An individual must have the proper security granted to access the various menu options and reports. If you are Human Resources/Payroll PeopleSoft time reviewer, you are provided access to the gross and fringe report as well as basic financials, grants and budget reports. Your job duties, responsibilities and training determine your access. This manual will cover just the HREO/Payroll Tab

Your KU online ID is used for authentication to sign on.
DEMIS Portal Site is: https://demisweb2.ku.edu/Portal/

Functional contacts for HR/Pay and Financials DEMIS information
HR/Payroll – HR/Pay Team (hrpay@ku.edu)
Financials KUFS– Financial Management Systems Team FSKU@ku.edu
Financials –UBUD - Mark Lohmeyer mlohmeyer@ku.edu

Financials – Grant Reporting – Robert Kerley rkerley@ku.edu

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www.policy.ku.edu/IT/Password
www.policy.ku.edu/IT/data-classification-handling
www.policy.ku.edu/IT/data-classification-handling-procedures
www.policy.ku.edu/IT/electronic-data-disposal-procedure

Reminder of agreement signed: I agree to use these accounts for HR and Payroll responsibilities, and I will not share or authorize the use of my User ID. Sharing your User ID is considered a security violation which will result in the revocation of your access and notification will be sent to your supervisors. I also agree to comply with the policies of the University of Kansas regarding the proper use of computing resources. Remember that database information, particularly personnel and search information is COMPLETELY CONFIDENTIAL, and you are responsible for maintaining the confidentiality of this information. Knowingly releasing or misusing confidential information from official records may result in disciplinary action up to and including dismissal.

You will use your KU Online ID and password to sign on.

HR/PAYROLL SECTION

Once security has been set up for your individual access, you have signed in and have agreed to abide by the data security guidelines you will find the following information under the HREO/Payroll tab.

Miscellaneous Notes
When changing between tabs or reports, use the Portal Page and Search arrows instead of your browser options.

Help and Training Information

On the General tab in DEMIS you will find the System Help and Training Information. Documentation for settings and downloading data is available in this section.

GROSS AND FRINGE
Gross and Fringe is a report of employee’s paychecks for gross pay, employer fringes, and funding sources by payroll voucher.

The Gross and Fringe report is required to be run and validated for each voucher. The Gross and Fringe report provides the information for validation of employee pay and funding. Validation of this report is imperative and is the audit of actual payroll expenditures. The gross and fringe report for on and off cycles should be run upon receipt of a HRIS-L list serve email generally sent by the Director of Payroll (Penny Kellum) for on and off cycle vouchers.

Gross and Fringe will also have separate RFA (retroactive funding adjustments) vouchers that must be validated as well. (RFAs are processed when after the payroll distribution has been completed, it has been discovered the employee should have been funded differently and a Budget Transfer Form cannot be processed. See RFA)

If an error is discovered, please submit the proper form(s) immediately to have the data corrected on a future off cycle or RFA. Off cycles may be processed for benefits adjustments in which you will not have any documentation.

As of FY (fiscal year) 2015 a revised Gross and Fringe was released and the following information is for the new now current version. The current enhanced version allows multiple searches for employee ID and Position numbers and has the current labels for the fields. You will not be able to run the new version on the prior data
due to differences in data structures. If you are running a FY2014 or earlier version it may not match this manual.

Find this report under the area labeled Gross and Fringe

Or Historical Gross and Fringe

Select the Fiscal Year
  Click on the fiscal year you wish to run.
  • The last voucher processed is listed under this menu option for informational purposes only.

Restrict Analysis
This page narrows the search results by various fields. If no values are selected, the report will run with the
defaults with no restrictions (this is not recommended). If conflicting criteria or values are selected, no data will
be returned.

There are 3 sets of request boxes to select vouchers. To select a voucher use the search or list, highlight the
voucher, and use the arrows to move to the “Selected” box or reverse arrow or X to remove from the Selected
box. If you want to select multiples from a list you can use Shift key if consecutive and select the first and last
or use Ctrl key to select multiple individual vouchers.

Select Oncycle Voucher ID:
  Oncycle vouchers are for the regular payroll calc which is processed once every 2 weeks and all work
days being paid are for the same 2 weeks. The schedule for processing the oncyle is set by the State of
Kansas.
  • Oncycle Vouchers starts with V7002XXX
  • If you use the all possible values in this selection you will receive all vouchers regardless of On
or Off or RFA.

