

UCF Rising - PeopleSoft HCM Report Guide

Reports and Resources

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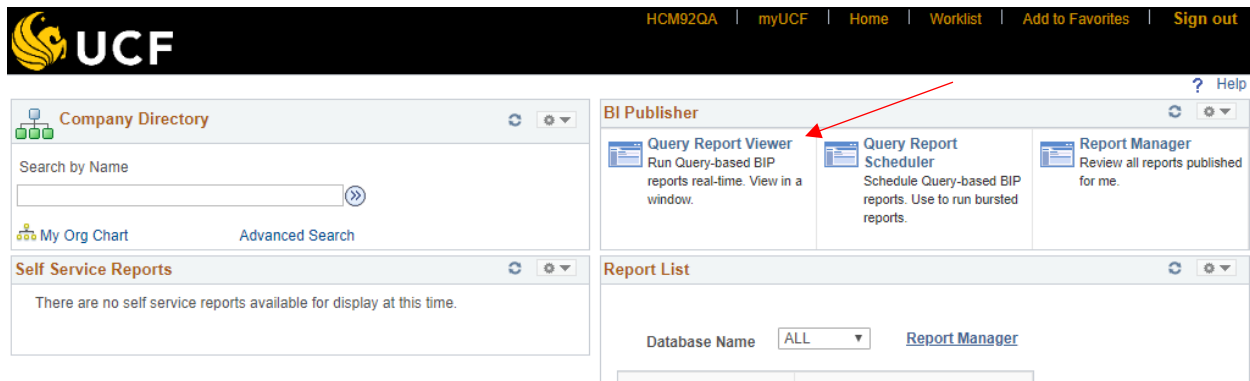
Please note this is a working document. This document will be updated as existing reports are modified and new reports are created.

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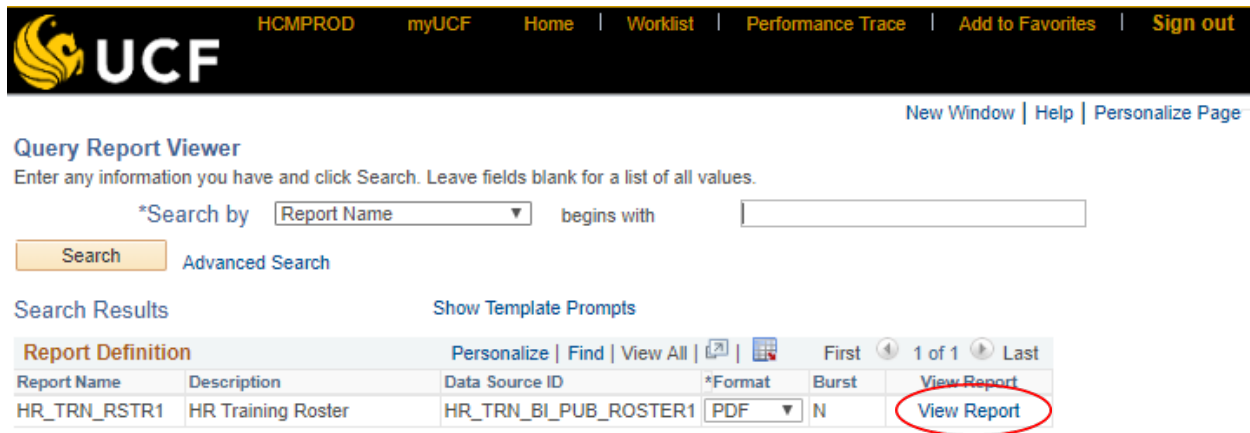
Resource: BI Publisher Reporting Module

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.



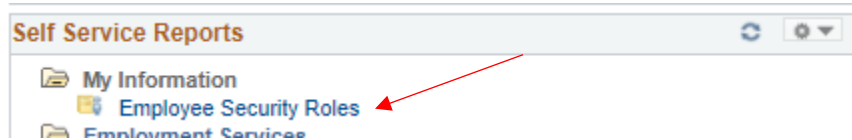
Most reports are available in multiple formats. Choose your desired format before clicking the blue View Report link.

