

2016 BRINGING ADMINISTRATORS TOGETHER CONFERENCE

HR Reporting: Where to Find Useful HR Reports

April 14, 2016 (3:15 pm – 4:15 pm)

UIC UNIVERSITY OF ILLINOIS
AT CHICAGO

UIC

Lincoln Hall

707 South Morgan Street

Workshop Presenter(s)

Ken Scott

Manager, HRIS

kenscott@uic.edu

(312) 996-4849

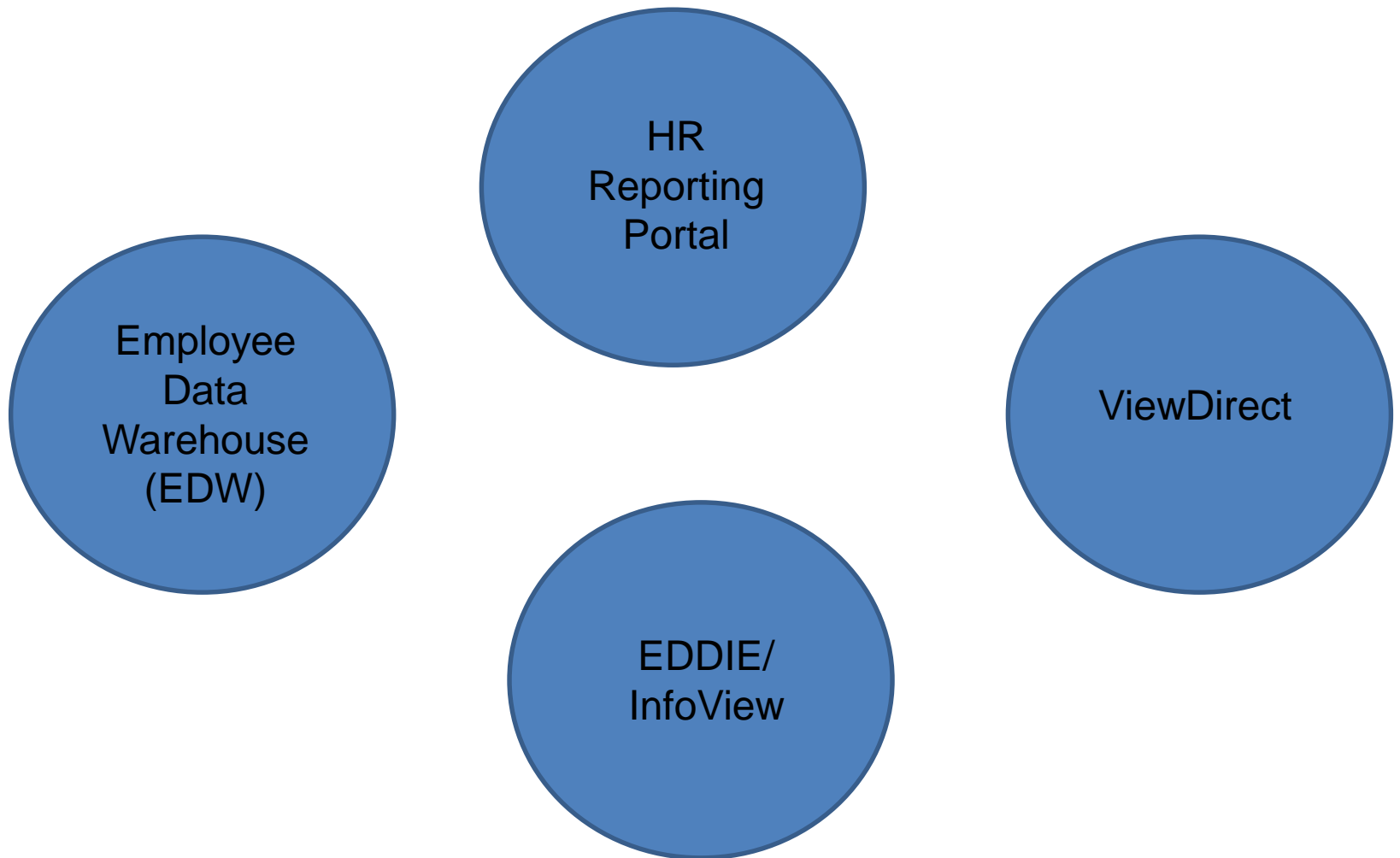
Please ...

