

Report Name: HPAY Account Segment Exceptions

Description: Identifies earnings charged to an account segment range outside of the designated E-Class account specific ranges

Purpose: Identify earnings charged to an account segment range outside of designated E-Class account specific ranges. Many Earnings codes have account overrides (like overtime) that should NOT be included on the report.

How it can be used: Select all employees, by E-Class, that have earnings charge to an account segment range outside of the designated E-Class account specific range. Do not include Earnings codes that have overrides

Report Source: View Direct

Report Tool: Business Objects

Universe: Banner Reporting Copy (REPTPROD)

Frequency: On Demand

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: ViewDirect – USC submits a request for access through the AITS Security Web Application:
<https://webprod.admin.uillinois.edu/secapp/index.html>

Profile: HRPAY Reports in ViewDirect

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		Account Segment Exception Report								<run date>	
<report id>		Begin Date:								<run time>	
		End Date:									
		Organization Code:									
UIN	Employee Name	Year	Pay Id	Pay No	Seq No	E-Class	Earn Code	Acct No	Valid Acct No Range	Posn	Amt

Field Name	Definition
<i>Begin Run Date</i>	Enter the beginning transaction date to filter the report
<i>End Run Date</i>	Enter the ending transaction date to filter the report
<i>UIN</i>	Employee UIN (University Illinois number)
<i>Employee Name</i>	Employee Name; Last, First, Middle I
<i>Year</i>	The calendar year of the pay event
<i>Pay ID</i>	Identifies the pay schedule; MN (Monthly) or BW (Bi-weekly.)
<i>Pay number</i>	The pay of the year. MN (Monthly) pays range from 1-12 while BW (Bi-weekly) pays range from 1-26. Additionally, period 999 identifies end of year accrual & reversal periods
<i>Sequence number</i>	Pay event sequence number (0=original pay event; any other number signifies an adjustment)
<i>E-Class</i>	The employee class is a high level grouping of employees and details that are associated with this grouping. Details from the employee class default to the position class unless otherwise changed.
<i>Earn Code</i>	Three character earn code
<i>Account Information</i>	Finance Account Code
<i>Valid Account Number Range</i>	Valid low and high account code values based on E-Class
<i>Position</i>	Position number?
<i>Amount</i>	Dollar amount of pay event