- HTM - opens directly in your browser
- PDF - Adobe Acrobat
- RTF - Microsoft Word
- XLS - Microsoft Excel

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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.



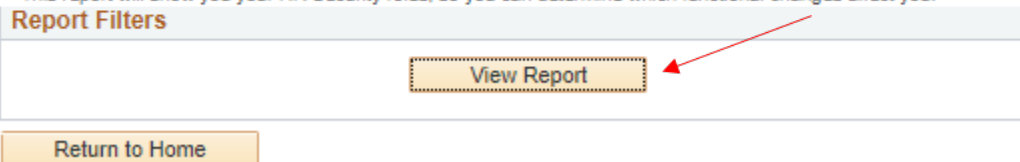
This will help you to determine which new reports are available to you.

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



University of Central Florida
Department of Human Resources
PeopleSoft Security Roles

9999999

ROLENAME	Role Title
Citizenship	Citizenship
FX_RI_EMPLOYEE	Role for Active Employees only

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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.

	A	B	C
1	University of Central Florida		
2	Department of Human Resources		
3	Cost Center Department/Project Access		
4	ucfknight		
5	DEPTID	Description	
6	00000005	UCF CONVOCATION CTR FDN INC	
7	00000017	Test Budget	
8	00000018	MICROGRAVITY-PHASE2	
9	00000019	UCF CONVOCATION CTR FDN INC	

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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:

A	B	C	D	E	F	G	H	I	J	K	L
University of Central Florida											
Department of Human Resources											
Employee Funding Report by Cost Center Funding Source											
Funding Source: 02602001											
EmplID	Rcd	Position #	Last Name	First Name	Home Department	Budget Level	Funding Source	Dist %	Funding End Date		
9999999	0	00099999	Daniels	Charlie	02602001	HM RES-PAYROLL	Department	02602001	100.00		
9999999	0	00099999	Mouse	Minnie	02602001	HM RES-PAYROLL	Department	02602001	100.00		

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

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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:

University of Central Florida Department of Human Resources Cost Center Report with GL Account Code Dates: 7/25/2019 - 9/13/2019 Funding Source: 02602001									
Funding	Empl ID	Rcd	Name	Hours	GL Account	Earnings	Fringe Grp	Fringe Rt	Fringe Amt
02602001	9999999	0	Cravalho,Auli'i	320.00	711201	25501.52		0.00	0.00
02602001	8888888	0	Johnson,Dwayne	320.00	711201	20999.80		0.00	0.00
02602001	7777777	0	Miranda,Lin-Manuel	320.00	711201	7532.96		0.00	0.00
02602001	9999999	0	Cravalho,Auli'i	0.00	711610	0.00	AP	0.37	9435.57
02602001	8888888	0	Johnson,Dwayne	0.00	711610	0.00	AP	0.37	7769.92
02602001	7777777	0	Miranda,Lin-Manuel	0.00	711610	0.00	AP	0.37	2787.20

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

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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.


Look Up Starting Pay Period End Date

BIP_CC_RPT

Search by: Pay Period End Date=

Starting Pay Period End Date 

Through Pay Period End Date: 

Funding Source (Optional) 

Search Results

View 100 First 1-8 of 8 Last

Pay Period End Date
07/25/2019
08/08/2019
08/22/2019

Report Output:

A	B	C	D	E	F	G	H	I
University of Central Florida Department of Human Resources Cost Center Report - Commitment Accounting Dates: 10/03/2019 - 10/03/2019								
Funding Source: 02602001								
Funding	Emplid	Rcd	Name	Hours	Earnings	Fringe	Total Payroll	
02602001	9999999	0	Daniels, Charlie	80.00	3,037.69	1,123.94	4,161.63	
02602001	9999989	0	Mouse, Mickey	80.00	1,719.54	636.23	2,355.77	

Information displayed in the report includes:

- Funding Department/Project
- Employee ID #
- Employee Record #
- Employee Name
- Hours paid
- Gross Earnings
- Fringe Paid
- Total Payroll Cost

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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.

