

Human Resources / Academic Personnel Data Warehouse (HRDW) User Guide

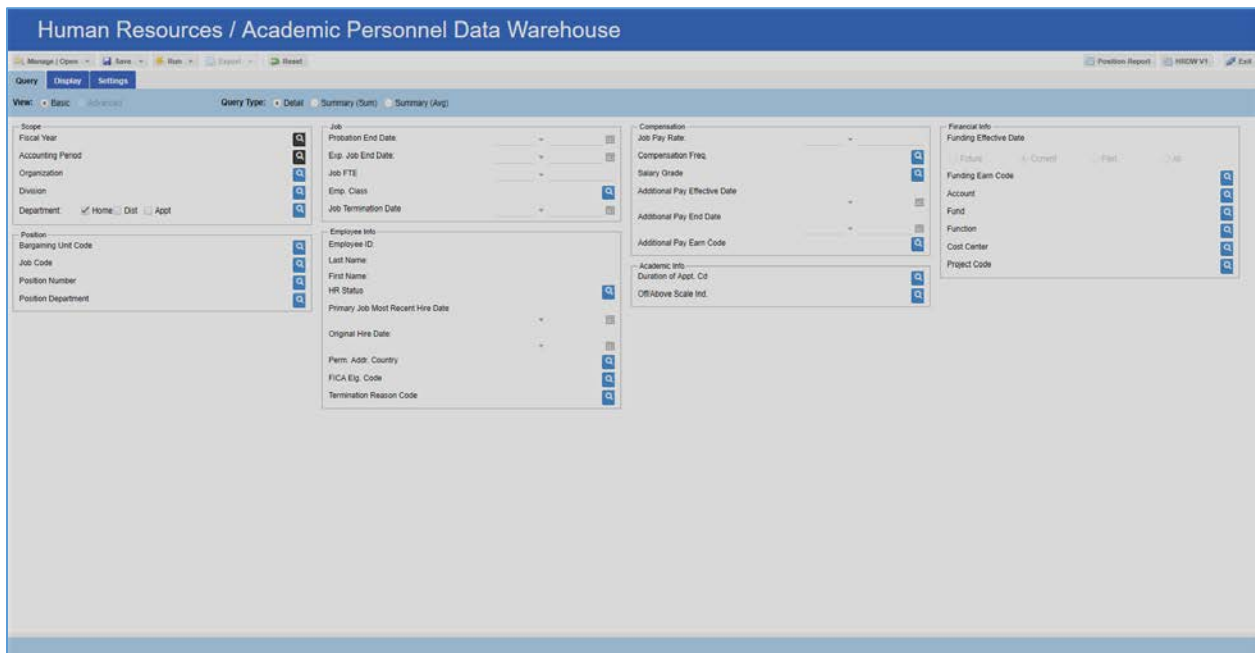


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HRDW Overview

Human Resources & Academic Personnel Data Warehouse (HRDW) is an online reporting application. There are two versions of HRDW:

- [Version II](#) pulls current and historical data from **UCPath** beginning December 1, 2017
- [Version I](#) pulls historical data from the retired **PPS** system prior to December 1, 2017

Privacy & Security Measures

Privacy & Confidentiality

Due to the extremely sensitive nature of personnel data, HRDW employs a number of security measures to preserve the privacy and confidentiality of employees whose data exists within the system.

Security Measures

HRDW requires secure (https:) connections to all clients accessing the system, which prevents the possibility of data being intercepted in transmission.

Access to HRDW is established and controlled by the departmental [System Access Administrator](#) (SAA), subject to the provisions of UCR's enterprise accountability initiative.

Security has also been implemented within the HRDW system. Specific security provisions exist within both the query tool and the pre-defined reports.

General Considerations

HRDW contains the same sensitive and confidential data elements stored in the UCPath system. Access to HRDW should be limited to those individuals whose position responsibilities require access to personnel data and whose accountabilities in viewing, retrieving, and exporting this data are clearly understood.

Student employees, affiliates and contingent workers should NOT be granted access to HRDW. Everyone who accesses HRDW must have a UCR NetID. Users login to HRDW using their UCR NetID and password.

Granting Access

The departmental [System Access Administrator](#) (SAA) establishes access to HRDW using the [Enterprise Access Control System](#) (EACS). Users who are authorized to use HRDW can access the application from their [R'Space portal](#) under the "Authorized Apps" tab.

Checking Application Access Roles

You may confirm your access to HRDW and other UCR applications using the [Enterprise Access Control System](#) (EACS).

To confirm your application access,

1. Go to [EACS](#)
2. Enter your NET ID in the **User NetID** field
3. Click the **Condensed Accountability Report** button to run the report

- SAA – the SAA for the application is listed; you can view the full list of SAA Names by clicking on the link at the bottom of the EACS query screen
- Application – the UCR application
- Role Name - the EACS role you are assigned for the application

EACS Accountability Report

(SAA: ALL, ORG Value: ALL, App: ALL, User: [redacted] SAA Type: ALL)

UCR NetIDs displayed in red font are inactive users.

Acct Struct	Desc	SAA	User NetID	Full Name	User Primary Dept	User Primary ORG	Application	Role Name
D01103	HUMAN RESOURCES	KIMGRO YADIRAS	[redacted]	[redacted]	D01103-HUMAN RESOURCES	ORG39-BUSINESS & ADMINISTRATIVE SERV	TRAVEL	TRAVELER
---	APPLICATION SAA	SBIGGERS, JENNE HEIDIER	[redacted]	[redacted]	D01103-HUMAN RESOURCES	ORG39-BUSINESS & ADMINISTRATIVE SERV	HUMAN RESOURCES DATA WAREHOUSE	SUPER USER-

HRDW Navigation

A. General Navigation

- Manage | Open: view, rename and delete all saved reports
- Save: saves report as a new query
- Run: generates report; the drop down gives the option of running the report in the current tab, a new tab, or directly into Excel or PDF
- Export: saves an executed report as either Excel or PDF
- Reset: removes all selected data, returning to default values

B. Query Options

- Query: where you specify which rows of data to include
- Display: where you specify which data fields to include
- Settings: displays the list of query criteria, selected fields and allows adjustment to the rows of information displayed in the report

C. Position Report & HRDW v1

- Position Report: contains pre-defined position data and used to view both filled and unfilled positions within your accountability structure
- HRDW v1: opens HRDW v1

D. Query Type

- Detail: provides specific information about individual records within HRDW (such as individual employee's salary, time of service, or other information). User has access only to information for personnel within the specific accountability structures (organization, division,



or department) under which the user has been granted access via EACS. For example, if a user is granted access to the department of Botany & Plant Sciences, in detail mode the user will only see information for Botany & Plant Sciences, and not for other CNAS departments or other units on campus

