

PeopleSoft and CREW HRMS Reports

| Report Code | CREW Code | | | Report Name | Business Purpose | Report Location | Role | In production unless otherwise specified |
|-------------|-----------|--------|-----|---|--|-----------------|--------------------------|--|
| HDAWX001 | HR | DIREE | 001 | Directory Information | This report allows users to view directory information including office address and office phone number for any employee at the university. | CREW | HDW^PUB^TUB^Reports User | |
| HDAWX002 | PY | ERNEE | 002 | Pre 10/01/2002 and Post 10/01/2002 Individual Earnings Lookup | To provide departments the ability to look up earnings information for employees for Pre 10/1/2002 and Post 10/1/2002 | CREW | HDW^HR^TUB^Reports User | |
| HDAWX003 | HR | JOBEE | 003 | Individual Job Profile | To provide departments the ability to lookup active, future, or terminated individuals in their department. This report allows look-ups for Pre and Post 10/1/2002 data. | CREW | HDW^HR^TUB^Reports User | |
| HDAWX004 | HR | DIRDP | 004 | Departmental Directory Listing: Home Addresses | List of names, home addresses, and other contact information. Secured. | CREW | HDW^PUB^TUB^Reports User | |
| HDAWX005 | HR | DIRDP | 005 | Action Report and Job Group Movement Analysis | To provide departments the ability to lookup individual detail for all activity types: hires, terminations, LOA's, and other job changes for a parameter set of job end dates. | CREW | HDW^HR^TUB^Reports User | |
| HDAWX006 | HR | DIRDP | 006 | Departmental Directory Listing: Office Addresses | List of names, office addresses and office phone numbers for a particular department . Not secured. | CREW | HDW^HR^TUB^Reports User | |
| HDAWX007 | HR | JOBBDP | 007 | Departmental Job Profile | Used to extract data on jobs, by department in detail listing. Provides a look up for departments at a departmental level for post 10/1/2002 only. | CREW | HDW^HR^TUB^Reports User | |
| HDAWX008 | HR | EMRDP | 037 | Departmental Emergency Contacts | Used to extract data on jobs, by department in detail listing. Provides a look up for departments at a departmental level for post 10/1/2002 only. | CREW | HDW^HR^TUB^Reports User | |
| HDAWX011 | HR | CMPDP | 011 | Summary and Detail of FTE | To provide departments the ability to lookup FTE information. | CREW | HDW^HR^TUB^Reports User | |
| HDAWX015 | PY | ERNDP | 015 | Employee Earnings by Department, Tub or Org | This report provides departments the ability to view post-10/1/2002 earnings for their own department in 1) detail or 2) as a summary. | CREW | HDW^HR^TUB^Reports User | |
| HDAWX022 | HR | CMPDP | 022 | Summary and Detail of Compensation | To provide the Central Admin Compensation department with the ability to perform comparative compensation analysis. Comparative data (University wide). | CREW | HDW^HR^CTR^Reports User | |
| HDAWX024 | HR | TRMDP | 039 | Termination Administration Reports | For departments to analyze termination information for various reasons. To manage the files in the file room. | CREW | HDW^HR^TUB^Reports User | |
| HDAWX058 | HR | JOBEE | 058 | University Job Profile | This report allows users to view basic job information for any active or terminated employee at the university. | CREW | HDW^HRUNV^TUB^JOBNOCOMP | |
| HDAWX060 | HR | JOBDA | 030 | Departmental Rehire Violations, Temp Staff | To monitor the required gaps before temp staff and temp academics (emp_classes T & C) can be rehired into the same area. | CREW | HDW^HR^TUB^Reports User | |