BIP_CC_SCT

Run Date (Optional)

Funding Source (Optional)

Report Output:

University of Central Florida Department of Human Resources Salary Cost Transfers by Cost Center Security														
Run Date	eForm Type	eForm ID	Keyed by	EmplID	Rcd	Empl Name	Home Dept	Pay End Date	GL Acct	Department	Project	Earnings	Fringe	
2/6/2020	PAYSCTLEG	720709	Ann Jones	HRIS@ucf.edu	9999999	4	Henderson,Harry	25052001	COM FAC & ACAD AF-	10/3/2019	711201	25050003	-23.69	0.00
2/6/2020	PAYSCTLEG	720709	Ann Jones	HRIS@ucf.edu	9999999	4	Henderson,Harry	25052001	COM FAC & ACAD AF-	10/3/2019	711610	25050003	0.00	-8.53
2/6/2020	PAYSCTLEG	720709	Ann Jones	HRIS@ucf.edu	9999999	4	Henderson,Harry	25052001	COM FAC & ACAD AF-	10/3/2019	711201	25090301	23.69	0.00
2/6/2020	PAYSCTLEG	720709	Ann Jones	HRIS@ucf.edu	9999999	4	Henderson,Harry	25052001	COM FAC & ACAD AF-	10/3/2019	711610	25090301	0.00	8.53
2/6/2020	PAYSCTCUR	720782	Ann Jones	HRIS@ucf.edu	9999998	4	Murray,Bill	25052001	COM FAC & ACAD AF-	1/23/2020	711201	25050003	-23.69	0.00
2/6/2020	PAYSCTCUR	720782	Ann Jones	HRIS@ucf.edu	9999998	4	Murray,Bill	25052001	COM FAC & ACAD AF-	1/23/2020	711610	25050003	0.00	-8.77
2/6/2020	PAYSCTCUR	720782	Ann Jones	HRIS@ucf.edu	9999998	4	Murray,Bill	25052001	COM FAC & ACAD AF-	1/23/2020	711201	25090301	23.69	0.00
2/6/2020	PAYSCTCUR	720782	Ann Jones	HRIS@ucf.edu	9999998	4	Murray,Bill	25052001	COM FAC & ACAD AF-	1/23/2020	711610	25090301	0.00	8.77

2/11/2020 13:20 PM

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

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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:

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1	University of Central Florida													
2	Department of Human Resources													
3	Payroll Suspense Transactions by Cost Center Funding Source													
4	Funding Source: 03014201													
5	EmplID	Rcd	Name	Home Dept	Post Date	Trans Type	Pay End Dt	Funding	Account	Earnings code	Hours	Earnings		
6	9999999	0	Mercury,Freddie	03512001	SDS-TRIO PAYROLL	9/20/2019	Payroll	9/5/2019	03014201	789994	REG	Regular	14.29	628.06
7			Mercury,Freddie	03512001	SDS-TRIO PAYROLL	9/27/2019	Payroll	9/19/2019	03014201	789994	REG	Regular	40.00	1758.64
8			Mercury,Freddie	03512001	SDS-TRIO PAYROLL	10/17/2019	Payroll	10/3/2019	03014201	789994	REG	Regular	40.00	1758.59
9													Total:	4145.29
10														

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

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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:

	A	B	C	D	E	F	G	H	I	J	K
1	University of Central Florida										
2	Department of Human Resources										
3	Payroll by Dept YTD - Cost Center Security Access										
4	Funding Source: 09102027										
5	Amount Type	Run Date	GL Account	DeptID	Fund	Program	Project	Amount	EmplID	Name	Template
6	2	8/21/2019	711103	09102027	10001	ZZ		58,196.72	9999999	Rzezniak, Johnny	LBRENCUMB
7	2	8/21/2019	711610	09102027	10001	ZZ		16,295.08	9999999	Rzezniak, Johnny	LBRENCUMB
8	1	8/22/2019	711103	09102027	10001	ZZ		2,298.85	9999999	Rzezniak, Johnny	PAYROLL
9	2	8/22/2019	711103	09102027	10001	ZZ		-2,298.85	9999999	Rzezniak, Johnny	PAYROLL
0	1	8/23/2019	711610	09102027	10001	ZZ		643.68	9999999	Rzezniak, Johnny	PAYFRINGE
1	2	8/23/2019	711103	09102027	10001	ZZ		3.77	9999999	Rzezniak, Johnny	LBRENCUMB
2	2	8/23/2019	711610	09102027	10001	ZZ		1.06	9999999	Rzezniak, Johnny	LBRENCUMB
3	2	8/23/2019	711610	09102027	10001	ZZ		-643.68	9999999	Rzezniak, Johnny	PAYFRINGE
4	Run Date: 10/29/2019 10:38 AM										