- b. Summary (Sum): provides aggregate counts on a limited set of data fields within HRDW. User has access to campus-wide aggregate counts for a limited set of data fields within HRDW since detailed private information is not exposed
- c. Summary (Avg): provides that average of the selected data fields

Building a Query

Search Icons - Gray vs. Blue

The search icons to the right of each item enables you to select specific data for your report. There are two different color icons,

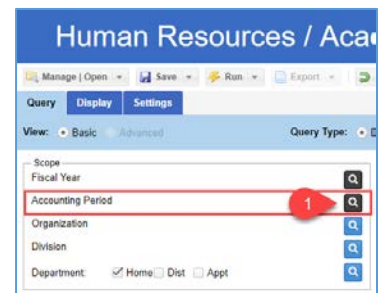
-  Gray Search Icon: **criteria has been selected**; some query criteria are set to a default (e.g. Fiscal Year and Academic Period are set to current time)
-  Blue Search Icon: **no criteria has been selected**; select and save the criteria you want to display

Query Tab: Adding Rows of Data to Your Report

By default, the current Fiscal Year and Accounting Period are automatically selected. Note: only one Accounting Period can be selected per report.

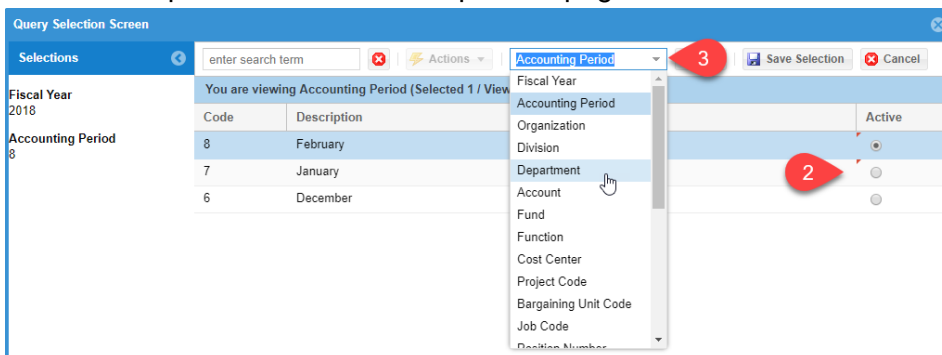
To add a new row or update criteria:

1. Click on the search icon beside the data option
2. When the “Query Selection Screen” opens, select your criteria and save

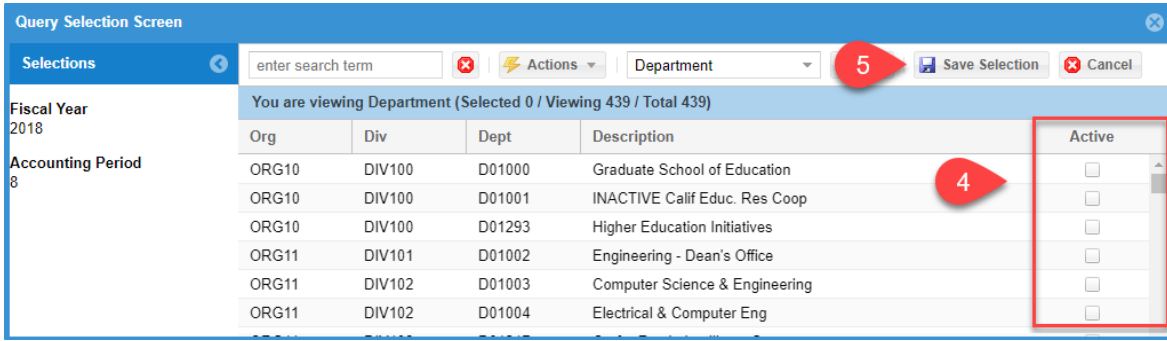


To Add Additional Rows of Data and/or Customize Your Selected Data

3. Click the drop down menu at the top of the page and make a selection



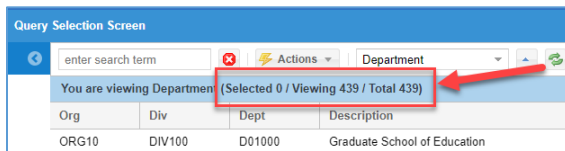
4. Select the criteria you want to include in the report. Your criteria options, such as departments, will be based on your accountability structure. Follow steps 3 and 4 until you have selected all rows of data you want to include in your report
5. Click “Save Selection” after you are done selecting criteria from all menus in the dropdown



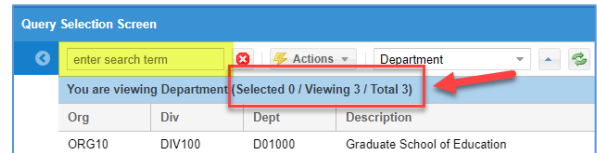
Filtering Through a Long List of Results

If the list of results is too long, you may want to drill down your options by first selecting the "Organization(s)" you want in your report. Once selected, the system will only show data related to your selected organization(s). You can also use the search field at the top of the screen to filter through the data.

e.g. Before you selected the organization(s)



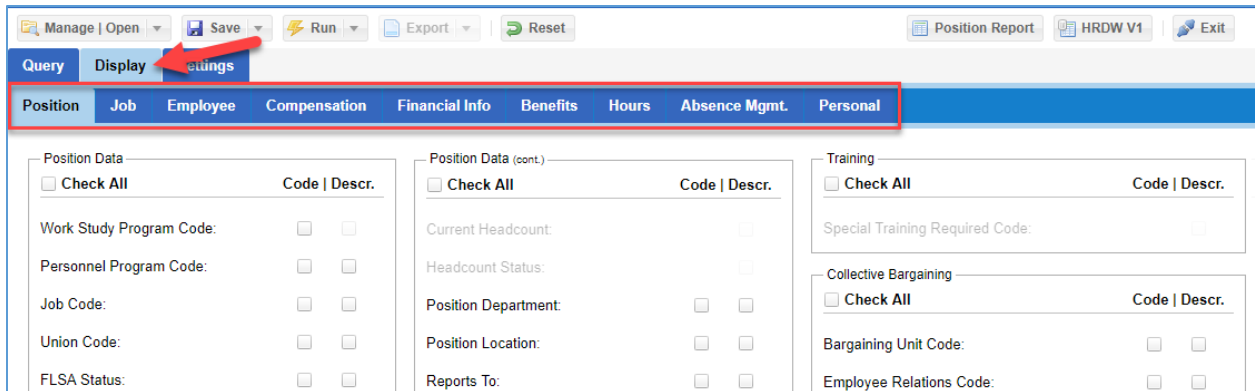
e.g. After you selected the organization(s)

