

Report Name: List by Organization

Description: The report will give a list of current employees based on job org code.

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.

Report Source: Enterprise Data Warehouse

Report Tool: Available in Excel Spreadsheet view

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

List by Organization Report

Report Description - Current employees based on job org code.

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

Org Code	UIN	Name	Position-Suffix	Job Title	Job Annual S...
123456	123456789	John Doe	12345678	U NWS SEMI-S...	\$19,760.00
456789	987654321	Jane Smith	87654321	SR ASSOC DIR ...	\$105,426.39

Field Name	Definition
<i>Org Code</i>	Organization Code
<i>UIN</i>	The identification number assigned to persons by the University of Illinois.
<i>Name</i>	Employee Name; Last, First, Middle I
<i>Position</i>	Six character position identifier
<i>Suffix</i>	Two character code that further defines the Position
<i>Job Title</i>	Job Title
<i>Job Annual Salary</i>	Annual salary