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

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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:

University of Central Florida Department of Human Resources Encumbrances by Cost Center Security											
Budget Year: 2020											
Department: 16202001											
Project:											
Funding	EMPLID	Rcd	Position #	Name	Home Dept	GL Account	GL Account	Annual	Remaining	Spent	UnEncum Spent
16202001	9999999	0	00038405	Andrews, Julie	16202001	711103	FACULTY 12 MONTH	179,323.96	136,839.20	42,484.76	0.00
16202001	9999999	0	00038405	Andrews, Julie	16202001	711610	FRINGE BENEFIT EXPENSE	50,210.70	38,314.97	11,895.73	0.00
16202001	9999999	0	00038405	Andrews, Julie	16202001	789994	Salary Suspense Account	89,223.18	89,223.18	0.00	0.00
16202001	9989999	4		Knight, Uncle Charlie Francis	16202001	712401	GRADUATE ASSISTANTS	18,340.33	15,460.33	2,880.00	0.00
16202001	9989999	4		Knight, Uncle Charlie Francis	16202001	712610	FRINGE BENEFIT EXPENSE OPS	366.81	309.21	57.60	0.00

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), 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:

University of Central Florida Department of Human Resources Encumbrances Detailed by Cost Center												
Funding Source: 16229930												
Funding	Name	Emplid	Rcd	Position #	Date	Home Dept	GL Account	GL Account	FY	Hours	Encumbrances	Fringe Encumbrance
16229930	Powter, Daniel	9999999	0	00099999	8/23/2019	16222001	711102	FACULTY 9 MONTH	2020	0.00	15,241.82	0.00
16229930	Powter, Daniel	9999999	0	00099999	8/23/2019	16222001	711102	FACULTY 9 MONTH	2021	0.00	17,774.01	0.00
16229930	Powter, Daniel	9999999	0	00099999	8/23/2019	16222001	711102	FACULTY 9 MONTH	2022	0.00	17,774.01	0.00
16229930	Powter, Daniel	9999999	0	00099999	8/23/2019	16222001	711610	FRINGE BENEFIT EXPENSE	2022	0.00	0.00	430.13

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 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:

EmpID	Rcd	Position	Last Name	First Name	Home Department	Budget Level	Fringe Grp	Funding Source	Dist %	Funding End Date
9999999	4		Hops	Judy	01012001	PRES-PAYROLL	Appointment	OPS Non-Student	01010001	100.00
9989999	5		Smith	Jon	01012001	PRES-PAYROLL	Appointment	OPS Non-Student	01010001	50.00
9989999	5		Smith	Jon	01012001	PRES-PAYROLL	Appointment	OPS Non-Student	01620001	50.00

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

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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:

Position #	Description	Job Code	Loc	Sal Plan	Sal Grade	Hours	FTE	Home Dept	Reports to	Union Cd	Admin Cd	Liab Combo	Liability Descr	Budg Ent	VP Org	Division	College
00020019	Post Doctoral Scholar	9189	MAIN	T205		40.00	1.00	00110001	00042651	000	No Administrative Function	64014215	IST-OH ADMINISTRATION	Contract & Grants	588000	Office of Research and Graduate St	
00020021	Post Doctoral Scholar	9189	MAIN	T205		40.00	1.00	66262001	00032311	000	No Administrative Function	66260074	MMAE-IR CONTRACTS	Education & General	580000	ACADEMIC AFFAIRS DIVISION	COLLEGE OF ENGINEERING/COMPUTER SCIENCE
00020024	Post Doctoral Scholar	9189N	MAIN	T205		40.00	1.00	663014401	00032638	000	No Administrative Function	663018032	INTC-MICROPHYSIOLOGICAL SYSTEMS	Contract & Grants	58A000	Office of Research and Graduate St	