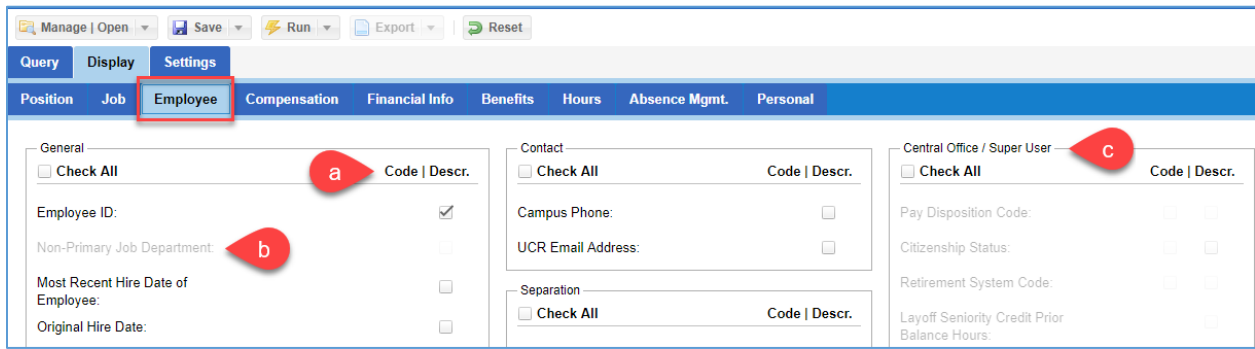


6. Then, click **Save Selection**

Display Tab: Adding Data to Your Report

To add data to your report, click the **Display** tab and make your selections. There are multiple options Position, Job, Employee, Compensation, Financial Info, Benefits, etc. (See Appendix A). Click each of the menu options to view the corresponding criteria, as shown below.





Once an option is selected, for example, “Employee” note the following:

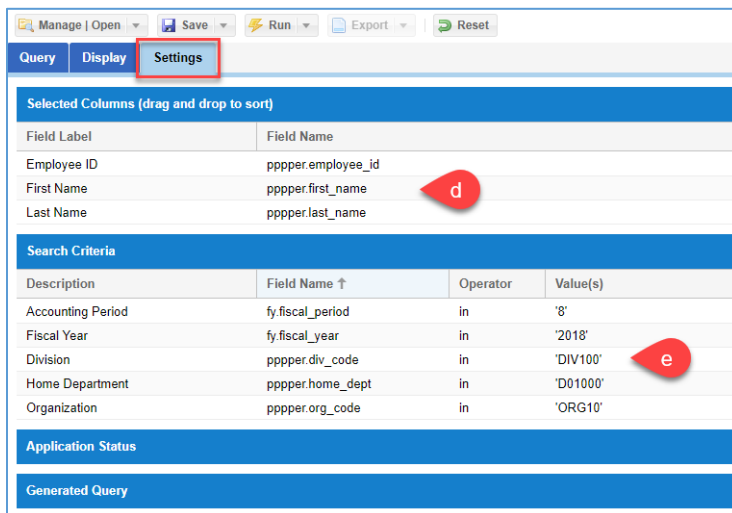
- a. **Code | Descr. :** some data has an associated code and/or a description with the option of adding one or both to the report
- b. **Grayed Out Fields:** the data fields in gray are not yet available, but will be available in the future
- c. **Central Office/Super User:** gives certain users access to view data across all accountability structures, including data listed in the “Central Office / Super User” box

Settings Tab: Arranging the Report Data

In the Settings tab, you can view and arrange the rows and columns of data you selected.

- d. **Selected Columns:** displays the columns of data selected from the Display tab
- e. **Search Criteria:** displays the rows of data selected from the Query tab

To arrange the order of the columns or rows, click the data and drag it up or down



Reporting Error Messages

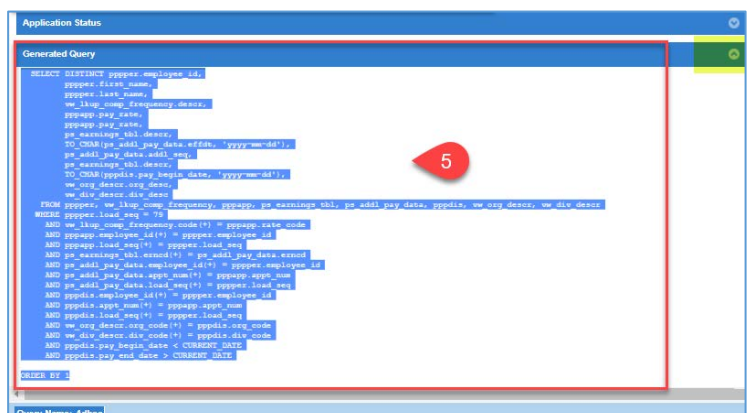
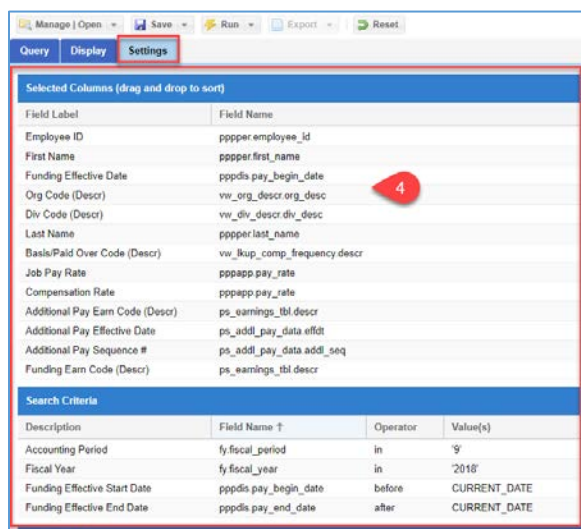
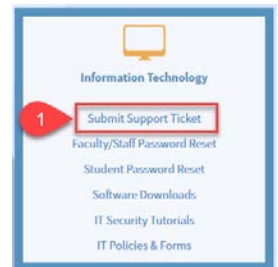


If an error message is received while running a report, notify the HRDW development team by submitting a support ticket. Specific information from HRDW needs to be included in the support ticket to facilitate a resolution.

Submitting a Support Ticket for HRDW

To submit a support ticket regarding an error in HRDW:

1. Go to [ServiceLink](#) and click on **Submit Support Ticket** in the “Information Technology” section
2. Select the following options in the form:
 - a. Category = **FOM / UCPATH**
 - b. Subcategory = **Reports, Data Warehouse**
3. In the “Short Description section, briefly describe the steps you took while preparing and running the report
4. Return to HRDW and click on the **Settings** tab. Take a print screen of both the “Selected Columns” and “Search Criteria” sections and upload it to the support ticket as an attachment
5. Return to the **Settings** tab and expand the **Generated Query** section by clicking on the arrow to the far right of the label. Copy everything in the “Generated Query” field and paste it into the “Long Description” section of the support ticket.
6. Submit the ticket. Once the ticket is resolved, you will receive notification via email



Appendix

A. Appendix

Position

The Position tab includes information related to Position Data, Training and Collective Bargaining.

