

2016 BRINGING ADMINISTRATORS TOGETHER CONFERENCE

# HR Reporting: Where to Find Useful HR Reports

September 26, 2016 (9:45 am – 10:45 am)

**UIC** UNIVERSITY OF ILLINOIS  
AT CHICAGO

**UIC**

Lincoln Hall

707 South Morgan Street

# Workshop Presenter(s)

Ken Scott

Manager, HRIS

[kenscott@uic.edu](mailto:kenscott@uic.edu)

(312) 996-4849

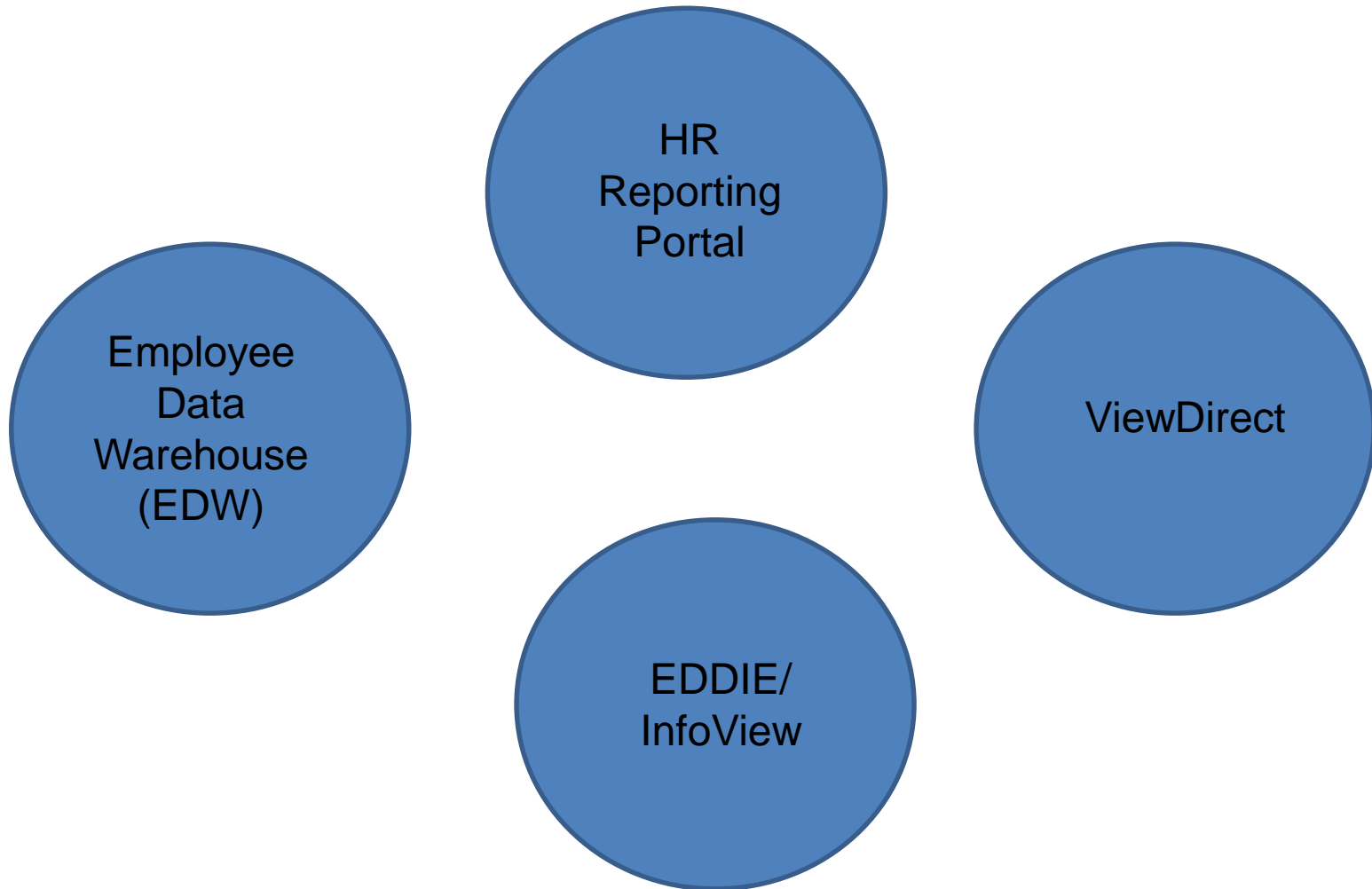
# Please ...