Select Offcycle Voucher ID:
Offcycle vouchers are for any adjustments in pay (over and under paid), benefits or HR data that was not
handled in time for the oncyle. There may be several off cycles in a 2 week period, the schedule is set by the
State of Kansas and the Payroll Office. The worked days being processed will vary by the individuals being
processed. (See True Pay End Date in the Report Breaks and Extract Fields).
  • Offcycle Vouchers starts with V7003XXX

Select an RFA:
  RFA – Retroactive Funding Adjustments are only for funding changes (combination code and %
distribution changes) to an already posted payroll. Once the funding change (RFA) voucher has been
processed by the Payroll office it will be posted to this site. RFA vouchers processing is not dictated by
a set processing schedule. See the Payroll website for information and process for requesting an RFA.
  • RFA Vouchers starts with values greater than V7004XXX

Enter HR Department(s) (aka Position Department)
Each Position is assigned to an HR Department and is 7 digits long. Enter 4 or up to 7 digits for the
Position Department. To search on multiple select numbers, enter the full 7 digits and enter a hard
return after each 7 digit number entered. Entering only the first 4 digits will return all the HR
departments that begin with the value entered. The system defaults a wild character behind the request.
(This is not a funding source/chartfield – see DeptID for the chartfield.)
An HR Department is defined as “the smallest organizational unit of the University recognized by the central administration which has: one or more positions, a budget, and sovereignty (meaning that the Department has its own mission, authority over its own budget, and authority over its own operations).” Generally, Departments will be the lowest level to which budgets are allocated by the University administration.

Selecting a report by this option only, will return all funding data/rows for all positions or pools assigned to the HR Department regardless of funding/chartfields.

When requesting data on a Pool ID you need to include the HR Department in addition to the Pool ID.

The following are the chartfields or funding fields. You may enter a combination of values.

DeptID(s) aka Cost Center(s)
This is the first part of the combination code (funding), also known as the Cost Center or Department Chartfield (Dept_CF).
Each funding source is assigned to a DeptID/Cost Center and is 7 digits long. Enter the first 4 or up to 7 digits. To request multiple DeptIDs, enter the full 7 digits and then enter a hard return after each 7 digit number entered. Entering only the first 4 digits will return all the DeptID that begin with the value entered. The system defaults a wild character behind the request.

Fund Code(s)
Enter a 3 digit Fund. To request multiple Funds enter a hard return between the 3 digit values. Very few departments have their own Fund, likely users should enter another restricting field such as HR Department or DeptID etc.

Project(s)/Grants(s)
Enter the Chartfield assigned to sponsored projects. To request multiple Projects, enter the full Project value and then enter a hard return after each Project entered. Entering a partial value will return all the Projects that begin with the value entered. The system defaults a wild character behind the request. Cost shared monies are included if running by Project, including the Fund or Chartfield 3 may help to determine direct vs cost share expenditures.

Chartfield 3(s)
Chartfield used for reimbursable funding (e.g. KUEA, KUMC) by using the account number assigned and for the designation of Project charges to post to the Key Personnel budget category (use PI) in combination with Project/Grants. To request multiple Chartfield 3s, enter the full Chartfield 3 value and then enter a hard return after each value entered. Entering a partial value will return all the Chartfield 3s that begin with the value entered. The system defaults a wild character behind the request.

Chartfield 2 (cost share)
Chartfield 2 is only used to show when the funding has been cost shared and the only value is CS. Cost shared monies are included if running by Project, including Chartfield 3 (and/or Fund) may help to determine direct vs cost share expenditures.
The following are fields for reporting on an Employee ID or Position or Pool ID

Enter EMPLID(S)
This is the HR/Pay Employee ID number. To request multiple Employee IDs enter a hard return after each value entered. It is not recommended to use a partial Employee ID.

Enter Position Number
A Position number is assigned to every employee. To request multiple Position numbers, enter the full Position number and then enter a hard return after each value entered. It is not recommended to use a partial Position number. (A Position number is an 8 digit value.)

Enter Pool ID
Use this field along with another field such as HR Department or DeptID. The field is 3 digits and many departments use the same 3 digits but when it is used in combination with HR Department it will make the value unique. To request multiple Pool ID numbers enter a hard return after each value entered. Entering a partial value will return all the Pool IDs that begin with the value entered. The system defaults a wild character behind the request.