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

Workshop Objectives

- Reporting options for HR data
- HR Reporting Portal
- How to get access to the HR Reporting Portal

HR Reporting Options



[Feedback](#)

Help us to improve this page.

UIC HR Home

- Benefits
- Career Opportunities
- Changing Jobs at UIC
- Classification and Compensation
- Developing and Guiding Employees
- Employment Verification
- Diversity at UIC
- Employee Recognition
- Hiring



Quick Links

Employee Resources

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

Faculty Resources

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

HR Resources

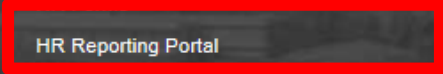
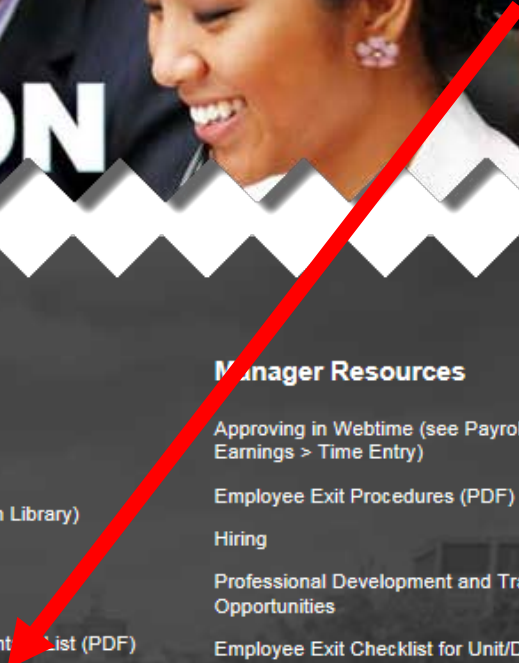
- BOT Deadlines/Dates
- BOT Minutes
- Decision Support (Solution Library)
- EDDIE
- How to Pay Internationals
- HR Front End College Cont List (PDF)
- HR Reporting Portal
- I9 Tracker
- Policies & Procedures
- Student Employment
- View Direct
- Cellphone Stipend Form Civil Service

Manager Resources

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

Employment Verification

- UIC Employees: Invite a Vendor to Verify Your Employment
- Vendors: Verify a Person's Employment at UIC



Information Alert [ASVL Reporting August 2015](#)
Posted on 2015/08/17

For articles posted prior to January 1st, 2013, please visit <http://uichrinsights.blogspot.com>

[NOTICE OF AVAILABILITY OF THE UIC ANNUAL SECURITY AND FIRE SAFETY REPORT](#)

Links

Employee Resources

- Orientation Registration
- Employee Giving at UIC
- Employee Performance Review
- Employee Access and Equity
- International Services
- Business and Financial Services
- Schedules
- 2016
- Alumni Association
- Employee Off and Leaves
- Employee Exit Checklist
- Employee of Approved Holidays for UIC Fiscal 2016

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HR Resources

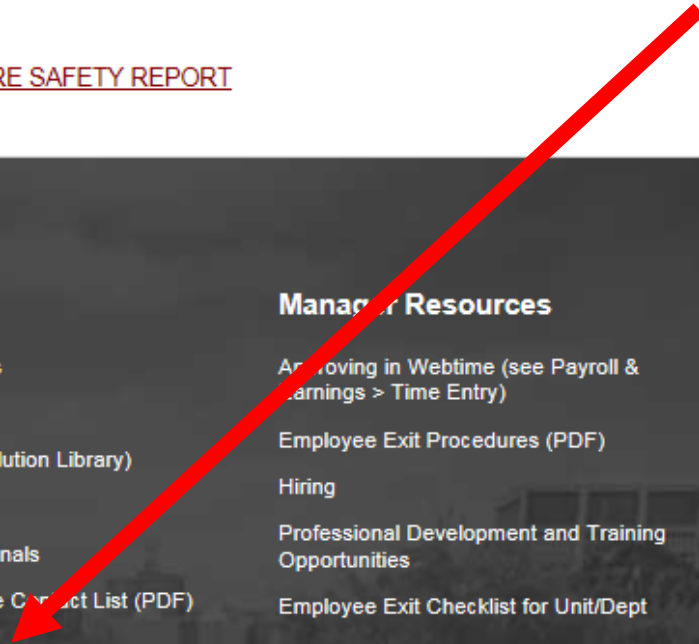
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- How to Pay Internationals
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- HR Forms
- HR Reporting Portal**
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- Policies & Procedures
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- View Direct
- Cellphone Stipend Form Civil Service
- Cellphone Stipend Form AP/Faculty