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

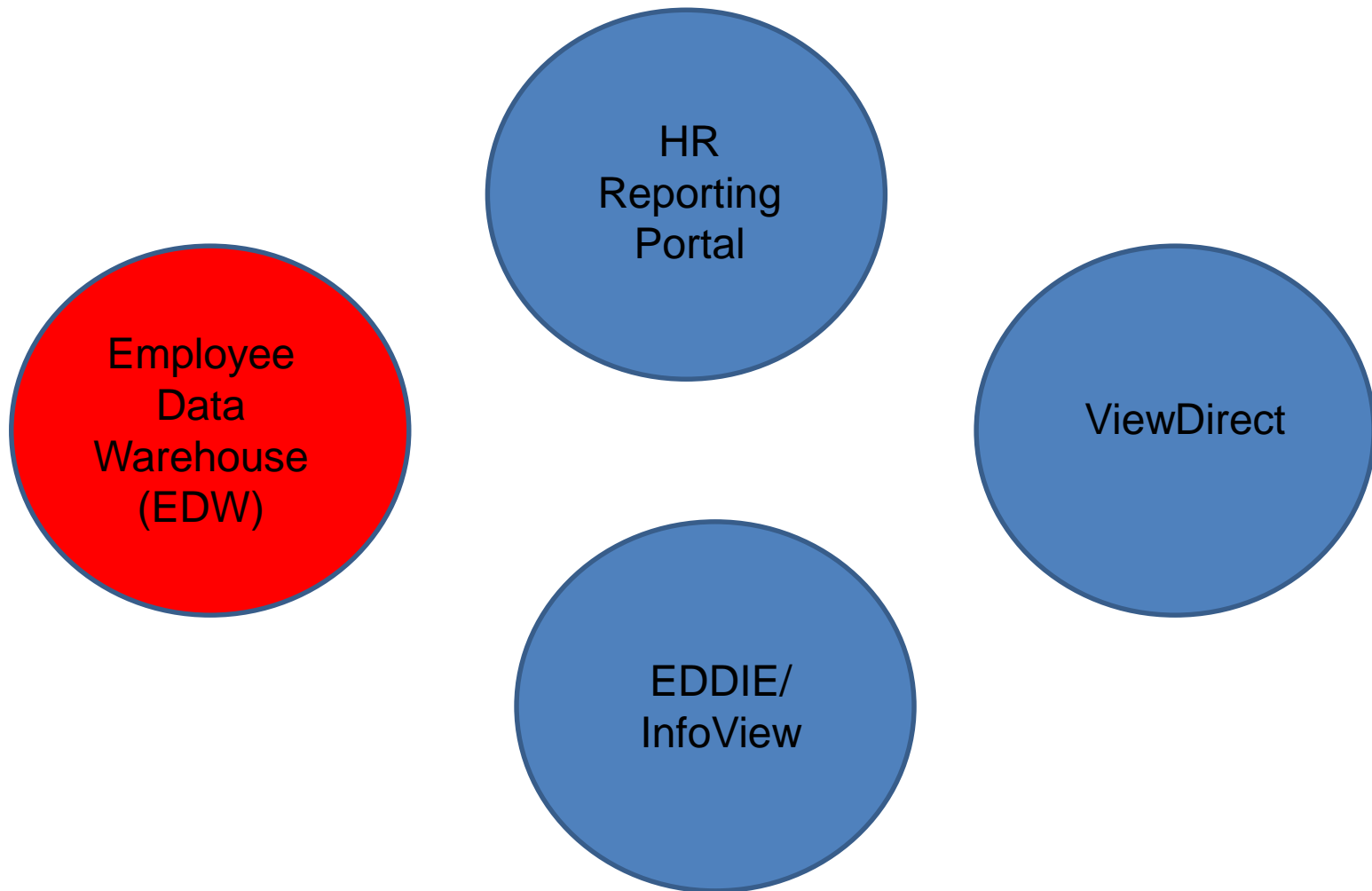
# Workshop Objectives

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

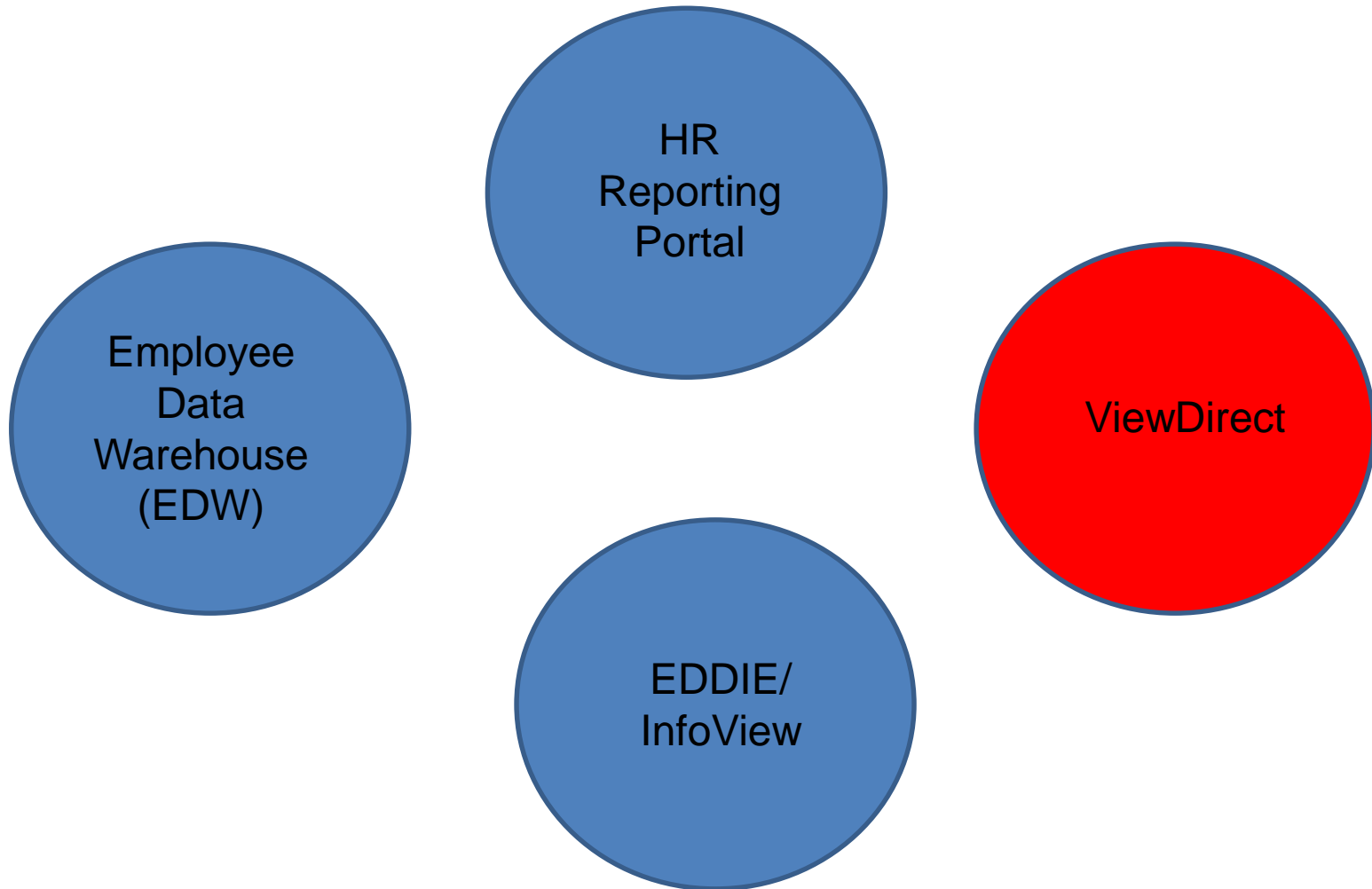
# HR Reporting Options



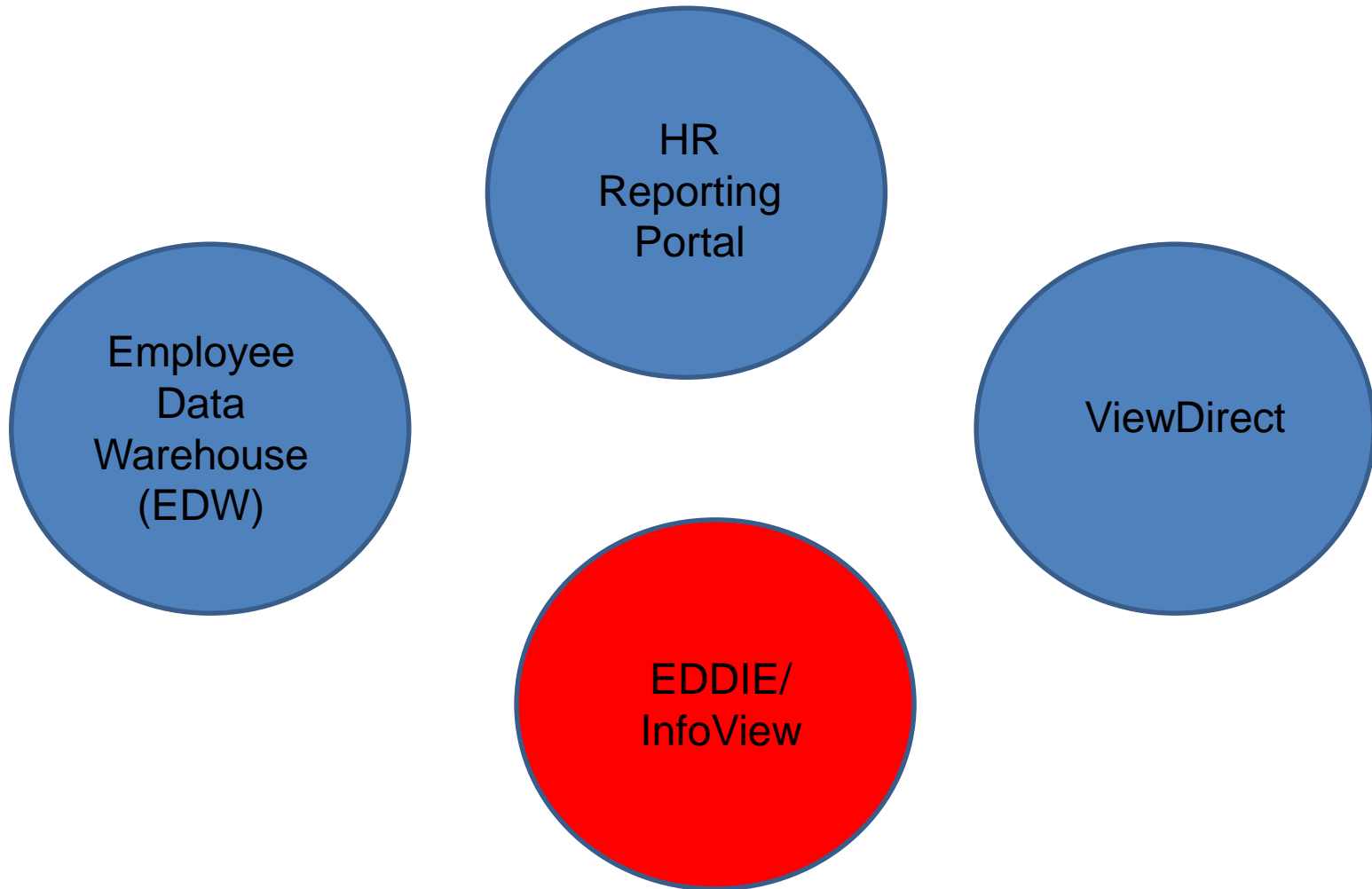
# HR Reporting Options



# HR Reporting Options

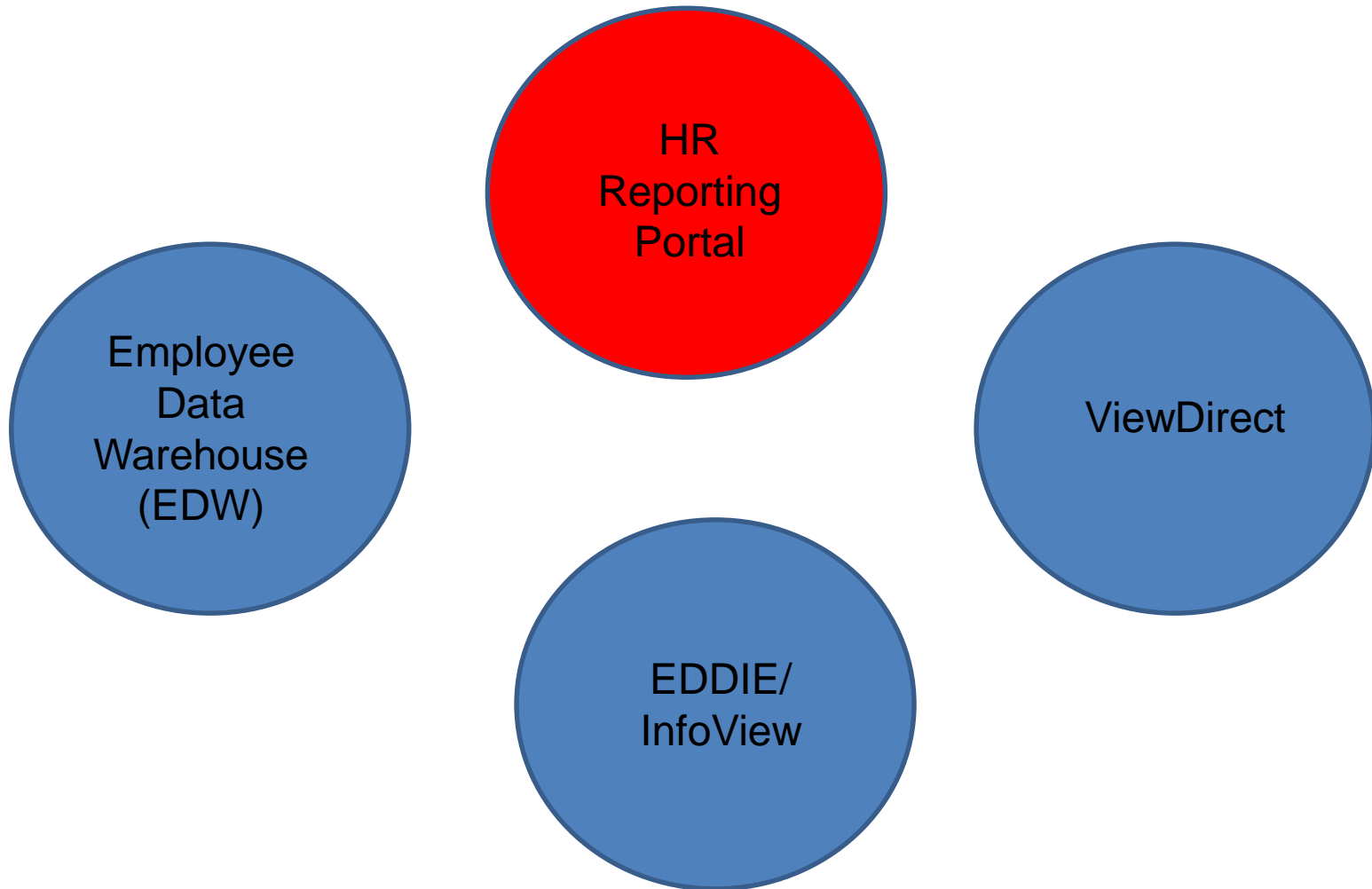


# HR Reporting Options





# HR Reporting Options



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**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**

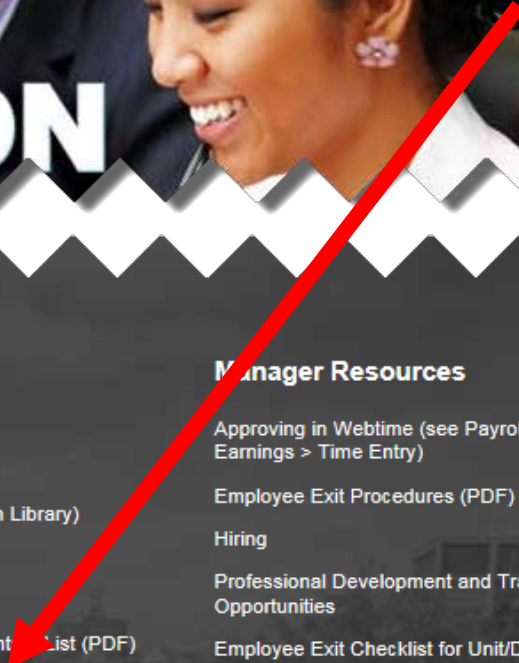
- BOT Deadlines/Dates
- BOT Minutes
- Decision Support (Solution Library)
- EDDIE
- How to Pay Internationals
