

# HR CREW Reports [as of May 29, 2009]

## Human Resources

CREW Report Cd	Report Name	Business Purpose	Role
HRACCDP221	Departmental-Accomplishments Profile (DEG, LNG)	The Accomplishments Profile (DEG, LNG) report will allow end users to identify active employees who have Education and Language accomplishment data. There are 2 reports that users can choose to run: Education Information or Language Information. These reports will give departments and schools the ability to view information and modify data that may be incomplete or incorrect for employees.	HDW^HRUNV^TUB^Job No Comp, HDW^HR^TUB^Reports User, HDW^PUB^TUB^Reports User
HRACCDP222	Departmental-Accomplishments Profile (HON, LIC)	The Accomplishments Profile (HON, LIC) report will allow end users to identify active employees who have Honor/Award and License accomplishment data. There are 2 reports that users can choose to run: Honor/Award Information or License Information. These reports will give departments and schools the ability to view information and modify data that may be incomplete or incorrect for employees.	HDW^HR^TUB^Reports User, HDW^PUB^TUB^Reports User
HRCMPDP011	Departmental - Summary and Detail of FTE and Head Counts	This report allows users to view detailed and summary information regarding FTE and head counts for their own department.	HDW^HRUNV^TUB^Job No Comp, HDW^HR^TUB^Reports User, HDW^PUB^TUB^Reports User
HRCMPDP020	Departmental - Compensation Rate Change	The purpose of this report is to allow users to view employees who had a compensation change during a specific time period.	HDW^HR^TUB^Reports User, HDW^PUB^TUB^Reports User
HRCMPDP217	Departmental - FTE Salary Comparison	The purpose of this report is to allow end users to compare employee's compensation information for two points in time.	HDW^HRUNV^TUB^Job No Comp, HDW^HR^CTR^Reports User, HDW^PUB^TUB^Reports User
HRCMPEE019	Individual-Compensation Rate Change	The purpose of this report is to allow users to view employees who had a compensation rate change during a specific time period.	HDW^HR^TUB^Reports User
HRCOMOP057	Commencement Reports and Labels	The Commencement Office uses two listings (one by job and the other by employee name) for the purposes of recording am/pm ticket needs for graduation day ceremonies. Data is provided for mailing the Faculty Application Forms.	HDW^HRUNV^TUB^Communications, HDW^HR^CTR^Reports User, HDW^PUB^TUB^Reports User
HRDEPDP009	Departmental - Department Listing	Determine what tub a department(s) is in or what department(s) are in a tub.	HDW^PUB^TUB^Reports User
HRDEPDP010	Departmental - Departments in Sub Affiliations	The report is designed to allow users the ability to enter department(s), parent department(s) or sub affiliations to retrieve department information.	HDW^PUB^TUB^Reports User
HRDIRDP004	Departmental-Directory: Home Addresses	This report allows users to view home directory information including home address, home phone number, and home email address for employees within their security.	HDW^HRUNV^TUB^Job No Comp, HDW^HR^TUB^Reports User, HDW^PUB^TUB^Reports User

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HRDIRDP006	Departmental-Directory Office Addresses	This report allows users to view office directory information including office address, office phone/fax number, and office email address for anyone at the university within their security profile. There is also an option to produce a discrepancy report for employee addresses where the Work Location (Location Code) is different than the current department default (University Mailing Address).	HDW^HRUNV^TUB^Job No Comp, HDW^PUB^TUB^Reports User
HRDIREE001	Individual-Directory	This report allows users to lookup directory information including office address, business title and department for any active employee at the University.	HDW^PUB^TUB^Reports User
HREDUOP054	Education Data Alumni Records	To provide Alumni Records with university-wide education data to update their database.	HDW^HRUNV^TUB^Alumni Records, HDW^PUB^TUB^Reports User
HREDUOP059	Alumni Records - Annual Voting Report	To provide Alumni Records with university-wide education data to update their database.	HDW^HRUNV^TUB^Alumni Records, HDW^PUB^TUB^Reports User
HREMRDP037	Departmental-Emergency Contacts	This report gives departments the ability to look-up emergency contact information for employees in a particular department. This information can be used to conduct a data audit of emergency contact information for a department.	HDW^HRUNV^TUB^Job No Comp, HDW^HR^TUB^Reports User, HDW^PUB^TUB^Reports User
HREMREE036	Individual-Emergency Contacts	This report allows users to view emergency contact information for any employee in their department.	HDW^HR^TUB^Reports User, HDW^PUB^TUB^Reports User
HRFINDP105	Financial FTEs - Detail and Summary	This report allows users to view detailed and summary information regarding Financial FTEs for their own department as transacted and in effect in PeopleSoft as of a specific point in time. This report will be used by the Office of Budgets, Financial Planning, and Institutional Research as the source for the FTE Count of Record as published in the Harvard University Fact Book and the Budget Presentation to the Corporation.	HDW^HRUNV^TUB^Job No Comp, HDW^PUB^TUB^Reports User
HRGAZOP060	Harvard Gazette	The purpose of these reports is to generate data for mailing the weekly publication of the Gazette to employees on LTD (disability), retirees and spouses of deceased retirees. Home addresses (domestic and foreign) are used for all files.	HDW^HRUNV^TUB^Communications, HDW^PUB^TUB^Reports User
HRJBMUL023	Departmental Sub Affiliation-Multiple Jobs in Same Central Sub Affiliation	This report allows users to view employees with multiple jobs in the same tub.	HDW^HR^TUB^Reports User, HDW^PUB^TUB^Reports User
HRJBMUL025	Departmental-Multiple Jobs	This report provides departments the ability to view basic job information for employees with more than one active job	HDW^HRUNV^TUB^Job No Comp, HDW^PUB^TUB^Reports User
HRJBMUL026	Departmental-Multiple Jobs LHT Employees	To audit multiple jobs held by less than half-time (LHT) employees.	HDW^HRUNV^TUB^Job No Comp, HDW^HR^TUB^Reports User, HDW^PUB^TUB^Reports User

