Please note this is a working document. This document will be updated as existing reports are modified and new reports are created.
**Resource:** BI Publisher Reporting Module

In an effort to make running reports easier, we have activated the BI Publisher Reporting pagelet. This pagelet will be available to those who have access to run the reports detailed in this guide.

From the Home page, access the Query Report Viewer link on the BI Publisher Pagelet (alternatively, you can navigate to Reporting Tools > BI Publisher > Query Report Viewer.)

As we expand the use of the reporting module, you may find new reports available to you in the Query Report Viewer.

Most reports are available in multiple formats. Choose your desired format before clicking the blue View Report link.

- HTM - opens directly in your browser
- PDF - Adobe Acrobat
- RTF - Microsoft Word
- XLS - Microsoft Excel
UCF Rising - PeopleSoft HCM Report Guide

**Resource:** Employee Security Roles Report

Reports are available for specific security roles. To determine your security roles, we have provided the Employee Security Roles Report. On the Self Service Reports pagelet on the PeopleSoft HCM home page, you will find a new category called My Information. Under that category is the report Employee Security Roles.

This will help you to determine which new reports are available to you.

---

**Employee Security Roles**

Joe Knight

In the upcoming months, you may notice some changes to the way you see things or do things in PeopleSoft HCM. As HRIS completes our part of Project UCF Rising, we’ll be exploring various new functionality provided by PeopleSoft, and will be rolling it out as soon as it is ready to the campus audiences. Each change will affect specific security roles, so you may or may not be in a targeted audience when a roll out is complete.

This will show you your HR Security roles, so you can determine which functional changes affect you.

---

### Report Filters

<table>
<thead>
<tr>
<th>ROLENAME</th>
<th>Role Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>Citizenship</td>
<td>Citizenship</td>
</tr>
<tr>
<td>FX_RI_EMPLOYEE</td>
<td>Role for Active Employees only</td>
</tr>
</tbody>
</table>

University of Central Florida
Department of Human Resources
PeopleSoft Security Roles

999999999
Report Category: HCM Cost Center Funding

Necessary Role(s): HR_COST_CENTER_REPORT

Category Description: This category is designed for employees who have the responsibility for maintaining the departmental budget. To obtain access to these reports, the employee must complete and submit a Departmental Cost Center Authorization List form, which is available on the Human Resources website at hr.ucf.edu, under Forms.

Report: Cost Center Funding Source Acc

Report Name: BIP_CC_ACC

Prompt(s): None

Report Details: This user specific report shows the departments and projects available when the other cost center reports are run. Please note that only departments and projects that are currently active will appear on this list. If you need access to additional funding sources, please complete Departmental Cost Center Authorization List, and submit it to HR Payroll with the proper approval signatures. The funding sources may be listed on the form or attached in an excel spreadsheet.

<table>
<thead>
<tr>
<th>DEPTID</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>00000005</td>
<td>UCF CONVOCATION CTR FDN INC</td>
</tr>
<tr>
<td>00000017</td>
<td>Test Budget</td>
</tr>
<tr>
<td>00000018</td>
<td>MICROGRAVITY-PHASE2</td>
</tr>
</tbody>
</table>
UCF Rising - PeopleSoft HCM Report Guide

Report: Cost Center W Empl Billing

Report Name: BIP_CC_EMP

Prompt(s): Funding Source (Optional)

Report Details: The Employee Funding Report by Cost Center Funding Source details the employees who are currently associated with specific funding sources.

Report Output:

<table>
<thead>
<tr>
<th>Employee ID</th>
<th>Position #</th>
<th>Last Name</th>
<th>First Name</th>
<th>Home Department</th>
<th>Budget Level</th>
<th>Funding Source</th>
<th>Dist %</th>
<th>Funding End Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>99999999</td>
<td>0009999999</td>
<td>Daniels</td>
<td>Charlie</td>
<td>02602001</td>
<td>HM RES-PAYROLL</td>
<td>Department</td>
<td>100.00</td>
<td></td>
</tr>
<tr>
<td>99999999</td>
<td>0009999999</td>
<td>Mouse</td>
<td>Minnie</td>
<td>02602001</td>
<td>HM RES-PAYROLL</td>
<td>Department</td>
<td>100.00</td>
<td></td>
</tr>
</tbody>
</table>

Information displayed in the report includes:
- Employee ID #
- Employee Record #
- Position #
- Employee Last Name
- Employee First Name
- Home Department
- Budget Level
- Funding Department/Project
- Funding Distribution %
- Funding End Date
UCF Rising - PeopleSoft HCM Report Guide

Report: Cost Center Report with GL Act

Report Name: BIP_CC_RP2

Prompt(s): Starting Pay Period End Date, Through Pay Period End Date, Funding Source (Optional)

Report Details: Similar to the Cost Center Report, the Cost Center Report with GL Account Code report details all employee payroll charges that were made for the pay period for each funding source. This includes original payroll charges, as well as any salary cost transfers, totaled by employee and GL Account for the designated pay periods. The output is grouped by funding source.

