Report Name:	**HRPAY Employee Role**
Description:	Provides a list of employees within the department along with each employee's job and corresponding organization.
Purpose:	A report for maintaining the Time Reporting Routing queue
How it can be used:	Since the jobs listed on the report for each employee are not limited by organization, this report provides a unit with a comprehensive view.
Report Source:	EDDIE – Banner Reporting Copy
Report Tool:	Business Objects
Universe:	N/A
Frequency:	Weekly
Location:	The report is housed in View Direct: https://docdirectpweb.admin.uillinois.edu/ddrint/servlet/ddrint

For tips on using View Direct, see the View Direct job at:
https://nessie.uihr.uillinois.edu/pdf/reports/View_Direct_JobAid.pdf

To Request Access: If you cannot access the report, have your Unit Security Contact (USC) request access for you submitting a request for access through the AITS Security Web Application at

https://webprod.admin.uillinois.edu/secapp/indexxd.html

Profile: HR PAY Employee Role

For more information on requesting access to other HR Reports or to locate your Unit Security Contact (USC) refer to the following website:
https://hrnet.uihr.uillinois.edu/dart-cf/reporting/reportaccess.cfm

**Example
Report**

University of Illinois

University of Illinois
Employee Role Report

Mar 21, 2007 13:29
DO-Banner

Input Parameters - Empl UIN: Empl Position: Empl Suffix: 00

Legend: A = Approver, F = Acknowledger
               O = Originator, S = Superuser

UIN:	POSITION:	SUFFIX: 00	LAST NAME:		FIRST NAME:

COA	Low ORG	High ORG	Role
	*	*	S

Proxy ID	Proxy Full Name		Sec Ind	COA	Low ORG	High ORG	UIN	Position	Suffix

Field Name	Definition
Input Parameters - *Empl UIN:* *Empl Position:* *Empl Suffix:*	Enter the Employee UIN, Position, and Suffix to filter the report
UIN:	Employee UIN (University Illinois number)
Position:	Six character position identifier
Suffix:	Two character code that further defines the Position
Last Name:	Employee Name, Last
First Name:	Employee Name; First
COA:	Chart of Account to which the employee has access
Low ORG	Lower limit of the Organization code range to which the employee has access (an asterisk indicates all orgs)
High ORG	Upper limit of the Organization code range to which the employee has access (an asterisk indicates all orgs)
Role	This employee's timesheet security role: S=Superuser; F=Acknowledger; A=Approver; O=Originator
Proxy ID	Enterprise ID of this employee's timesheet proxy
Proxy Full Name	Full name of this employee's timesheet proxy
Sec Ind	Indicates if the proxy user is a Master Org user (has access to all university organizations
COA	If the proxy is not a Master Org user, displays the Chart of Account to which the proxy has access
Low ORG	If the proxy is not a Master Org user, displays the lower limit of the Organization code range to which the proxy has access
High ORG	If the proxy is not a Master Org user, displays the upper limit of the Organization code range to which the proxy has access
UIN:	Employee UIN (University Illinois number)
Position:	Six character position identifier
Suffix:	Two character code that further defines the Position