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| HDAWX061 | HR | JOBDA | 029 | Departmental Time Limit Violations, Temp Staff No Backfill | To monitor various violations of the Temporary Employee Policy. | CREW | HDW^HR^TUB^Reports User | |
| HDAWX063 | HR | JOBDA | 031 | Pay Periods Audit - Weekly Temp (WTM) Payroll | Massachusetts Law requires payment for work performed within six days of the end of the pay period, with certain exceptions. To track temporary employees who have multiple pay periods in one check or who were otherwise paid late. | CREW | HDW^HR^TUB^Reports User | FY 2005 |
| HDAWX065 | HR | EMREE | 036 | Individual Emergency Contacts | To provide departments the ability to look-up Emergency Contact Information | CREW | HDW^HR^TUB^Reports User | |
| HDAWX066 | HR | JBMUL | 026 | Multiple Jobs: Less Than Half Time; Monthly Audit | To audit LHT employees on a monthly basis. | CREW | HDW^HR^CTR^REPORTS USER | |
| HDAWX067 | HR | JBMUL | 023 | Departmental Sub Affiliation - Multiple Jobs in Same Central Sub Affiliation | To monitor limits on temp staff with multiple jobs in the same department. | CREW | HDW^HR^TUB^Reports User | |
| HDAWX069 | HR | JOBDA | 028 | Departmental Back-fill (flag) Employees Audit | To monitor back fill flag policy. | CREW | HDW^HR^TUB^Reports User | |
| HDAWX071 | HR | JOBDA | 024 | Departmental Hours Audit: Less Than Half Time Employees | To audit LHT employees on a quarterly basis to ensure they do not regularly work 17.5 hours per week or more. | CREW | HDW^HR^TUB^Reports User | |
| HDBEN001 | BN | HNWDP | 017 | Departmental Benefits Inquiry | Units can view benefits information for employees in their security. The layout of this report is similar to what is shown on PS Self-Service. | CREW | HDW^HR^TUB^Reports User | |
| HDBEN018 | HR | SVCDP | 013 | Departmental Longer Service Credit Report - Current Data | This report allows users to view service credit information for employees within their security view. Users will be able to view service credit data as of a certain date or view employees reaching specific service milestones between a date range. | CREW | HDW^HR^TUB^Reports User | |
| HDBEN018 | HR | SVCDP | 014 | Departmental Longer Service Credit Report - Milestones | This report allows users to view service credit information for employees within their security view. Users will be able to view service credit data as of a certain date or view employees reaching specific service milestones between a date range. | CREW | HDW^HR^TUB^Reports User | |
| HDBEN580 | BN | HNWEE | 016 | Individual Benefits Inquiry | This report provides users the ability to view current benefits, plan, coverage, and participation information for active employees. | CREW | HDW^BEN^TUB^Reports User | |
| HDCMX025 | HR | JBMUL | 025 | Departmental Multiple Jobs | To allow departments administrators the ability to view current job data for any employee employed by any department that has a multiple job. | CREW | HDW^HRUNV^TUB^JOBNOCOMP | |
| HDCMX027 | PY | ERNDP | 027 | Earnings Code Analysis | This report provides departments the ability to view employees from their department who received earnings from a particular earnings code during a certain time period. | CREW | HDW^HR^TUB^Reports User | |

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PeopleSoft and CREW HRMS Reports

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| HDCMX051 | HR | JOBDP | 052 | Departmental Job Function Data Sets | This report provides departments the ability to view job information for their own department. There are detailed reports as well as summaries by salary plan, salary grade and job code. | CREW | HDW^HR^TUB^Reports User | |
| HDCOS002 | CO | ICODP | 033 | Departmental Inactive Costing Audit | This report returns results for employees who are attached to inactive costing in either the Additional Pay tables or the Department Budget Earnings tables. | CREW | HDW^PAY^TUB^Reports User | |
| HDCOS004 | CO | NCODP | 032 | Departmental Employee No Defined Costing | This report will return data for employees with an active Job record but without any costing in the department budget earnings table. | CREW | HDW^PAY^TUB^Reports User | |
| HDHRX004A | HR | DEPDP | 009 | Departmental - Departments in Central 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. | CREW | HDW^PUB^TUB^Reports User | |
| HDHRX005A | HR | CMPEE | 019 | Individual Compensation Rate Change | The purpose of this report is to allow users to view employees who had a pay rate change during a specific time period. Users will have the option to select individuals, select departments, or select central reporting affiliations. The report will display one page per employee showing their previous salary, new salary, the difference between the salaries, and the percentage change. You can use this report to view the 1/1/2004 progression increases and 7/1/2004 salary increases. | CREW | HDW^PUB^TUB^Reports User | |
| HDHRX005B | HR | CMPEE | 020 | Departmental Compensation Rate Change | The purpose of this report is to allow users to view employees who had a pay rate change during a specific time period. Users will have the option to select individuals, select departments, or select central reporting affiliations. The report will display one page per employee showing their previous salary, new salary, the difference between the salaries, and the percentage change. You can use this report to view the 1/1/2004 progression increases and 7/1/2004 salary increases. | CREW | HDW^PUB^TUB^Reports User | |

