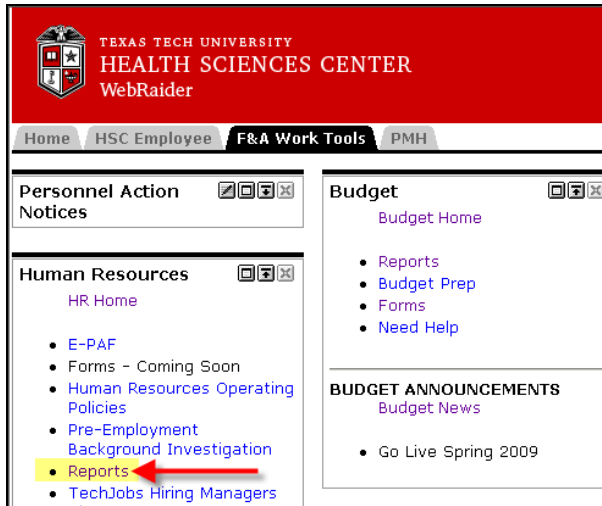
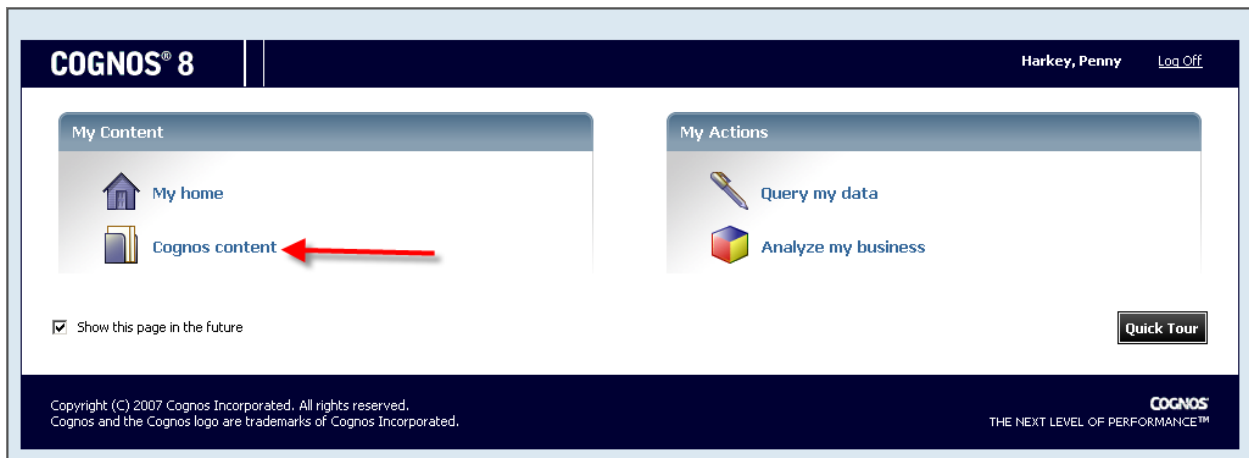


## Human Resource/Payroll Reports

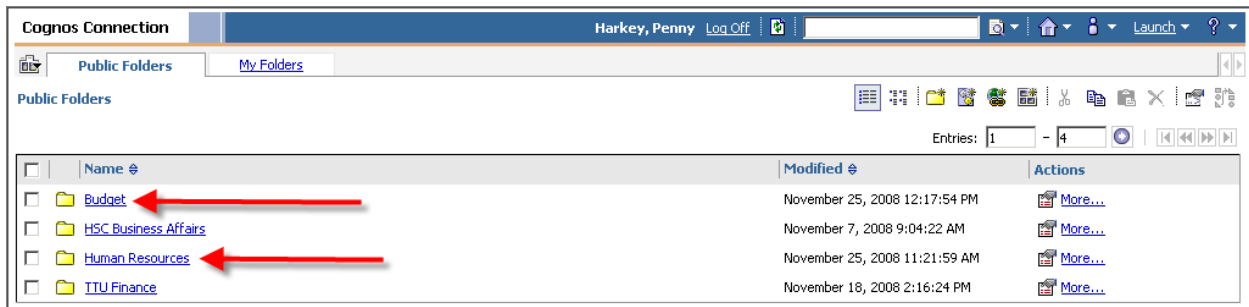
Departmental users may access Human Resource/Payroll Reports through Cognos which may be accessed from any reports link on the Webraider and Raiderlink portal pages.



Click on the Cognos content link to access the available reports.