- HR Front End College Cont List (PDF)
- HR Reporting Portal
- I9 Tracker
- Policies & Procedures
- Student Employment
- View Direct
- Cellphone Stipend Form Civil Service

**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](#)

**Quick Links**

**Employee Resources**

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

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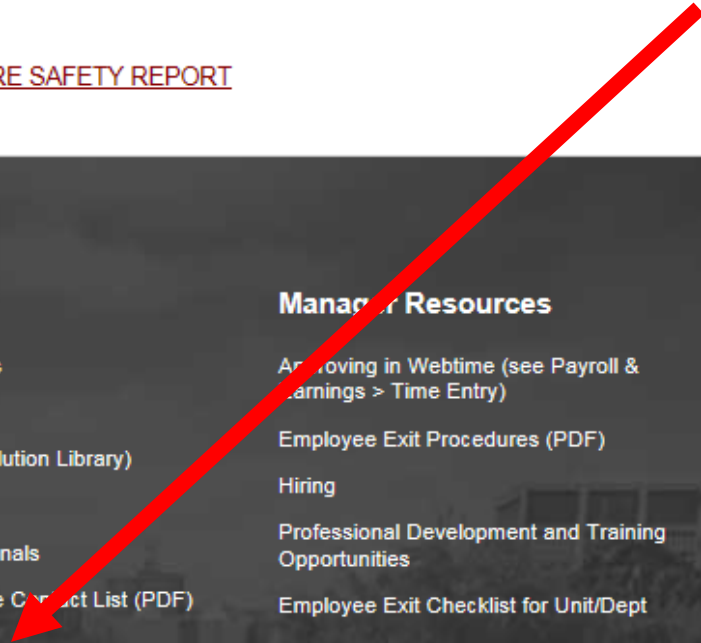
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You are here: [University Human Resources](#) » [Human Resource Systems](#) » Reporting Portal

### 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](mailto:servicesdesk@uillinois.edu)

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- [Report Creation](#)
- [Report Access](#)

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[About Us](#)

[Contact Information](#)

[Employment](#)

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

[Site Map](#)

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

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### 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](#)

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

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[HR Reports](#)

[Data Inventory](#)

[Data Assistance](#)

[Report Assistance](#)

[Report Creation](#)

[Report Access](#)



