



The University of Illinois

HR/Pay Team
Salary Planner Reports

HRES_BPL_Adhoc_Query
Training Aid

Report Name: HRES_BPL_Adhoc_Query

Description: The HRES_BPL_Adhoc_Query provides a list of all employees within a given extract. The fields captured in this report include:

- Employee biographic information;
- Department;
- Current FTE;
- Proposed FTE;
- Current Salary;
- Proposed Salary;
- Rate Increase;
- Other Change;
- Tenure;
- Rank;
- Job Merit % Change
- Overall Proposed Salary
- Employee Status
- NACUBO Code

The report captures up-to-date job information held within Banner that is expected to be in effect as of a specified date. For Academic Employees, the HRES_BPL_Adhoc_Query report provides updated job information that is expected to be in effect on 8/16/04.

For Open Range Employees, the HRES_BPL_Adhoc_Query report provides updated job information that is expected to be in effect on 8/29/04.

When the HRES_BPL_Adhoc_Query retrieves tenure data based on tenure status on 8/16/04, it captures information about the following employees and their jobs:

- Employees who have no tenure record(s) for their job(s);
- Employees who have multiple jobs in which they hold tenure; and
- Employees who have tenure on one job where the tenure was granted effective 8/16 /04 or earlier.

The report will not list an employee with one tenure record if that record is effective 8/17/04 or later.

This report can be viewed in Eddie through HTML (Options – View Documents – Standard HTML) and then copied into excel. Once report comes up in Eddie, select all, copy, and then paste into an excel worksheet. This allows for additional sorting and filtering.

Report Fields:

| Field Name | Field Description |
|------------|-------------------|
|------------|-------------------|



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|----------------------------------|---|
| Fisc Year | Fiscal Year |
| Admin Org | Budgeted Org for position |
| Name - Last Name, First Name, MI | The employee's name as it was entered into Banner. |
| UIN | Unique identifier for each employee in the Banner database. University ID Number (UIN). |
| Gender | Displays the gender of the beneficiary: Male or Female |
| Home Org | The chart of accounts code of the employee's home department. |
| Position | The Position Number is obtained from Banner and is used as a unique identifier for the position. The first character will designate place of employment (C = Chicago; S = Springfield; U = Urbana). The second (if needed) will designate sub-location within place of employment. |
| Suffix | Suffix indicates whether there is more than one job for the selected position number. Typically, the suffix 00 is used if there is only one job for that position. If employee has more than one job in the position, the suffix reflects the next number. For example, the next suffix would be 01, 02, and so on. |
| Timesheet Orgn | Displays the timesheet chart of accounts code of this employee. |
| E-Class | This field identifies the high-level employee grouping (Graduate, Academic, Staff, Student, or Hourly). |
| Budget Profile | The Budget Profile code that was assigned to the position, which indicates that the position is budgeted or non budgeted. From table NTVBPRO |
| Tenure | Tenure code is the tenure status of the employee for the Job being displayed. The tenure codes consist of: Indefinite Tenure; Initial/Partial Term; Probation; Probationary/On-Track |
| Proposed FOAPAL Percent | Percent associated with the FOAPAL string for the employee's job. |



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|-------------------------|--|
| Proposed Job F-O-P | Fund, Organization and program associated with the FOAPAL string for the employee's job. |
| Current FTE | Current FTE of the employee's job from NBAJOBS. |
| Proposed FTE | Proposed FTE on employee's job from Salary Planner. |
| Current Salary | Current Salary on employee's job from NBAJOBS. (Total salary for the job, not broken out by FOAPAL string) |
| Rate Increase | Rate of increase between the (Sum of Proposed Salary for all of the employee's jobs– Other Change) and the Current Salary. (Not broken out by FOAPAL string) |
| Other Change | Change Amount for the employee when Job Change Reason is 'Other'. (Not broken out by FOAPAL string) |
| Proposed Salary | Proposed Salary Planner Salary tied to the FOAPAL string of the employee's job. |
| Job Merit % Change | $(\text{Rate Increase}/\text{Current Salary}) * 100$ for the employee's job. (Not broken out by FOAPAL string). |
| Overall Proposed Salary | Sum of Proposed Annual Salary for all employee's jobs for the employee from the Salary Planner. (Not broken out by FOAPAL string). |
| Employee Status | Indicates if an employee is A - (active); T - (terminated) |
| Rank | Defines the level/position of the employee. The rank values consist of Professor, Associate Professor, Assistant Professor, Research Professor, Research Associate Professor and Administrator with an alpha rank code and an IPEDS rank of 9 for the Administrator. |
| NACUBO | |