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HUMAN RESOURCES

You are here: [University Human Resources](#) » [Human Resource Systems](#) » Reporting Portal

Reporting Portal

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

Reporting Links

[HR Reports](#)

[Data Assistance](#)

[Report Assistance](#)

[Report Creation](#)

[Report Access](#)

[Contact Information](#) | [Employment](#) | [NESSIE \(Self-Service for Employees\)](#)

University Human Resources of the University of Illinois

HUMAN RESOURCES

You are here: [University Human Resources](#) » [Human Resource Systems](#) » [Reporting Portal](#) » HR Reports

HR Reports



Enterprise Login

(Important: DO NOT include EMAIL EXTENSION when entering your EnterpriseID)

EnterpriseID:

Password:

Springfield and Urbana Users:
 If you've set up your NetID through [Identity and Access Management \(IAM\)](#), use your NetID and updated password to log in.

[Use IAM to change your password](#)

New user? [Setup your account.](#)

[Change Your Password](#)
[Forgot Your Password?](#)

[Establish / Update Your Security Questions](#)

For access problems, questions, or comments, contact the AITS Service Desk at (217) 333-3102 (Urbana & UIS) or (312) 996-4806 (UIC).

You can also e-mail the AITS Service Desk at servicesdesk@uillinois.edu

Reporting Links

- [HR Reports](#)
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- [Data Assistance](#)
- [Report Assistance](#)
- [Report Creation](#)
- [Report Access](#)

UNIVERSITY HUMAN RESOURCES

Policy & Compliance

Human Resource Systems

Employee Relations & Human Resources

University Equal Opportunity

Campus HR and EEO Offices



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[Contact Information](#)

[Employment](#)

[NESSIE \(Self-Service for Employees\)](#)

[Site Map](#)

You are here: [University Human Resources](#) » [Human Resource Systems](#) » [Reporting Portal](#) » HR Reports

HR Reports

List of HR Department Reports

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

UHR Reports

[University Human Resources Reports](#) - Reports available to departmental and central HR users accessed directly through this UHR portal.

EDDIE

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

[EDDIE](#)

[How to use EDDIE](#)

View Direct

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

[View Direct](#)

[How to use View Direct](#)

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List of HR Department Reports



Report Name	Description	Frequency	Location*
Active Employees with No Activ...	List active employees who are active do not have act...	On Demand	UHR Web Site
Budget Profile	A listing of Academic and Civil Service Open Range p...	On Demand	UHR Web Site
Budget Profile For Residents	Displays all positions in RA and RB E-Classes for each...	On Demand	UHR Web Site
Daily Transaction Audit Report	The report will provide data accuracy by allowing cen...	On Demand	UHR Web Site
E-Verify Validation	Display all employees and, if present, the e-verify eff...	On Demand	UHR Web Site
FE Apply Error Detail	List of transactions having at least one component wi...	On Demand	UHR Web Site
FE Apply Error Summary	Summary of transactions having at least one compon...	On Demand	UHR Web Site
FE Apply Listing	View transactions that were applied on a particular d...	On Demand	UHR Web Site
FE Cycle Time	Length of time it takes for transaction processing	On Demand	UHR Web Site
FE Owner Listing	list transactions by owner	On Demand	UHR Web Site
FE Prioritization on Inbox	Inbox has large number of transactions; need to be...	On Demand	UHR Web Site
FE Profile Definitions	List for users to identify who has access to a record s...	On Demand	UHR Web Site
FE Routing	Report will confirm the route required for a specific t...	On Demand	UHR Web Site
FE Security	List for users to identify who has access to a record s...	On Demand	UHR Web Site
FE Separations	Provide list of separations in hibernation	On Demand	UHR Web Site
FE Training Attendance - Hands...	Provide a list of users who have signed up for and/or...	On Demand	UHR Web Site
FE Training Attendance - Online	List of users that have completed any online courses...	On Demand	UHR Web Site
FE Training Profiles	Provide a reference for those requesting and grantin...	On Demand	UHR Web Site
FE Transaction Listing	Complete list of all transactions after initiate and bef...	On Demand	UHR Web Site
FIPR_Payroll_Labor_Distribution	Provide departments with detail of payroll transactio...	Runs after every bi-weekl...	ViewDirect
FOAP Does Not Equal 100	Report to capture when a FOAP does not equal 100 i...	On Demand	UHR Web Site
HPAY_Account_Segment_Excep...	Identify earnings charged to an account segment ran...	Other	ViewDirect
HPAY_Adjustment_NotificationF...	Used by the HR/Departments to update leave and se...	Runs after every bi-weekl...	InfoView
HPAY_Earnings_Configuration	This report is used as a reference for earning code c...	Weekly	ViewDirect
HPAY_Employee_Role	The Employee Role Report is a report for maintaining...	On Demand	InfoView
HPAY_Personnel_Encumbrance...	This report replaces the Legacy Payroll Obligation Re...	Runs after every bi-weekl...	ViewDirect
HPAY_Unit_Timesheet_Routing...	For each established timesheet organization, this rep...	Weekly	ViewDirect