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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                    | <a href="#">UHR Web Site</a> |
| Budget Profile                    | A listing of Academic and Civil Service Open Range p...     | On Demand                    | <a href="#">UHR Web Site</a> |
| Budget Profile For Residents      | Displays all positions in RA and RB E-Classes for each...   | On Demand                    | <a href="#">UHR Web Site</a> |
| Daily Transaction Audit Report    | The report will provide data accuracy by allowing cen...    | On Demand                    | <a href="#">UHR Web Site</a> |
| E-Verify Validation               | Display all employees and, if present, the e-verify eff...  | On Demand                    | <a href="#">UHR Web Site</a> |
| FE Apply Error Detail             | List of transactions having at least one component wi...    | On Demand                    | <a href="#">UHR Web Site</a> |
| FE Apply Error Summary            | Summary of transactions having at least one compon...       | On Demand                    | <a href="#">UHR Web Site</a> |
| FE Apply Listing                  | View transactions that were applied on a particular d...    | On Demand                    | <a href="#">UHR Web Site</a> |
| FE Cycle Time                     | Length of time it takes for transaction processing          | On Demand                    | <a href="#">UHR Web Site</a> |
| FE Owner Listing                  | list transactions by owner                                  | On Demand                    | <a href="#">UHR Web Site</a> |
| FE Prioritization on Inbox        | Inbox has large number of transactions; need to be...       | On Demand                    | <a href="#">UHR Web Site</a> |
| FE Profile Definitions            | List for users to identify who has access to a record s...  | On Demand                    | <a href="#">UHR Web Site</a> |
| FE Routing                        | Report will confirm the route required for a specific t...  | On Demand                    | <a href="#">UHR Web Site</a> |
| FE Security                       | List for users to identify who has access to a record s...  | On Demand                    | <a href="#">UHR Web Site</a> |
| FE Separations                    | Provide list of separations in hibernation                  | On Demand                    | <a href="#">UHR Web Site</a> |
| FE Training Attendance - Hands... | Provide a list of users who have signed up for and/or...    | On Demand                    | <a href="#">UHR Web Site</a> |
| FE Training Attendance - Online   | List of users that have completed any online courses...     | On Demand                    | <a href="#">UHR Web Site</a> |
| FE Training Profiles              | Provide a reference for those requesting and grantin...     | On Demand                    | <a href="#">UHR Web Site</a> |
| FE Transaction Listing            | Complete list of all transactions after initiate and bef... | On Demand                    | <a href="#">UHR Web Site</a> |
| FIPR_Payroll_Labor_Distribution   | Provide departments with detail of payroll transactio...    | Runs after every bi-weekl... | <a href="#">ViewDirect</a>   |
| FOAP Does Not Equal 100           | Report to capture when a FOAP does not equal 100 i...       | On Demand                    | <a href="#">UHR Web Site</a> |
| HPAY_Account_Segment_Excep...     | Identify earnings charged to an account segment ran...      | Other                        | <a href="#">ViewDirect</a>   |
| HPAY_Adjustment_NotificationF...  | Used by the HR/Departments to update leave and se...        | Runs after every bi-weekl... | <a href="#">InfoView</a>     |
| HPAY_Earnings_Configuration       | This report is used as a reference for earning code c...    | Weekly                       | <a href="#">ViewDirect</a>   |
| HPAY_Employee_Role                | The Employee Role Report is a report for maintaining...     | On Demand                    | <a href="#">InfoView</a>     |
| HPAY_Personnel_Encumbrance...     | This report replaces the Legacy Payroll Obligation Re...    | Runs after every bi-weekl... | <a href="#">ViewDirect</a>   |
| HPAY_Unit_Timesheet_Routing...    | For each established timesheet organization, this rep...    | Weekly                       | <a href="#">ViewDirect</a>   |



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### Quick Links

[About Us](#)

[Contact Information](#)

[Employment](#)

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

[Site Map](#)

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

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[HR Reports](#)

[Data Inventory](#)

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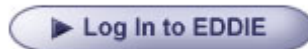
[Report Creation](#)

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# Welcome to EDDIE from AITS

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

## Log In to EDDIE



Other Environments: (click name to log in)

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

## Customer Alerts

### BusinessObjects and EDDIE Issues

EDDIE and other AITS-Decision Support applications are experiencing random, intermittent periods of slow response. We are currently



## Additional Resources

- [Change/Reset EDDIE Password](#)
- [AITS - Reports & Data](#)
- [Business Objects 4.1 Resources](#)
- [Contact AITS](#)

My Documents

Folders

- Public Folders
  - Benefits/Payroll/UIC Crystal Reports
  - CentralHR Crystal Reports
  - Functional Data Owner Reports
  - HR Additional Reports
  - HR Employee Standard Reports
  - HR Standard Reports - Refresh and ViewDirect
  - Payroll/CentralHR Crystal Reports
  - PRMS Standard Reports
  - Report Conversion Tool
  - Solution Library - Employees
    - Employee Attributes
    - Hiretouch
    - HR Front End / PARIS
    - Position/Job Attributes
    - Retiree Rehire
    - Student Employment
    - Time/Attendance Recorded
  - Solution Library - Money
  - Solution Library - Student

| Title ^                 | Type             | Last Run |
|-------------------------|------------------|----------|
| Extra_Help_Hours_Worked | Web Intelligence |          |
| Leave_Balances          | Web Intelligence |          |

Home Documents

View ▾ New ▾ Organize ▾ Send ▾ More Actions ▾ | Details

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|--|---------|------|----------|
| <b>Folders</b>                               |         |      |          |
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| Benefits/Payroll/UIC Crystal Reports         |         |      |          |
| CentralHR Crystal Reports                    |         |      |          |
| + Functional Data Owner Reports              |         |      |          |
| HR Additional Reports                        |         |      |          |
| HR Employee Standard Reports                 |         |      |          |
| HR Standard Reports - Refresh and ViewDirect |         |      |          |
| Payroll/CentralHR Crystal Reports            |         |      |          |
| PRMS Standard Reports                        |         |      |          |
| + Report Conversion Tool                     |         |      |          |
| Solution Library - Employees                 |         |      |          |
| Employee Attributes                          |         |      |          |
| Hiretouch                                    |         |      |          |
| HR Front End / PARIS                         |         |      |          |
| Position/Job Attributes                      |         |      |          |
| Retiree Rehire                               |         |      |          |
| Student Employment                           |         |      |          |
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### Quick Links

