PeopleSoft HR Security Access Coordinator Training

Part II: Standard HR Reports
Revision 1.0
3-March-2022
# Section 2: HR Reports in PeopleSoft

<table>
<thead>
<tr>
<th>Topic</th>
<th>Slide Number(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Time Management Reports</td>
<td>3-5</td>
</tr>
<tr>
<td>HR Reports</td>
<td>6</td>
</tr>
<tr>
<td>Employees Report &amp; Workforce Job Summary</td>
<td>7-9</td>
</tr>
<tr>
<td>ACA Reports</td>
<td>10-13</td>
</tr>
<tr>
<td>Sick &amp; Vacation Reports</td>
<td>14</td>
</tr>
<tr>
<td>Over 500 Hours Report</td>
<td>15</td>
</tr>
<tr>
<td>Payroll Report (if in a reporting role with Comp</td>
<td>16</td>
</tr>
<tr>
<td>FAQ Q&amp;A</td>
<td>17-18</td>
</tr>
</tbody>
</table>
# Common Y Time Roles

<table>
<thead>
<tr>
<th>Role Name</th>
<th>Time Manager</th>
<th>Time Viewer</th>
<th>Y Time Reports - Controller</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Summary:</strong></td>
<td>Y-Time Access for department managers</td>
<td>View-only access to Y-Time</td>
<td>Y-Time report access for Controllers</td>
</tr>
<tr>
<td><strong>Actions:</strong></td>
<td>Can both view and correct time clock punches for employees within the nodes they are given access to.</td>
<td>Can view time clock punches for employees within the nodes they are given access to</td>
<td>Can run Y-Time reports for their assigned departments</td>
</tr>
</tbody>
</table>
Time Management Reports

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

Click on icon above for link
Time Management

- Time Sheet Manager
- Time Approvals
- Employee Hours by Department
- Y-Time Correction Summary
- Time Management
Reports Available to Reporting Roles

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

Summary detail on all employees in a division or organizational node

<table>
<thead>
<tr>
<th>Employees Report Type</th>
<th>Load Employee Data</th>
</tr>
</thead>
<tbody>
<tr>
<td>All Employees</td>
<td></td>
</tr>
<tr>
<td>Department</td>
<td></td>
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Workforce Job Summary Report

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

Click on icon above for link
• Under Workforce Job Summary, you have tabbed access to two other useful reports on individuals
ACA (Affordable Care Act) 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
ACA (Affordable Care Act) Reports: examples

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Click on icon above for link
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)

- 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)

- Payroll Report by Account

Click on icon above for link
• 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: 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)