Report Output:

The table below shows the output for the Cost Center Report with GL Account Code for the dates 7/25/2019 - 9/13/2019, grouped by funding source.

<table>
<thead>
<tr>
<th>Funding</th>
<th>Empl ID</th>
<th>Rd</th>
<th>Name</th>
<th>Hours</th>
<th>GL Account</th>
<th>Earnings</th>
<th>Fringe Grp</th>
<th>Fringe Rate</th>
<th>Fringe Amt</th>
</tr>
</thead>
<tbody>
<tr>
<td>02602001</td>
<td>99999999</td>
<td>0</td>
<td>Cravalho,Auli'l</td>
<td>320.00</td>
<td>711201</td>
<td>25501.52</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>02602001</td>
<td>88888888</td>
<td>0</td>
<td>Johnson,Dwayne</td>
<td>320.00</td>
<td>711201</td>
<td>20999.80</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>02602001</td>
<td>77777777</td>
<td>0</td>
<td>Miranda,Lin-Manuel</td>
<td>320.00</td>
<td>711201</td>
<td>7532.96</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>02602001</td>
<td>99999999</td>
<td>0</td>
<td>Cravalho,Auli'l</td>
<td>0.00</td>
<td>711610</td>
<td>0.00</td>
<td>AP</td>
<td>0.37</td>
<td>9435.57</td>
</tr>
<tr>
<td>02602001</td>
<td>88888888</td>
<td>0</td>
<td>Johnson,Dwayne</td>
<td>0.00</td>
<td>711610</td>
<td>0.00</td>
<td>AP</td>
<td>0.37</td>
<td>7769.92</td>
</tr>
<tr>
<td>02602001</td>
<td>77777777</td>
<td>0</td>
<td>Miranda,Lin-Manuel</td>
<td>0.00</td>
<td>711610</td>
<td>0.00</td>
<td>AP</td>
<td>0.37</td>
<td>2787.20</td>
</tr>
</tbody>
</table>

Information displayed in the report includes:
- Funding Department/Project
- Employee ID #
- Employee Record #
- Employee Name
- Hours paid
- GL Account
- Gross Earnings
- Fringe Group
- Fringe Rate
- Fringe Amount
UCF Rising - PeopleSoft HCM Report Guide

Report: Cost Center Report

Report Name: BIP_CC_RPT

Prompt(s): Starting Pay Period End Date, Through Pay Period End Date, Funding Source (Optional)

Report Details: The Cost Center Report lists all employee payroll charges that were made for the pay period for each funding source. This includes original payroll charges, as well as any salary cost transfers, totaled by employee for the designated pay periods. This report can be accessed at anytime; however, cost center data for each pay period will not be available until Tuesday of pay week. The original cost center report will not produce data for any pay period beyond November 1, 2019. This BI Publisher version will produce the payroll charges for pay periods after November 1, 2019.

Use the magnifying glass to see the available values for the prompts.

Report Output:

Information displayed in the report includes:
- Funding Department/Project
- Employee ID #
- Employee Record #
- Employee Name
- Hours paid
- Gross Earnings
- Fringe Paid
- Total Payroll Cost
Report: SCT by Cost Center Security

Report Name: BIP_CC_SCT

Prompt(s): Run Date (Optional), Funding Source (Optional)

Report Details: The Salary Cost Transfers by Cost Center Security report details salary cost transfers completed on paychecks that include the designated project or department funding source. Helpful in matching transactions from DataMart, this report includes the originator of the salary cost transfer eForm and their email address, if additional documentation is required to validate the transaction.

Use the magnifying glass to see the available values for the prompts. Leave the Run Date blank to see all transactions that have occurred since 11/1/2019; leave the Funding Source field blank to see all funding sources within your cost center security access.

Report Output:

Information displayed in the report includes:
- Run Date
- eForm Type
- eForm ID
- eForm Originator Name and Email Address
- Employee ID #
- Employee Record #
- Employee Name
- Home Department
- Original Pay Period End Date
- GL Account Code
- Funding Department/Project
- Earnings
- Fringe
Report: Suspense Payroll - Cost Center

Report Name: BIP_CC_SP1

Prompt(s): Funding Source (Optional), Fiscal Year

Report Details: The Payroll Suspense Transactions by Cost Center Funding Source report details payroll transactions paid out of the Payroll Suspense Account/Funding Source. This includes both original payroll transactions, as well as the salary cost transfers completed to move the funds out of suspense to their correct funding source. The report is grouped by funding source and totaled by employee.