[About Us](#)

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[Employment](#)

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

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[How to use EDDIE](#)

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[HR Reports](#)

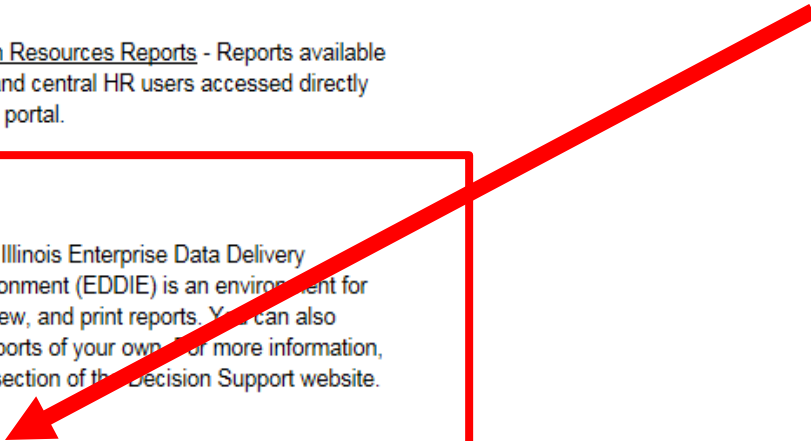
[Data Inventory](#)

[Data Assistance](#)

[Report Assistance](#)

[Report Creation](#)

[Report Access](#)



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[Data Inventory](#)

[Data Assistance](#)

[Report Assistance](#)

[Report Creation](#)

[Report Access](#)



- Enterprise View
  - Document Direct and UI2 Report
  - Medical Center Reports

Log in to Document Direct and UI2 Report

Enterprise ID:

Password:





Document Direct and UI2 Report

Topic

Report

- CLNADDRESS Address Error Summary Report: SPRADDF
- DW1AUDITKV UTUC DARWIN BATCH AUDITS - LAS (KV)
- DW2AUDITFT UTC DARWIN BATCH AUDITS - LAS (FT)
- FI9ALAMAR ALAS MASS UPDATE REPORT - AUDIT
- FI9ALAMUC ALAS MASS UPDATE CONTROL TOTALS - UPL
- FI9ALAMUE ALAS MASS UPDATE ERRORLOG - UPDATE
- FI9ALAMUR ALAS MASS UPDATE REPORT - UPDATE
- FIERROR ERROR REPORT

Sep 2, 2008 1:35:02 PM Available

FI AP INVOIC 9MSCI 82331

Sep 2, 2008 1:27:34 PM Available

Sep 2, 2008 10:41:47 AM Available

- FIFRRBREV GRANT BILLING REVERSAL
- FIFZPLOAD GL TRANSACTION LOAD PROCESS TO GURFEE
- FIFZRBILL RESEARCH ACCOUNTING BILLING PROCESS
- FIGENLEDG1 FIGL DETAIL GENERAL LEDGER STATEMENT
- FIGENLEDG2 FIGL DETAIL GENERAL LEDGER STATEMENT
- FIGENLEDG4 FIGL DETAIL GENERAL LEDGER STATEMENT
- FIGENLEDG9 FIGL DETAIL GENERAL LEDGER STATEMENT
- FIGENLEDS1 FIGL SUMMARY GENERAL LEDGER STATEMENT

Expand to display all available report versions

Report ID

Displays the most recent report

Report Name

Scroll



P ID: [REDACTED] UNIVERSITY OF ILLINOIS - ALL CAMPUSES

RFACE ID [REDACTED]

ID: [REDACTED] Error Report

INFO:

DATE: 09/02/2008

TIME: 13:34:42

: 1

1. Error Description: The Vend

Error Level: E Table Name:

Error Time: 09/02/2008 10:11:49 Field Name:

Primary Key Columns and Values:

System\_Id  
Batch\_Nbr  
Rec\_Set\_Id  
Rec\_Set\_Id\_Seqno

Error Record Columns and Values:

2. Error Description:

Error Level: E Table Name:

Error Time: 09/02/2008 10:11:49 Field Name:

Primary Key Columns and Values:

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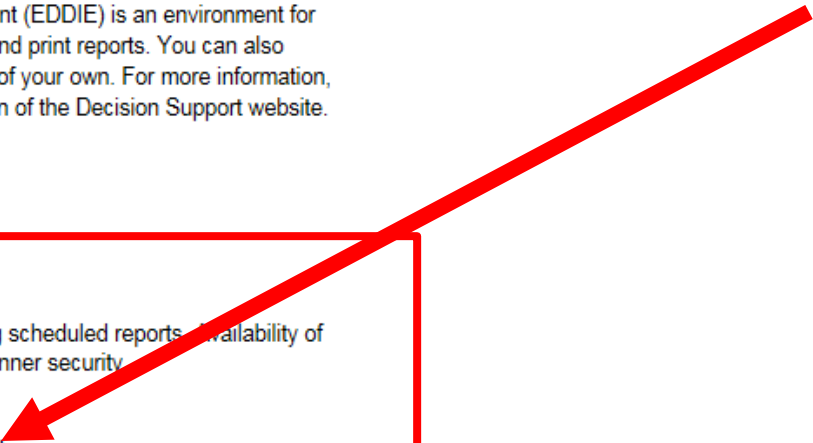
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[View Direct](#)

[How to use View Direct](#)

### Reporting Links

[HR Reports](#)

[Data Inventory](#)

[Data Assistance](#)

[Report Assistance](#)

[Report Creation](#)

[Report Access](#)



## 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 daily 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"/><br><input type="text" value="2"/><br><input type="text" value="4"/><br><input type="text" value="9"/>   |
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| OR   |  |
| Job Org Code(s)(xxxxxx,xxxxxx) or (xxx*,xxx*):*  | <input type="text"/>   |
| OR   |  |
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OR

|   |                      |
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## 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.

