

Available Reports in the HR/Payroll System

Note: Additional organizational management, personnel administration and payroll related reports are available from the EBS Business Intelligence System. See [this document](#) for a list of those reports.

Reporting from Manager Self Service vs. Unit Admin/Unit Time Admin

Running reports from MSS, you will be reporting on employees who directly report to you, or employees for whom you are a delegate supervisor. You will be prompted to select from this list of employees when you choose reports from Manager Self Service.

Running reports from Unit Administrator and Unit Time Administrator, you will be reporting on units/orgs for which you are an administrator.

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Employee Information, Employee Data, Reporting Relationships

Report Title	Description	Report Location(s)
Emergency Contact Info	View the emergency contact for an employee that reports to you.	1) Manager Self Service > Reports > Employee Data
Employee End Date Report	List the employees that have an assignment that ends in the next 150 days from the report run date or an I-9 expiration date ending within the next 150 day from report run date.	1) Unit Administrator > Administrative Services > Employee Information
Employee Information	Displays the employee personal and organizational/assignment information.	1) Unit Administrator > Administrative Services > Employee Information 2) Unit Time Administrator > Administrative Services > Employee Information 3) Manager Self Service > Reports > Employee Data
Employee Pay Increases and Changes	List of all mass increase updates (i.e. APL, CTU, etc.) processed by Human Resources and/or pay changes processed by the department. Selection criteria can be restricted using Personnel No. ranges, Employment status, Personnel Subarea, Employee Group, Employee Subgroup, Organizational Unit and Effective Date of the increase. Two variants exist for users, one for mass pay increases by HR and the other for pay changes by units.	1) Unit Administrator > Reports > Employee Information

Report Title	Description	Report Location(s)
Employees Reporting to Supervisors	List of Employees in an organizational unit by Supervisor. Selection criteria can be restricted using Organizational Unit or Personnel information if you want to restrict the selection by a supervisor or list of supervisors.	1) Unit Administrator > Administrative Services > Employee Information 2) Unit Time Administrator > Administrative Services > Employee Information 3) Manager Self Service > Workplace Services > Reporting Relationships Information
Display and update employee information Display employee information	Display the employee assignment information and monitoring of tasks. Unit Administrators also have the ability to update employee communication information. Absences and Open Processes are also available in this report to those users who also hold a Unit Time Administrator or Time Entry Specialist role for the employee's organizational unit.	1) Unit Administrator > Administrative Services > Employee Information 2) Unit Time Administrator > Administrative Services > Employee Information
Position Details by Organizational Unit Organizational Unit Position Lookup	Displays the details of filled and vacant positions including its current holder (employee) information, if not vacant.	1) Unit Administrator > Administrative Services > Employee Information 2) Unit Time Administrator > Administrative Services > Employee Information
Reminder of Dates	Dates from Monitoring of tasks, is displayed by employee.	1) Unit Administrator > Reports > Employee Information

Report Title	Description	Report Location(s)
Supervisors Reported To by Employees	List of Supervisors in an organizational unit by employee. Selection criteria can be restricted using Organizational Unit or Personnel information if you want to restrict the selection by an employee or list of employees.	1) Unit Administrator > Administrative Services > Employee Information 2) Unit Time Administrator > Administrative Services > Employee Information 3) Manager Self Service > Workplace Services > Reporting Relationships Information
Supervisor Substitutes	List of Substitutes in an organizational unit by supervisor. Selection Criteria Note: Organizational Unit is required; Personnel information if you want to restrict the selection by a supervisor or list of supervisors.	1) Unit Administrator > Administrative Services > Employee Information 2) Unit Time Administrator > Administrative Services > Employee Information 3) Manager Self Service > Workplace Services > Reporting Relationships Information
Vacant Position Search	List the positions that are vacant in an organizational unit.	1) Unit Administrator > Administrative Services > Employee Information

Time Management, Time Usage, Work Schedule

Report Title	Description	Report Location(s)
1. All Time Reported 2. Unapproved Time 3. Approved Time 4. Rejected Time	Displays all the recorded time for your employees with the current processing status with unreleased, released for approval, approved and rejected time records. If required separate reports you can use the individual ones.	1) Manager Self Service > Reports > Recorded Time Database
View Employee Work Schedule	Display an employees work schedule rule details. Selection criteria can be restricted using Organizational Unit or Personnel information if you want to restrict the selection by a supervisor or list of supervisors.	1) Unit Administrator > Administrative Services > Time Management and Payroll Services 2) Unit Time Administrator > Administrative Services > Time Management and Payroll Services 3) Manager Self Service > Workplace Services > Work Schedule Information
FMLA Balance and Usage	Note: Employees that directly report to, or employees for whom a supervisor is a delegate supervisor for, shows up in the selection list to run the report.	1) Manager Self Service > Reports > Time Usage/ Quota Balance
Employee Accounting String Distribution	Displays the list of employees with accounting string information. Selection Criteria: enter at least one of these elements: Fund (Account), WBS Element (Sub-Account), Cost Center (Sub-Object), or Order Number (Project Code).	1) Unit Administrator > Administrative Services > Time Management and Payroll Services 2) Unit Time Administrator > Administrative Services > Time Management and Payroll Services

