Report Name: HRES Open Range Daily Change

Description: Provides a list of all Open Range employees with jobs that are associated with a change.

Purpose: Used by Salary Planners to track changes to Open Range employees’ jobs within a given date range

How it can be used: Sorted by the type of change (job or labor distribution), employee’s name, position, suffix and effective date.

Report Source: EDDIE – Banner Production
Report Tool: Business Objects

Universe: HR MOD 27 Live Reports

Frequency: On Demand

Location: Info View

To Request Access: You can only access information for your organization. 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

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

Field Name | Definition
---|---
*Input Parameters:* Name of the Salary Planner
Chart of Accounts
The name of the scenario
Derived from the organization code on NBAPBUD
*Begin date:* Job detail begin effective date – changes between these dates will be on the report for a job
*End date:* Job detail end effective date – changes between these dates will be on the report for a job
*COA:* PEAEMPL Chart Of Account
*Orgn:* PEAMPL Org Code
*Name:* Employee Name; Last, First, Middle I
*UIN:* Employee UIN (University Illinois number)
*Position:* Six character position identifier
*Suffix:* Two character code that further defines the Position
*EFF Date:* Date the job record becomes effective for Payroll purposes.
*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* Position Budget Profile Code
*PClass:* 5-Character Position Class associated with the employee’s job.
*EClass:* This field identifies the high-level employee grouping (Graduate, Academic, Staff, Student, or Hourly).
*Reg 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:* Full Time Employment equivalent value for a particular job; cannot exceed 1.0
*COA:* Chart of Account associated with the employee’s job.
<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fund</td>
<td>The 6-digit fund code displays the code identifying the fund to which the job is assigned.</td>
</tr>
<tr>
<td>Acct</td>
<td>The 6-digit position account code displays the code identifying the account to which the job is assigned.</td>
</tr>
<tr>
<td>Orgn</td>
<td>The 6-digit organization code displays the code identifying the organization to which the job is assigned.</td>
</tr>
<tr>
<td>Prog</td>
<td>The 6-digit program code displays the code identifying the program to which the job is assigned.</td>
</tr>
<tr>
<td>Actv</td>
<td>The 6-digit program code displays the code identifying the activity to which the job is assigned.</td>
</tr>
<tr>
<td>Locn</td>
<td>Used to identify where a fixed asset is located.</td>
</tr>
<tr>
<td>Percent</td>
<td>Percent to be applied to the given Labor Distribution.</td>
</tr>
</tbody>
</table>