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| HDHRX005C | HR | CMPDP | 021 | Departmental Sub Affiliation Compensation Rate Change | The purpose of this report is to allow users to view employees who had a pay rate change during a specific time period. Users will have the option to select individuals, select departments, or select central reporting affiliations. The report will display one page per employee showing their previous salary, new salary, the difference between the salaries, and the percentage change. You can use this report to view the 1/1/2004 progression Increases and 7/1/2004 salary increases. | CREW | HDW^PUB^TUB^Reports User | |
| HDPYX108 | HR | TRMDP | 038 | Departmental Term Appts | This report will be used to audit term appointment dates for the dates specified by the user This report can be run by departments on an as-needed basis to monitor specific time period, department and pay group information. | CREW | HDW^PAY^TUB^Reports User | |
| HDPYX109 | CO | DCOUW | 034 | Employee Chart Disable Impact Listing | The report is used to identify employees who have an inactive account segment that will need to be updated to an active segment. | CREW | HDW^PAY^TUB^Reports User | |
| HDSEC001 | SC | DPTLS | 042 | Department Listing Report | To provide the Units with a tool that will enable them to maintain the proper security for users in their assigned area, specifically by viewing a list of Departments currently available in production. | CREW | HDW^PUB^TUB^Reports User | Summer 2005 |
| HDSEC002 | SC | DPLSS | 043 | DPL Listing | To provide the Units with a tool that will enable them to maintain the proper security for users in their assigned area, specifically by viewing a list of Data Permission Lists (DPLs) and the depts/tl groups associated to them from production. | CREW | HDW_SEC_ZONE_SEC_TUB | |
| HDSEC003 | SC | TLGLS | 044 | Time & Labor Group Listing | To provide the Units 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. | CREW | HDW^PUB^TUB^Reports User | |
| HDSEC004 | SC | LOCLS | 045 | Location Code Listing | To provide the Units 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. | CREW | HDW^PUB^TUB^Reports User | |
| HDSEC005 | SC | USRSC | 046 | HR User Security | To provide Authorized Requestors a tool to review/analyze their area's security. | CREW | HDW_SEC_ZONE_SEC_TUB | |

