](#)

Prompts




Prompts Summary


- ✓ * 1. Enter 1 Digit Campus Code (1, 2, 4, or 9): .
- ✓ * 2. Enter 2 Digit College Code (e.g. KL): JL


1. Enter 1 Digit Campus Code (1, 2, 4, or 9):


Type a value:

Selected Value(s)





 To see the content of the list, click Refresh Values.

Prompts




Prompts Summary


- ✓ * 1. Enter 1 Digit Campus Code (1, 2, 4, or 9): .
- ✓ * 2. Enter 2 Digit College Code (e.g. KL): JL


2. Enter 2 Digit College Code (e.g. KL):


Type a value:


Selected Value(s)





 To see the content of the list, click Refresh Values.



* Required prompts

Extra Help Hours Worked

Last Refresh: 10:29:21 AM

Campus: 2

College: JL

HR Testing 407001

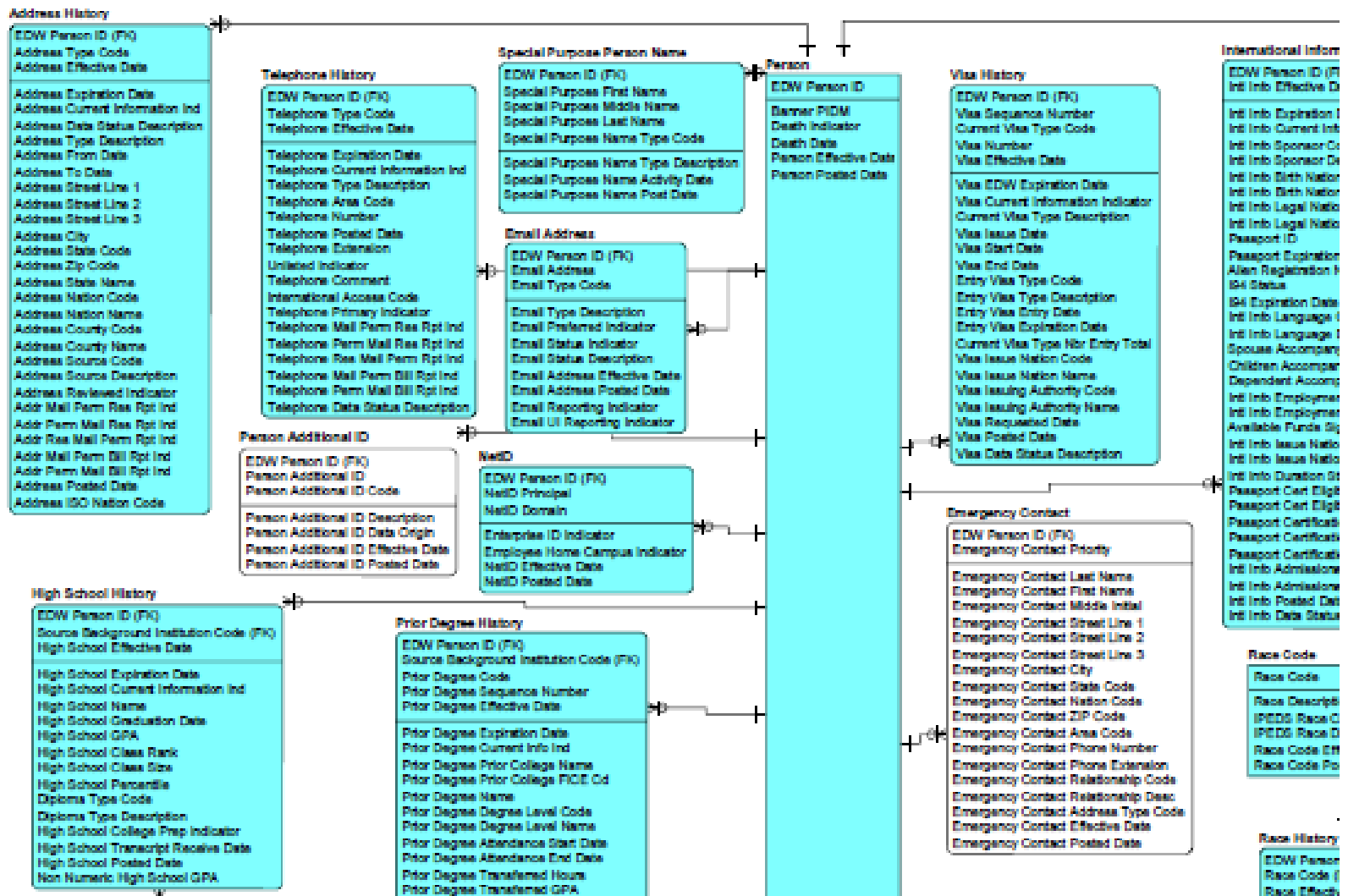
Name	UIN	Position - Job	Job Timesheet College Code	Job Timesheet Department Code	Job Timesheet Org Code	Job Timesheet College Name	Job Timesheet Department Name	Accr Lv Bal Taken Amount
Storm, Susan	699123454	CA1234-00	JL	407	407001	Human Resources	HR Testing	357.30
Number of Employees:	1							