Pay Group
Similar positions (employees) are combined by pay groups for processing payroll. Click to highlight pay group(s) from the list and move to/from Selected to include or exclude by using the arrow keys or X to delete.

CUN – non exempt (hourly) staff and faculty
CUX – exempt (salaried) staff and fiscal year faculty prorate 10 days per biweekly periods
LCT – exempt (salaried) academic year faculty, prorate 14 days per biweekly periods, (eligible for summer benefits coverage).
LFC – exempt (salaried) academic year faculty, prorate 14 days per biweekly periods
LTX – exempt (salaried) less than 12 month staff, prorate 10 days per biweekly period, (eligible for summer benefits coverage).
SRX – exempt (salaried) student, prorate 10 days per biweekly period
STN – non exempt (hourly) student
STX – exempt student, prorate 14 days per biweekly period

Account (aka Object Code)
Chartfield used for categorizing the type of expenditures. Accounts are established by the State of Kansas and the Comptroller’s office. Regular earnings, retirement etc. Click to highlight the account(s) from the list and move to/from Selected to include or exclude by using the arrow keys or X to delete.

Check Number
This is likely only used by Payroll or Human Resources.
The following are fields are for building report parameters.

**Report Breaks**
Select up to 4 options with a minimum of 1 option. Select from a predefined list.

**Options of Report Breaks not defined earlier**
- **Chartfield String** – DeptID, Fund, Project, Chartfield 2, Chartfield3 and all put together in one field
- **Offcycle Flag** – indicator N(no) or Y (yes) if processed as an offcycle voucher
- **True Pay End Date** - when offcycles are processed they all have the same pay end date but they will be covering varying pastperiods. Use this value to indicate the actual payroll period (worked) the cost are covering.

**Additional fringe detail columns**
Details that can be used to extract the employer’s fringe cost. Some benefits information is considered confidential (health and voluntary benefits.) Click to highlight fringe accounts from the list and move to/from Selected to include or exclude by using the arrow keys or X to delete. (The values are also included in the Account list above.)

**Additional extract columns**
You must select the output options that produce an extract file (e.g. Excel) not Web to take advantage of this option. Click to highlight fields from the list and move to/from Selected to include or exclude by using the arrow keys or X to delete. Options have been defined earlier.

**Exclude Voucher ID plus Pay Check Date from heading breaks** - Select Yes or No for web output.

**Include entire Accnt Code in Heading if Cost Center entered?** - Select Yes or No for the Combination Code for web output.

**Output Options**
This allows you to select how the data is returned and formatted. Page formats are defaulted.

**Output type**
- Web – opens in web window, the report displays on monitor (can not edit)
- Excel data file – data downloaded to an excel file with one header row
- PDF – report style with report request headers
- Word – report style with report request headers
- Excel report – report style with report request headers

You may also format for print options on this page.

**Word/PDF page orientation**

**Word/PDF paper size**

**Word/PDF print margins**

**Word/PDF font size**
Query Information
 Mostly used centrally can include log or time data

Run
Select this button to run the data extract/report. This button is found on the bottom left hand side of each page.

If you have questions regarding the data returned, please contact the Payroll Office, Penny Kellum 785/864-5995, pkellum@ku.edu. If you have questions with the exporting of the data, please review the Help and Training Guide on the General Tab in DEMIS and then if the export does not work, please contact the IT Customer Service Center 785/864-8080 ITCSC@ku.edu.
DEPARTMENTAL HR/PAY REPORTS

Overview
This reporting option allows Time Reviewer or Financials SSC staff the ability to be able to extract or review Human Resource & Payroll system (HR/Pay database) data regarding employees. The reports are created by a daily extract from the “night” before and is “as of date” not historical data. Security is using the Time Reviewer access from the HR/Pay system for the departmental security. Financials SSC staff upon request may have access assigned manually for the EE Campus Wide Combined View by the HR/Pay team. Some reports only allow the Time Reviewer to extract data in which they have access to the employee by the HR Department of the Position (i.e. the departments that can be access for Time and Leave entry.) For details on the fields and their usage please use the HR/Pay Navigation Manual.

It is very important that you keep this data secure as it is confidential data.

This is using DEMIS SAS Web Report Studio and requires the use of Internet Explorer 6.0 or higher. This allows a user to create a report and save in their directory.

