

PeopleSoft HR Security Access Coordinator Training

BYU

Part II: Standard HR Reports

Revision 1.0

3-March-2022

Section 2: HR Reports in PeopleSoft

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Common Y Time Roles

Role Name →	Time Manager	Time Viewer	Y Time Reports - Controller
Summary:	Y-Time Access for department managers	View-only access to Y-Time	Y-Time report access for Controllers
Actions:	Can both view and correct time clock punches for employees within the nodes they are given access to.	Can view time clock punches for employees within the nodes they are given access to	Can run Y-Time reports for their assigned departments

Time Management Reports

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Time Manager

- Time Sheet Manager
- Exceptions (assuming time punch)
- Weekly Time Calendar



Click on icon above for link

Time Management

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Time

- Time Sheet Manager
- Time Approvals
- Employee Hours by Department
- Y-Time Correction Summary
- Time Management



Click on icon above for link

Reports Available to Reporting Roles

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Available
To Those
with
Reporting
Roles

- Employees Report
- Workforce Job Summary
- ACA Departmental Hours Report
- ACA College Hours Report
- ACA Report by Employee
- Over 500 Hours Report
- Sick & Vacation Reports
- Payroll Report (if With Comp)

Workforce Job Summary Report



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Workforce Job Summary

Click on icon above for link

- Shows a history of all ePAF/eFORM actions for one employee. From the time of hire, it may include salary increases, job changes, title changes, supervisor changes, and terminations.
- Salary or pay rates will be visible if you have a role authorizing to view salary information.
- A very wide report; you may have to scroll to view all

BYU Human Resources/Payroll

Workforce Job Summary

Workforce Job Summary | BYU Personal Data | BYU Employment Data

Workforce Job Summary

Employee ID: 872004703

Organizational Relationship	Empl Record	Initiation Date	Seq	Job Institute	Position	Admin History	Contract Number	Start Date	Org Group	Acad Clerk	Empl Category	Empl Status	Full-Time Term	Reg/Temp	Position Mgr	Description	Dept ID	Department	Coll/Div Dept	College Division	Reports To	Supervisor Name	Assess Date	Job Plan	Grade	Frequency	Annual Rate	Monthly Rate	Hourly Rate	Change Percent	Component
Work	3	0/2011	8	Religious	Worship	Job Clerk																		ADM		Annual					Corporate
EMP	2	0/2014	6	Priority	Lib	Lib																		ADM		Annual					Corporate

Workforce Job Summary | BYU Personal Data | BYU Employment Data

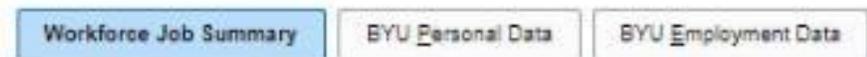
Workforce Job Summary



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Workforce Job Summary: Additional Reports

Click on icon above for link



- Under Workforce Job Summary, you have tabbed access to two other useful reports on individuals

Workforce Job Summary | **BYU Personal Data** | BYU Employment Data

EMP Empl ID

Personal/Job Event Data

National ID	Net ID
Birthdate	Age
Gender	Original Hire Date
Marital Status	Current Hire/Contract Date
Religion	BYU FIT Service
Ethnic Group	Last Check Date
Highest Educ Level	Termination Date
Country	Retirement Date

Hiring/Payroll Data

I-9 Status	OK	Direct Deposit
I-9 Status Reason		Fed Exemptions
Doc Expire Date		SSC Copy on File
		Ecolastical Exp Date

Return to Search | Notify

Workforce Job Summary | **BYU Personal Data** | BYU Employment Data

Workforce Job Summary | BYU Personal Data | **BYU Employment Data**

EMP Empl ID

Student Data

Degree	FICA Status	Subject	
Current Semester	Status	CE	Hours
Future Semester	Status	Hours	

Student Holds

Academic Financial CDF Master Code

Staff & Administrative Data

YTD Hours Worked as of:	Posit on:
F/T Student Hourly	Current Vacation/Sick Balances:
F/T Non-Student	Sick Hours
F/T Staff	Vac Hours
Total YTD Hours	Job Family
HRS Worked in Last Pay Period	Military Status
Average Hours Per Week	DD-I Job Category

Faculty Data

Date Continuing Status Was Granted
Current Academic Rate

Return to Search | Notify

Workforce Job Summary | BYU Personal Data | **BYU Employment Data**

ACA (Affordable Care Act) Reports

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ACA Reports

- ACA Report by Employee
- ACA Departmental Hours Report
- ACA College Hours Report



Click on icon above for link

ACA (Affordable Care Act) Reports: examples

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BYU Human Resources/Payroll

ACA Dept Employee Detail

ACA Dept Employee Detail
Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value | Add a New Value

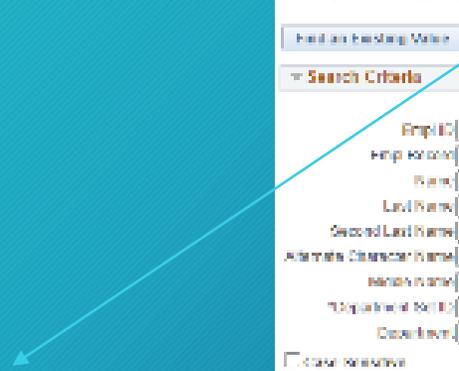
Search Criteria

Emp ID (begin with)	
Emp Keyword	
Name (begin with)	
Last Name (begin with)	
Second Last Name (begin with)	
Alternate Character Name (begin with)	
Workstation (begin with)	
Department Code	10000
Division	