Report Output:

![Spreadsheet data from Payroll Suspense Transactions by Cost Center Funding Source]

Information displayed in the report includes:

- Employee ID #
- Employee Record #
- Employee Name
- Home Department
- Transaction Post Date
- Transaction Type
- Pay Period End Date
- Funding Department/Project
- GL Account
- Earnings Code
- Hours Paid
- Gross Earnings
Report: Payroll by Dept YTD - CC

Report Name: BIP_CC_YTD

Prompt(s): Funding Source (Optional), Fiscal Year

Report Details: The Payroll by Dept YTD - Cost Center Security Access report details payroll transactions sent to the General Ledger for a specified funding source. The report includes both encumbrances and earnings transactions.

Report Output:

Information displayed in the report includes:
- Amount Type
- General Ledger Interface Run Date
- GL Account
- Funding Department ID
- Fund Code
- Program Code
- Funding Project ID
- Amount Posted
- Employee ID #
- Employee Name
- Payroll Template
Report: Encumbrance Summary - CC

Report Name: BIP_ENC_C1

Prompt(s): Funding Source (Optional)

Report Details: The Encumbrances by Cost Center Security report allows employees with access to specific cost centers to review the encumbrances for those specific cost centers. The report is grouped by budget year and funding source. The amounts on the report are cumulative for the fiscal year.

Report Output:

Information displayed in the report includes:
- Funding Department/Project
- Employee ID #
- Employee Record #
- Position #
- Employee Name
- Home Department
- GL Account #
- GL Account Description
- Annual Encumbrance Amount
- Remaining Encumbrance Amount
- Encumbrance Amount Spent
- Unencumbered Amount Spent
Report: Encumbrances Detailed - CC

Report Name: BIP_ENC_C2

Prompt(s): Funding Source (Optional), Fiscal Year

Report Details: The Encumbrances by Cost Center Security report allows employees with access to specific cost centers to review all encumbrance transactions for those specific cost centers. The report is grouped by funding source.

Report Output:

<table>
<thead>
<tr>
<th>Funding Source</th>
<th>Name</th>
<th>Empid</th>
<th>Role</th>
<th>Position #</th>
<th>Date</th>
<th>Home Dept</th>
<th>GL Account</th>
<th>GL Account Description</th>
<th>FY</th>
<th>Hours</th>
<th>Encumbrance</th>
<th>Fringe Encumbrance</th>
</tr>
</thead>
<tbody>
<tr>
<td>16229930</td>
<td>Powder, Daniel</td>
<td>999999</td>
<td>Std</td>
<td>000999999</td>
<td>8/23/2019</td>
<td>6220001</td>
<td>711102</td>
<td>FACULTY 9 MONTH</td>
<td>028</td>
<td>0.00</td>
<td>10,241.82</td>
<td>0.06</td>
</tr>
<tr>
<td>16229930</td>
<td>Powder, Daniel</td>
<td>999999</td>
<td>Std</td>
<td>000999999</td>
<td>8/23/2019</td>
<td>6220001</td>
<td>711102</td>
<td>FACULTY 9 MONTH</td>
<td>028</td>
<td>0.00</td>
<td>17,776.01</td>
<td>0.06</td>
</tr>
<tr>
<td>16229930</td>
<td>Powder, Daniel</td>
<td>999999</td>
<td>Std</td>
<td>000999999</td>
<td>8/23/2019</td>
<td>6220001</td>
<td>711102</td>
<td>FACULTY 9 MONTH</td>
<td>028</td>
<td>0.00</td>
<td>17,776.01</td>
<td>0.06</td>
</tr>
<tr>
<td>16229930</td>
<td>Powder, Daniel</td>
<td>999999</td>
<td>Std</td>
<td>000999999</td>
<td>8/23/2019</td>
<td>6220001</td>
<td>711102</td>
<td>FACULTY 9 MONTH</td>
<td>028</td>
<td>0.00</td>
<td>17,776.01</td>
<td>0.06</td>
</tr>
</tbody>
</table>

Information displayed in the report includes:
- Funding Department/Project
- Employee Name
- Employee ID #
- Employee Record #
- Position #
- Transaction Date
- Home Department
- GL Account #
- GL Account Description
- Fiscal Year
- Hours Paid
- Encumbrance Amount
- Fringe Encumbrance Amount
UCF Rising - PeopleSoft HCM Report Guide

**Report Category:** Department Level HR Users

**Necessary Role(s):** GT Department; GT DIRECTOR-CHAIR; GT Vice President-Dean

**Category Description:** This category is designed for employees who have the responsibility for maintaining the employment details for their department security level. To obtain access to these reports, the employee must complete the necessary training for one of the above roles, and their department should submit an HR Security Request on their behalf.

**Report: Active Employee Fund/Fr Report (Decommissioned)**

**Report Name:** BIP_EMP_EF4 – Decommissioned 7/6/2020 – replaced by BIP_EMP_EF1

**Prompt(s):** Home Department (Optional)

**Report Details:** The Active Employee Funding Report within Home Department Security report details the employees and their specific funding sources. The report is grouped by home department.