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

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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:

EmplID	Name	Award Amount	Award Spent	Remaining Balance	Percent Spent
9999999	Adair, Daniel	1,781.25	1,573.68	207.57	88.34%
9999998	Kroeger, Chad	1,705.89	1,266.75	439.14	74.25%
9999997	Kroeger, Mike	1,082.88	1,017.74	65.14	93.98%
9999996	Peake, Ryan	322.88			

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

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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:

EmplID	Name	Award Amou	Award Spe	Percent Spe
9999999	Joel,Billy	2,000.00	2,000.00	100.00%
9999998	Lennox,Annie	2,000.00	2,000.00	100.00%
9999996	Spears,Britney	975.00	975.00	100.00%

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

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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:

University of Central Florida					
Department of Human Resources					
Federal Work Study Award Usage - Award 90% Used or Greater					
Aid Year: 2019 Term: 1660					
EmplID	Name	Award Amount	Award Spent	Remaining Balance	Percent Spent
9999999	George,Boy	1,082.88	1,017.74	65.14	93.00%
9999998	Hay,Roy	1,985.00	1,901.50	83.50	95.00%
9999997	Iglesias,Enrique	1,539.00	1,457.10	81.90	94.00%
9999996	Spears,Britney	975.00	975.00	0.00	100.00%

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

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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:

A	B	C	D	E	F
University of Central Florida Department of Human Resources Federal Work Study Award Usage - Award 60% Used or Greater Aid Year: 2019 Term: 1660					
EmplID	Name	Award Amount	Award Spent	Remaining Balance	Percent Spent
9999999	Camp,Greg	1,480.50	1,143.37	337.13	77.00%
9999998	Coleman,Kevin	2,000.00	2,000.00	0.00	100.00%
9999997	Harwell,Steve	3,237.16	2,000.00	1,237.16	61.00%
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

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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:

Department of Human Resources																	
Employee Quick Roster with Funding Sources																	
EmplID	Rcd	Last Name	First Name	DeptID	Job Title	Position	PayGrp	Annual Sal.	Hrly Rt	Hours	Level	Funding	Fund %	Fund End	Future	Future Dt	Supervisor
9999999	0	Daniels	Jeffrey	02602001	Assistant Director Leave Admin	00037572	ORP	29,283.68	15.00	40.00	Department	02602001	100.00				Struthers,Sally
9999997	0	Jackson	Michael	02602001	Payroll Specialist III	00036473	ORP	34,880.00	21.49	40.00	Department	02602001	100.00				Potter,Harry

11/26/2019 17:56:59 PM

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:

University of Central Florida				
Department of Human Resources				
Employee Security and Roles				
Home Department: 01012001				
EmplID	Name	Role	Can do the role for:	
9999999	Susan Sarandan	GT Budget Originator	01012001	PRES-PAYROLL
9999999	Susan Sarandan	GT Department	01012001	PRES-PAYROLL
9999999	Susan Sarandan	GT SCT Originator	01012001	PRES-PAYROLL
9999999	Susan Sarandan	HR_TL_DEPT_PROC	01012001	PRES-PAYROLL
9999999	Daniel Tiger	GT Budget Originator	01012001	PRES-PAYROLL
9999999	Daniel Tiger	GT Department	01012001	PRES-PAYROLL
9999999	Daniel Tiger	GT SCT Originator	01012001	PRES-PAYROLL

Information displayed in the report includes:

- Home Department
- Employee ID #
- Employee Name
- Security Role
- Home Department Security

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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:

University of Central Florida Department of Human Resources Active Employee Expiring Funding Report within Home Department Security Home Department: 01602001 VP PARTNER & INNOV-PAYROLL										
EmplID	Rcd	Position #	Last Name	First Name	Home Department	Budget Level	Funding Source	Dist %	Funding End Date	
9999999	0	00042468	Cain	Jonathan	01602001	VP PARTNER & INNOV-PAYROLL	Position	01018006	100.00	12/31/2019
9999998	0	00042491	Schon	Neal	01602001	VP PARTNER & INNOV-PAYROLL	Position	01018005	92.70	12/31/2019
9999997	0	00032005	Valory	Ross	01602001	VP PARTNER & INNOV-PAYROLL	Position	01019901	100.00	12/31/2020