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Operational Reporting

General Reports

PPACA Hours Measurement - PPACA Hours status for all potentially affected employees.

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

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

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

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

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

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

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

I9 Training Attendance - I9 training participation.

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

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

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

Tuition Waiver - Tuition Waiver Applications.

Unpaid Jobs by Organization - The report provides a list of UA e-class positions and their incumbents by job chart and org code equal to August 16th. This list may be useful for Salary Planner but note that the exact salary planner extract criteria will vary. For more information regarding the extract criteria used at your campus.

Visa Status - This report will give departments/colleges/central HR units the ability to generate a list of employees who have a GOAINTL by ORG code. Along with the person's VISA information, this report will show the title, E-class, end date, and time currently has, within the selected ORG.

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List by Organization

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

List by Organization

Report Description - Current employees based on job org code.

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

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

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

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

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

List by Organization

Report Description - Current employees based on job org code.

Record count: 70

To sort on multiple columns:

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

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

Show entries

Search:

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

Showing 1 to 10 of 70 entries

First Previous Page of 7 Next Last

Budget Profile

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

Budget Profile

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


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

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

Select Job COA Code(s):*	<input type="text" value="1"/> <input type="text" value="2"/> <input type="text" value="4"/> <input type="text" value="9"/>
After selecting COA, enter either college(s) or org code(s). Org codes can be entered as all 6 digits (xxxxxx,xxxxxx) or with the first 3 digits and a wildcard (xxx*,xxx*).	
College Code:*	<ul style="list-style-type: none">AA-Executive OfficesAB-Ofc Planning & Administr. ^AC-Univ Ofc Planning & BudgAD-University AuditsAE-Chief Information OfficerAF-Business & Financial ServAG-Univ Ofc for Human RescAH-VP for Academic AffairsAJ-Vice President for ResearAK-UI-Integrate v
OR	
Job Org Code(s)(xxxxxx,xxxxxx) or (xxx*,xxx*):*	<input type="text"/>
OR	
Select to view all Org codes you have access to: (Checkbox cannot be used in conjunction with COA/College/Org in form above)	<input type="checkbox"/>
* Required field	

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

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

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

PPACA Hours Measurement

- Report Parameters
 - Chart of Accounts (COA)
 - College Code OR Org Code OR All Org Codes
 - UIN (Optional)
 - Average weekly hours
 - Employee Type
 - Period Data – ACA Year(s)
 - Measurement Type (Initial, Standard, Both)
 - Administrative Start Date

PPACA Hours Measurement

Report Description - PPACA Hours status for all potentially affected employees.

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

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

If you are not looking for a specific COA, College, or org, please click the 'view all Org codes' checkbox
When selecting a COA, college or org, the results will only include individuals with a **JOB** in the COA, college or org selected.

Select Job COA Code(s):*

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

College Code:*

OR

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

OR

Select to view all Org codes you have access to:
(Checkbox cannot be used in conjunction with COA/College/Org in form above)

OPTIONAL: Enter the Employee's UIN.
UIN:

Select to view only employees who are averaging over 30 hours per week to date.
To view those nearing the limit,
Enter a number of hours per week. Example: 25 for all employees averaging over 25 hours per week to date.
Number of Hours:

OPTIONAL: Enter the Employee's UIN.

UIN:

Select to view only employees who are averaging over 30 hours per week to date.