The menu is display under the HREO/Payroll Tab in the DEMIS Portal
If you have access to this menu you will see various reports section displayed. Options in the section vary by security role.

The reports may be delivered via web view (display on monitor) or to various formats for use with excel.

There are other options on the pop up menu shown (right mouse click) below that you may use or you may determine it is easier to download the data into excel and manipulate. The most common is Filter and Export Table (Download) or Assign Data to change the columns of data.

Filters – to filter right click inside a cell and the following box pop up. Click on the Filter and Rank

A new page pops up with the field and allows you to select the values and put on filter – see below in this example we are filtering on DeptID, in this example I selected Get Values to display for choices – this is optional if you know the value(s) you want you can just type them in the “Type a value to add” box.
If you move a value that you don’t want you may select the value under the “Selected values” box and hit the X to remove.

Then indicate OK – the report will be returned with the selection criteria.
To save this to be run again: Select File then drop down menu of Save As. You will need to save it under your folder. You can rename the report and you can select if you want data automatically refreshed.

**Assign Data** - To remove a field to hide or to add a hidden field or to rearrange the order of the columns on the report: Click inside a field (not in the heading but in the data) and then right click for the options from the pop up menu; select Assign Data; field list opens up; select field and drag to move.

**Saving a Personal Report**
In this example we are saving this and to be called Dept Campus Wide 1520000 and under the location of My Folder

You may also put in a description.
Rerunning a Saved Personal Report
Go to the menu option example EE Campus Wide Combined View
Pull down the File menu – you may find the report listed in Open Recent list if not select Open

If using Open – change the Location to be My Folder
Select Report Name by double clicking or highlight and click Open

FYI - If running the EE Campus Wide Combined View – the report opens to the front page just select View Report and you updated data will be returned.

Export Table to Download Data
1) Basics to Downloading
   a) Be sure that your cursor is in a data cell (not the heading but in the details).
   b) Right click mouse and this menu will appear
   c) Choose Export Table and preferred to select Excel (which defaults) and select OK
   d) The following options will be displayed – this is your decision. If saving, it is required to save the data to a secured network drive. Then just open in excel if you selected save. At this point it is a “regular” excel file.

If you have questions with the exporting (how to) of the data, please review the Help and Training Guide on the General Tab in DEMIS and if the process does not work, please contact the IT Customer Service Center 785/864-8080.
(Hint – the cursor must be in a cell on the report to export and the icons do not work.)

Save to a secured location.
DAILY EMPLOYEES (DATA)

Table of Contents

The page automatically opens up the first report under the Table of Contents. There are multiple “groupings of data fields” (Table of Contents) using data from the various modules in our HR/Pay system. Select from the drop down to move to another option.

You will need to select by an ARSP or you may select All ARSP. This access is restricted to only departments in which you have HR/Pay access as a time reviewer.

This report should be used for monitoring Special Attributes (position attributes or conditions) such as Serve at the Pleasure (SRVx), Limited Term and Faculty Administrative Review End Dates, Contingent upon Funding, Acting and Interim.

Some fields may change with programming updates.

Options

In order to have the delivered report in a manageable view we have not included all fields that are available. You may change your fields by using Options.

Contact Info

This section is similar to a directory listing (keep in mind home information is confidential) but with additional fields for sorting.

Displayed Fields:

- ARSP - Areas of Responsibility is the numeric organizational structure of the university budgetary and reporting lines
- HR Department- Department on Job/Position (HR Dept)
- Name – Primary – SS Card Name
- HR Department Name
- Preferred Mail Dept – Department Name if MailDrop ID is used on Position Data (Prf MailDept)
Room – Work
Building Name (Work)
Registered Email
Contact Attributes – values assigned by Position for mailing list (not used or maintained as much)
Designated Attributes – values assigned by Position duties
  - CB/SB- position is likely eligible for Call Back and Standby Pay
  - CDLIC – Commercial Drivers License required based on job duties
  - FIRER- position duties require carrying of a Firearm/Weapon
  - SUBx – position duties require employee to file the annual State of Kansas Substantial Interest Annual Statement
  - WEAx – employee holding position must report to work during inclement weather (if designated with a letter may be a back up designation)
    - WEA1A - Weather Essential
    - WEA1B - Weather Essential Backup
    - WEA2A - Weather Essential Intermittent
    - WEA2B – Weather Essential Intermittent Back up

