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

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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

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)

Employees Report

Employees Report

Summary detail on all employees in a division or organizational node

BYU Human Resources/Payroll

Employees Report

Employees Report

| Employee Report Type | All Employees | Load Employee Data |
| Department | ALL |

Employee Report															Personalize	Find	View All			First	1 of 1	Last
Empl ID	Rcd	Name	Supervisor Name	Net ID	Department	Hire Date	Job Title	Empl Class	Pay Status	Account Code	Birth Date	Gender	Email Address	Campus Address	Campus Phone	Supervisor Name
	0															

Workforce Job Summary Report

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Workforce Job Summary

- 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

Workforce Job Summary

Click on icon above for link

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

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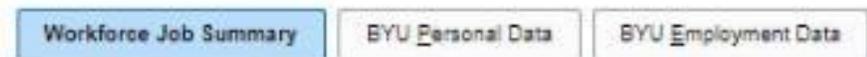
- Under Workforce Job Summary, you have tabbed access to two other useful reports on individuals

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

Click on icon above for link

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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

Staff Sick/Vacation Summary

Admin Sick/Vac Department View

Employee Hours by Department

College/Division Sick/Vac Est

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 no 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)

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Payroll Report

- Payroll Report by Account

Payroll Report by Account

Click on icon above for link

Notifications

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- 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

- 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)