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HRJOBDA024	Departmental-Hours Audit Less Than Half Time	This report audits LHT employees on a quarterly basis to ensure they do not regularly work 17.5 hours per week or more.	HDW^HRUNV^TUB^Job No Comp, HDW^HR^TUB^Reports User, HDW^PUB^TUB^Reports User
HRJOBDA028	Departmental-Backfill Employees Audit	This report provides departments the ability to monitor employees who are a backfill for another employee.	HDW^HR^TUB^Reports User, HDW^PUB^TUB^Reports User
HRJOBDA029	Departmental-Time Limit Violations, Temp Staff No Backfill	This report provides departments the ability to monitor various violations of the Temporary Employee Policy re: time limits for temp academics and temp staff.	HDW^HRUNV^TUB^Job No Comp, HDW^HR^TUB^Reports User, HDW^PUB^TUB^Reports User
HRJOBDA030	Departmental-Rehire Violations Temporary Staff	To monitor time limits on temporary staff who have been rehired. Other temp categories may be added later	HDW^HRUNV^TUB^Job No Comp, HDW^HR^TUB^Reports User, HDW^PUB^TUB^Reports User
HRJOBDA031	Pay Periods Audit WTM	To track temporary employees who have multiple pay periods in one check. Massachusetts law requires payment for work performed within six days of the end of the pay period.	HDW^HRUNV^TUB^Job No Comp, HDW^HR^TUB^Reports User, HDW^PAY^TUB^Reports User, HDW^PUB^TUB^Reports User
HRJOBDA062	Job Code Audit	To monitor active employees in one or many job codes	HDW^HRUNV^TUB^Job No Comp, HDW^HR^TUB^Reports User, HDW^PUB^TUB^Reports User
HRJOBDP005	Departmental-Action Report and Job Group Movement Analysis	This report allows users to view actions processed in PeopleSoft during a certain time period for their own department.	HDW^HRUNV^TUB^Job No Comp, HDW^HR^TUB^Reports User, HDW^PUB^TUB^Reports User
HRJOBDP007	Departmental-Job Profile (Post 10/01/2002 Data)	To provide departments with employee job information for any department within their security view. The report returns data for employees active in PeopleSoft on or after 10/01/2002. Users may run HRDEPDP009 to obtain Pre 10/01/2002 data.	HDW^HRUNV^TUB^Job No Comp, HDW^HR^TUB^Reports User, HDW^PAY^TUB^Reports User, HDW^PUB^TUB^Reports User
HRJOBDP052	Departmental-Job Function Data Sets	This report displays employee job data for the departments selected. Summary reports can be produced to view average FTE salary, average years at Harvard, and average years in job grouped by salary plan or by job code.	HDW^HR^TUB^Reports User, HDW^PUB^TUB^Reports User
HRJOBEE003	Individual-Job Profile (Current, All Jobs, Pre 10/01/2002)	This report provides departments the ability to lookup job information about active, future, or terminated individuals in their department.	HDW^HRUNV^TUB^Job No Comp, HDW^HR^TUB^Reports User, HDW^PAY^TUB^Reports User, HDW^PUB^TUB^Reports User
HRJOBEE058	Individual-University Job Profile	This report allows users to view basic job information for any active or terminated employee at the university.	HDW^HRUNV^TUB^Job No Comp
HRMAGOP061	Harvard Magazine	The purpose of these reports is to generate data for mailing the Harvard Magazine. Home address is used for all employees and retirees.	HDW^HRUNV^TUB^Communications, HDW^PUB^TUB^Reports User

