

BW HR Report Listing

3/17/2009

BW Folder	Report Name	Description	Update Schedule
Human Resources->Finance Admin	Commitment Reporting Detail	A detail Commitments report for internal orders/sponsored programs and cost center postings from Position Budget Control.	Nightly
Human Resources->Finance Admin	Labor Distribution - Total Dollars by Occupation	Shows the regular salary and other salary types paid (i.e. overtime, on call pay etc.) to JHHS employees by pay periods.	Semi-Weekly (Wed/Sun)
Human Resources->Finance Admin	Labor Distribution - Total Hours by Occupation	Shows the hours worked and other paid hours (i.e. overtime, on call pay etc) for JHHS Employees by pay periods.	Semi-Weekly (Wed/Sun)
Human Resources->Finance Admin	Payroll Expenditure by Month	A report showing all salary Types paid to an employee and the corresponding cost objects (sponsored and non-sponsored Programs) for which the employee was charged.	Semi-Weekly (Wed/Sun)
Human Resources->Finance Admin	Salary Distribution by Individual	This report shows the intended Salary Distribution as per infotype 9027. This is not Actual Salary Data.	Nightly
Human Resources->Finance Admin	Salary Expenditures by Account by Month (Sponsored)	A report showing all salary types paid to an employee and the corresponding sponsored and non sponsored programs that the employees worked on during a Fiscal Year.	Semi-Weekly (Wed/Sun)
Human Resources->Finance Admin	Summary of Gross Salary (Non-Sponsored)	Shows salary expenses for employees not assigned to sponsored programs.	Semi-Weekly (Wed/Sun)
Human Resources->Finance Admin	Summary of Gross Salary (Sponsored)	Shows salary expenses for employees assigned to sponsored programs.	Semi-Weekly (Wed/Sun)
Human Resources->Organizational Management	HIPAA Training Report	Displays the name and number of positions with HIPAA training requirements [positions] by organizational unit.	Nightly
Human Resources->Organizational Management	HSCRC Training Report	Displays the name and number of positions with HSCRC compliance requirements [positions] by organizational unit.	Nightly
Human Resources->Organizational Management	JCAHO Position Reporting	Displays the name and number of positions with JCAHO compliance requirements[positions] by organizational unit.	Nightly
Human Resources->Organizational Management	JHH / JHHS Managers & Supervisors by Dept	Displays the supervisor of any position and the relationship by organizational unit.	Nightly
Human Resources->Organizational Management	Nursing Attributes	Displays nursing position attributes.	Nightly
Human Resources->Organizational Management	Org Unit Structure - Hierarchical View	Displays selected organizational hierarchy.	Nightly
Human Resources->Organizational Management	Org Unit Structure - JH Enterprise Hierarchical View	Displays Johns Hopkins Enterprise organizational hierarchy.	Nightly
Human Resources->Organizational Management	Organization Chart	Displays Johns Hopkins Enterprise organizational hierarchy.	Nightly
Human Resources->Organizational Management	Position Attributes	Displays position attributes.	Nightly
Human Resources->Organizational Management	Position IPEDS Reporting	Displays position IPEDS reporting percentages.	Nightly
Human Resources->Organizational Management	Position Licensing/Certification Requirements	Displays position certifications and licensing requirements.	Nightly
Human Resources->Organizational Management	Position OFCCP Reporting	Displays OFCCP designation [statistics] for each position by organizational unit..	Nightly
Human Resources->Organizational Management	Position Reporting - Job Attributes	Displays job attributes: FLSA and EEO designation	Nightly
Human Resources->Organizational Management	Position Reporting - Within DSM Code	Displays the number of positions for each DSM code by organizational unit.	Nightly
Human Resources->Organizational Management	Position Status	Displays the total number of positions in the organizational hierarchy and number of occupied and vacant positions by month.	Nightly
Human Resources->Organizational Management	Position Time Requirements	Displays position time requirements.	Nightly
Human Resources->Organizational Management	Positions with Employee	Displays positions with employees in organizational hierarchy.	Nightly
Human Resources->Organizational Management	Positions, Jobs and Job Groups	Displays job and job group [and jobs] for each position by organizational hierarchy.	Nightly
Human Resources->Payroll Admin	Arrears Balance Report	Shows employees who have arrears during a payroll run.	Nightly
Human Resources->Payroll Admin	Check / Direct Deposit Register		Nightly
Human Resources->Payroll Admin	Complete Labor Distribution		Semi-Weekly (Wed/Sun)
Human Resources->Payroll Admin	FLSA Exempt Employees Earning under \$455/wk	Display FLSA Exempt employees who earn less than \$455 per week.	Nightly
Human Resources->Payroll Admin	Leave of Absence Deduction Report	Employees on leave of absence with special payroll deductions.	Nightly
Human Resources->Payroll Admin	Number of Employees with Paycheck 12th of the Month	A compliance report, which shows number of employees who are paid during a pay period that falls within the 12th of a month.	Nightly
Human Resources->Payroll Admin	Number of Employees with Wages above \$50K	A count of University systems employees with compensation paid exceeding \$50,000 for the fiscal year	Nightly