Query	Display	Settings						
Position	Job	Employee	Compensation	Financial Info	Benefits	Hours	Absence Mgmt.	Personal

Position Data	
<input type="checkbox"/> Check All	Code Descr.
Work Study Program Code:	<input type="checkbox"/> <input type="checkbox"/>
Personnel Program Code:	<input type="checkbox"/> <input type="checkbox"/>
Job Code:	<input type="checkbox"/> <input type="checkbox"/>
Union Code:	<input type="checkbox"/> <input type="checkbox"/>
FLSA Status:	<input type="checkbox"/> <input type="checkbox"/>
Position Number:	<input type="checkbox"/> <input type="checkbox"/>
Headcount Status:	<input type="checkbox"/> <input type="checkbox"/>
Current Headcount:	<input type="checkbox"/> <input type="checkbox"/>
Position Action Date:	<input type="checkbox"/> <input type="checkbox"/>
Position Action Reason:	<input type="checkbox"/> <input type="checkbox"/>
Effective Status:	<input type="checkbox"/> <input type="checkbox"/>
Position Status:	<input type="checkbox"/> <input type="checkbox"/>
Position Status Date:	<input type="checkbox"/> <input type="checkbox"/>
Key Position:	<input type="checkbox"/> <input type="checkbox"/>
Position Title:	<input type="checkbox"/> <input type="checkbox"/>
Full/Part Time:	<input type="checkbox"/> <input type="checkbox"/>

Position Data (cont.)	
<input type="checkbox"/> Check All	Code Descr.
Current Headcount:	<input type="checkbox"/> <input type="checkbox"/>
Headcount Status:	<input type="checkbox"/> <input type="checkbox"/>
Position Department:	<input type="checkbox"/> <input type="checkbox"/>
Position Location:	<input type="checkbox"/> <input type="checkbox"/>
Reports To:	<input type="checkbox"/> <input type="checkbox"/>
Dotted Line:	<input type="checkbox"/> <input type="checkbox"/>
Standard Hours:	<input type="checkbox"/> <input type="checkbox"/>
Position FTE:	<input type="checkbox"/> <input type="checkbox"/>
HR Group:	<input type="checkbox"/> <input type="checkbox"/>

Training	
<input type="checkbox"/> Check All	Code Descr.
Special Training Required Code:	<input type="checkbox"/> <input type="checkbox"/>

Collective Bargaining	
<input type="checkbox"/> Check All	Code Descr.
Bargaining Unit Code:	<input type="checkbox"/> <input type="checkbox"/>
Employee Relations Code:	<input type="checkbox"/> <input type="checkbox"/>
Covered/Uncovered:	<input type="checkbox"/> <input type="checkbox"/>
Union Title:	<input type="checkbox"/> <input type="checkbox"/>

Job

The Job section includes Job Data, Employee Data, Academic Info, and data for Central Office / Super User.

Query	Display	Settings						
Position	Job	Employee	Compensation	Financial Info	Benefits	Hours	Absence Mgmt.	Personal
Job Data <input type="checkbox"/> Check All Code Descr.								
Job Group Identifier:			<input type="checkbox"/>	<input type="checkbox"/>				
Job Action:			<input type="checkbox"/>	<input type="checkbox"/>				
Probation End Date:			<input type="checkbox"/>	<input type="checkbox"/>				
Job Action Reason:			<input type="checkbox"/>	<input type="checkbox"/>				
Empl Record:			<input type="checkbox"/>	<input type="checkbox"/>				
Job Effective Date:			<input type="checkbox"/>	<input type="checkbox"/>				
Job Begin Date:			<input type="checkbox"/>	<input type="checkbox"/>				
Job Effective Sequence:			<input type="checkbox"/>	<input type="checkbox"/>				
Job Termination Date:			<input type="checkbox"/>	<input type="checkbox"/>				
Pay Group:			<input type="checkbox"/>	<input type="checkbox"/>				
Trial Employment End Date:			<input type="checkbox"/>	<input type="checkbox"/>				
Expected Job End Date:			<input type="checkbox"/>	<input type="checkbox"/>				
Occupational Group (Level 1):			<input type="checkbox"/>	<input type="checkbox"/>				
Occupational Group (Level 2):			<input type="checkbox"/>	<input type="checkbox"/>				
Occupational Group (Level 3):			<input type="checkbox"/>	<input type="checkbox"/>				
Probation Code:			<input type="checkbox"/>	<input type="checkbox"/>				
ERIT End Date:			<input type="checkbox"/>	<input type="checkbox"/>				
Location Use Type:			<input type="checkbox"/>	<input type="checkbox"/>				
Location Use End Date:			<input type="checkbox"/>	<input type="checkbox"/>				
Partial Year Career Duration:			<input type="checkbox"/>	<input type="checkbox"/>				
Job FTE:			<input type="checkbox"/>	<input type="checkbox"/>				
Employee Class:			<input type="checkbox"/>	<input type="checkbox"/>				
Employee Data <input type="checkbox"/> Check All Code Descr.								
Primary Job Indicator:			<input type="checkbox"/>	<input type="checkbox"/>				
HR Status:			<input type="checkbox"/>	<input type="checkbox"/>				
Payroll Status:			<input type="checkbox"/>	<input type="checkbox"/>				
Employee Type:			<input type="checkbox"/>	<input type="checkbox"/>				
End Job Automatically:			<input type="checkbox"/>	<input type="checkbox"/>				
Academic Info <input type="checkbox"/> Check All Code Descr.								
Academic Duration of Appt:			<input type="checkbox"/>	<input type="checkbox"/>				
Off/Above Scale Indicator:			<input type="checkbox"/>	<input type="checkbox"/>				
Postdoc Anniversary Date:			<input type="checkbox"/>	<input type="checkbox"/>				
Central Office / Super User <input type="checkbox"/> Check All Code Descr.								
Preferential Rehire Period End Date:			<input type="checkbox"/>	<input type="checkbox"/>				

Employee

The Employee tab includes General employee information, campus Contact information, Separation, Salary, Retirement and data for Central Office / Super User.