**Report Output:**

```
<table>
<thead>
<tr>
<th>EmpId</th>
<th>Role</th>
<th>Position</th>
<th>Last Name</th>
<th>First Name</th>
<th>Home Department</th>
<th>Budget Level</th>
<th>Fringe Group</th>
<th>Funding Source</th>
<th>Dist %</th>
<th>Funding End Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>9999999</td>
<td>4</td>
<td>hops</td>
<td>Judy</td>
<td>01012001</td>
<td>PRES-PAYROLL</td>
<td>Appointment</td>
<td>OPS Non-Student</td>
<td>01010001</td>
<td>100.00</td>
<td></td>
</tr>
<tr>
<td>9989999</td>
<td>5</td>
<td>smith</td>
<td>Jon</td>
<td>01012001</td>
<td>PRES-PAYROLL</td>
<td>Appointment</td>
<td>OPS Non-Student</td>
<td>01010001</td>
<td>50.00</td>
<td></td>
</tr>
<tr>
<td>9989999</td>
<td>5</td>
<td>smith</td>
<td>Jon</td>
<td>01012001</td>
<td>PRES-PAYROLL</td>
<td>Appointment</td>
<td>OPS Non-Student</td>
<td>01620001</td>
<td>50.00</td>
<td></td>
</tr>
</tbody>
</table>
```

Information displayed in the report includes:

- Employee ID #
- Employee Record #
- Position #
- Employee Last Name
- Employee First Name
- Home Department
- Budget Level
- Fringe Group
- Funding Source
- Funding Distribution Percent
- Funding End Date
Report: Vacant Position Report

Report Name: BIP_EMP_VP

Prompt(s): None

Report Details: The Vacant Position Report details positions within an employee’s home department security level that are not currently filled.

Report Output:

Information displayed in the report includes:
- Position #
- Position Title
- Job Code
- Location Code
- Salary Admin Plan
- Salary Grade
- Standard Hours
- FTE
- Home Department
- Reports to
- Union Cd
- Admin Cd
- Liability Combo Code
- Liability Combo Code Description
- Budget Entity
- VP Org
- Division
- College
Report: Work Study Award Usage

Report Name: BIP_EMP_WS1

Prompt(s): Term

Report Details: The Federal Work Study Award Usage report details student employees within the user’s department security level who have been awarded federal work study funds. The report displays the total award amount, the award spent, the remaining balance, and the total percent of the award spent for the specified term.

Report Output:

<table>
<thead>
<tr>
<th>EmplID</th>
<th>Name</th>
<th>Award Amount</th>
<th>Award Spent</th>
<th>Remaining Balance</th>
<th>Percent Spent</th>
</tr>
</thead>
<tbody>
<tr>
<td>9999999</td>
<td>Adair, Daniel</td>
<td>1,781.25</td>
<td>1,573.68</td>
<td>207.57</td>
<td>88.34%</td>
</tr>
<tr>
<td>9999998</td>
<td>Kroeger, Chad</td>
<td>1,705.89</td>
<td>1,266.75</td>
<td>439.14</td>
<td>74.25%</td>
</tr>
<tr>
<td>9999997</td>
<td>Kroeger, Mike</td>
<td>1,082.88</td>
<td>1,017.74</td>
<td>65.14</td>
<td>93.98%</td>
</tr>
<tr>
<td>9999996</td>
<td>Peake, Ryan</td>
<td>322.88</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Run Date: 10/29/2019 12:40:18 PM

Information displayed in the report includes:
- Employee ID #
- Employee Name
- Federal Work Study Award Amount
- Federal Work Study Award Spent
- Remaining Balance of Federal Work Study Award
- Percent of Federal Work Study Award spent
Report: Work Study Award Usage 100

Report Name: BIP_EMP_WS2

Prompt(s): Term

Report Details: The Federal Work Study Award Usage - Award 100% Used report details student employees within the user’s department security level who have been awarded federal work study funds and have spent their full amount for the term.

Report Output:

<table>
<thead>
<tr>
<th>EmplID</th>
<th>Name</th>
<th>Award Amount</th>
<th>Award Spent</th>
<th>Percent Spent</th>
</tr>
</thead>
<tbody>
<tr>
<td>9999999</td>
<td>Joel, Billy</td>
<td>2,000.00</td>
<td>2,000.00</td>
<td>100.00%</td>
</tr>
<tr>
<td>9999998</td>
<td>Lennox, Annie</td>
<td>2,000.00</td>
<td>2,000.00</td>
<td>100.00%</td>
</tr>
<tr>
<td>9999996</td>
<td>Spears, Britney</td>
<td>975.00</td>
<td>975.00</td>
<td>100.00%</td>
</tr>
</tbody>
</table>

Run Date: 10/29/2019 12:47:25 PM

Information displayed in the report includes:
- Employee ID #
- Employee Name
- Federal Work Study Award Amount
- Federal Work Study Award Spent
- Percent of Federal Work Study Award spent
UCF Rising - PeopleSoft HCM Report Guide

Report: Work Study Award Usage 90+

Report Name: BIP_EMP_WS3

Prompt(s): Term

Report Details: The Federal Work Study Award Usage - Award 90% Used or Greater report details student employees within the user's department security level who have been awarded federal work study funds and have spent 90% or more of their award for the term.