*Home Address Line 1 - Home is also known as the W2 Address  Home Address line 2 Home City Home State Home ZipCode Home Phone Cell Phone Home Country
Regular/Temporary (R/T)
Employee Class (Empl Cls)
Title - Job Title
Working Title- Preferred Title
*Mail Phone and Mail Address line 1-mailing is a secondary address may be local address if Home is not
Mail Address line 2 Mail City Mail State Mail Zip Code
Preferred Directory Department
Extract Date – shows the date extracted from HR/Pay
*All Ethnic Group Codes

Contact Additional Fields under Hidden – many of these fields have a higher security level as noted by *
Home County
Female/Male (F/M)
*Birth date (Birth) – (Birth date is confidential and the employee must authorize use on depart. calendars)
* All Ethnic Group Codes – Not currently available
Highest Education Level (Educ Lvl)
*Citizenship
Campus Location (Location)
Full-Time or Part-Time (F/P)
Department Head (Dept Head)

Job and Positions
Areas of Responsibility (ARSP) Numeric organizational structure of the university budgetary and reporting lines
HR Department- Department on Job/Position (HR Dept)
Name – Primary – SS Card Name
Empl Stat – Employee Status
Regular Temporary (R/T)
Employee Classification (Empl Cls)
Standard Hours (StdHrs)
Full Time Equivalency if check on the positions (FTE)
Compensation Rate (Comp Rate)
Employee Type (Empl Type)
- Fair Labor Standards Act Designation (FLSA)
- Pay Group (Pay Grp)
- Job Code
- Annual Rate for 12 months based on current compensation rate
- Annual Benefits Base also known as ABBR – includes base compensation and will includes additional payments, shift, payouts, overloads, summer pay for faculty etc.
- Shift – if the position is eligible for shift pay
- Title – Official Job Title
- Band – also known as Grade – only for University Support Staff (USS)
- KU Level l- also know as the Hiring Level
- Position Number (Pos No)
- Pool Id
- Effective Date latest effective dated Job row (Eff Date)
- Extract Date – shows the date extracted from HR/Pay
- Ku Limited Term Date – display last active limited term or faculty administrative review date (if applicable)
- Special Attributes – Position designated
  - SRVx – Employees who serve at the pleasure of administration
  - If position is contingent upon funding the shortened fund values will be displayed

Job and Positions Additional Fields under Hidden – many of these fields have a higher security level as noted by *
- *Employee ID – EmplID
- Employee Record Number - Rcd
- Female/Male (F/M)
- *Ethnic Group (Ethnic Grp)
- Termination Date (Term)
- Last Worked Day (Last Work)
- Last Job Action Code (Job Action)
- Job Key Date (Job Key Dt) Last date Job Action was entered in HRSA
- Job Reason (Job Rsn) Reason code
- Job Entry Date (Job Entry Dt) Date the HR/Pay system as stored when the employee first entered their current job.
- Position Entry (Posn Entry) Date the HR/Pay system stored when the employee was appointed to their current position number
- Full-Time or Part-Time (F/P)
- Employee Type – Hourly or Biweekly (H/B)
- Change Amount from the HR/Pay system displays if compensation change (Chg Amt)
- Change Percent from the HR/Pay system displays if compensation change (Chg %)
- HR Position Area of Responsibility Abbreviation (ARSP Abrv)
- HR Position Department Name (HR Dept Name)

**Earnings Funding**
- Areas of Responsibility (ARSP)
- HR Department- Department on Job/Position (HR Dept)
- Employee Name – Primary – SS Card Name
- Combination Code (Chartfields of DeptID, Fund, Chartfield 3
- CS –Chartfield 2 Cost Share
- Chartfield 3
- % Distribution- funding split between the account codes (% Dist) always will total 100% per Position or Pool Id (display value is currently showing 100.000% as 1.000)
Fund FTE - shows the FTE of the overall person as related to the funding source (FND FTE)

Fund Salary – shows the annualized salary (FND Salary) Students will be 0.00

  Use the compensation rate to determine annual rates

Limited Term Date (LT Date) display last active limited term or faculty administrative review date (if applicable)

Special Attributes – Position designated

  SRVx – Employee who serves at the pleasure of administration
  If position is contingent upon funding the shortened fund values will be displayed

HR Department- Department on Job/Position (HR Dept)