Query	Display	Settings						
Position	Job	Employee	Compensation	Financial Info	Benefits	Hours	Absence Mgmt.	Personal
<div style="display: flex; justify-content: space-between;"> <div style="width: 48%;"> <p>General</p> <p><input type="checkbox"/> Check All Code Descr.</p> <p>Employee ID: <input checked="" type="checkbox"/></p> <p>Non-Primary Job Department: <input type="checkbox"/></p> <p>Most Recent Hire Date of Employee: <input type="checkbox"/></p> <p>Original Hire Date: <input type="checkbox"/></p> <p>Job Indicator: <input type="checkbox"/> <input type="checkbox"/></p> <p>Home Department: <input type="checkbox"/> <input type="checkbox"/></p> <p>Name (Last, Suffix, First, Middle): <input type="checkbox"/></p> <p>First Name: <input checked="" type="checkbox"/></p> <p>Last Name: <input checked="" type="checkbox"/></p> <p>Name-Prior: <input type="checkbox"/></p> <p>Country of Citizenship: <input type="checkbox"/> <input type="checkbox"/></p> <p>FICA Eligibility Code: <input type="checkbox"/> <input type="checkbox"/></p> <p>License/Certificate Code: <input type="checkbox"/> <input type="checkbox"/></p> <p>License/Certificate Renewal Date: <input type="checkbox"/></p> <p>UC Corporate Card: <input type="checkbox"/> <input type="checkbox"/></p> <p>Visa Type Code: <input type="checkbox"/> <input type="checkbox"/></p> <p>Visa Expiration Date: <input type="checkbox"/></p> <p>Veteran Disability Status Code: <input type="checkbox"/> <input type="checkbox"/></p> <p>Veteran Status Code: <input type="checkbox"/> <input type="checkbox"/></p> </div> <div style="width: 48%;"> <p>Contact</p> <p><input type="checkbox"/> Check All Code Descr.</p> <p>Campus Phone: <input type="checkbox"/></p> <p>UCR Email Address: <input type="checkbox"/></p> <p>Separation</p> <p><input type="checkbox"/> Check All Code Descr.</p> <p>Termination Reason Code: <input type="checkbox"/> <input type="checkbox"/></p> <p>University Termination Date: <input type="checkbox"/></p> <p>Salary</p> <p><input type="checkbox"/> Check All Code Descr.</p> <p>Next Salary Rev Date: <input type="checkbox"/></p> <p>Next Salary Review Typecode: <input type="checkbox"/> <input type="checkbox"/></p> <p>Retirement</p> <p><input type="checkbox"/> Check All Code Descr.</p> <p>Employment Service Credit Months: <input type="checkbox"/></p> <p>Employment Service Credit Start Date: <input type="checkbox"/></p> <p>Service Months as of Date: <input type="checkbox"/></p> </div> </div>								

<p>Central Office / Super User</p> <p><input type="checkbox"/> Check All Code Descr.</p> <p>Pay Disposition Code: <input type="checkbox"/> <input type="checkbox"/></p> <p>Citizenship Status: <input type="checkbox"/> <input type="checkbox"/></p> <p>Retirement System Code: <input type="checkbox"/> <input type="checkbox"/></p> <p>Layoff Seniority Credit Prior Balance Hours: <input type="checkbox"/></p> <p>Layoff Seniority Credit Regular Hours: <input type="checkbox"/></p> <p>Layoff Seniority Credit by Job Code: <input type="checkbox"/></p> <p>Layoff Seniority Credit by Bargaining Unit Code: <input type="checkbox"/></p>	<p>Central Office / Super User (cont.)</p> <p><input type="checkbox"/> Check All Code Descr.</p> <p>Preferential Rehire Period Begin Date: <input type="checkbox"/></p> <p>Preferential Rehire Rights - Suspension End Date: <input type="checkbox"/></p> <p>Preferential Rehire Rights - Term/Suspend Date: <input type="checkbox"/></p> <p>Preferential Rehire Susp. / Termination Reason: <input type="checkbox"/></p> <p>Previous Sabbatical Credit Balance: <input type="checkbox"/></p> <p>Sabbatical Credit Accrued: <input type="checkbox"/></p> <p>Sabbatical Credit As Of Date: <input type="checkbox"/></p> <p>Sabbatical Credit Balance Total: <input type="checkbox"/></p> <p>Sabbatical Credit Used: <input type="checkbox"/></p>
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Compensation

The Compensation tab includes Pay Data and Additional Pay.

Query	Display	Settings						
Position	Job	Employee	Compensation	Financial Info	Benefits	Hours	Absence Mgmt.	Personal
Pay Data			Additional Pay					
<input type="checkbox"/> Check All			<input type="checkbox"/> Check All					
Code Descr.			Code Descr.					
Basis/Paid Over Code: <input type="checkbox"/> <input type="checkbox"/>			Additional Pay Earn Code: <input type="checkbox"/> <input type="checkbox"/>					
Job Pay Rate: <input type="checkbox"/>			Additional Pay Effective Date: <input type="checkbox"/>					
Compensation Rate: <input type="checkbox"/>			Additional Pay Sequence #: <input type="checkbox"/>					
Compensation Rate Code: <input type="checkbox"/>			Additional Pay Earnings Amount: <input type="checkbox"/>					
Salary Step: <input type="checkbox"/>			Additional Pay End Date: <input type="checkbox"/>					
Most Recent Merit Percent Increase: <input type="checkbox"/>			Additional Pay Goal Balance: <input type="checkbox"/>					
Compensation Freq.: <input type="checkbox"/> <input type="checkbox"/>			Additional Pay Prorated: <input type="checkbox"/>					
Salary Grade: <input type="checkbox"/> <input type="checkbox"/>			Pay Period Applied To: <input type="checkbox"/>					
Salary Admin Plan: <input type="checkbox"/> <input type="checkbox"/>			Additional Pay Rate Code: <input type="checkbox"/> <input type="checkbox"/>					
			Additional Pay Goal Amount: <input type="checkbox"/>					
			Additional Pay Reason: <input type="checkbox"/> <input type="checkbox"/>					

Financial Info

The Financial Info tab includes FAU Info, Organization Info and Work Study.