Report Output:

<table>
<thead>
<tr>
<th>EmplID</th>
<th>Name</th>
<th>Award Amount</th>
<th>Award Spent</th>
<th>Remaining Balance</th>
<th>Percent Spent</th>
</tr>
</thead>
<tbody>
<tr>
<td>9999999</td>
<td>George,Boy</td>
<td>1,082.88</td>
<td>1,017.74</td>
<td>65.14</td>
<td>93.00%</td>
</tr>
<tr>
<td>9999998</td>
<td>Hay,Roy</td>
<td>1,985.00</td>
<td>1,901.50</td>
<td>83.50</td>
<td>95.00%</td>
</tr>
<tr>
<td>9999997</td>
<td>Iglesias,Enrique</td>
<td>1,539.00</td>
<td>1,457.10</td>
<td>81.90</td>
<td>94.00%</td>
</tr>
<tr>
<td>9999996</td>
<td>Spears,Britney</td>
<td>975.00</td>
<td>975.00</td>
<td>0.00</td>
<td>100.00%</td>
</tr>
</tbody>
</table>

Run Date: 10/29/2019 12:59:46 PM

Information displayed in the report includes:
- Employee ID #
- Employee Name
- Federal Work Study Award Amount
- Federal Work Study Award Spent
- Remaining Balance of Federal Work Study Award
- Percent of Federal Work Study Award spent
Report: Work Study Award Usage 60+

Report Name: BIP_emp_WS4

Prompt(s): Term

Report Details: The Federal Work Study Award Usage - Award 60% Used or Greater report details student employees within the user’s department security level who have been awarded federal work study funds and have spent 60% or more of their award for the term.

Report Output:

<table>
<thead>
<tr>
<th>EmplID</th>
<th>Name</th>
<th>Award Amount</th>
<th>Award Spent</th>
<th>Remaining Balance</th>
<th>Percent Spent</th>
</tr>
</thead>
<tbody>
<tr>
<td>9999999</td>
<td>Camp, Greg</td>
<td>1,480.50</td>
<td>1,143.37</td>
<td>337.13</td>
<td>77.00%</td>
</tr>
<tr>
<td>9999998</td>
<td>Coleman, Kevin</td>
<td>2,000.00</td>
<td>2,000.00</td>
<td>0.00</td>
<td>100.00%</td>
</tr>
<tr>
<td>9999997</td>
<td>Harwell, Steve</td>
<td>3,237.16</td>
<td>2,000.00</td>
<td>1,237.16</td>
<td>61.00%</td>
</tr>
</tbody>
</table>

Run Date: 10/29/2019 13:04:00 PM

Information displayed in the report includes:
- Employee ID #
- Employee Name
- Federal Work Study Award Amount
- Federal Work Study Award Spent
- Remaining Balance of Federal Work Study Award
- Percent of Federal Work Study Award spent
Report Name: BIP_EMP_EF5

Prompt(s): Home Department (Optional)

Report Details: The Employee Quick Roster with Funding Sources report is a smaller alternative to the Line and OPS Employee file, including only a select portion of employment data for current employees within your security.

Report Output:

Information displayed in the report includes:
- Employee ID #
- Employee Record Number
- Employee Last Name
- Employee First Name
- Home Department
- Job Title
- Position #
- Pay Group
- Annual Salary
- Hourly Rate
- Standard Hours
- Budget Level
- Funding Source
- Funding Distribution Percent
- Funding End Date
- Future Action
- Future Effective Date
- Supervisor Name
Report: Employee Security and Roles

Report Name: BIP_EMP_SEC

Prompt(s): none

Report Details: The Employee Security and Roles report allows you to review the security roles assigned to employees within your home departments. This is a great tool for annual security reviews or departmental reorganizations.

Report Output:

```
<table>
<thead>
<tr>
<th>EmpID</th>
<th>Name</th>
<th>Role</th>
<th>Can do the role for:</th>
</tr>
</thead>
<tbody>
<tr>
<td>99999999</td>
<td>Susan Sarandan</td>
<td>GT Budget Originator</td>
<td>01012001 PRES-PAYROLL</td>
</tr>
<tr>
<td>99999999</td>
<td>Susan Sarandan</td>
<td>GT Department</td>
<td>01012001 PRES-PAYROLL</td>
</tr>
<tr>
<td>99999999</td>
<td>Susan Sarandan</td>
<td>GT SCT Originator</td>
<td>01012001 PRES-PAYROLL</td>
</tr>
<tr>
<td>99999999</td>
<td>Susan Sarandan</td>
<td>HR_TL_DEPT_PROC</td>
<td>01012001 PRES-PAYROLL</td>
</tr>
<tr>
<td>99999999</td>
<td>Daniel Tiger</td>
<td>GT Budget Originator</td>
<td>01012001 PRES-PAYROLL</td>
</tr>
<tr>
<td>99999999</td>
<td>Daniel Tiger</td>
<td>GT Department</td>
<td>01012001 PRES-PAYROLL</td>
</tr>
<tr>
<td>99999999</td>
<td>Daniel Tiger</td>
<td>GT SCT Originator</td>
<td>01012001 PRES-PAYROLL</td>
</tr>
</tbody>
</table>
```

