

Report Name: Daily Transaction Report

Description: The report will give departments/colleges/central HR units the ability to check on a daily basis entered data for accuracy. Captures on a daily basis, any changes that have occurred to an employee's position/job record.

Purpose: The result of checking on daily basis allows the data to be corrected and/ or adjusted if it is not accurate eliminating possible adjustments in pay, corrections to NOAs, adjustments to benefits, corrections to SURS, etc

How it can be used: Report data is based on the user's Banner security. After selecting a report you will be directed to a form for additional information needed to complete the request.

Please allow time for processing while the report verifies your Banner security and then processes the report request.

This report is exportable to Excel.

Report Source: EDW

Report Tool: Cold Fusion

Universe: N/A

Frequency: On Demand

Location: [UHR Reporting Portal](#)

To Request Access: You can only access information for your organization. Your access is based on your Banner security and you must have General HR Reporting security access.

For more information on requesting access to other HR Reports or to locate your Unit Security Contact (USC) refer to the following website:
http://www.hr.uillinois.edu/human_resource_systems/reporting_portal/


Example Report

Daily Transaction Report

Report Description - Elapsed time from initiate to apply (or initiate to today if not yet applied) for a transaction.

Loading Data - It may take a few seconds for data to load.

Sorting - Click on a column heading to sort data. It may take a few seconds for data to sort.

 Excel Download

Department C...	Department N...	Name	UIN	Employee E-Cl...	Campus	Home COA	Position	Type	Budget Ref	P-Class
630	Human Resourc...	Human Resourc...	000000000	BA	U	1	00000000	Primary		50531
630	Human Resourc...	Human Resourc...	000000000	BA	U	1	00000000	Primary		SAAAA
904	Univ Ofc for Hu...	Univ Ofc for Hu...	000000000	BA	U	9	00000000	Primary	R	SALAA
904	Univ Ofc for Hu...	Univ Ofc for Hu...	000000000	BA	U	9	00000000	Primary	R	SALAA
212	UA Employee R...	UA Employee R...	000000000	SA	U	9	00000000	Secondary	X	8NB01

Field Name	Definition
<i>Date</i>	Transaction date –begin and end date of report report
<i>Department</i>	Campus Department Code
<i>Department Name</i>	Department Name
<i>Name</i>	Employee Last, First, Middle I
<i>UIN</i>	Employee UIN
<i>Empl E-Class</i>	Employee class of employee
<i>Campus</i>	Campus location
<i>Home COA</i>	Employee’s home Chart of Account
<i>Org</i>	Organization code assigned to the department
<i>Position</i>	Six-character position identifier
<i>Suffix</i>	Two character code that further defines the Position
<i>Job Contract Type</i>	Indicates whether a job is Primary (P), Secondary (S) or Other (O).
<i>Budget Ref</i>	Position Budget Profile Code
<i>P-Class</i>	Position Class code
<i>Job Detail Title</i>	Title of Position
<i>Effective Date</i>	Date the record becomes effective for Payroll purposes
<i>Personnel Date</i>	Date that reflects when the transaction occurred or will occur
<i>Job End Date</i>	End date of the job
<i>Job E-Class</i>	Employee Class Code associated with the job
<i>Leave Code</i>	The default leave category code for which employees in this Class will be eligible. The Leave Category will default to the Employee Form (PEAEMPL).
<i>TS Org</i>	Org Code
<i>FTE</i>	Full Time Employment equivalent value; cannot exceed 1.0

<i>Appt. %</i>	Appointment percentage
<i>Hourly Rate</i>	Hourly Rate of pay
<i>Monthly Salary</i>	Monthly salary
<i>Annual Salary</i>	Annual salary
<i>Change Reason Code</i>	5 character code for the Job change reason
<i>Change Reason Description</i>	Description for the Job change reason
<i>Job L/D Percent</i>	Labor Distribution percent
<i>Job L/D CFOAP</i>	Labor Distribution CFOAP code
<i>Process Date</i>	Date the transaction is processed
<i>Search Number</i>	Search Code number from HireTouch
<i>Initiator UIN</i>	UIN of employee who initiated this transaction in the HR Front End application