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

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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:

EmpID	Rcd	Position	Last Name	First Name	Home Department	Budget Level	Fringe Grp	Funding Source	Dist %	Funding End Date
4506857	0	00042491	Furuholmen	Magne	01602001 VP PARTNER & INNOV-PAYROLL	Position	A&P	01018005	92.70	12/31/2019
4810686	4		Waaktaar-Savoy	Paul	01602001 VP PARTNER & INNOV-PAYROLL	Appointment	OPS Non-Student	01040001	100.00	
4506857	0	00042491	Furuholmen	Magne	01602001 VP PARTNER & INNOV-PAYROLL	Position	A&P	01042001	7.30	

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:

	A	B	C	D	E	F	G	H	I	J	K	L	M
1	University of Central Florida												
2	Department of Human Resources												
3	Employee Funding Data for Encumbrance Troubleshooting - Fiscal Year 2020												
4	02602001 HM RES-PAYROLL												
5	Emplid	Rcd	Name	Department	Last Hire	Position	Level	Status	Budget Level	Effective Dt	Funding Source	Distrib %	Fund End Dt
6	9999999	0	Burchill,Charlie	02602001	3/8/1982	00037415	1	Active	Department	7/1/2019	02602001	100.00	
7	9999997	0	Kerr,Jim	02602001	9/18/2006	00041011	1	Active	Department	7/1/2019	02602001	100.00	
8				02602001	9/18/2006	00041011	2	Active	Position	7/12/2019	02600301	100.00	

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

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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:

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
1	University of Central Florida														
2	Department of Human Resources														
3	Employee Job Data for Encumbrance Troubleshooting - Fiscal Year 2020														
4	02602001 HM RES-PAYROLL														
5	EmplID	Rcd	Name	Department	Last Hire	Position	Effective Dt	Fringe Grp	Status	Hourly Rate	Std Hours	Comprate	Future Eff Dt	Future Action	Future Status
6	9999999	0	Burchill,Charlie	02602001	3/8/1982	00037415	7/12/2019	USPS	Active	25.99	40.00	2079.47			
7	9999997	0	Kerr,Jim	02602001	9/18/2006	00041011	7/12/2019	A&P	Active	42.66	40.00	3412.87			
R															

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

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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:

University of Central Florida Department of Human Resources Encumbrances by Home Department											
Budget Year: 2020											
Home Department: 02602001											
EMPLID	Rcd	Position #	Name	Fund Dept	Fund Project	GL Account	GL Account	Annual	Remaining	Spent	UnEncum. Spent
7777777	0	00037572	Carter,Nick	02602001		711201	ADMIN AND PROF	76,930.72	58,704.58	18,226.14	0.00
7777777	0	00037572	Carter,Nick	02602001		711610	FRINGE BENEFIT EXPENSE	28,464.37	21,720.69	6,743.68	0.00
8888888	0	00036473	Littrell,Brian	02602001		711201	ADMIN AND PROF	43,686.06	33,230.82	10,455.24	0.00
8888888	0	00036473	Littrell,Brian	02602001		711610	FRINGE BENEFIT EXPENSE	16,163.84	12,295.40	3,868.44	0.00
9898989	4		McLean,AJ	02600710		712101	TEMPORARY EMPLOYMENT	26,015.14	23,190.49	2,824.65	0.00
9898989	4		McLean,AJ	02600710		712610	FRINGE BENEFIT EXPENSE OPS	3,121.82	2,782.86	338.96	0.00

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:

A	B	C	D	E	F	G	H	I	J	K	L	M
University of Central Florida												
Department of Human Resources												
Payroll Suspense Transactions by Home Department Security												
Home Department: 03012001 SDES-VP PAYROLL												
Home Dept	EmplID	Rcd	Name	Post Date	Trans Type	Pay End Dt	Funding	Account	Earnings Code	Hours	Earnings	
03012001	9999999	0	Young, Malcolm	9/20/2019	Payroll	9/5/2019	03012001	789994	REG Regular	1.43	141.99	
03012001	9999999	0	Young, Malcolm	9/27/2019	Payroll	9/19/2019	03012001	789994	REG Regular	4.00	397.57	
03012001	9999999	0	Young, Malcolm	10/17/2019	Payroll	10/3/2019	03012001	789994	REG Regular	4.00	397.58	