Information displayed in the report includes:
- Home Department
- Employee ID #
- Employee Name
- Security Role
- Home Department Security
**Report Category:** HCM Labor Budgeting

**Necessary Role(s):** GT Department; GT DIRECTOR-CHAIR; GT Vice President-Dean; GT Budget Originator; GT Budget Dept Approver; GT Budget Approver; GT Dept Research Coor; HR_TL_DEPT_AUTH; HR_TL_DEPT_PROC

**Category Description:** This category is designed for employees who have some oversight of their department’s labor budgeting and costs. To obtain access to these reports, the employee must complete the necessary training for one of the above roles, and their department should request the role through the methods described on the HR Security Matrix.

**Report:** Active Emp Exp Funding Report

**Report Name:** BIP_EMP_EF2

**Prompt(s):** Home Department (Optional)

**Report Details:** The Active Employee Expiring Funding Report within Home Department Security report details all employees within the user’s department security level whose labor is funded by a project, and the date that funding ends. The report is grouped by home department.

**Report Output:**

<table>
<thead>
<tr>
<th>EmpID</th>
<th>Rcd</th>
<th>Employee Record #</th>
<th>Position</th>
<th>Last Name</th>
<th>First Name</th>
<th>Home Department</th>
<th>Budget Level</th>
<th>Funding Source</th>
<th>Dist %</th>
<th>Funding End Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>99999999</td>
<td>0</td>
<td>00042468</td>
<td>Cain</td>
<td>Jonathan</td>
<td>VP PARTNER &amp; INNOV-PAYROLL</td>
<td>01602001</td>
<td>Position</td>
<td>01601806</td>
<td>100.00</td>
<td>12/31/2019</td>
</tr>
<tr>
<td>99999999</td>
<td>0</td>
<td>00042491</td>
<td>Schon</td>
<td>Neal</td>
<td>VP PARTNER &amp; INNOV-PAYROLL</td>
<td>01602001</td>
<td>Position</td>
<td>01601805</td>
<td>92.70</td>
<td>12/31/2019</td>
</tr>
<tr>
<td>99999997</td>
<td>0</td>
<td>00032005</td>
<td>Valony</td>
<td>Ross</td>
<td>VP PARTNER &amp; INNOV-PAYROLL</td>
<td>01602001</td>
<td>Position</td>
<td>01635901</td>
<td>100.00</td>
<td>12/31/2020</td>
</tr>
</tbody>
</table>

Information displayed in the report includes:
- Employee ID #
- Employee Record #
- Position #
- Employee Last Name
- Employee First Name
- Home Department
- Budget Level
- Project Funding Source
- Funding Distribution Percent
- Budget Level Funding End Date
Report: Active Employee Funding Report

Report Name: BIP_EMP_EF1

Prompt(s): Home Department (Optional)

Report Details: The Active Employee Funding Report within Home Department Security report details all employees within the user’s department security level, and their labor funding sources. The report is grouped by home department.

Report Output:

<table>
<thead>
<tr>
<th>EmpID</th>
<th>End Position</th>
<th>Last Name</th>
<th>First Name</th>
<th>Home Department</th>
<th>Budget Level</th>
<th>Fringe Grp</th>
<th>Funding Source</th>
<th>Std % Funding End Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>60042491</td>
<td>Funaholme</td>
<td>Magna</td>
<td></td>
<td>VP PARTNER &amp; INNOV-PAYROLL</td>
<td>A&amp;P</td>
<td></td>
<td>01018005</td>
<td>92.70/12/31/2016</td>
</tr>
<tr>
<td>60042491</td>
<td>Funaholme</td>
<td>Magna</td>
<td></td>
<td>VP PARTNER &amp; INNOV-PAYROLL</td>
<td>A&amp;P</td>
<td></td>
<td>01018005</td>
<td>92.70/12/31/2016</td>
</tr>
<tr>
<td>60042491</td>
<td>Funaholme</td>
<td>Magna</td>
<td></td>
<td>VP PARTNER &amp; INNOV-PAYROLL</td>
<td>A&amp;P</td>
<td></td>
<td>01018005</td>
<td>92.70/12/31/2016</td>
</tr>
</tbody>
</table>

Information displayed in the report includes:
- Employee ID #
- Employee Record #
- Position #
- Employee Last Name
- Employee First Name
- Home Department
- Budget Level
- Fringe Group
- Funding Department/Project
- Funding Distribution Percent
- Budget Level Funding End Date
Report: Employee Funding Sources - Enc

Report Name: BIP_ENC_E3

Prompt(s): Home Department (Optional)

Report Details: The Employee Funding Data for Encumbrance Troubleshooting - Fiscal Year 2020 report is designed to assist users when ensuring proper encumbrance calculations. The report contains all possible funding sources for all employees within the user’s department security level. The output is grouped by home department.

