

Managing Page Reports

Managing page reports include all reports related to managing an employee. Below is a listing of the managing report names, with their corresponding columns and filters.

Report Name	Columns:	Filters:
<p>Employee Listing Built for Worcester in prior project. Also available as Non-Confidential (Campus Security)</p>	<ul style="list-style-type: none"> • Employee Name ID • Empl Rcd • Pay Status • Position Number • Hire Date • Rehire Date • Union Code • Union Date • HR Dept • Reg/Temp • Jobcode • Job Title • Job Entry Date • FTE • Location • Manager Emplid • Name Org Relationship • Work Email ID • Short Desc • Std Wk Hrs 	<ul style="list-style-type: none"> • Current Job row

Report Name	Columns:	Filters:
<p>Employee Roster Exposed both versions of the Employee Roster; Default to last closed pay period; Current open pay period available.</p>	<p>Version 1 – DPW</p> <ul style="list-style-type: none"> • Employee ID • Empl Rcd • Person Name • HR Dept ID • Job Code • Job Title • Employee Classification Union Code; Grade • Last Hire Date • FTE • Std Hours Compensation Rate Account; Project ID Deptid • Fund Code • Earnings Code • Encumb End Date Allocation Pct • Biweekly Rate • Annual Rate <hr/> <p>Version 2 – ABL Person Name; Employee ID; Empl Rcd; Emp Status; Hire Date; Rehire Date; Expected End Date; Workgroup; Union Code; Job Title; Business Title; Manager Name; Grade; Step; Comp Frequency; HR Account Code; Allocation Pct; Annual Allocation; Fund; Program; Dept ID; Project ID; Effective Date; Standard Weekly Hours</p>	<ul style="list-style-type: none"> • Version 1 – DPW 2 queries: 1 Contingent Current Active job Rows; Employees Active current job row Pay Source = Base_Pay OR ADDL_PAY w Earn Code BOS and end date = 6/30/2100 <hr/> <ul style="list-style-type: none"> • Version 2 - ABL Current Job row; 2 queries: 1 Contingent Current Active job Rows; Employees Active current job row Pay Source = Base_Pay OR ADDL_PAY

Summit Dashboard

Report Name	Columns:	Filters:
Expected End Date	Version 1 – ADL <ul style="list-style-type: none"> Person Name Employee ID Empl Rcd Emp Status Expected End Date Auto End Flag Job title Benefit Program Union code HR Account Code Fund Code Funding DeptID Project ID Effective Date Alloc% Annual Allocation FTE Standard Weekly Hours 	<ul style="list-style-type: none"> Version 1 – ADL Current Active Job row with expected end Date and Auto end Flag not NULL; Employee with funding
	Version 2 – WL <ul style="list-style-type: none"> Days to Termination Employee Name Empl Rcd HR Dept Jobcode &Title Organization Relationship FTE Expected End Date Termination Date 	<ul style="list-style-type: none"> Version 2 – WL Current Active Job row with expected end date > = current date or Terminated row with expected end date not NULL (result merge into 1 row showing if term row has been created. Does not look at Auto end Flag
	Version 3 – With Appointment End Date added prototype <ul style="list-style-type: none"> Days to Termination Employee Name Empl Rcd HR Dept Jobcode &Title Organization Relationship FTE Date Type End Date Termination Date 	<ul style="list-style-type: none"> Version 3 - With Appointment End Date added prototype Current Active Job row with expected end date or Appointment End Date > = current date or Terminated row with expected end date not NULL (result merge into 1 row showing if term row has been created. Does not look at Auto end Flag

Report Name	Columns:	Filters:
<p>Employee Delta Listing</p> <p>This report is built off of three Summit created table that capture changes in key data fields by comparing current record in Summit to record being pulled from Peoplesoft. It identifies new and changes records. It is not dependent on action codes. Currently 3 incoming table are compared for key fields Job, person name, person address. It records prior value and new value. We have learned that this is relatively easy to expand. Note: There is a Non-Confidential Version.</p>	<p>Base Fields:</p> <ul style="list-style-type: none"> • Employee Name ID • Empl Rcd # • Current Pay Status • Current Reg/Temp Current Org Relation • Hire Date • Last Hire Date • Union Code • Union Date • Short Desc • Job Entry Date • Work Email ID • Change Effective Date Change Class plus Past and Current Values for each change Type selection: <ol style="list-style-type: none"> 1. Job: Department , Jobcode, Supervisor, Location, Campus, Hours, FTE 2. Person: First, Middle, Last and Full name 3. Address: Address 1,2,3,4, City, State, Country, Postal 	<ul style="list-style-type: none"> • Selected Dates and Change type

Report Name	Columns:	Filters:
<p>Personnel Transactions Note: link to pages where any date range can be selected for these reports</p>	<p>Version 1 – Action Date</p> <ul style="list-style-type: none"> • Current Job Row Flag Employee ID • Employee Record Employee Name • Effective Sequence Effective Date • Job Title • Position Number Action Action Reason • FTE • Grade • Step • Organization Relationship Bi-Weekly Rate • Annual Salary 	<ul style="list-style-type: none"> • Version 1 – Action Date All job rows within selected Action Dates
	<p>Version 2 – Effective Date</p> <ul style="list-style-type: none"> • Current Job Row Flag Effective Date • Employee ID • Employee Record Employee Name • Effective Sequence Position Number • Action • Action Reason • FTE • Grade • Step • Organization Relationship Job Title • Bi-Weekly Rate Annual Salary 	<ul style="list-style-type: none"> • Version 2 – Effective Date All job rows within selected Effective Dates

Summit Dashboard

Report Name	Columns:	Filters:
Performance Ratings	<ul style="list-style-type: none"> Employee Name ID HR Dept ID – Desc Jobcode ID – Descr Grade Employee Classification Salary Plan Code Salary Plan Review Type Desc Last Review To Date Review Rating Review Rating Desc Next Review Date 	<ul style="list-style-type: none"> This report sources from PS_EMPLOYEE_REVIEW and include the following filters: Current Job Row; Review Current Indicator is Y; Employee Classification in Classified; Profession; Fac Acad Yr; Fac Cal Yr; ProfAcApp ; Regular Temporary Desc <> Temporary. This version adds a layer of security that limits data to direct and indirect reports only of logged in user. (emulate overrides for testing)
Post Docs	<ul style="list-style-type: none"> HR Dept Person Name ID Employee Record Hire Date Last Hire Date Last Hire Month/Day Employee Classification 	<ul style="list-style-type: none"> Employee Classification Code is equal to / is in S; Current Active Job row
Visa Management	<ul style="list-style-type: none"> Person Empl Rcd Citizenship Country Visa Permit Type Work Permit Status Visa Expiration Range Visa Status Date Visa Expiration Date HR Dept Hire Date Last Hire Date Person Organization Relationship Employee Status Employee Classification Jobcode Job Title Manager Expected Job End Date 	<ul style="list-style-type: none"> Current Job row; Citizenship <> USA; And filter per detailed Specs