The Human Resources reports may be accessed either through the Cognos Human Resources folder or through the Budget Human Resources folder. Eventually, the same reports will be listed in both of these folders.



Access to these reports has been limited to certain individuals in the department. The Organization manager may grant or remove access to Human Resources reports through the TEAM application <https://webapps.tosm.ttu.edu/team/QuickLinks.aspx>.

The following Human Resources reports are available or will be available soon.

#### Human Resources Reports

Report ID	Report Name	Purpose of Report
HR006	Salary Roster by Home Organization - Employee Sort	This report provides a list of total salary and the labor distribution for each employee in your Home Organization department
HR009	Salary Roster by Organization	Provides salaries for all employees in a department sorted by FOAP.
HR010	Vacant Positions by Organization	This report shows the vacant positions for an organization.
HR020	New Hire Report for Departmental Users	This report provides a list of employees hired in your department for a given date range.
HR022	Termination Report for Departmental Users	This provides a list of employees in your department who separated from TT during a given date range.
HR027	Non-Exempt Hours Paid by Earn Type	Provides a list of all hours paid by earn type (hours worked, vacation, sick leave, etc.)for non-exempt employees for a specified period of time.
HR028	Leave Taken	Provides a list of all leave taken for a selected employee or all employees in a department for a specified period of time.
HR030	Employees Current Leave Balances	Provides leave balances for a selected employee or for all employees in a department.
HR035	Employee Search Report	Employee search by employee name, SSN or Banner ID
RPT_NBAJOBS_007	Current and Future Appointment Report	This report provides the current and future appointments for a selected employee.
RPT_NBAJOBS_003	Active and Future Appoints by ORGN/FUND	This report displays the labor distribution for all the employees based the ORGN in the Job Labor Distribution.
RPT_ORGN_001	My HR ORGN Security	This report provides a list of ORGN's an individual is allowed to access for Cognos HR Reports.
RPT_EMPL_007	Employee List by Home ORGN	This report lists all employees in a particular Home Organization.
RPT_FACT_001	Faculty Report	This report faculty data such as tenure track, rank, etc
RPT_PAYDIST_001	Payroll History	This provides a payroll history by Employee, Finance document number and FOAP.
RPT_PAYDIST_002	Payroll Distribution Report	This report will be used to complete a Labor Redistribution Form (Retroactive change of funding)

**The following questions are intended to help you know which reports to use.**

#### **Employee/Employee Appointments**

*How can I get a list of all employees in my department?*

- EMPL007 – Employee List by Home ORGN

*How can I see employees' employee class, benefit category and leave category?*

- EMPL007 – Employee List by Home ORGN

*What report is similar to the Tchrisc CAP screen?*

- NBAJOBS007 – Current and Future Appointments
- HR006 – Salary Roster by Home Organization – Employee Sort

*How can I see an employee's total salary?*

- NBAJOBS007 – Current and Future Appointments
- HR006 – Salary Roster by Home Organization – Employee Sort

*Where can I see an employee's title?*

- NBAJOBS007 – Current and Future Appointments
- HR006 – Salary Roster by Home Organization – Employee Sort

*How can I see a list of vacant positions for my department?*

- HR010 – Vacant Positions by Organization

*How can I see the rank or tenure status of my faculty?*

- RPT\_FACT\_001 – Faculty Report

### **Labor Distribution (funding sources)**

*How can I see an employee's labor distribution (funding sources)*

- NBAJOBS007 – Current and Future Appointments
- HR006 – Salary Roster by Home Organization – Employee Sort

*How can I see who is paid on a particular FOAP?*

- HR009 – Salary Roster by Organization

*Can I see employees from other departments paid on my FOAP?*

- NBAJOBS003 – Active and Future Appointments by ORGN/FUND

*How can I see the detail of a payroll transaction that has been charged to my FOAP?*

- RPT\_PAYDIST\_001 – Payroll History

*What report do I need to process a Labor Redistribution (retroactive funding change)?*

- RPT\_PAYDIST\_002 - Payroll Distribution Report

### **Employee Leave**

*How do I see the leave balances for an employee or all employees in my department?*

- Report HR030 – Employee Current Leave Balances

*How can I see the leave taken for an employee or all employees in my department?*

- Report HR028 – Leave Taken

*How can I see the hours paid for the non-exempt employees in my department?*

- HR027 – Non-Exempt Employee Hours Paid by Earn Type

### **Other Reports**

*How can I see which Organizations I can access through Cognos*

- RPT\_ORGN\_001 – My HR ORGN Security