Report Output:

Information displayed in the report includes:
- Employee ID #
- Employee Record #
- Employee Name
- Home Department
- Most Recent Hire Date
- Position #
- Budget Level #
- Status of Budget Level
- Budget Level Description
- Funding Department/Project
- Funding Distribution
- Funding End Date
Report: Employee Job Data - Enc

Report Name: BIP_ENC_E2

Prompt(s): Home Department (Optional)

Report Details: The Employee Job Data for Encumbrance Troubleshooting - Fiscal Year 2020 report is designed to assist users when ensuring proper encumbrance calculations. The report contains job details that can affect encumbrances for all employees within the user’s department security level. The output is grouped by home department.

Report Output:

Information displayed in the report includes:
- Employee ID #
- Employee Record #
- Employee Name
- Home Department
- Most Recent Hire Date
- Position #
- Effective Date of Job Data
- Fringe Group
- Employment Status
- Hourly Rate
- Standard Hours
- Pay Group
- Biweekly Comp rate (for 9 month faculty)
- Annual Rate (for all other employees)
- Future Effective date
- Future Action
- Future Employment status
Report: Encumbrances by Home Dept.

Report Name: BIP_ENCUM_E1

Prompt(s): Home Department (Optional)

Report Details: The Encumbrances by Home Department report details encumbrances for all employees within the user’s department security level. The report is grouped by budget year and funding source. The amounts on the report are cumulative for the fiscal year.

Report Output:

Information displayed in the report includes:
- Employee ID #
- Employee Record #
- Position #
- Employee Name
- Funding Department
- Funding Project
- GL Account #
- GL Account Description
- Annual Encumbrance Amount
- Remaining Encumbrance Amount
- Encumbrance Amount Spent
- Unencumbered Amount Spent
Report: Payroll - Suspense

Report Name: BIP_EMP_PY3

Prompt(s): Home Department (Optional)

Report Details: The Payroll Suspense Transactions by Home Department Security report details payroll transactions paid out of the Payroll Suspense Account/Funding Source for all employees within the user’s department security level. The report is grouped by home department.

Report Output:

```
<table>
<thead>
<tr>
<th>Home Dept</th>
<th>EmpID</th>
<th>Rec</th>
<th>Name</th>
<th>Post Date</th>
<th>Trans Type</th>
<th>Pay End Dt</th>
<th>Funding</th>
<th>Account</th>
<th>Earnings Code</th>
<th>Hours Paid</th>
<th>Gross Earnings</th>
</tr>
</thead>
<tbody>
<tr>
<td>03012001</td>
<td>9999999</td>
<td>0</td>
<td>Young, Malcolm</td>
<td>9/20/2019</td>
<td>Payroll</td>
<td>9/5/2019</td>
<td>03012001</td>
<td>789994</td>
<td>REG Regular</td>
<td>1.43</td>
<td>141.99</td>
</tr>
<tr>
<td>03012001</td>
<td>9999999</td>
<td>0</td>
<td>Young, Malcolm</td>
<td>9/27/2019</td>
<td>Payroll</td>
<td>9/19/2019</td>
<td>03012001</td>
<td>789994</td>
<td>REG Regular</td>
<td>4.00</td>
<td>397.57</td>
</tr>
<tr>
<td>03012001</td>
<td>9999999</td>
<td>0</td>
<td>Young, Malcolm</td>
<td>10/17/2019</td>
<td>Payroll</td>
<td>10/3/2019</td>
<td>03012001</td>
<td>789994</td>
<td>REG Regular</td>
<td>4.00</td>
<td>397.58</td>
</tr>
</tbody>
</table>
```

Information displayed in the report includes:
- Home Department
- Employee ID #
- Employee Record #
- Employee Name
- Transaction Post Date
- Transaction Type
- Pay Period End Date
- Funding Department/Project
- GL Account
- Earnings Code
- Hours Paid
- Gross Earnings
UCF Rising - PeopleSoft HCM Report Guide

Report: Payroll Detailed

Report Name: BIP_EMP_PY2

Prompt(s): Run Date Between, And, Home Department (Optional)

Report Details: The Payroll Details by Home Department Security report uses the General Ledger posting date and details all payroll transactions made for all employees within the user’s department security level. The report is grouped by home department.