Paygroup

Position Number (Pos No)

Pool Id

PP End – last payroll period paid

Extract Date – shows the date extracted from HR/Pay

Funding Information Additional Fields under Hidden – many of these fields have a higher security level as noted by *

  *Employee ID – (EmplID)
  Employee Record Number – (Rcd)
  Job Code
  HR Department Abbreviation (HR Dept Abbr) – Short description of the position department name
  Employee Classification (Empl Cls)
  Pay Date – last date the employee was paid
  Fiscal Year (FY)
  Fund

Evaluation/Service

Areas of Responsibility (ARSP) Numeric organizational structure of the university budgetary and reporting lines

HR Department- Department on Job/Position (HR Dept)

Name – Primary – SS Card Name

Position Number

Empl Stat – Employee Status

Supervisor Position and Name – Name of Supervisor and the supervisor’s position number

Employee Classification (Empl Cls)

Title – Official Job Title

Probation Date used with University Support Staff –USS (Probation Dt)

Limited Term Date (LT Date)

Review Date – (Review Dt) Date of last review recorded in HR/Pay

Review From (Revw From) and Review to (Revw to) Period covered in latest review

State of Kansas Adjusted Service Date – (KS Adj Srv) i.e. State service

KU Initial Service Date – (KS Adj Srv) i.e. KU original service date

KU Adjusted Service Date – KU adjusted service date (KU Adj Srv)

Job Entry Date (Job Entry Dt) Date the HR/Pay system as stored when the employee first entered their current job.

Position Entry (Posn Entry) Date the HR/Pay system stored when the employee was appointed to their current position number

Hire Date – Original Hire Date as stored in the HR/Pay system – this value may not be accurate due to various system changes.

Rehire Date as stored in the HR/Pay system – displays last rehire date.

Department Head – Name of the department head from the department table (Dept Head)
- HR Department- Department on Job/Position (HR Dept)
- Extract Date – shows the date extracted from HR/Pay
- Regular Temporary (R/T)

Evaluation / Service Additional Fields under Hidden – many of these fields have a higher security level as noted by *
- Employee Classification (Empl Cls)
- HR Department Abbreviation (HR Dept Abrv) – Short description of the position department name.

If you have questions regarding the data, please email hrpay@ku.edu. If you have questions with the exporting of the data, please review the Help and Training Guide on the General Tab in DEMIS and if the process does not work, please contact the IT Customer Service Center 785/864-8080.
EE CAMPUS WIDE COMBINED VIEW

The purpose of the campus wide view is to allow a combined view from several modules in the PeopleSoft HR/Pay system and allows us to provide campus wide access without risk of exposure of confidential data.

Request Options

If you do not want to retrieve data by name, skip this page by selecting View Report.

If you want to run report by Name, you must always include an * at the end of your entry, then select View Report.

1. The results can be exported to Excel or Filtered once the data is returned. Click inside a field (not in the heading but in the data) and then right click for the options from the pop up menu.

2. To add additional or delete fields to the standard delivered results: Click on arrow by Options.

   The following box will pop up. Click on the + on the HCM_KUL_JOBPOSFND_CURFUT and a list of fields will open up. The picture below shows the list opened.

3. Selecting a field is done by highlighting by clicking on the mouse.
a. To select multiple individual fields; use Ctrl and mouse.
b. To select multiples that are grouped together; use Shift and mouse to mark the first and last and all fields in between will be selected.

4. Select the field(s) to add and then select the arrow pointing to the right box.

5. To remove a field to hide or to add a hidden field or to rearrange the order of the columns on the report:
   - Click inside a field (not in the heading but in the data) and then right click for the options from the pop up menu; select Assign Data; field list opens up; select field and drag to move.