Case Sensitive

SEARCH | CLEAR | Back Search | Save Search Criteria

Find an Existing Value | Add a New Value



ACA Report by Employee

Name: [] Emp ID: [] Period Start Date: [] Last Date Paid: []

Employment History

Empl Class	Employee Status	Department Description	Account Code	Supervisor Name	Start Date	Stop Date	Weeks	Paid Hours	Details
SE Std Hrl	Active						12.00		Details
SE Std Hrl	Active						12.00		Details
SE Std Hrl	Active						12.00		Details

Total Hours: 95.50 Avg Hrs/Week: 7.97 Remaining Weeks: 40

Save | Return to Search | Previous in List | Next in List | Add | Update/Display

Click on icon above for link

ACA (Affordable Care Act) Reports: examples

BYU

ACA Dept Hours Report

ACA Department Hours Report

Dept ID: [Sort by Name](#) [Sort by Avg Wkly Hours](#) [Copy Data to Email](#)

Employee Job History Find First 1-2 of 2 Last

Name: Empl ID: Period Start Date: Last Date Paid: Last Paid Hours:

Empl Class	Status	Department Description	Account Code	Supervisor Name	Start Date	Stop Date	Weeks	Hours
SE Std Hrl	Active						26.00	291.51

Total Hours: 291.51 Avg Hrs/Week: 10.41 Remaining Weeks: 24

Name: Thayne,Dayna Brea Empl ID: 830042086 Period Start Date: 01/09/2021 Last Date Paid: 03/10/2021 Last Paid Hours: 35.03

Empl Class	Status	Department Description	Account Code	Supervisor Name	Start Date	Stop Date	Weeks	Hours
SE Std Hrl	Active						10.00	136.61

Total Hours: 136.61 Avg Hrs/Week: 13.68 Remaining Weeks: 42

[Return to Search](#)

ACA Dept Hours Report

ACA Dept Hours Report

Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value](#)

Search Criteria

*Set ID: JSYU

Department:

Description:

Company:

Location Set ID:

Location Code:

Case Sensitive

[Search](#) [Clear](#) [Build Search](#) [Save Search Criteria](#)



Click on icon above for link

ACA (Affordable Care Act) Reports: examples



ACA College Hours Report

College/Division: Sort by Dept Sort by Name Sort by Avg Wkly Hours Copy Data to Email

Employee Job History Find First 1-62 of 62 Last

Dept: Name: Empl ID: Period Start Date: Last Date Paid: Last Paid Hours:

Empl Class	Status	Department Description	Account Code	Supervisor Name	Start Date	Stop Date	Weeks	Hours
3/4 Time	Active	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Total Hours: 614.12 Avg Hrs/Week: 25.59 Remaining Weeks: 20

Dept: Name: Empl ID: Period Start Date: Last Date Paid: Last Paid Hours:

Empl Class	Status	Department Description	Account Code	Supervisor Name	Start Date	Stop Date	Weeks	Hours
SE Std Hrl	Active	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
SE Std Hrl	Terminated	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Total Hours: 227.42 Avg Hrs/Week: 18.95 Remaining Weeks: 28

Dept: Name: Empl ID: Period Start Date: Last Date Paid: Last Paid Hours:

Empl Class	Status	Department Description	Account Code	Supervisor Name	Start Date	Stop Date	Weeks	Hours
SE Std Hrl	Active	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Total Hours: 198.02 Avg Hrs/Week: 9.00 Remaining Weeks: 28



ACA College Hours Report

Enter any information you have and click Search. Leave fields blank for a list of all values.

*But ID: IDBYU

College/Division Dept: begins with

Department: begins with

Case Sensitive



Click on icon above for link

Sick and Vacation Reports

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Sick and Vacation Reports

- Staff Sick/Vacation Summary
- Admin Sick/Vac Department View
- Employee Hours by Department
- College/Division Sick Vacation Estimates



Click on icon above for link

Over 500 Hours Report (for ½ time employee management)

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500 Hours Report

- Purpose: Ensure ½ time employees do not exceed the 910 hours limit in a year
- [Over 500 Hours by Department](#)
- For supervisor [Part-Time Non-Student Employees Working more than 500 Hours](#)

Click on text above for links

Payroll Report (if authorized to view)

BYU

Payroll Report

- Payroll Report by Account



Click on icon above for link

Notifications

- Q: How to change who receives HR system notifications?
- A: Notifications are based on assigned roles. If for example someone has a Hiring Approval Role, they will receive a notification when there is a pending hire approval.
 - To change who receives this notification, the assigned role must be given to someone else.
- Q: How do I keep Dean XYZ from receiving every employment-related notification?
- A: As long as the individual is assigned an employment-related role, they will continue to receive notifications. They can assign someone else to fulfill that role for them.

Q & A

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- Q: Difference in Staff & Administrative job classifications at BYU?
- A: Staff jobs = hourly or (FLSA) non-exempt positions
Administrative jobs = salaried or (FLSA) exempt positions

Q: A person received an email notification to approve an eFORM, but when they went to their Worklist, there were no pending worklist items. Why?

A: Multiple people could have the approver role, and someone else could have approved the action already.

Q: I submitted an eForm, but it did not go the person I thought needed to approve it. What happened?

A: Someone who has both the HR User & HR Approver role, when submitting an eForm, the system recognizes that and it skips the Approver step. For example, someone with both roles hires a student, the eForm will go straight to the hiring office (Student Employment)