

## HR REPORTS AND QUERIES

### KB 16700 - HR - HR Report List

Query Navigation: Reporting Tools > Query > Query Viewer

Report Navigation: UW HR Reports

	Name	KB	Why is it helpful?
Prior to Payroll	Expected Job End Date Query (UW_HR_EXPECTED_JOB_END_DATE)	<a href="#">KB 19326</a>	Lists employees with Expected Job End Dates (EJED) within the period specified in query criteria. This report should be worked prior to the monthly paysheet creation in order to update any EJEDs prior to termination rows being entered into Job Data.
	Payroll Inactivity Report - Cypress	<a href="#">KB 25221</a>	Lists student help positions that have been terminated through the Student Help Payroll Inactivity Process, which runs prior to the first biweekly preliminary calc and absence load.
Ad Hoc	Pay Progression Report	<a href="#">KB 28763</a>	Lists employees who should potentially receive pay rate increases for a pay progression.
	LTE Hours Report	<a href="#">KB 17442</a>	Lists cumulative hours worked/paid for each active University Staff Temporary (LTE) job within the most recent twelve months from the job anniversary date. This report should be used to monitor the statutory 1040 hour limit for a University Staff Temporary appointment within twelve month period.
	Probation Report	<a href="#">KB 17463</a>	Lists university staff employees with probation ending in the month after the 'as-of' date and three months after the 'as-of' date by department.
	Union Membership Report	<a href="#">KB 17450</a>	Lists all employees with a Job Code associated with a union.
	FTE Monitoring Report	<a href="#">KB 19808</a>	Lists employees who have active jobs where the sum of the FTE is greater than 100% as of a given date.
	FMLA/WFMLA Eligibility Report	<a href="#">KB 25464</a>	Accumulates and totals an employee's worked hours and leave hours for a specific employee to determine eligibility for leave covered by Family Medical Leave Act (FMLA) and/or Wisconsin Family Medical Leave Act (WFMLA).
	FTE 0.00025 with Comp Rate (UW_HR_00025_FTE_WITH_COMP_RATE)		Lists employees who have an FTE of 0.00025 and a compensation rate greater than 0 and a paybasis of A, C, S, or V Basis.
	Passport/Visa Exp Report	<a href="#">KB 17446</a>	Lists employees who have visas that expire for the Dept ID, Empl Class and From/To Date parameters selected. Workforce Administration > Personal Information > Citizenship
	FA/AS/LI Hourly FLSA Exempt Query (UW_HR_UNCLS_HOURLY_EXMPT_AUDIT)	<a href="#">KB 17418</a>	Lists active FA/AS/LI employees whose job FLSA status is exempt and whose pay basis is hourly.
	Job Empl Class Change Audit Query (UW_HR_JOB_EMPL_CLASS_AUDIT)	<a href="#">KB 17429</a>	Lists employees who experienced an Employee Class change between the selected date range.
	Terminated Employee Report (UW_HR_TER_EMPL)	<a href="#">KB 42010</a>	Lists terminated employees within a specific date range.
	Pending Future Actions		Lists active employees with future job data actions, including terminations.
	Active Position History Report	<a href="#">KB 20103</a>	Lists current or historical data related to active positions.
	Vacant Position Report	<a href="#">KB 21744</a>	Lists all vacant positions in HRS based on criteria entered.
	Position Status Report	<a href="#">KB 17453</a>	Lists the types of positions in the organization. Lists all filled and vacant positions by department.
	Position List (UW_HR_ACTIVE_INACTIVE_LIST)		Lists all positions that are inactive or active based on criteria entered.
	HRS vs Budget Compare Report	<a href="#">KB 40055</a>	Compares HRS and Budget information.
	Position Exception and Override Report	<a href="#">KB 17443</a>	The Exception report lists positions where the incumbent job and position data are out of sync. The Override report lists positions where automatic cross updating has been prevented from occurring ("Override Position Data" button on Job Data has been used). Organizational Development > Position Management > Position Reports
	Position Empl Class Change Audit Query (UW_HR_POSN_EMPL_CLASS_AUDIT)	<a href="#">KB 17428</a>	Lists Position Data records that have had an Employee Class change between the selected date range.

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Query Navigation: Reporting Tools > Query > Query Viewer

CAT Report Navigation: Workforce Administration > UW External HR Systems > Compensation Administration Tool > CAT Reports

	<u>Name</u>	<u>KB</u>	<u>Why is it helpful?</u>
Affordable Care Act (ACA) Reports	Missing ACAHW Hours (UW_ACAHWREQ)	<a href="#">KB 65060</a>	Lump sum payments with no ACAHW hours reported where Days-Worked Equivalency method is used
	Unmatched ACAHW Hours (UW_ACAHWNUSE)		Time that has been entered in Time & Labor using ACAHW time reporting code with no corresponding Lump Sum payment
	ACA Hours Report (UW_ACAHRSRPT)		Summary report showing all hours
	ACA Full Time Trending Report (UW_ACA_TREND)		Identify borderline full time eligible and full time eligible employees whose current total hours and their expected hours are equal to or greater than 120 hours.
	Measurement Period Report (UW_ACA_MPRPT)		Run for specific employees to get measurement and stability periods.
	Not Affordable Full Time Employees (UW_ACANAFTRP)		Employees by month that were ACA Full Time and not offered coverage or the coverage was not affordable.

Compensation Administration Tool (CAT)	CAT Position Report	<a href="#">KB 60535</a>	The Position Report is a pull of key information on all positions (CAT Records) and Vacant/Bud Adjustment rows (Additional Adjustments Page records) based on selected criteria.
	CAT Audit Log	<a href="#">KB 60534</a>	Used by CAT users to view whether other users have changed information for a shared employee.
	Missing from CAT Report	<a href="#">KB 60531</a>	This report is intended to identify employees that exist in Job Data, but are missing in the Compensation Administration Tool (CAT).
	HRS to CAT Compare Report	<a href="#">KB 60529</a>	The HRS to CAT Compare Report identifies employee records where key fields differ between the CAT and HRS and is intended to catch fields like: Business Unit / Department change, Position Number change, Compensation Rate change, Employee Class change, Title change, Job Code change, and/or an FTE change. Employee records for which a title has been entered in the planned title field that does not match the HRS title for that CAT record (though often these are intentional) will be pulled. This report will also capture terminations.
	HRS Change Report	<a href="#">KB 60530</a>	The HRS Change Report identifies Employee Records that have undergone a Business Unit, HR Department, Position Number, Job Code, Pay Basis, FTE, Payroll Status, or Comprate change in HRS.
	Under Min/Over Max Report	<a href="#">KB 60533</a>	Title minimum and maximums will be pulled from HRS as of the beginning of the Fiscal Year. Employee records that have an Over Max/Under Min error will continue to appear on this report unless their updated Comprates are changed in the CAT to be within the salary range (even if they are approved to be over the maximum or under the minimum for that title.
	Record Errors Report	<a href="#">KB 60532</a>	The Record Errors Report displays all records in the budget that have generated any employee level error based on the edits set up in the Compensation Administration Tool.
	CAT Merit Increase Detail Report Query (UW_MERIT_ACTN_RSN_DETAIL)		Lists employees within the CAT with data elements such as Merit and Total Merit Amount.
	CAT Non Merit Action Reason List Query (UW_NON_MERIT_ACTN_RSN_DETAIL)		Lists employees within the CAT that have compensation increases that are not Merit based.
	Rate Run Report Query (UW_RATE_RUN_REPORT)		Lists all employees within the CAT as well as current rates and new comp rates in the CAT.