

HR WebIntelligence Reports
 Guide to Report Selection for BSC's



How Can I Find...	Report:	Security Level *
Live "Real-Time" Information		
√ a report to help me review EPAF's?	HR00800 - EPAF Listing by Originator ID	5
	HR00810 - EPAF Listing - Selected Originator ID and ACAT	5
	HR00820 - EPAF Listing - Selected ACAT and Status	5
	HR00830 - EPAF Listing - Selected Person	5
√ a report to help me review time entry?	HR00120 - Payroll Entry Unit Live Time Entry Report	6
√ results of KRONOS or FAMIS feeds?	HR00140 - 3rd Party Feed Validation Report	6
√ payroll calendar dates?	HR90010 - Payroll Calendar Information by Year	6
√ a list of time-enterable earn codes?	HR90020 - Time Entry Eligible Earn Codes	6

General Information		
√ a list of positions for my department?	HR30020 - Position Listing by PTOT (Posn Budget) Org	5
√ a list of jobs for my department?	HR50100 - Job Profile by Timesheet Org	5
	HR50110 - Job Profile by Lvl 3 Timesheet Org and Job Eds	5
	HR50130 - Job Listing	5
	HR50500 - Time Entry Jobs by Timesheet Org	5
	HR40050 - Employee-Job Profile by Home Org	3
	HR30200 - Position and Job Detail Report	5
√ a list of jobs for a particular individual?	HR40060 - Employee-Job Profile	3
	HR40065 - Employee-Job Profile with History	3
√ a list of vacant positions?	HR30060 - List of Position Vacancies by PTOT Org	5

Payroll History & Data Fed to Banner Finance		
General Use:		
√ a report to help me review HR data fed to Finance?	HR60010 - Labor Distribution by Fund	6
	HR60015 - Labor Distribution by Fund Org	6
	HR60020 - Labor Distribution by Fund Org Account	6
	HR60420 - Labor Distribution by Timesheet Org	4
√ a report of payroll history for a particular individual?	HR60400 - Payroll History by Person	4
	HR60200 - Past Expense Redistribution Report	4
	HR60205 - Past Expense Redistribution Extract	4
√ hours worked and gross earnings by earn code?	HR60150 - Payroll Distribution by Earn Code	6
Grant-Oriented:		
√ a report to help me review HR data fed to Finance?	HR60100 - Grant Labor Distribution Report	4
√ HR data in the Undistributed Salaries funds?	HR60050 - Undistributed Salary Report	6
	HR60060 - Undistributed Salary Review	4
√ HR data on the Grant Profile Report?	HR60300 - HR Grant Profile by Grant with Pay History	6
	HR60310 - HR Grant Profile by Fund with Pay History	6
	HR60320 - HR Grant Profile by Org Level 3 with Pay History	6

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How Can I Find...	Report:	Security Level *
Detailed & Transactional Information		
Payroll:		
√ college work studies with overtime?	HR10500 - College Work Study Jobs with Overtime	3
√ college work study pay history?	HR10600 - College Work Study Distribution by Name	3
Position:		
√ transaction detail of position budgets?	HR30400 - Position Budget History by PTOT Org	5
	HR30405 - Position Budget Adjustments by PTOT Org	5
	HR30410 - Position Budget History by Position	5
	HR30460 - Incomplete PBAD Transactions by PTOT Org	5
√ target/source info for a specific transaction?	HR30480 - Completed Transactions by Trans Number	5
√ "Actual Cost of Increase" information?	HR31100 - Actual Cost of Increase Summary	3
	HR31120 - Actual Cost of Increase Detail	3
√ job information about employees in CYA positions?	HR30090 - Job Change Reason for CYA Positions by Org	5
Job:		
√ employees on leave?	HR50470 - Leave Status Report	3
√ employees with KRONOS jobs?	HR50120 - KRONOS Job Listing	5
√ job labor distributions in the "holder FOAPALs"?	HR50200 - Job Labor Distribution Exceptions	5
√ the last comp transaction for jobs in my department?	HR50300 - Last Compensation History Record	3

Exception Reports		
√ errors with the "holder FOAPALs" on position budgets?	HR30100 - Grant Not to 95ZPPB or YZMPPB	5
	HR30120 - Non Grant to 95ZPPB or YZMPPB	5
√ errors on campus addresses?	HR40020 - Campus Address Error Report	5
√ job labor distributions outside grant start/end dates?	HR50240 - Grant Job Labor Distribution Exception Report	5
√ work schedules that differ between position and job?	HR50050 - Work Schedule Exceptions by Timesheet Org	5
√ manual adjustments to position budgets in Finance?	7050 - MANUAL.POSN.TRAN - Manual Posn Budget Trans.	Finance

* BSC Security Levels:
 3 - BSC Directors & Designees
 4 - BSC General Reporting
 5 - BSC General Reporting with Org-Based Security on Payroll History
 6 - BSC Payroll History Only with Org-Based Security