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Human Resources->Payroll Admin	Overpayment Report	This report shows employees that are overpaid (advance payment etc) and the payment history of the employee's repayments.	Nightly
Human Resources->Payroll Admin	Payroll Off Cycle Runs	This report shows a listing of the off cycle payroll runs and the employee affected, within a given time frame, detailing the category and reason for the payroll run.	Nightly
Human Resources->Payroll Admin	Payroll Postings Recon	A report used to reconcile payroll postings. The key fields are Employee and Posting Date. When both fields are provided, the complete accounting posting for that employee, in that particular payroll period is returned.	Semi-Weekly (Wed/Sun)
Human Resources->Payroll Admin	Salary Detail Report	A detail listings of employees salary and hours worked by pay period.	Nightly
Human Resources->Payroll Admin	Salary Error Account Postings	This report shows salary amounts that are posted to an error cost center (cost centers ending with 98) during payroll postings. This occurs if a cost center got deleted between the time payroll was run and before payroll postings begins.	Semi-Weekly (Wed/Sun)
Human Resources->Payroll Admin	Special OT/Work Bonus Detail Cost Assignment	Shows the cost center and G/L account for the charges to which the special overtime bonus amount paid to the employees are charged.	Semi-Weekly (Wed/Sun)
Human Resources->Payroll Admin	Special OT/Work Bonus Payroll Detail	This is a summary of the number of employees (nurses) and number of special overtime bonus hours worked by work shifts. This report drills down to the payroll detail.	Nightly
Human Resources->Payroll Admin	Special OT/Work Bonus Summary by Fiscal Year/Period	This is a summary of the number of employees (nurses) and number of special overtime bonus hours worked by work shifts. This report drills down to the payroll detail.	Semi-Weekly (Wed/Sun)
Human Resources->Payroll Admin	Total No. Employees who receive a Paycheck in a Pay Period	List the number of employees who received a salary during a given pay period, by employee group (full time, part time etc) and org unit.	Nightly
Human Resources->Payroll Admin	Union Bargaining System Deduction Report - JHHS	Report displays union dues deducted for bargaining unit employees.	Nightly
Human Resources->Payroll Admin	Union Bargaining System Deduction Report - JHU	This report shows union dues and initiation fees deducted for bargain unit employees. This report is sent to the trade union(s) representing the employees.	Nightly
Human Resources->Payroll Admin	Wage Type Report	A utility report that shows wage types (Earnings and deduction codes) for any employees for a given payroll period and the associated dollar amounts.	Nightly
Human Resources->Time Management	Absence & Attendance Detail	A detail listing of employee's absence (authorized and unauthorized) and attendance by day.	Weekly on Sunday
Human Resources->Time Management	Absence & Attendance Summary	A summary of employee's absence (authorized and unauthorized) and attendance by month.	Weekly on Sunday
Human Resources->Time Management	Absence Quota Detail	A detailed list of employee holiday, sick, PTO, vacation, and other leave entitlements by day	Weekly on Sunday
Human Resources->Time Management	Absence Quota Summary	A summary of employee holiday, sick, PTO, vacation, and other leave entitlements by month	Weekly on Sunday
Human Resources->Time Management	Time Entry Employee List	This report will be required by each of the time entry roles to verify basic employee data prior to their periodic timesheet process. This report will also be used to verify who they need to key time data for.	Nightly
Human Resources->Time Management	Work Schedule Report	Lists the Employee's daily, weekly and annual working hours and employment percentage.	Nightly
Personnel Admin>Actions	Personnel Actions by employee	Displays all actions that have occurred for each employee during their employment lifecycle.	Nightly
Personnel Admin>Actions	Personnel Actions by employee with faculty data	Displays actions by faculty employee for specified period.	Nightly
Personnel Admin>Actions	Personnel Actions by type	Displays actions for calendar month by action type.	Nightly
Personnel Admin>Actions	Personnel Actions for a day	Displays actions for a calendar day by organizational unit and personnel area.	Nightly
Personnel Admin->Actions>EEO/AAP	AAP Workforce Actions	Displays AAP demographics by employee.	Nightly