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HRRESOP063	Harvard Community Resource	The purpose of these reports is to generate data for mailing the monthly publication, the Resource to active employees, employees on leave of absence (LTD and STD), retirees and spouses of deceased retirees. Work address is used for active employees; home addresses are used for all other files.	HDW^HRUNV^TUB^Communications, HDW^PUB^TUB^Reports User
HRSEROP066	25 Year Service Recognition	The purpose of the 25 Year Recognition report is to identify 25 year possible candidates and generate the 25 year honoree reports for the annual program (keynote by President) sponsored by VPHR. The report selects active employees who may be hitting 25 years of service (300 months of service) in the current calendar year.	HDW^HRUNV^TUB^Communications, HDW^PUB^TUB^Reports User
HRSTUDP210	Departmental-Harvard Student Employee Profile	The purpose of this report is to allow HR administrators the ability to display student employee information in order to identify Harvard student employees who are about to (or just) graduated in order to process the necessary paperwork.	HDW^HRUNV^TUB^Job No Comp, HDW_SEC_ZONE_STUEMPL
HRSVCDP013	Service Credit Report (Current or Historical)	This report was designed to ONLY report on employee's service credit data as of "Today" or a prior date. The report was not designed to project future service data for employees.	HDW^HRUNV^TUB^Job No Comp, HDW^HR^TUB^Reports User, HDW^PUB^TUB^Reports User
HRSVCDP014	Milestone Report (Current or Projected)	This report was designed to ONLY report on employees who may be reaching a current or projected milestone. The report was not designed to capture employees retroactively.	HDW^HRUNV^TUB^Job No Comp, HDW^HR^TUB^Reports User, HDW^PUB^TUB^Reports User
HRTRMDP038	Departmental-Term Appointments	This report provides users the ability to view employees with appointment end dates in a selected time period.	HDW^HR^TUB^Reports User, HDW^PUB^TUB^Reports User
HRTRMDP039	Departmental-Job Level Termination Administration	This report provides departments the ability to view termination reasons in a variety of reports. There are detailed reports as well as cross-tabs by various demographic groups.	HDW^HR^TUB^Reports User, HDW^PUB^TUB^Reports User
HRTRNDP220	Departmental - Training Administration Profile	This report gives departments the ability to look-up Training Administration information for all employees in a particular department based on current (primary) job. This information can be used to help departments view training history, which will promote Harvard's goal of enabling career development for all of its employees.	HDW^HRUNV^TUB^Job No Comp, HDW^PUB^TUB^Reports User, HDW_SEC_ZONE_TRN_TUB
HRU55CI064	HUCTW Admin - HUCTW Job Change to Admin & Prof	To provide the union with information on Job Movement for HUCTW.	HDW^HR^CTR^Reports User, HDW^PUB^TUB^Reports User
HRU55CI065	Union Leave Of Absence Analysis	To provide the department of Labor and Employee Relations and the union with information for employees on a leave of absence.	HDW^HR^CTR^Reports User
HRU55CI096	Union Admin - Union Membership	The purpose of this report is to provide the Office of Labor Relations with information regarding union membership as of a specified date. It is also used for the University and the Union to audit their records for union membership purposes.	HDW^HRUNV^TUB^Job No Comp, HDW^HR^CTR^Reports User

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HRXFRDP204	Departmental Transfer Report	This report allows users to view basic job information for any employee who has transferred within the University.	HDW^HRUNV^TUB^Job No Comp, HDW^PUB^TUB^Reports User

### Benefits

CREW Report Cd	Report Name	Business Purpose	Role
BNHISEE070	Historical Benefits Lookup	To provide BSG the ability to look-up pre-10/1/2002 benefit data. Benefit records were maintained in IDMS for Health, Dental, Life Insurance, Long Term Disability, Pension and TDA benefits. When a change to a particular benefit occurred, the prior version of the benefit record was saved as history. Each employee is likely to have a number of records per type of benefit, although some may have no benefit records for a given benefit.	HDW^BEN^CTR^Reports User
BNHNWDP017	Departmental-Benefits Inquiry	The purpose of this report is for departments and schools to be able to lookup benefits information for individuals within their department. They will be able to view Type of Benefit, Plan Description, and Coverage or Participation. The layout of this report is similar to what is shown on PS Self-Service.	HDW^HRUNV^TUB^Job No Comp, HDW^PUB^TUB^Reports User, HDW_SEC_ZONE_BEN_TUB
BNHNWEE016	Individual-Benefits Inquiry	This report provides users the ability to view current benefits, plan, coverage, and participation information for active employees.	HDW^PUB^TUB^Reports User, HDW_SEC_ZONE_BEN_TUB
BNRH SVC040	Service Reinstatement-Cleanup of Rehires Whose Service is not in PeopleSoft	The purpose of this report is to reinstate service credit from IDMS to PeopleSoft. This report will display all employees who have been rehired into PeopleSoft, but look like a new hire because they terminated prior to 1/1/2002 (the cutoff date used for conversion data). These were previous employees of the university, but were not converted from the legacy system (IDMS) into PeopleSoft.	HDW^BEN^CTR^Reports User
BNRH SVC076	Multiple Benefit-Related Actions on Same Eff Date	The purpose of this report is to display employees who have multiple actions on the same effective date of which could affect their benefits. This report can be used by the benefits group to insure that employees benefits information is correct.	HDW^BEN^CTR^Reports User, HDW^HR^CTR^Reports User, HDW^HR^TUB^Reports User, HDW_SEC_ZONE_BEN_TUB
BNRH SVC077	Rehires with Break in Service	This report will allow BSG users to view information for employees who have fully separated from the university in all job streams and subsequently returned.	HDW^BEN^CTR^Reports User, HDW^HR^CTR^Reports User, HDW^HR^TUB^Reports User, HDW_SEC_ZONE_BEN_TUB