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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      |

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| 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

### 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
2. Hold down the "Shift" key on your keyboard

<< Return to the List by Organization

Show 10 entries

| Org Code | UIN       |
|----------|-----------|
| 407000   | 699123456 |
| 407000   | 699123459 |
| 407001   | 699123454 |
| 407001   | 699123453 |
| 407001   | 699123452 |
| 407001   | 699123451 |
| 407001   | 699123450 |
| 407001   | 699123449 |
| 407002   | 699123448 |
| 407002   | 699123447 |

Showing 1 to 10 of 70 entries

Select location for download by hrnet.uihr.uillinois.edu

Save in: Desktop

Recent Places: Desktop, Libraries, Computer, Network

Libraries System Folder  
Homegroup System Folder  
Scott, Kenneth System Folder  
Computer System Folder  
Network System Folder  
Adobe Acrobat XI Pro

File name: UHR Reports.csv  
Save as type: All Files (\*.\*)

Warning: This file may be an executable program or contain malicious content, use caution before saving or opening.

copy **Excel (CSV Format)** Print

Search:

|  | Job Annual Salary |
|--|-------------------|
|  | \$ 25,000.00      |
|  | \$ 35,000.00      |
|  | \$ 45,000.00      |
|  | \$ 34,500.00      |
|  | \$ 54,980.00      |
|  | \$ 54,600.00      |
|  | \$ 75,000.00      |
|  | \$ 70,000.00      |
|  | \$ 45,000.00      |
|  | \$ 43,500.00      |

of 7 Next Last

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

# Budget Profile

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

## Budget Profile

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

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


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

|  |  |
|--|--|
| Select Job COA Code(s):*   | <input type="text" value="1"/><br><input type="text" value="2"/><br><input type="text" value="4"/><br><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="JJ-Vice Chanc for Student Afi"/><br><input type="text" value="JK-Student Affairs Ancillary S"/><br><input type="text" value="JL-UIC Human Resources"/><br><input type="text" value="JM-Facilities Management"/><br><input type="text" value="JN-Misc Administrative Units"/><br><input type="text" value="JP-Campus Auxiliary Service"/><br><input type="text" value="JQ-Miscellaneous Awards"/><br><input type="text" value="JS-Office of VC for Advancen"/><br><input type="text" value="JT-Intercollegiate Athletics"/><br><input type="text" value="JU-Public &amp; Government Affa"/> |
| OR   |  |
| Job Org Code(s)(xxxxxx,xxxxxx) or (xxx*,xxx*):*  | <input type="text"/>   |
| OR   |  |
| Select to view all Org codes you have access to:<br>(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.

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| 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       |

# PEALEAV Balances Year To Date

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

## PEALEAV Balances Year to Date

Report Description - Reports employee leave balances for FLHL, SICC, SICK, SICN, VACA, and VACC.

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"/><br><input type="text" value="2"/><br><input type="text" value="4"/><br><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"><li>AA-Executive Offices</li><li>AB-Ofc Planning &amp; Administr</li><li>AC-Univ Ofc Planning &amp; Budg</li><li>AD-University Audits</li><li>AE-Chief Information Officer</li><li>AF-Business &amp; Financial Serv</li><li>AG-Univ Ofc for Human Resc</li><li>AH-VP for Academic Affairs</li><li>AJ-Vice President for Resear</li><li>AK-UI-Integrate</li></ul> |
| <b>OR</b>  |  |
| Job Org Code(s)(xxxxxx,xxxxxx) or (xxx*,xxx*):*  | <input type="text"/>   |
| <b>OR</b>  |  |
| Select to view all Org codes you have access to:<br>(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](#)

**PEALEAV Balances Year to Date**

Report Description - Reports employee leave balances for FLHL, SICC, SICK, SICN, VACA, and VACC.

Record count: 68

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 PEALEAV Balances Year to Date Form](#)

Copy    Excel (CSV Format)    Print

Show  entries

Search:

| Name          | UIN       | Position Suffix | Employee E-Class | Current Hire Date | Accr Lv Bal Short Desc | Carry Forward Aug Begin Balance | Banner Accrued Leave | Leave Taken |
|---------------|-----------|-----------------|------------------|-------------------|------------------------|---------------------------------|----------------------|-------------|
| Stark, Tony   | 123456789 | C12345-00       | BA               | 6/1/1983          | NoncSick               | 0.00                            | 8.67                 | 0.00        |
| Stark, Tony   | 123456789 | C12345-00       | BA               | 6/1/1983          | Sick                   | 2123.00                         | 8.00                 | 0.00        |
| Stark, Tony   | 123456789 | C12345-00       | BA               | 6/1/1983          | Vacation               | 384.00                          | 16.00                | 0.00        |
| Stark, Tony   | 123456789 | C12345-00       | BA               | 6/1/1983          | CompSick               | 0.00                            | 0.00                 | 0.00        |
| Stark, Tony   | 123456789 | C12345-00       | BA               | 6/1/1983          | Float Hol              | 0.00                            | 0.00                 | 0.00        |
| Banner, Bruce | 622222222 | C23456-00       | BA               | 7/5/2014          | NoncSick               | 0.00                            | 0.00                 | 0.00        |
| Banner, Bruce | 622222222 | C23456-00       | BA               | 7/5/2014          | Sick                   | 204.00                          | 8.00                 | 0.00        |
| Banner, Bruce | 622222222 | C23456-00       | BA               | 7/5/2014          | Vacation               | 123.00                          | 16.00                | 0.00        |
| Banner, Bruce | 622222222 | C23456-00       | BA               | 7/5/2014          | CompSick               | 0.00                            | 0.00                 | 0.00        |
| Banner, Bruce | 622222222 | C23456-00       | BA               | 7/5/2014          | Float Hol              | 0.00                            | 0.00                 | 0.00        |