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

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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:

University of Central Florida												
Department of Human Resources												
Payroll Details by Home Department Security												
Posting Dates Between: 9/27/2019 - 10/17/2019												
Home Department: 03012001 SDES-VP PAYROLL												
Home Dept	EmplID	Rcd	Name	Post Da	Trans Type	Pay End	Funding	Earnings Code	Hot	Earnin	Frin	
03012001	9999999	0	Carmichael,Jesse	9/27/2019	Payroll	9/19/2019	03012001	REG Regular	80.00	1252.99	626.50	
03012001	9999999	0	Carmichael,Jesse	10/17/2019	Payroll	10/3/2019	03012001	REG Regular	80.00	1252.99	626.50	
03012001	8888888	0	Levine,Adam	9/27/2019	Payroll	9/19/2019	03200001	WSP Wireless Service Plan	0.00	22.46	1.80	
03012001	8888888	0	Levine,Adam	9/27/2019	Payroll	9/19/2019	03410308	REG Regular	52.00	5489.22	1482.09	
03012001	8888888	0	Levine,Adam	9/27/2019	Payroll	9/19/2019	71200001	REG Regular	14.00	1477.87	399.02	
03012001	8888888	0	Levine,Adam	9/27/2019	Payroll	9/19/2019	71600001	REG Regular	14.00	1477.86	399.02	
03012001	8888888	0	Levine,Adam	10/17/2019	Payroll	10/3/2019	03200001	WSP Wireless Service Plan	0.00	22.46	1.79	
03012001	8888888	0	Levine,Adam	10/17/2019	Payroll	10/3/2019	03410308	REG Regular	52.00	5489.22	1482.09	
03012001	8888888	0	Levine,Adam	10/17/2019	Payroll	10/3/2019	71200001	REG Regular	14.00	1477.87	399.03	
03012001	8888888	0	Levine,Adam	10/17/2019	Payroll	10/3/2019	71600001	REG Regular	14.00	1477.86	399.02	
03012001	9898989	0	Flynn,Matt	9/27/2019	Payroll	9/19/2019	03302001	REG Regular	80.00	1875.86	694.07	
03012001	9898989	0	Flynn,Matt	10/17/2019	Payroll	10/3/2019	03302001	REG Regular	80.00	1875.86	694.07	

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:

	A	B	C	D	E	F	G	H	I	J
1	University of Central Florida									
2	Department of Human Resources									
3	Payroll Summary by Home Department Security									
4	Dates: 9/19/2019 - 10/3/2019									
5	Home Department: 03012001 SDES-VP PAYROLL									
6	Home Dept	EmplID	Rec	Name	Funding Src	Hours	Earnings	Fringe	Total Payroll	
7	03012001	9999999	0	Carmichael,Jesse	03012001	160.00	2505.98	1253.00	3758.98	
8	03012001	8888888	0	Levine,Adam	03200001	0.00	44.92	3.59	48.51	
9	03012001	8888888	0	Levine,Adam	03410308	104.00	10978.44	2964.18	13942.62	
0	03012001	8888888	0	Levine,Adam	71200001	28.00	2955.74	798.05	3753.79	
1	03012001	8888888	0	Levine,Adam	71600001	28.00	2955.72	798.04	3753.76	
2	03012001	9898989	0	Flynn,Matt	03302001	160.00	3751.72	1388.14	5139.86	
3										

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:

University of Central Florida				
Department of Human Resources				
Home Department Default Funding and Suspense				
Fiscal Year: 2020				
Home Department		Default Funding		Suspense Funding
01012001	PRES-PAYROLL	01012001	100.00	01012001
01032001	UN COMPL ETHICS-PAYROLL	01032001	100.00	01032001
01082001	UN AUD-PAYROLL	01082001	100.00	01082001
01222001	DIV INCL - PAYROLL	01222001	100.00	01222001
01302001	UN DEV-PAYROLL	01302001	100.00	01302001

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