To view those nearing the limit,

Enter a number of hours per week. Example: 25 for all employees averaging over 25 hours per week to date.

Number of Hours:

Select Employee Type:

In Initial Measurement Period
Ongoing Employee
No Active Jobs

Select the Period/Data you would like to see. [About](#)

ACA Year(s):

2017
2016
2015
2014
2013

Select Measurement Type:

Initial
 Standard
 Both

Administrative Start Date:

01/01/2014
01/01/2015
01/01/2016
01/01/2017
02/01/2014
02/01/2015
02/01/2016
02/01/2017
03/01/2014
03/01/2015

* Required field

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

Exit ↩

View Online ➡

Download to Excel ➡

HR Front End Reports

Apply Listing - Transactions applied on a particular date.

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

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

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

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

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

Owner Listing - View all transactions by owner UIN.

Profile Definitions - Profile definitions for security.

Routing - Lists the defined routes for a particular transaction.

Security - View users security access.

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

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

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

Training Online Attendance - Online Front End training participation.

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

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

HR Front End Reports

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HR Front End - Owner Listing

- Report Parameters
 - UIN of user



UNIVERSITY HUMAN RESOURCES

[Return to UHR Reports Home Page](#)

[Log Out](#)

Owner Listing

Report Description - [View all transactions by owner UIN.](#)

Complete the following criteria for your report.

UIN:

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

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

Owner Listing

Report Description - View all transactions by owner UIN.

Your Report Selections:

UIN: 670297453

Record count: 3

To sort on multiple columns:

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

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

Copy	Excel (CSV Format)	Print
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Show entries

Search:

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

Showing 1 to 3 of 3 entries

* **Employee Group Change Indicator:**

Y = "Continue with EGC"

C = "Continue without EGC"

E = "Forced EGC"

HR Front End – Transaction Listing

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

Transaction Listing

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

Complete the following criteria for your report.

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

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

Campus(District Division):

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

AND/OR

COA Code(s):

1
2
4
9

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

College Code:

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

OR

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

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

Employee Group(s):

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

AND/OR

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

Transaction Type(s):

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

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

Level/Role/Action:

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

OPTIONAL: Enter the personnel date range for the report.

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

3 / 01 / 2016

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

3 / 31 / 2016

Transaction Listing

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

Your Report Selections:

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

Record count: 4

To sort on multiple columns:

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

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

Copy Excel (CSV Format) Print

Show entries

Search:

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

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

Security Access

- Unit Security Coordinator (USC) needs to request the appropriate access for each user
- Request UHR Reporting Portal
 - General Access Profile

UHR Reporting Portal

Note:
You must save your selection by clicking the Save button before proceeding to another screen. If you do not click the Save button, all selections will be lost.

Profile Name Double Click on the profile name to see info about the profile	Authorizer Comments	Current Access	Action	Settings * = Required
ANCRA HR Reporting		<input type="checkbox"/>	<input type="text" value="v"/>	
Ethics HR Reporting		<input type="checkbox"/>	<input type="text" value="v"/>	
General Access		<input checked="" type="checkbox"/>	<input type="text" value="v"/>	

Save

View/Submit Request

If you have any questions regarding the UI Security Request Form, please contact the [AITS Service Desk](#). AITS Service Desk phone numbers are (217) 333-3102 for UIUC and UIS, and (312) 996-4806 for UIC. Comments regarding the UI Security Request form can be forwarded to [AITS Security](#)

Reporting Resources

- EDDIE: <https://eddie.ds.uillinois.edu/>
- ViewDirect:
<https://docdirectpweb.admin.uillinois.edu/ddrint/servlet/ddrint>

Other Reporting Resources

- Security Application:
https://webprod.admin.uillinois.edu:443/secapp/ui_security_application.jsp
- Decision Support Security Request:
<https://appserv7.admin.uillinois.edu/DsUscApp/Forms/Main/Default.aspx>
- Information Security Compliance Form:
https://www.ait.s.uillinois.edu/UserFiles/Servers/Server_474/File/security/ComplianceForm.pdf
- FERPA Training:
<https://www.ait.s.uillinois.edu/cms/One.aspx?portalId=558&pageId=102730>

Workshop Summary

- HR Reporting Options
- HR Reporting Portal
- Request access through Unit Security Contact
- Reporting Resources

Questions / Concerns?