Query	Display	Settings																																																																																				
Position	Job	Employee	Compensation	Financial Info	Benefits	Hours	Absence Mgmt.	Personal																																																																														
<p>FAU Info</p> <p><input type="checkbox"/> Check All</p> <table border="1"> <thead> <tr> <th></th> <th>Code</th> <th>Descr.</th> </tr> </thead> <tbody> <tr> <td>Funding Earn Code:</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td>Funding Distribution Pct:</td> <td></td> <td><input type="checkbox"/></td> </tr> <tr> <td>Funding Effective Date:</td> <td></td> <td><input type="checkbox"/></td> </tr> <tr> <td>Department - FAU:</td> <td></td> <td><input type="checkbox"/></td> </tr> <tr> <td>Funding Distribution Pct.:</td> <td></td> <td><input type="checkbox"/></td> </tr> <tr> <td>Salary Account:</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td>Activity:</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td>Fund:</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td>Function:</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td>Cost Center:</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td>Project Code:</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td>Funding Level Indicator:</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td>Funding Sequence #:</td> <td></td> <td><input type="checkbox"/></td> </tr> <tr> <td>Budget Category:</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td>OTC Indicator:</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> </tbody> </table>				Code	Descr.	Funding Earn Code:	<input type="checkbox"/>	<input type="checkbox"/>	Funding Distribution Pct:		<input type="checkbox"/>	Funding Effective Date:		<input type="checkbox"/>	Department - FAU:		<input type="checkbox"/>	Funding Distribution Pct.:		<input type="checkbox"/>	Salary Account:	<input type="checkbox"/>	<input type="checkbox"/>	Activity:	<input type="checkbox"/>	<input type="checkbox"/>	Fund:	<input type="checkbox"/>	<input type="checkbox"/>	Function:	<input type="checkbox"/>	<input type="checkbox"/>	Cost Center:	<input type="checkbox"/>	<input type="checkbox"/>	Project Code:	<input type="checkbox"/>	<input type="checkbox"/>	Funding Level Indicator:	<input type="checkbox"/>	<input type="checkbox"/>	Funding Sequence #:		<input type="checkbox"/>	Budget Category:	<input type="checkbox"/>	<input type="checkbox"/>	OTC Indicator:	<input type="checkbox"/>	<input type="checkbox"/>	<p>Organization Info</p> <p><input type="checkbox"/> Check All</p> <table border="1"> <thead> <tr> <th></th> <th>Code</th> <th>Descr.</th> </tr> </thead> <tbody> <tr> <td>Org Code:</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td>Div Code:</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> </tbody> </table>				Code	Descr.	Org Code:	<input type="checkbox"/>	<input type="checkbox"/>	Div Code:	<input type="checkbox"/>	<input type="checkbox"/>	<p>Work Study</p> <p><input type="checkbox"/> Check All</p> <table border="1"> <thead> <tr> <th></th> <th>Code</th> <th>Descr.</th> </tr> </thead> <tbody> <tr> <td>Work Study Department Code:</td> <td></td> <td><input type="checkbox"/></td> </tr> <tr> <td>Work Study Limit:</td> <td></td> <td><input type="checkbox"/></td> </tr> <tr> <td>Work Study Program Code - Financial Aid:</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td>Work Study Academic Year:</td> <td></td> <td><input type="checkbox"/></td> </tr> <tr> <td>Work Study Award Balance:</td> <td></td> <td><input type="checkbox"/></td> </tr> <tr> <td>Work Study Award Amount:</td> <td></td> <td><input type="checkbox"/></td> </tr> </tbody> </table>				Code	Descr.	Work Study Department Code:		<input type="checkbox"/>	Work Study Limit:		<input type="checkbox"/>	Work Study Program Code - Financial Aid:	<input type="checkbox"/>	<input type="checkbox"/>	Work Study Academic Year:		<input type="checkbox"/>	Work Study Award Balance:		<input type="checkbox"/>	Work Study Award Amount:		<input type="checkbox"/>
	Code	Descr.																																																																																				
Funding Earn Code:	<input type="checkbox"/>	<input type="checkbox"/>																																																																																				
Funding Distribution Pct:		<input type="checkbox"/>																																																																																				
Funding Effective Date:		<input type="checkbox"/>																																																																																				
Department - FAU:		<input type="checkbox"/>																																																																																				
Funding Distribution Pct.:		<input type="checkbox"/>																																																																																				
Salary Account:	<input type="checkbox"/>	<input type="checkbox"/>																																																																																				
Activity:	<input type="checkbox"/>	<input type="checkbox"/>																																																																																				
Fund:	<input type="checkbox"/>	<input type="checkbox"/>																																																																																				
Function:	<input type="checkbox"/>	<input type="checkbox"/>																																																																																				
Cost Center:	<input type="checkbox"/>	<input type="checkbox"/>																																																																																				
Project Code:	<input type="checkbox"/>	<input type="checkbox"/>																																																																																				
Funding Level Indicator:	<input type="checkbox"/>	<input type="checkbox"/>																																																																																				
Funding Sequence #:		<input type="checkbox"/>																																																																																				
Budget Category:	<input type="checkbox"/>	<input type="checkbox"/>																																																																																				
OTC Indicator:	<input type="checkbox"/>	<input type="checkbox"/>																																																																																				
	Code	Descr.																																																																																				
Org Code:	<input type="checkbox"/>	<input type="checkbox"/>																																																																																				
Div Code:	<input type="checkbox"/>	<input type="checkbox"/>																																																																																				
	Code	Descr.																																																																																				
Work Study Department Code:		<input type="checkbox"/>																																																																																				
Work Study Limit:		<input type="checkbox"/>																																																																																				
Work Study Program Code - Financial Aid:	<input type="checkbox"/>	<input type="checkbox"/>																																																																																				
Work Study Academic Year:		<input type="checkbox"/>																																																																																				
Work Study Award Balance:		<input type="checkbox"/>																																																																																				
Work Study Award Amount:		<input type="checkbox"/>																																																																																				

Benefits

The Benefits tab includes General benefits information, Dependent Data, and Employee Data.

Query	Display	Settings							
Position	Job	Employee	Compensation	Financial Info	Benefits	Hours	Absence Mgmt.	Personal	
<div style="display: flex; justify-content: space-between;"> <div style="width: 48%;"> <p>General</p> <p><input type="checkbox"/> Check All Code Descr.</p> <hr/> <p>CBR Group: <input type="checkbox"/> <input type="checkbox"/></p> <p>Benefits Eligibility Group: <input type="checkbox"/> <input type="checkbox"/></p> <p>CBR Rate: <input type="checkbox"/> <input type="checkbox"/></p> </div> <div style="width: 48%;"> <p>Employee Data</p> <p><input type="checkbox"/> Check All Code Descr.</p> <hr/> <p>AD&D Coverage Code: <input type="checkbox"/> <input type="checkbox"/></p> <p>AD&D Effective Date: <input type="checkbox"/> <input type="checkbox"/></p> <p>AD&D Principal Sum: <input type="checkbox"/> <input type="checkbox"/></p> <p>Employee Paid Disability Coverage Code: <input type="checkbox"/> <input type="checkbox"/></p> <p>Employee Paid Disability Eff. Date: <input type="checkbox"/> <input type="checkbox"/></p> <p>Legal Plan Code: <input type="checkbox"/> <input type="checkbox"/></p> <p>Legal Plan Coverage Code: <input type="checkbox"/> <input type="checkbox"/></p> <p>Legal Plan Coverage Eff Date - Dependent: <input type="checkbox"/> <input type="checkbox"/></p> <p>Legal Plan Coverage Eff Date - Employee: <input type="checkbox"/> <input type="checkbox"/></p> <p>Life Insurance Coverage Effective Date: <input type="checkbox"/> <input type="checkbox"/></p> <p>Life Insurance Plan Code: <input type="checkbox"/> <input type="checkbox"/></p> <p>DCP Plan Code: <input type="checkbox"/> <input type="checkbox"/></p> <p>UCRS Eligibility Date: <input type="checkbox"/> <input type="checkbox"/></p> <p>UCTD Insurance Plan Coverage Effective Date: <input type="checkbox"/> <input type="checkbox"/></p> </div> </div>									
<div style="display: flex; justify-content: space-between;"> <div style="width: 48%;"> <p>Dependent Data</p> <p><input type="checkbox"/> Check All Code Descr.</p> <hr/> <p>Dependent Date of Birth: <input type="checkbox"/> <input type="checkbox"/></p> <p>Dependent Disabled Code: <input type="checkbox"/> <input type="checkbox"/></p> <p>Dependent Life Coverage Effective Date: <input type="checkbox"/> <input type="checkbox"/></p> <p>Dependent Life Insurance Plan Code: <input type="checkbox"/> <input type="checkbox"/></p> <p>Dependent Name: <input type="checkbox"/> <input type="checkbox"/></p> <p>Dependent Number: <input type="checkbox"/> <input type="checkbox"/></p> <p>Dependent Relationship to Employee: <input type="checkbox"/> <input type="checkbox"/></p> <p>Dependent Gender Code: <input type="checkbox"/> <input type="checkbox"/></p> </div> </div>									

