

HR Report Summary (Department View)

Navigation	Report	Key Words	Description
Go, Administer Workforce, UHS Report	Personnel Action History	Personnel	Personnel actions that were entered to a specific department or business unit for a specific time frame
	UHS Emergency Contacts	Personnel	Emergency contact information for employees (if in the system).
	UHS Employee Birthdate Report	Personnel	List Employee Birth dates.
	UHS Employees on Leave Report	Personnel	Departmental listing of employees on a leave of absence
	UHS Department Action Notes	Personnel	What actions are sue for employees in a specific department
	UHS Pending Future Actions	Personnel	What future actions are on an employee, listed by department Display specific fields from the job record and from PCBUD loaded job record.
	PC Bud Job Load Comparison	Payroll, Budget	Enables the user to verify the job load from PCBUD
Go, Compensate Employees, Administer Base Benefits	Leave Accrual Report	Leave, Benefit	Lost time report, leave accrual information by department
Go, Compensate Employees, Manage Payroll Process, UHS	Payroll Suspense Report	Payroll, Suspense	Suspense report for specific departments by pay run ID
	60 Day Suspense Report	Payroll, Suspense	List items that have not been cleared from Suspense within the past 60 days.
	Fiscal Year Suspense Report	Payroll, Suspense	Suspense report cumulative for the fiscal year
	Labor Distribution (Pay History)	Payroll	Provides a listing of payroll actuals and reallocations by department, business unit or HR cost center are reported when transaction are posted on GL.
	Payroll Verification Report	Payroll	Departmental Trial and Final payroll reports by pay run ID.
	Labor Distribution (Pay Actual)	Payroll	Lists payroll actuals by department, business unit or HR cost center when original check was processed. This report goes back towhen the check was processed (i.e. if Sept check is reallocated during December, the reallocation will show up on the September report).
	Bi-weekly College Work Study Report	Payroll, CWS	List College Workstudy charges by pay run id.
Go, Define Budget/Encumbrance, UHS Rpt	Project/Grant Report	Payroll	Actual Payroll and Benefit charges for grant/project specific accounts.
	Payroll Account Report (Actual)	Payroll	Actual Payroll and Benefit charges for all cost centers.
	Payroll Account Report (History)	Payroll	Actual Payroll and Benefit charges for all cost centers as the charges are posted in the General Ledger.
	Journal Detail Report	Payroll	Provides detailed information regarding specific HR journal entries listed on the UGL 1051. This report can be ran by HR journal ID or journal date range.
Go, Develop Workforce, Manage positions, UHS Rpts	UHS Active/Inactive positions	Position	List active and/or inactive positions by department.
	UHS Active Position History Report	Position	
	UHS Position Status Report	Position	All positions in a department, their status and the active employee(s) in each position.
	UHS Position Exception Report	Position	Shows mismatches between employee job record and position data panel.
	UHS Vacant Position Report	Position	List vacant positions in the department.
	UHS Incumbent Position History Rpt	Position	Lists the position incumbents by Department.

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(Department View)**

Navigation	Report	Key Words	Description
Go, UH Custom, Report	BOB Report	Position, Budget	List the budget and salary expenditure(s) for a position and employee by cost center.
Go, UH Custom, Phone Dir	Telephone Directory Summary	Telephone	Telephone Directory Summary by Business Unit, College/Division, or Department
	Telephone Directory Forms	Telephone	Telephone Directory Forms for employee verification by Business Unit or Department.