Reports and Resources

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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 the Main Menu > 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
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.

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

Return to Home

University of Central Florida
Department of Human Resources
PeopleSoft Security Roles

99999999

<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>
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.

<table>
<thead>
<tr>
<th>A</th>
<th>B</th>
<th>C</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>University of Central Florida</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Department of Human Resources</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Cost Center Department/Project Access</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>ucfknight</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>DEPTID</td>
<td>Description</td>
</tr>
<tr>
<td>5</td>
<td>00000005</td>
<td>UCF CONVOCATION CTR FDN INC</td>
</tr>
<tr>
<td>7</td>
<td>00000017</td>
<td>Test Budget</td>
</tr>
<tr>
<td>8</td>
<td>00000018</td>
<td>MICROGRAVITY-PHASE2</td>
</tr>
</tbody>
</table>
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 department number. 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: Cost Center Report with GL Act

Report Name: BIP_CC_RPT

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 department number. The output is grouped by funding source.

Report Output:

<table>
<thead>
<tr>
<th>Funding</th>
<th>Empl ID</th>
<th>Rod</th>
<th>Name</th>
<th>Hours</th>
<th>GL Account</th>
<th>Earnings</th>
<th>Fringe Grp</th>
<th>Fringe Rt</th>
<th>Fringe Amt</th>
</tr>
</thead>
<tbody>
<tr>
<td>02602001</td>
<td>999999</td>
<td>0</td>
<td>Cravalho,Auli'i</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>888888</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>777777</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>999999</td>
<td>0</td>
<td>Cravalho,Auli'i</td>
<td>0.00</td>
<td>711510</td>
<td>0.00</td>
<td>AP</td>
<td>0.37</td>
<td>9435.57</td>
</tr>
<tr>
<td>02602001</td>
<td>888888</td>
<td>0</td>
<td>Johnson,Dwayne</td>
<td>0.00</td>
<td>711510</td>
<td>0.00</td>
<td>AP</td>
<td>0.37</td>
<td>7769.92</td>
</tr>
<tr>
<td>02602001</td>
<td>777777</td>
<td>0</td>
<td>Miranda,Lin-Manuel</td>
<td>0.00</td>
<td>711510</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
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 associated with specific funding sources.

Report Output:

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
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
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Report: Encumbrances Detailed - CC

Report Name: BIP_ENC_C2

Prompt(s): Funding Source (Optional)

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:

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
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Report: Suspense Payroll - Cost Center

Report Name: BIP_CC_SP1

Prompt(s): Funding Source (Optional)

Report Details: The Payroll Suspense Transactions by Cost Center Funding Source report details payroll transactions paid out of the Payroll Suspense Account/Funding Source. The report is grouped by funding source.

Report Output:

Information displayed in the report includes:
- Employee ID #
- Employee Record #
- 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)

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 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

Report Name: BIP_EMP_EF4

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>Employee ID #</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>Distribution %</th>
<th>Funding End Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>999999999</td>
<td>A</td>
<td>6</td>
<td>Hops</td>
<td>Judy</td>
<td>01012001</td>
<td>PRES-PAYROLL</td>
<td>Appointment</td>
<td>OPS Non-Student</td>
<td>100.00</td>
<td></td>
</tr>
<tr>
<td>998999999</td>
<td>G</td>
<td>5</td>
<td>Smith</td>
<td>Jon</td>
<td>01021001</td>
<td>PRES-PAYROLL</td>
<td>Appointment</td>
<td>OPS Non-Student</td>
<td>50.00</td>
<td></td>
</tr>
<tr>
<td>998999999</td>
<td>G</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>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 Amou</th>
<th>Award Spe</th>
<th>Percent Spe</th>
</tr>
</thead>
<tbody>
<tr>
<td>99999999</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>

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

Run Date: 10/29/2019 12:47:25 PM
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: Employee Quick Roster w/Fund

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:

<table>
<thead>
<tr>
<th>Employee ID</th>
<th>Last Name</th>
<th>First Name</th>
<th>Position</th>
<th>Pay Grade</th>
<th>Annual Salary</th>
<th>Hourly Rate</th>
<th>Standard Hours</th>
<th>Budget Level</th>
<th>Funding Source</th>
<th>Funding Distribution Percent</th>
<th>Funding End Date</th>
<th>Future Action</th>
<th>Future Effective Date</th>
<th>Supervisor Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>99999999</td>
<td>Daniels</td>
<td>Jeffrey</td>
<td>Assistant Director Leave Admin</td>
<td>DBP</td>
<td>29,283.68</td>
<td>15.00</td>
<td>40.00</td>
<td>Department</td>
<td>12602001</td>
<td>100.00</td>
<td>Shuffert, Sally</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>9999997</td>
<td>Jackson</td>
<td>Michael</td>
<td>Payroll Specialist III</td>
<td>DBP</td>
<td>34,880.00</td>
<td>21.49</td>
<td>40.00</td>
<td>Department</td>
<td>12602001</td>
<td>100.00</td>
<td>Potter, Harry</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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
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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>Home Department: 01012001</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>EmpID</th>
<th>Name</th>
<th>Role</th>
<th>Can do the role for:</th>
</tr>
</thead>
<tbody>
<tr>
<td>9999995</td>
<td>Susan Sarandan</td>
<td>GT Budget Originator</td>
<td>01012001</td>
</tr>
<tr>
<td>9999995</td>
<td>Susan Sarandan</td>
<td>GT Department</td>
<td>01012001</td>
</tr>
<tr>
<td>9999995</td>
<td>Susan Sarandan</td>
<td>GT SCT Originator</td>
<td>01012001</td>
</tr>
<tr>
<td>9999995</td>
<td>Susan Sarandan</td>
<td>HR_TL_DEPT_PROC</td>
<td>01012001</td>
</tr>
<tr>
<td>9999999</td>
<td>Daniel Tiger</td>
<td>GT Budget Originator</td>
<td>01012001</td>
</tr>
<tr>
<td>9999999</td>
<td>Daniel Tiger</td>
<td>GT Department</td>
<td>01012001</td>
</tr>
<tr>
<td>9999999</td>
<td>Daniel Tiger</td>
<td>GT SCT Originator</td>
<td>01012001</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>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>9999999</td>
<td>0</td>
<td>00042468</td>
<td>Cain</td>
<td>Jonathan</td>
<td>01602001 VP PARTNER &amp; INNOV-PAYROLL</td>
<td>Position</td>
<td>01618006</td>
<td>100.00</td>
<td>12/31/2019</td>
</tr>
<tr>
<td>9999998</td>
<td>0</td>
<td>00042491</td>
<td>Schon</td>
<td>Neal</td>
<td>01602001 VP PARTNER &amp; INNOV-PAYROLL</td>
<td>Position</td>
<td>01618005</td>
<td>92.70</td>
<td>12/31/2019</td>
</tr>
<tr>
<td>9999997</td>
<td>0</td>
<td>00032005</td>
<td>Valory</td>
<td>Ross</td>
<td>01602001 VP PARTNER &amp; INNOV-PAYROLL</td>
<td>Position</td>
<td>01619501</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:

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
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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
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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:

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
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:

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
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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>
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<td>1253.00</td>
<td>3758.98</td>
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<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>
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<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>13942.52</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
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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:

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