



The University of Illinois

HR/Pay Team  
Salary Planner Reports

HRES\_Open\_Range\_Daily\_Change  
Training Aid

**Report Name: HRES\_Open\_Range\_Daily\_Change**

**Description:** The HRES\_Open\_Range\_Daily\_Change report provides a list of all Open Range employees with jobs that are associated with a change. This report is sorted by the type of change (job or labor distribution), employee's name, position, suffix, & effective date.

**Report Fields:**

Field Name	Field Description
Name – Last Name, First Name	The employee's name as it was entered into Banner.
UIN	Unique identifier for each employee in the Banner database. University ID Number (UIN).
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.
Effective Date	Effective date associated with the change on the employee's job or labor distribution.
Status	Indicates if an employee is A - (active); T - (terminated)
TS Org	Displays the timesheet chart of accounts code associated with the employee's job.
Home Org	The chart of accounts code of the employee's home department.
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
P Class	5-Character Position Class associated with the employee's job.



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E Class	This field identifies the high-level employee grouping (Graduate, Academic, Staff, Student, or Hourly).
Regular Rate	The regular hourly rate for this job.
Annual Salary	The annual salary for the job based on the calendar year.
Hrs/Day	The number of hours an employee willing this job normally works in a day
Hrs/Pay	The number of hours an employee willing this job normally works in a pay
FTE	The full time equivalency percentage assigned to this job.
COA	Chart of Account associated with the employee's job.
Fund Code	The 6-digit fund code displays the code identifying the fund to which the job is assigned.
Org Code	The 6-digit organization code displays the code identifying the organization to which the job is assigned.
Account Code	The 6-digit position account code displays the code identifying the account to which the job is assigned.
Program Code	The 6-digit program code displays the code identifying the program to which the job is assigned.
Activity Code	The 6-digit program code displays the code identifying the activity to which the job is assigned.
Location Code	Used to identify where a fixed asset is located.
Percent	Percent to be applied to the given Labor Distribution.