HR Systems 407007

Name	UIN	Position - Job	Job Timesheet College Code	Job Timesheet Department Code	Job Timesheet Org Code	Job Timesheet College Name	Job Timesheet Department Name	Accr Lv Bal Taken Amount
Kent, Clark	699123453	C12342-00	JL	407	407007	Human Resources	HR Systems	733.50
Storm, Johnny	699123456	C12345-00	JL	407	407007	Human Resources	HR Systems	48.30
Wayne, Bruce	699123452	C56037-00	JL	407	407007	Human Resources	HR Systems	401.45
Rogers, Steve	699123446	C48973-00	JL	407	407007	Human Resources	HR Systems	1,246.50
Prince, Diana	699123451	CB1379-00	JL	407	407007	Human Resources	HR Systems	425.10
Batson, Billy	699123439	C12328-00	JL	407	407007	Human Resources	HR Systems	360.50
Drake, Tim	699123428	C12318-00	JL	407	407007	Human Resources	HR Systems	588.10
Number of Employees:	7							

Employee Data Warehouse (EDW)

- Difficulty – Intermediate/Difficult
- Report Type – User Defined
- Detail – High
- Flexibility – High
- Security – High



HR Dashboards

- Difficulty – Easy
- Report Type – Predefined
- Detail – High
- Flexibility – High
- Security – Medium

Select Filter Options Job Detail College Name: UIC Human Resources Employee Type: (Multiple values)