Report Output:

<table>
<thead>
<tr>
<th>Home Department: 03012001 SDES-VP PAYROLL</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
</tr>
<tr>
<td>----</td>
</tr>
<tr>
<td>03012001</td>
</tr>
<tr>
<td>03012001</td>
</tr>
<tr>
<td>03012001</td>
</tr>
<tr>
<td>03012001</td>
</tr>
<tr>
<td>03012001</td>
</tr>
<tr>
<td>03012001</td>
</tr>
<tr>
<td>03012001</td>
</tr>
<tr>
<td>03012001</td>
</tr>
<tr>
<td>03012001</td>
</tr>
<tr>
<td>03012001</td>
</tr>
<tr>
<td>03012001</td>
</tr>
<tr>
<td>03012001</td>
</tr>
</tbody>
</table>

Information displayed in the report includes:

- Home Department
- Employee ID #
- Employee Record #
- Employee Name
- Transaction Post Date
- Transaction Type
- Pay Period End Date
- Funding Department/Project
- Earnings Code
- Hours Paid
- Gross Earnings
- Gross Fringe
Report: Payroll Summary

Report Name: BIP_EMP_PY1

Prompt(s): Starting Pay Period End Date, Through Pay Period End Date, Home Department (Optional)

Report Details: The Payroll Summary by Home Department Security report includes payroll totals for all employees within the user’s department security level. The report is grouped by home department.

Report Output:

<table>
<thead>
<tr>
<th>Home Dept</th>
<th>EmplID</th>
<th>Rec</th>
<th>Name</th>
<th>Funding Src</th>
<th>Hours</th>
<th>Earnings</th>
<th>Fringe</th>
<th>Total Payroll</th>
</tr>
</thead>
<tbody>
<tr>
<td>03012001</td>
<td>9999999</td>
<td>0</td>
<td>Carmichael, Jesse</td>
<td>03012001</td>
<td>160.00</td>
<td>2505.98</td>
<td>1253.00</td>
<td>3758.98</td>
</tr>
<tr>
<td>03012001</td>
<td>8888888</td>
<td>0</td>
<td>Levine, Adam</td>
<td>03200001</td>
<td>0.00</td>
<td>44.92</td>
<td>3.59</td>
<td>48.51</td>
</tr>
<tr>
<td>03012001</td>
<td>8888888</td>
<td>0</td>
<td>Levine, Adam</td>
<td>03410308</td>
<td>104.00</td>
<td>10978.44</td>
<td>2964.18</td>
<td>13942.62</td>
</tr>
<tr>
<td>03012001</td>
<td>8888888</td>
<td>0</td>
<td>Levine, Adam</td>
<td>71200001</td>
<td>28.00</td>
<td>2955.74</td>
<td>798.05</td>
<td>3753.79</td>
</tr>
<tr>
<td>03012001</td>
<td>8888888</td>
<td>0</td>
<td>Levine, Adam</td>
<td>71600001</td>
<td>28.00</td>
<td>2955.72</td>
<td>798.04</td>
<td>3753.76</td>
</tr>
<tr>
<td>03012001</td>
<td>9888989</td>
<td>0</td>
<td>Flynn, Matt</td>
<td>03302001</td>
<td>160.00</td>
<td>3751.72</td>
<td>1388.14</td>
<td>5139.86</td>
</tr>
</tbody>
</table>

Information displayed in the report includes:
- Home Department
- Employee ID #
- Employee Record #
- Employee Name
- Funding Department/Project
- Hours Paid
- Gross Earnings
- Gross Fringe
- Total Payroll Expense
Report: Home Department Default Fund

Report Name: BIP_DBT_DEF

Prompt(s): none

Report Details: The Home Department Default Funding and Suspense report is designed to keep your department’s default funding and suspense choices at your fingertips. The report is grouped by fiscal year.

Report Output:

<table>
<thead>
<tr>
<th>Home Department</th>
<th>Default Funding</th>
<th>Suspense Funding</th>
</tr>
</thead>
<tbody>
<tr>
<td>01012001 PRES-PAYROLL</td>
<td>01012001 100.00</td>
<td>01012001</td>
</tr>
<tr>
<td>01032001 UN COMPLETHICS-PAYROLL</td>
<td>01032001 100.00</td>
<td>01032001</td>
</tr>
<tr>
<td>01082001 UN AUD-PAYROLL</td>
<td>01082001 100.00</td>
<td>01082001</td>
</tr>
<tr>
<td>01222001 DIV INCL - PAYROLL</td>
<td>01222001 100.00</td>
<td>01222001</td>
</tr>
<tr>
<td>01322001 UN ESS-PAYROLL</td>
<td>01322001 100.00</td>
<td>01322001</td>
</tr>
</tbody>
</table>

Information displayed in the report includes:
- Home Department
- Home Department Name
- Home Department Default Funding choice
- Home Department Default Funding Distribution Percent
- Home Department Default Suspense Funding Source