Report Title	Description	Report Location(s)
Catalog of Available Work Schedules	Displays the work schedule catalog based on the selection criteria. Selection Criteria: Personnel Area, Personnel Subarea, Employee Group, Employee Subgroup, Work schedule rule. Personnel Subarea should always be entered. If nothing is selected, report displays all the work schedules.	1) Unit Administrator > Administrative Services > Time Management and Payroll Services 2) Unit Time Administrator > Administrative Services > Time Management and Payroll Services 3) Manager Self Service > Workplace Services > Work Schedule Information
Overtime Premium	Displays the distribution of hours for overtime premium.	1) Unit Time Administrator > Reports > Time Management 2) Manager Self Service > Reports > Time Management
Quota Balance Summary	View quota summary for your employees.	1) Manager Self Service > Reports > Time Usage/ Quota Balance
Quota Usage Detail	View details of what day and how many hours of quotas were used	1) Manager Self Service > Reports > Time Usage/ Quota Balance
Reported Time Database	Displays the recorded time for the employees with the current processing status. Commonly used selection criteria are available with pre-determined variants.	1) Unit Time Administrator > Reports > Time Management
Time Recorded by Fund	Displays the accounting distribution for the hours recorded by employee. Employee selection can be restricted by entries on the selection screen. Can also be restricted by accounting information in Receiver Account Assignment section.	1) Unit Time Administrator > Reports > Time Management

Report Title	Description	Report Location(s)
Time Usage and Quota Balance Report	View quota summary and time usage (including FMLA related time) by employee. This report must be run in one month intervals. Can be run for individual Employees, entire Org unit, other selection criteria (personnel subarea, employee subgroup) or by quota type. You have different options of displaying the summary, detail, or FMLA report output.	1) Unit Time Administrator > Reports > Time Usage

Performance Management, Professional Development

Report Title	Description	Report Location(s)
1. All Evaluations Due 2. All Evaluations Complete 3. All Evaluations Overdue	View all evaluations due, complete or overdue.	1) Manager Self Service > Reports > Professional Development
PDP Due (annual)	Annual PDPs that are due.	1) Manager Self Service > Reports > Professional Development
Probation Eval (1040 hours)	Evaluations due for employees who have a probation period of six months or 1040 hours (CTU, 547, 999, 1585, Extension Program Associates).	1) Manager Self Service > Reports > Professional Development
Interim Eval (6 months)	Evaluations due for employees who have a twelve-month probation period (APA, APSA, 274, Nurses and Residence Life Staff/ASRA).	1) Manager Self Service > Reports > Professional Development
PIP Due	Evaluations due for employees on a Performance Improvement Plan.	1) Manager Self Service > Reports > Professional Development

Past-Due Evaluations	View Overdue Tasks for PDP, Interim, Probationary Evaluations by Organizational unit	1) Unit Administrator > Reports > Performance Management
Upcoming Evaluations	View Upcoming Tasks for PDP, Interim, Probationary Evaluations by Organizational unit	1) Unit Administrator > Reports > Performance Management

Processed Forms and Position Requests, Workflow Information and Activity

Report Title	Description	Report Location(s)
Display/Download Workflow Routing Information	Display the workflow routing information by Organization unit, its levels or approval by each employee type and lists the NetID of the employee responsible at each level. Can be used for Non Employees also if they are approvers at a level. Selection can be restricted by Org unit, employee type, level, NetID, change information.	1) Unit Administrator > Administrative Services > Processed Forms and Position Requests > Additional Workflow Processes
Search Employee Processes	Display the status of any initiated employee processes. Can search by process type, initiator, status, processor involved, reference number, start date, end date and step status.	1) Central HR > Employee Processes
Open HR Processes & Forms (initiated by the individual logged in)	Displays all the processes that are initiated by you and their status. Can view the details of the processing steps for the form as well.	1) Unit Administrator > Administrative Services > Processed Forms and Position Requests
Pay Change, Cost Redistribution & Related Workflow	1) Display the status of initiated Pay Change and Cost Redistribution. 2) Displays the Workflow Activity Report as well.	1) Unit Administrator > Administrative Services > Processed Forms and Position Requests

Report Title	Description	Report Location(s)
HR Processes & Forms Workflow Activity Report	Search any of the open processes by process type, initiator, status and processor.	1) Unit Administrator > Administrative Services > Processed Forms and Position Requests
Summer School Workflow Activity Report (Summer Pay Activity Report)	Track the status of summer pay transactions that have been submitted into the HR/Payroll system.	1) Unit Administrator > Administrative Services > Summer School Workflow Activity Report
Completed HR Processes & Forms	Search and view any form or process you initiated or approved	1) Unit Administrator > Reports