# HR CREW Reports [as of May 29, 2009]

## Costing

CREW Report Cd	Report Name	Business Purpose	Role
CODCOUW034	Employee Chart Disable Impact Listing	This report will allow a user to find all employees that are to be charged to a particular chart of account's segment or combination of 2 or more segments. If a user is preparing to request that a chart segment be disabled in the general ledger, it is recommended that they first run this report to determine if there are currently any employees who are going to be charged to that chart value. This will then allow them to take corrective action on the employee records.	HDW^HR^TUB^Reports User, HDW^PAY^TUB^Reports User, HDW^PUB^TUB^Reports User

## Pension

CREW Report Cd	Report Name	Business Purpose	Role
PNHISEE048	Pension Historical Report	This report allows users the ability to view Pre-10/1/2002 or Post-10/1/2002 employment information on employees in order to evaluate pension eligible service and benefits.	HDW^BEN^CTR^Reports User, HDW^HR^CTR^Reports User, HDW^HR^TUB^Reports User, HDW^PUB^TUB^Reports User

## Payroll

CREW Report Cd	Report Name	Business Purpose	Role
PYERNDP015	Departmental-Earnings Lookup	This report provides departments the ability to view Post-10/01/2002 earnings for their own department in one of three detail reports or a summary report.	HDW^HR^TUB^Reports User, HDW^PAY^TUB^Reports User, HDW^PUB^TUB^Reports User
PYERNDP027	Departmental-Earnings Code Analysis	The report was designed to provide earnings information by department. Allows users the ability to look up earnings information by date, union, earnings code, employee classification, job code, job function or pay group.	HDW^HR^TUB^Reports User, HDW^PAY^TUB^Reports User, HDW^PUB^TUB^Reports User
PYERNEE002	Individual-Earnings Lookup	This report provides departments the ability to lookup historical and current earnings information for one or more employees in their department for Pre 10/01/2002 and Post 10/01/2002 earnings data.	HDW^HR^TUB^Reports User, HDW^PAY^TUB^Reports User, HDW^PUB^TUB^Reports User

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### Security

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SCAMGRP215	Absence Group Listing	To provide the Tubs with a tool that will enable them to maintain the proper security for users in their assigned area, specifically by viewing a list of Absence Group ID(s) available in production.	HDW^PUB^TUB^Reports User
SCDPTLS042	Department Listing	To provide the Tubs with a tool that will enable them to view the list of Departments and their associated details.	HDW^PUB^TUB^Reports User
SCLOCLS045	Location Listing	To provide the Tubs with a tool that will enable them to maintain the proper security for users in their assigned area, specifically by viewing a list of Location Codes available in production.	HDW^PUB^TUB^Reports User
SCTLGLS044	Time & Labor Group Listing	To provide the Tubs with a tool that will enable them to maintain the proper security for users in their assigned area, specifically by viewing a list of Time & Labor groups available in production.	HDW^PUB^TUB^Reports User
SCUSRSC046	Individual-HR User Security	To provide HR Authorized Requestors with a tool that will enable them to maintain the proper security for users in their assigned area, specifically by viewing the Data Permission List, Departments, Time & Labor groups, Absence Groups and Roles associated with a user. Users of the report can enter User ID or Last Name/First Name for parameters. There is the option of seeing summary or detail level information on the report.	HDW^PUB^TUB^Reports User
SCUSRSC078	Departmental-HR User Security	To provide HR Authorized Requestors with a tool that will enable them to maintain the proper security for users in their assigned area, specifically by viewing the Data Permission List, Departments, Time & Labor groups, Absence Groups and Roles associated with a user.	HDW^PUB^TUB^Reports User