Headcount

61

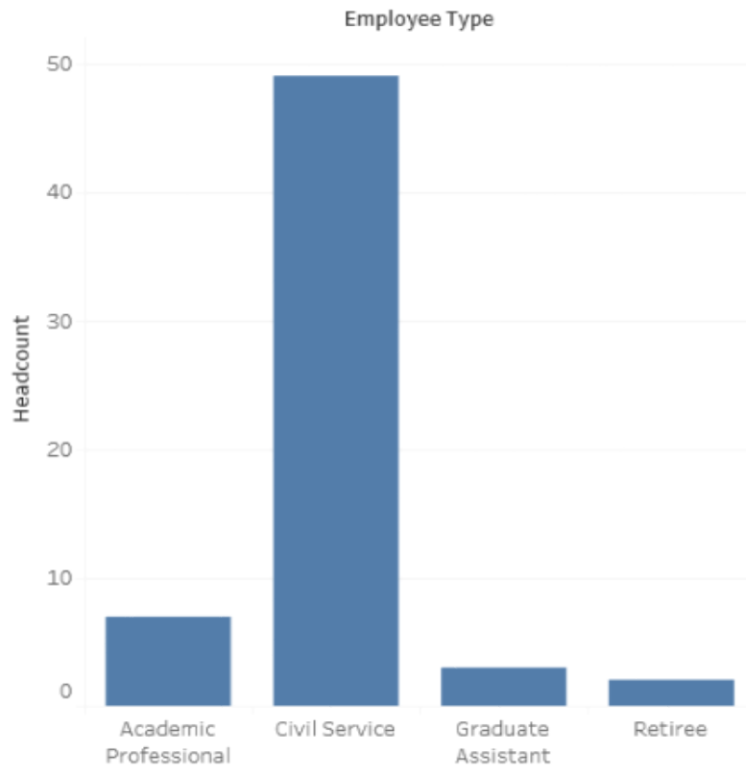
FTE

79.40

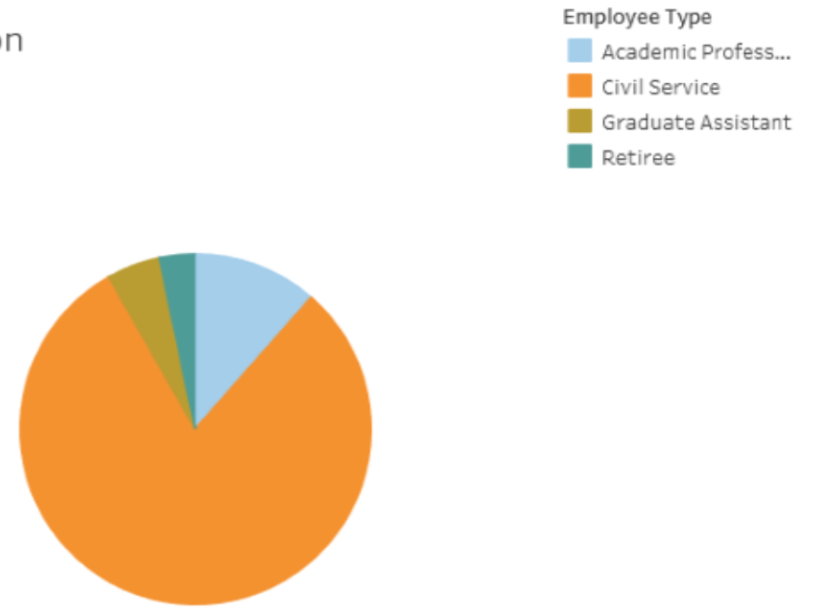
Total Salary

\$5,685,605

Employee Headcount



Population



Reporting Resources

- ViewDirect:
<https://docdirectpweb.admin.uillinois.edu/ddrint/servlet/ddrint>
- HR Reporting Portal:
https://www.hr.uillinois.edu/human_resource_systems/reporting_portal/
- EDDIE:
<https://eddie.ds.uillinois.edu/>
- Solution Library:
https://www.aits.uillinois.edu/services/reports_and_data/reports/solution_library/

Data Access

- Security Application:
https://webprod.admin.uillinois.edu:443/secapp/ui_security_application.jsp
- Decision Support Security Request:
<https://appserv7.admin.uillinois.edu/DsUscApp/Forms/Main/Default.aspx>

Data Security Resources

- Protected Email Attachment Repository (PEAR)
<http://go.uillinois.edu/pear>
- Personal Information Protection Act (PIPA)
<http://www.ilga.gov/legislation/ilcs/ilcs3.asp?ActID=2702&ChapterID=67>
- Data Classifications
<https://security.uic.edu/data-classifications/>
- Information Security Compliance Form
https://www.ait.s.uillinois.edu/UserFiles/Servers/Server_474/File/security/ComplianceForm.pdf
- FERPA Training
<https://www.ait.s.uillinois.edu/cms/One.aspx?portalId=558&pageId=102730>

Workshop Summary

- Employee Data Security
- Mobius View (Formerly ViewDirect)
- HR Reporting Portal
- EDDIE/Solution Library
- Employee Data Warehouse (EDW)
- HR Dashboards (Coming Soon)
- Reporting Resources

Questions / Concerns?