PeopleSoft and CREW HRMS Reports

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| HDSEC006 | SC | DPEMP | 041 | Role Listing Report (AWS3 DPL Lookup) | To provide the Units with a tool that will enable them to maintain the proper security for users in their assigned area, specifically by viewing a list of Roles associated to their users in production. | CREW | PS^SEC^Authorized Requestor | |
| HDBEN018 | HR | SVCDP | 074 | Departmental Sub Affiliation-Longer Service Credit Report - Current Data | This report allows users to view service credit information for employees within their security view. Users will be able to view service credit data as of a certain date or view employees reaching specific service milestones between a date range. | CREW | HDW^HR^TUB^Reports User | |
| HDBEN018 | HR | SVCDP | 075 | Departmental Sub Affiliation-Longer Service Credit Report - Milestones | This report allows users to view service credit information for employees within their security view. Users will be able to view service credit data as of a certain date or view employees reaching specific service milestones between a date range. | CREW | HDW^HR^TUB^Reports User | |
| HDBEN020 | HR | DEPDP | 010 | Departmental Departments Listing | The report is designed to allow users the ability to enter department(s), parent department(s) or sub affiliations to retrieve department information. | CREW | HDW^PUB^TUB^Reports User | |
| HUPAY013 | | | 013 | Projected Payroll Report | Displays employees to be paid. | Compensate Employees > Manage Payroll Process (US) > Report3 | PS^PAY^TUB^Reports User | |
| HUCOS011 | | | 011 | External Post Docs for Fringe Assessment by Unit | Beginning 7/1/2003, fringe benefits need to be assessed to units for external post docs eligible for benefits. | Compensate Employees > Manage Payroll Process (US) > Report2 | PS^PAY^TUB^Reports User | |
| HUCOS012 | | | 012 | External Post Docs for Fringe Assessment by Employee | Beginning 7/1/2003, fringe benefits need to be assessed for external post docs eligible for benefits. | Compensate Employees > Manage Payroll Process (US) > Report2 | PS^PAY^TUB^Reports User | |
| BUD011 | | | 011 | Funding Summary Report | This report provides the costing information that is assigned to all employees in selected departments as of the date requested. This report identifies whether or not the costing is defaulting to the department-level combination due to inactive or no defined costing. | Compensate Employees > Manage Payroll Process (US) > Report 2 | PS^PUB^TUB^Reports User | |
| HUPXY110 | | | 110 | Cost Center Reg by Ee (HU) | The Employee Level Payroll Register report provides payroll results by employee for the pay period specified. The report lists employee total gross, total net for each earning code paid, check number, and the chart of accounts coding used. | Compensate Employees > Manage Payroll Process (US) > Report 2 | PS^PAY^TUB^Reports User | |

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| HUPYX011 | | 011 | Visa Expiration (HU) | Identifies employees whose visas will be expiring during a specified time period. In addition, to the visa expiration date, the report provides information about an employee's citizenship status, visa type, duration type, and permit status. | Compensate Employees > Manage Payroll Process (US) > Report 2 | PS^PAY^TUB^Reports User | |
| HUPYX111 | | 111 | Personnel Action History (HU) | Identifies personnel actions for employee job data for a given time period. This report can be run to determine when Central Payroll has received and processed submitted personnel action paperwork. It also identifies the compensation and pay frequency for the affected position and the effective dates of the personnel actions. | Compensate Employees > Manage Payroll Process (US) > Report 2 | PS^PAY^TUB^Reports User | |
| HUPYX122 | | 122 | Pending Addl Compn End Dates | Identifies additional compensation that will be reaching its goal amount or its earnings end date during a given time period. | Compensate Employees > Manage Payroll Process (US) > Report 2 | PS^PAY^TUB^Reports User | |
| HDTLX005 | | 005 | Payable Time History | Departmental report that allows users, Time Approvers and Time Adjusters to review employee information by TRC (Time Reporting Code) for a specific time period, time type and Group ID. | Administer Workforce > Capture Time and Labor > Reports | PS^TL^TUB^Time Adjuster PS^TL^TUB^Time Approver PS^TL^TUB^Reports User PS^TL^TUB^Time Reporter PS^TL^TUB^Time Admin PS^TL^TUB^Time Keeper | |
| HUTLX006 | | 006 | Approved/Unapproved Time (HU) | From a troubleshooting perspective, after your pay period has passed, you should check to see if you have payable time that remains in a Rejected, Sent or Taken by Payroll status. This payable time review is necessary to determine what is causing the time to remain in this state. | Administer Workforce > Capture Time and Labor > Reports | PS^TL^TUB^Time Adjuster PS^TL^TUB^Time Approver PS^TL^TUB^Reports User PS^TL^TUB^Time Reporter PS^TL^TUB^Time Admin PS^TL^TUB^Time Keeper | |
| HUTLX008 | | 008 | Unsubmitted Time (HU) | Provide information on employees who have not submitted time for a given time period. The Unsubmitted Hours Report is a tool for Approvers and Central Payroll to identify time reporters who have not reported any time for the selected time period. The report will return any active employee who has 0 reported time in the weekly elapsed time record. | Administer Workforce > Capture Time and Labor > Reports | PS^TL^TUB^Time Adjuster PS^TL^TUB^Time Approver PS^TL^TUB^Reports User PS^TL^TUB^Time Reporter PS^TL^TUB^Time Admin PS^TL^TUB^Time Keeper | |
| HUTLX009 | | 009 | TL Audit Report | Audit report to track changes to payable time, based on point of time in system. This report will identify any time entered after a given point in time. An approvers would run this report to make sure they were aware of any changes made to reported time after they last ran Time Administration. The time stamp on the report will be determined and entered by the user. | Administer Workforce > Capture Time and Labor > Reports | PS^TL^TUB^Time Adjuster PS^TL^TUB^Time Approver PS^TL^TUB^Reports User PS^TL^TUB^Time Reporter PS^TL^TUB^Time Admin PS^TL^TUB^Time Keeper | |