<div style="display: flex; justify-content: space-between;"> <div style="width: 48%;"> <p>Employee Data (cont.)</p> <p><input type="checkbox"/> Check All Code Descr.</p> <hr/> <p>Benefits Eligibility Date: <input type="checkbox"/> <input type="checkbox"/></p> <p>Benefits Eligibility Level Effective Date: <input type="checkbox"/> <input type="checkbox"/></p> <p>Benefits Eligibility Level Indicator - Assigned: <input type="checkbox"/> <input type="checkbox"/></p> <p>Benefits Eligibility Level Indicator - Derived: <input type="checkbox"/> <input type="checkbox"/></p> <p>Primary Beli Status Qualification Code: <input type="checkbox"/> <input type="checkbox"/></p> <p>Secondary Beli Status Qualification Eff. Date: <input type="checkbox"/> <input type="checkbox"/></p> <p>Dental Care Provider: <input type="checkbox"/> <input type="checkbox"/></p> <p>Dental Plan Code: <input type="checkbox"/> <input type="checkbox"/></p> <p>Dental Plan Coverage Code: <input type="checkbox"/> <input type="checkbox"/></p> <p>Dental Plan Coverage Eff Date - Dependent: <input type="checkbox"/> <input type="checkbox"/></p> <p>Dental Plan Coverage Eff Date - Employee: <input type="checkbox"/> <input type="checkbox"/></p> </div> <div style="width: 48%;"> <p>Employee Data (cont.)</p> <p><input type="checkbox"/> Check All Code Descr.</p> <hr/> <p>Medical Care Provider: <input type="checkbox"/> <input type="checkbox"/></p> <p>Medical Plan Code: <input type="checkbox"/> <input type="checkbox"/></p> <p>Medical Plan Coverage Code: <input type="checkbox"/> <input type="checkbox"/></p> <p>Medical Plan Coverage Eff Date - Dependent: <input type="checkbox"/> <input type="checkbox"/></p> <p>Medical Plan Coverage Eff Date - Employee: <input type="checkbox"/> <input type="checkbox"/></p> <p>Vision Plan Code: <input type="checkbox"/> <input type="checkbox"/></p> <p>Vision Plan Coverage Code: <input type="checkbox"/> <input type="checkbox"/></p> <p>Vision Plan Coverage Eff Date - Dependent: <input type="checkbox"/> <input type="checkbox"/></p> <p>Vision Plan Coverage Eff Date - Employee: <input type="checkbox"/> <input type="checkbox"/></p> <p>Medical Contribution Base Current: <input type="checkbox"/> <input type="checkbox"/></p> <p>Medical Contribution Base Next: <input type="checkbox"/> <input type="checkbox"/></p> <p>Benefit Program: <input type="checkbox"/> <input type="checkbox"/></p> </div> </div>									
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Hours

The Hours tab will include general data on Hours and data for Central Office / Super User.

Query	Display	Settings						
Position	Job	Employee	Compensation	Financial Info	Benefits	Hours	Absence Mgmt.	Personal
Hours			Central Office / Super User					
<input type="checkbox"/> Check All			Code Descr.		<input type="checkbox"/> Check All			
Overtime Hours Worked YTD:			<input type="checkbox"/>		Hours Towards Benefits Eligibility: <input type="checkbox"/>			
Hours Towards Career Eligibility:			<input type="checkbox"/>					
Regular Hours Worked:			<input type="checkbox"/>					
Total Hours On Pay Status YTD:			<input type="checkbox"/>					

Absence Mgmt.

The Absence Management tab includes Leave Balances, Extended Absence and data for Central Office / Super User.