# 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):\*   
2  
4  
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:\*   
AB-Ofc Planning & Administr ^  
AC-Univ Ofc Planning & Budg  
AD-University Audits  
AE-Chief Information Officer  
AF-Business & Financial Serv  
AG-Univ Ofc for Human Resc  
AH-VP for Academic Affairs  
AJ-Vice President for Resear ^  
AK-UI-Integrate

**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:

# 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:\*

- AA-Executive Offices
- AB-Ofc Planning & Administr ^
- AC-Univ Ofc Planning & Budg
- AD-University Audits
- AE-Chief Information Officer
- AF-Business & Financial Serv
- AG-Univ Ofc for Human Resc
- AH-VP for Academic Affairs
- AJ-Vice President for Resear
- AK-UI-Integrate v

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:

# 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):\*

1  
2  
4  
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:\*

AA-Executive Offices  
AB-Ofc Planning & Administr ^  
AC-Univ Ofc Planning & Budg  
AD-University Audits  
AE-Chief Information Officer  
AF-Business & Financial Serv  
AG-Univ Ofc for Human Resc  
AH-VP for Academic Affairs  
AJ-Vice President for Resear ^  
AK-UI-Integrate

**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:

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 ▶▶

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 ▶▶

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 status.

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

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

Training Online Attendance - Online Front End training participation.

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

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

## HR Front End Reports

Apply Listing - Transactions applied on a particular date.

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

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

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

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

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

Owner Listing - View all transactions by owner UIN.

Profile Definitions - Profile definitions for security.

Routing - Lists the defined routes for a particular transaction.

Security - View users security access.

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

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

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

Training Online Attendance - Online Front End training participation.

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

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

# HR Front End - Owner Listing

- Report Parameters
  - UIN of user



## UNIVERSITY HUMAN RESOURCES

[Return to UHR Reports Home Page](#)

[Log Out](#)

### Owner Listing

Report Description - **View all transactions by owner UIN.**

Complete the following criteria for your report.

UIN:

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

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



# UNIVERSITY OF ILLINOIS

URBANA-CHAMPAIGN • CHICAGO • SPRINGFIELD

## UNIVERSITY HUMAN RESOURCES

[Return to UHR Reports Home Page](#)

[Log Out](#)

### Owner Listing

Report Description - View all transactions by owner UIN.

Complete the following criteria for your report.

UIN:

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

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

# Owner Listing

Report Description - View all transactions by owner UIN.

Your Report Selections:

UIN: 999999999

Record count: 3

To sort on multiple columns:

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

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

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

Show  entries

Search:

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

Showing 1 to 3 of 3 entries

\* **Employee Group Change Indicator:**

Y = "Continue with EGC"

C = "Continue without EGC"

E = "Forced EGC"

# HR Front End – Transaction Listing

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

## Transaction Listing

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

Complete the following criteria for your report.

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

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

Campus(District Division):

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

AND/OR

COA Code(s):

1  
2  
4  
9

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

College Code:

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

OR

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

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

Employee Group(s):

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

**AND/OR**

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

Transaction Type(s):

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

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

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   |

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

Transaction Type(s):

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

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

Level/Role/Action:

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

OPTIONAL: Enter the personnel date range for the report.

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

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

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

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

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



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

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

Employee Group(s):

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

**AND/OR**

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

Transaction Type(s):

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

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

Level/Role/Action:

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

OPTIONAL: Enter the personnel date range for the report.

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

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

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

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

## Transaction Listing

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

Your Report Selections:

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

Record count: 4

To sort on multiple columns:

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

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

Copy    Excel (CSV Format)    Print

Show  entries

Search:

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

# 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

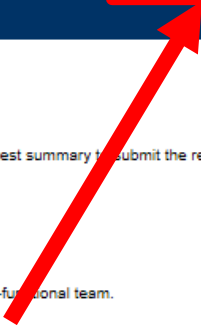
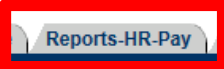
Show  entries

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              |

# Security Access

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



- Modules
- [UI Finance](#)
- [UI HR-Pay](#)
- [UI Student](#)
- [Cross Module Profiles](#)
- [HR Front End](#)
- [Other Applications](#)
- [PARIS](#)
- [TEM](#)
- [iCS](#)
- [Reports-Finance](#)
- [Reports-HR-Pay](#)**
- [Reports-Student](#)
- [View/Submit Request](#)

## Security Main Menu

This section contains all University security that can be requested using the Security Application. Upon completing the request, please review the request summary to submit the request. The types of security, as listed in the

- [UI Finance](#) - Collects information necessary to enroll users in the UI-Integrate Finance and iBuy Systems.
- [UI HR-Pay](#) - Collects information necessary to enroll users in the UI-Integrate Human Resource and/or Payroll Systems.
- [UI Student](#) - Collects information necessary to enroll users in the UI-Integrate Student System
- [Cross Module Profiles](#) - Profiles which are used for more than one module (Student, Finance, HR). These profiles require authorization from the cross-functional team.
- [HR Front End](#) - Profiles dealing with access to the HR Front End application.
- [Other Applications](#) - Non UI-Integrate applications. Currently, includes profiles for PRMS and PHD/COS access.
- [PARIS](#) - Profiles that are appropriate for users who need to process Current Pay Period Adjustments.
- [TEM](#) - Profiles dealing with access to the Travel and Expense Management (TEM) system.
- [iCS](#) - Profiles dealing with access to the Contract Management System (Prodagio)
- [Reports-Finance](#) - Reports associated with the UI-Integrate Finance System.
- [Reports-HR-Pay](#) - Reports associated with the UI-Integrate Human Resource and/or Payroll Systems.
- [Reports-Student](#) - Reports associated with the UI-Integrate Student System.

[View/Submit Request](#) - Summary of requested security. Includes Account Owner information, along with all security settings and profiles selected. Requests can be submitted from this screen. Once submitted, the appropriate security request has been made.

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](#)

# 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.

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

- HR Reporting Portal:  
[https://www.hr.uillinois.edu/human\\_resource\\_systems/reporting\\_portal/](https://www.hr.uillinois.edu/human_resource_systems/reporting_portal/)
- 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](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](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?