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| HUTLX010 | | 010 | Group Managers (HU) | The Group Managers Report provides a listing of people (approvers and adjusters) assigned to specific Roles for a given Approval/Security group(s) in Time and Labor. For each person the report lists the responsibilities they have been assigned in the system by checking the appropriate roles. | Administer Workforce > Capture Time and Labor > Reports | PS^TL^TUB^Time Adjuster PS^TL^TUB^Time Approver PS^TL^TUB^Reports User PS^TL^TUB^Time Reporter PS^TL^TUB^Time Admin PS^TL^TUB^Time Keeper | |
| HUTLX011 | | 011 | Group Employee Listing (HU) | List employees assigned to Approval/Security group(s) | Administer Workforce > Capture Time and Labor > Reports | PS^TL^TUB^Time Adjuster PS^TL^TUB^Time Approver PS^TL^TUB^Reports User PS^TL^TUB^Time Reporter PS^TL^TUB^Time Admin PS^TL^TUB^Time Keeper | |
| HUTLX017 | | 017 | Prior Period Time Requiring Approval | Displays all days prior to a particular date that still require approval. | Administer Workforce > Capture Time and Labor > Reports | PS^TL^TUB^Time Adjuster PS^TL^TUB^Time Approver PS^TL^TUB^Reports User PS^TL^TUB^Time Reporter PS^TL^TUB^Time Admin PS^TL^TUB^Time Keeper | |
| HUTLX001 | | 001 | Payable Status Report (HU) | Detailed information about reported employee time, by payable status. This report lists all payable time for a range of dates, sorted by the chosen Payable Statuses on the run control, to provide the manager with a picture of processed and unprocessed time. | Administer Workforce > Capture Time and Labor > Reports | PS^TL^TUB^Time Adjuster PS^TL^TUB^Time Approver PS^TL^TUB^Reports User PS^TL^TUB^Time Reporter PS^TL^TUB^Time Admin PS^TL^TUB^Time Keeper | |
| HUTLX016 | | 016 | Employees with Override Rates | Identifies when an override rate to an employee's normal hourly rate has been entered for any hours in Time and Labor. | Administer Workforce > Capture Time and Labor > Reports | PS^TL^TUB^Time Adjuster PS^TL^TUB^Time Approver PS^TL^TUB^Reports User PS^TL^TUB^Time Reporter PS^TL^TUB^Time Admin PS^TL^TUB^Time Keeper | |
| HUTLX007 | | 007 | Schedule Variance Report | This report can be run by employee ID# or Group and allows departments or individuals to review the difference between reported time from the default/scheduled schedule. This report will not be run for people who do not have default schedules (temporary employees or employees whose time is fed to Time and Labor via interface from another time collection system, such as Kronos). | | PS^TL^TUB^Time Adjuster PS^TL^TUB^Time Approver PS^TL^TUB^Reports User PS^TL^TUB^Time Reporter PS^TL^TUB^Time Admin PS^TL^TUB^Time Keeper | |