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Personnel Admin->Actions>EEO/AAP	AAP Workforce Distribution	Displays number of employees for each OFCCP category by gender and ethnicity.	Nightly
Personnel Admin->Actions>EEO/AAP	EEO Report (JHHS)	Displays number of employees split by gender and ethnicity by EEO category (JHHS).	Nightly
Personnel Admin->Actions>EEO/AAP	EEO Report (JHU)	Displays number of employees split by gender and ethnicity by EEO category (JHU).	Nightly
Personnel Admin->Actions>EEO/AAP	Vets 100 Data	Displays data for Vets 100 report. Shows current employees and new hires for previous 12 months broken into EEO job categories (JHHS only).	Nightly
Personnel Admin>Compensation	Compensation and Hours	Displays employee salary and hours by personnel area.	Nightly
Personnel Admin>Compensation	Compensation Data Elements by org unit/position	Displays salary and hourly rate details for employees by home cost center, organizational unit and by position by calendar month/year.	Nightly
Personnel Admin>Compensation	Compensation Data Elements Report	Displays salary amounts, hours and employment percent scheduled for each employee.	Nightly
Personnel Admin>Compensation	Compensation Report	Displays employees salary history over selected time period, listing each action and salary change associated with the action.	Nightly
Personnel Admin>Dashboard	Department Dashboard - JHHS Mgt positions fill	Displays positions WITH MANAGEMENT EXPERIENCE	Nightly
Personnel Admin>Dashboard	Department Dashboard - Nationality Demographics	Displays nationality by number of employees by personnel area.	Nightly
Personnel Admin>Dashboard	Department Dashboard-Age Demographics	Displays age demographics of employees by personnel area.	Nightly
Personnel Admin>Dashboard	Department Dashboard-Demographics JHHS	Displays EEO demographics for JHHS employees by personnel area.	Nightly
Personnel Admin>Dashboard	Department Dashboard-Demographics JHU	Displays EEO demographics for JHU employees by organizational unit.	Nightly
Personnel Admin>Dashboard	Department Dashboard-Terminations	Displays terminated employees by personnel area.	Nightly
Personnel Admin>Faculty	Faculty Compensation History	Displays faculty salary history over selected time period.	Nightly
Personnel Admin>Faculty	Faculty Diversity	Displays faculty diversity by age, gender and ethnicity.	Nightly
Personnel Admin>Faculty	Faculty Infotype list	Displays faculty member information.	Nightly
Personnel Admin>Faculty	Faculty Leadership Fields	Displays faculty leadership details as of current date.	Nightly
Personnel Admin>Faculty	Faculty Promotion & Tenure	Displays faculty employee promotion year and tenure status.	Nightly
Personnel Admin>Faculty	Faculty Promotion & Tenure-Date Range	Displays faculty employee promotion year and tenure status both current data and for specified time period.	Nightly
Personnel Admin>Faculty	Faculty Tuition Grant Report	Displays tuition grant payments for faculty .	Nightly
Personnel Admin>General Employee	Date Monitoring Report		Nightly
Personnel Admin>General Employee	Department Report by Degree	Displays the type and number of degrees held within any personnel area.	Nightly
Personnel Admin>General Employee	Employee Certificates and Licenses	Displays certifications and licenses by employee with validity dates.	Nightly
Personnel Admin>General Employee	Employee Directory	Displays employee WORK address and WORK communication information.	Nightly
Personnel Admin>General Employee	Employee Disability	Displays employees with challenge indicator marked.	Nightly
Personnel Admin>General Employee	Employee Experience Dates	Displays both management experience and total experience for each employee.	Nightly
Personnel Admin>General Employee	Employee Master Data (w/o Pay)	Displays various employee data	Nightly
Personnel Admin>General Employee	Employee Master Data (with Pay) JHU	Displays JHU compensation role, level and range values by employee.	Nightly
Personnel Admin>General Employee	Employee Master Data (with Pay)-Fixed Rate	Displays pay scale data for employees.	Nightly
Personnel Admin>General Employee	Employee Master Data with Personal Data	Displays veteran and military status of employees.	Nightly
Personnel Admin>General Employee	Employee Master Data-Address Data	Displays employee address data.	Nightly
Personnel Admin>General Employee	Employee Master Data-Emergency Contacts	Displays employees emergency contact information.	Nightly
Personnel Admin>General Employee	Not Eligible for Rehire	Displays employees not eligible for rehire.	Nightly
Personnel Admin>General Employee	Objects On Loan	Displays objects on loan to employees.	Nightly
Personnel Admin>General Employee	SSN	Displays each employees SSN.	Nightly
Personnel Admin>General Employee	SSN Changes	Displays action type JP – Personnel Data Change – SSN change by employee for specified time period.	Nightly
Personnel Admin>General Employee	Temporary employees in position greater than 6 months	Displays employees still in temporary status relative to hire date.	Nightly

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Personnel Admin>General Employee	Terminated employees with credit cards	Displays terminated employees who had credit cards assigned.	Nightly
Personnel Admin>General Employee	Work Authorization/Visa Expiration Dates	Displays work permit data AND VISA EXPIRATION DATE for all employees whose residence status is other than citizen.	Nightly
Personnel Admin>Non-employee	Independent Contractor	Displays the number of active independent contractors.	Nightly
Personnel Admin>Non-employee	SSN Changes Independent Contractors	Displays action type JP personnel data change # SSN changes together with SSN at time of hire, for independent contractors. Independent contractors are identified by employee group, non employees and sub group-contractors and agency.	Nightly
Personnel Admin>Tuition	Grant Award Notice	Displays data to be used in tuition grant award letters sent to vendors and employees.	Nightly
Personnel Admin>Tuition	Tuition Infotype		Nightly
Personnel Admin>Tuition	Tuition Infotype (Advance)	Displays advance payments by vendor.	Nightly
Personnel Admin>Tuition	Tuition Remission Report	Displays tuition remission for employees.	Nightly