6. Select OK

7. Sample of data is below when only 5 fields were retained. The fields selected are displayed on the left side and the results are presented on the right.
Fields
Appointment Fields (Job, Position)

<table>
<thead>
<tr>
<th>Deptid</th>
<th>DeptName Short</th>
<th>Name</th>
<th>Empid</th>
<th>Position Nbr</th>
<th>Position Pool Id</th>
<th>Fica Status</th>
<th>Paygroup</th>
<th>Jobcode</th>
<th>Jobtitle</th>
<th>Reg Temp</th>
<th>Part Time</th>
<th>FTE</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Empl Class</th>
<th>Empl Rcd</th>
<th>Std Hours</th>
<th>Empl Type</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Comprate</th>
<th>Comp Frequency</th>
<th>Annl Benefit Base Rt</th>
<th>Annual Rt</th>
<th>Date Status</th>
<th>DeptidPrmpt</th>
<th>EmpidPrmpt</th>
<th>NamePrmpt</th>
<th>Supervisor Psn</th>
<th>Supervisor Name</th>
</tr>
</thead>
</table>

Funding Fields (Department Budget Table)

HR HCM REVIEW
This extract/report is a subset of HR/Pay Position data. Accuracy of these position data are key to the success of the HR/Pay system for routing of workflow in HR/Pay, particularly the “reports to” field for supervisory approval, reporting and eligibility for benefits.

*The work schedule on Position that is displayed on this report is no longer used. As of 9.1 the Time and Labor work schedule is used.*

For details on the fields/columns and their usage please see the HR/Pay Navigation Manual.

Select the menu item HR HCM Review. The data returned is based on your HRSA Time Reviewer access.

Table of Contents
The page automatically opens up based on your Departmental Time Reviewer access. If you have access to more than one HR Department the lowest department number will be returned when you request the data. The additional department may be select from on the lefthand side of the page under the Table of Contents.

1) Work schedules used for Absence Management and Time and Labor are located in the HR/Pay system under Manager Self Service > Time Management>Manage Schedules>Assign Work Schedule. (Position data work schedule is not used.) HR/Pay document regarding work schedules:
hrpay.ku.edu/documents/How_to_Change_Work_Schedule.pdf

2) Report to Name, Reports to Pos Nbr (Position Number) – This is critical – This is to be the employee’s correct supervisor as approval processing uses this data. This data will also be used for other campus systems.
**Options**
You may customize your fields by using Options if you wish to use for other purposes.

If you have questions regarding the data, please email hrpay@ku.edu.
If you have questions with the exporting of the data, please review the Help and Training Guide on the General Tab in DEMIS and if the process does not work, please contact the IT Customer Service Center 785/864-8080.

**HOURS AND ERNCODES AND AMOUNTS**

The purpose of this option allows time reviewers access to run data for hourly employees by Department, Employee ID, or Voucher in order to provide data regarding the cost of an earnings code. This may also be used to validate the details of a paycheck for hourly employees only. At this time the data can only be available for the current fiscal year but in the future we hope to have multiple years of data available.

Funding is not stored or calculated by the earnings codes so this report is not able to have funding by the earnings code. For funding verification, users will need to run the Gross and Fringe report.

As this data contains some types of leave which are confidential the security is only allowed to time reviewers and treated as confidential personnel data.

**Request Options**
As shown below in the entry screen you may run by a HR Department ID and/or Employee ID and/or Voucher Number.

You must always include an * at the end of your entry, then select View Report.

If no values are entered and View Report is selected, data will be returned for the fiscal year to date using the time reviewer HR/Pay access.
The following columns are returned:

- Deptid: HR Department- Department on Job/Position (HR Dept)
- Pay End Dt: Pay end date of payroll processing
- True Pay End Dt: when offcycles are processed they all have the same pay end date but they will be covering varying past periods. Use this value to indicate the actual payroll period (worked) the cost are covering. If oncycle will the same data as Pay End Dt
- Name: Employee Name lastname, First Middle
- Erncd: Earning Code from Paycheck
- Earned Hrs: Sum of hours for the period requested by earnings code
- Earned Earns: Sum of gross pay for the earning code and period requested
- Paygroup: CUN – Non Exempt Staff or STN – Non Exempt Student

**Data Fields**

A list of all fields available are pictured below:

To remove (hide) or add a field (from hidden) or to rearrange the order of the columns on the report: Click inside a field (not in the heading but in the data) and then right click for the options from the pop up menu; select Assign Data; field list opens up; select field and drag to move.

The results can be exported to Excel or Filtered once the data is returned. Click inside a field (not in the heading but in the data) and then right click for the options from the pop up menu:

If you have questions with the exporting (how to) of the data, please review the Help and Training Guide on the General Tab in DEMIS and if the process does not work, please contact the IT Customer Service Center 785/864-8080. (Hint – the cursor must be in a cell on the report to export and the icons do not work.)

If you have questions about the data, please contact mailto:hrpay@ku.edu?subject=DEMIS.