Query	Display	Settings																																																																																								
Position	Job	Employee	Compensation	Financial Info	Benefits	Hours	Absence Mgmt.	Personal																																																																																		
Leave Balances <input type="checkbox"/> Check All <table border="1"> <thead> <tr> <th>Code</th> <th>Descr.</th> </tr> </thead> <tbody> <tr><td></td><td>Leave As of Date:</td><td><input type="checkbox"/></td></tr> <tr><td></td><td>Comp Time - End of Period Balance:</td><td><input type="checkbox"/></td></tr> <tr><td></td><td>Comp Time - Hours Accrued:</td><td><input type="checkbox"/></td></tr> <tr><td></td><td>Comp Time - Hours Adjusted:</td><td><input type="checkbox"/></td></tr> <tr><td></td><td>Comp Time - Hours Used:</td><td><input type="checkbox"/></td></tr> <tr><td></td><td>Comp Time - Max Accrual:</td><td><input type="checkbox"/></td></tr> <tr><td></td><td>Comp Time - Start of Period Balance:</td><td><input type="checkbox"/></td></tr> <tr><td></td><td>Postdoc PTO - End of Period Balance:</td><td><input type="checkbox"/></td></tr> <tr><td></td><td>Postdoc PTO - Hours Adjusted:</td><td><input type="checkbox"/></td></tr> <tr><td></td><td>Postdoc PTO - Hours Used:</td><td><input type="checkbox"/></td></tr> <tr><td></td><td>Postdoc PTO - Start of Period Balance:</td><td><input type="checkbox"/></td></tr> <tr><td></td><td>Postdoc Sick Leave - End of Period Balance:</td><td><input type="checkbox"/></td></tr> <tr><td></td><td>Postdoc Sick Leave - Hours Adjusted:</td><td><input type="checkbox"/></td></tr> <tr><td></td><td>Postdoc Sick Leave - Hours Used:</td><td><input type="checkbox"/></td></tr> <tr><td></td><td>Postdoc Sick Leave - Start of Period Balance:</td><td><input type="checkbox"/></td></tr> </tbody> </table>			Code	Descr.		Leave As of Date:	<input type="checkbox"/>		Comp Time - End of Period Balance:	<input type="checkbox"/>		Comp Time - Hours Accrued:	<input type="checkbox"/>		Comp Time - Hours Adjusted:	<input type="checkbox"/>		Comp Time - Hours Used:	<input type="checkbox"/>		Comp Time - Max Accrual:	<input type="checkbox"/>		Comp Time - Start of Period Balance:	<input type="checkbox"/>		Postdoc PTO - End of Period Balance:	<input type="checkbox"/>		Postdoc PTO - Hours Adjusted:	<input type="checkbox"/>		Postdoc PTO - Hours Used:	<input type="checkbox"/>		Postdoc PTO - Start of Period Balance:	<input type="checkbox"/>		Postdoc Sick Leave - End of Period Balance:	<input type="checkbox"/>		Postdoc Sick Leave - Hours Adjusted:	<input type="checkbox"/>		Postdoc Sick Leave - Hours Used:	<input type="checkbox"/>		Postdoc Sick Leave - Start of Period Balance:	<input type="checkbox"/>	Leave Balances (cont.) <input type="checkbox"/> Check All <table border="1"> <thead> <tr> <th>Code</th> <th>Descr.</th> </tr> </thead> <tbody> <tr><td></td><td>Sick Leave - End of Period Balance:</td><td><input type="checkbox"/></td></tr> <tr><td></td><td>Sick Leave - Hours Accrued:</td><td><input type="checkbox"/></td></tr> <tr><td></td><td>Sick Leave - Hours Adjusted:</td><td><input type="checkbox"/></td></tr> <tr><td></td><td>Sick Leave - Hours Used:</td><td><input type="checkbox"/></td></tr> <tr><td></td><td>Sick Leave - Max Accrual:</td><td><input type="checkbox"/></td></tr> <tr><td></td><td>Sick Leave - Start of Period Balance:</td><td><input type="checkbox"/></td></tr> <tr><td></td><td>Vacation Leave - End of Period Balance:</td><td><input type="checkbox"/></td></tr> <tr><td></td><td>Vacation Leave - Hours Accrued:</td><td><input type="checkbox"/></td></tr> <tr><td></td><td>Vacation Leave - Hours Adjusted:</td><td><input type="checkbox"/></td></tr> <tr><td></td><td>Vacation Leave - Hours Used:</td><td><input type="checkbox"/></td></tr> <tr><td></td><td>Vacation Leave - Max Accrual:</td><td><input type="checkbox"/></td></tr> <tr><td></td><td>Vacation Leave - Start of Period Balance:</td><td><input type="checkbox"/></td></tr> </tbody> </table>			Code	Descr.		Sick Leave - End of Period Balance:	<input type="checkbox"/>		Sick Leave - Hours Accrued:	<input type="checkbox"/>		Sick Leave - Hours Adjusted:	<input type="checkbox"/>		Sick Leave - Hours Used:	<input type="checkbox"/>		Sick Leave - Max Accrual:	<input type="checkbox"/>		Sick Leave - Start of Period Balance:	<input type="checkbox"/>		Vacation Leave - End of Period Balance:	<input type="checkbox"/>		Vacation Leave - Hours Accrued:	<input type="checkbox"/>		Vacation Leave - Hours Adjusted:	<input type="checkbox"/>		Vacation Leave - Hours Used:	<input type="checkbox"/>		Vacation Leave - Max Accrual:	<input type="checkbox"/>		Vacation Leave - Start of Period Balance:	<input type="checkbox"/>
Code	Descr.																																																																																									
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	Vacation Leave - Max Accrual:	<input type="checkbox"/>																																																																																								
	Vacation Leave - Start of Period Balance:	<input type="checkbox"/>																																																																																								

Extended Absence		
<input type="checkbox"/> Check All		
Code	Descr.	
	Absence Eligibility Group:	<input type="checkbox"/>
	Policy Leave - Extended Absence Begin Date:	<input type="checkbox"/>
	Policy Leave - Extended Absence Expected Return Date:	<input type="checkbox"/>
	Absence Reason:	<input type="checkbox"/>
	Policy Leave - Extended Absence Actual Return Date:	<input type="checkbox"/>
	Policy Leave - Extended Absence Description:	<input type="checkbox"/>
	Policy Leave - Extended Absence Pay Status and Schedule:	<input type="checkbox"/>
	Leave of Absence:	<input type="checkbox"/>

Central Office / Super User		
<input type="checkbox"/> Check All		
Code	Descr.	
	Sabbatical Credit - Start of Period Balance:	<input type="checkbox"/>
	Sabbatical Credit - Accrued:	<input type="checkbox"/>
	Sabbatical Credit - End of Period Balance:	<input type="checkbox"/>
	Sabbatical Credit - Hours Adjusted:	<input type="checkbox"/>
	Sabbatical Credit - Used:	<input type="checkbox"/>
	Terminal Sick Leave Balance:	<input type="checkbox"/>

Personal

The Personal tab includes General information, Education / Specialties and data for Central Office / Super User.

Query	Display	Settings							
Position	Job	Employee	Compensation	Financial Info	Benefits	Hours	Absence Mgmt.	Personal	
General									
<input type="checkbox"/> Check All Code Descr.									
Address - Local/Foreign Code: <input type="checkbox"/>									
Ethnic Group Code: <input type="checkbox"/> <input type="checkbox"/>									
Education / Specialties									
<input type="checkbox"/> Check All Code Descr.									
Education Level Year: <input type="checkbox"/>									
Highest Degree: <input type="checkbox"/> <input type="checkbox"/>									
Current Specialty 1: <input type="checkbox"/> <input type="checkbox"/>									
Current Specialty 2: <input type="checkbox"/> <input type="checkbox"/>									
Current Specialty 3: <input type="checkbox"/> <input type="checkbox"/>									
Highest Education Level: <input type="checkbox"/>									
Central Office / Super User									
<input type="checkbox"/> Check All Code Descr.									
Age on January 1: <input type="checkbox"/>									
Date of Birth: <input type="checkbox"/>									
Personal Phone Number: <input type="checkbox"/>									
Self-Identified Gender: <input type="checkbox"/> <input type="checkbox"/>									
Permanent Address - City: <input type="checkbox"/>									
Permanent Address - Country: <input type="checkbox"/> <input type="checkbox"/>									
Permanent Address - Region: <input type="checkbox"/>									
Permanent Address - Line One: <input type="checkbox"/>									
Permanent Address - Line Two: <input type="checkbox"/>									
Permanent Address - State: <input type="checkbox"/>									
Permanent Address - Postal Code: <input type="checkbox"/>									