

# UC San Diego

## **Academic Personnel Services Cognos Reports**

May 12, 2022

# Agenda

- Introductions
- Expectations
- General Reports Overview/Tips
- Key Reports
  - Employee Compensation
  - Record of Earnings
  - Distribution of Payroll Expense (DOPE)
  - Vacant Positions
  - Visa Monitoring
  - Extended Leave Monitoring
  - Short Work Break Monitoring
  - Jobs with Approaching End Dates

# Expectations – Academic Departments & Divisions

Departments are expected to regularly run UCPATH reports to monitor employee data, job data, and pay.

What are the benefits of reviewing reports?

- Policy compliance
- Reduction of overpayments and off-cycle requests
- Fewer retroactive transactions and UCPATH case submissions
- More time for ~~fun~~ other work.

Deans Offices should also actively engage with reports to check activity in their divisions and support their departments. Some examples:

- Monitor leave activity – you may need to know who is on sabbatical this quarter so you don't invite them to serve on a committee
- Run the Employee Roster Report to ensure all new hires are in the system
- Run the Compensation Report to approved merits and promotions were entered (re-run after a range adjustment to verify range was applied)
- Pull quick rosters of divisional faculty and compensation

# Business Analytics Hub

- <https://bah.ucsd.edu>
  - Make a bookmark
- HR/Payroll

**COVID-19 Updates** Due to the level of [COVID-19 cases on campus](#), masking is required in classrooms and campus-operated residential facilities. Learn more on the [Return to Learn website](#) and stay up to date with County and State guidelines as well as [CDC guidelines](#). [Learn More](#)

BUSINESS ANALYTICS HUB UC San Diego

BI & Financial Reporting **HR/Payroll** Research Student Help Q -

## WELCOME TO THE BUSINESS ANALYTICS HUB

The Business Analytics Hub (BAH) houses a centralized list of analytics and reports that use data from one or more Activity Hubs or created from sources such as Oracle Financials Cloud and UCPath, among others. On BAH, find analytics and reports listed by area, request access to view the data, suggest new or enhanced analytics reports and submit questions. Recommended browsers for BAH and posted reporting solutions are Chrome and Firefox.

# Report Tabs

- Report Tabs

- Human Resources Reports
- Human Resources Reports (Restricted)
- Payroll Accounting and Reconciliation
- Payroll and Financial Reports (Restricted)

- In general, reports are listed alphabetically within each tab

- Click the Launch button to select a report to run

The screenshot shows the UC San Diego Business Analytics Hub interface. At the top, there is a COVID-19 Updates banner. Below it, the page title is "BUSINESS ANALYTICS HUB" and the UC San Diego logo is on the right. A navigation bar includes "BI & Financial Reporting", "HR/Payroll", "Research", "Student", and "Help". The main content area is titled "HR/Payroll" and includes links for "Make a Request", "Ask Question / Report Issue", and "Request Access". A note for Cognos Users is present. Below the note are filters for "Filter by Category" and "Filter by Keyword". The "Filter by Category" section lists several report categories, including "All Reports", "Academic Personnel Reports", "Community Reports", "Human Resources EDI Reports (Restricted)", "Human Resources Reports", "Human Resources Reports (Restricted)", "Payroll Accounting and Reconciliation", "Payroll and Financial Reports", and "Payroll and Financial Reports (Restricted)". The main content area displays three report cards: "Academic Position Management Audit", "Additional Pay Report", and "Benefit Costs Report". Each card includes a description and a "Launch" button.

**COVID-19 Updates** Due to the level of [COVID-19 cases on campus](#), masking is required in classrooms and campus-operated residential facilities. Learn more on the [Return to Learn website](#) and stay up to date with County and State guidelines as well as [CDC guidelines](#). [Learn More](#)

BUSINESS ANALYTICS HUB UC San Diego

BI & Financial Reporting HR/Payroll Research Student Help

HOME / HR/Payroll

HR/Payroll [Make a Request](#) [Ask Question / Report Issue](#) [Request Access](#)

*Cognos Users: If you are having issues accessing or scheduling your reports see our notes on the Help page.*

Filter by Category Filter by Keyword

All Reports Academic Personnel Reports Community Reports Human Resources EDI Reports (Restricted)  
Human Resources Reports Human Resources Reports (Restricted) Payroll Accounting and Reconciliation  
Payroll and Financial Reports Payroll and Financial Reports (Restricted)

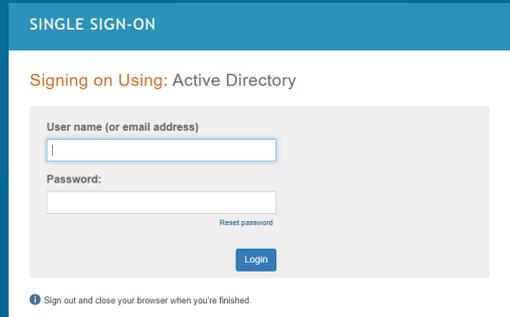
**Academic Position Management Audit**  
This report shows position status to audit position data and to review employee records.  
[View Details](#) [Launch >](#)

**Additional Pay Report**  
Departments should use this report to monitor end dates for Recurring Additional Pay and decide if it should end as scheduled, be ended early (requires UCPC assistance), or be extended (following appropriate...  
[View Details](#) [Launch >](#)

**Benefit Costs Report**  
Report provides benefit costs associated with employees' earnings charged to the department.  
[View Details](#) [Launch >](#)

# Login/Security

- Prompted to login at first report launched
  - Active Directory



SINGLE SIGN-ON

Signing on Using: Active Directory

User name (or email address)

Password:

[Reset password](#)

Sign out and close your browser when you're finished.

- Be sure to have phone/dongle ready for Duo Login
- Note that UCPATH access is carried over automatically.
  - If the consumer is not a UCPATH transactor, or needs additional department data access, they must request that through the [UCPATH Reports Access Request form](#)
- Row-level security in the Employee Activity Hub (Cognos Reports) is applied at the report's View (package) level. If the View has a row-level security table applied to it, it is a secured view. Most of our UCPATH Reports use secured Views, with the exception of the Payroll Accounting & Reconciliation report group (these use unsecured Views, providing full department data access)

# Running Report

- If you see the following message, it's just indicating that your results will be limited by the data you have access to see.
  - Just click the X to make the message go away



The permissions assigned to you may limit report functionality.



# Running Report

- Most reports will have filter prompts
- When filter complete, click “Run” button at bottom to display report

Jobs with Approaching End Dates Report

<b>Expected Job End Date Range</b>  From: <input type="text" value="May 10, 2022"/>  To: <input type="text" value="May 10, 2022"/>	<b>VC Area</b> <input type="checkbox"/> CHANC - CHANCELLOR <input type="checkbox"/> VCAA - VC-ACADEMIC AFFAIRS <input type="checkbox"/> VCAV - VC-ADVANCEMENT <input type="checkbox"/> VCCFO - VC-CHIEF FINANCIAL OFFICER <input type="checkbox"/> VCEDI - VC-EQUITY, DIVERSITY, AND INCL <input type="checkbox"/> VCHSH - VC-HEALTH SCIENCES-HEALTH <input type="checkbox"/> VCHSS - VC-HEALTH SCIENCES-SCHOOLS <input type="checkbox"/> VCMS - VC-MARINE SCIENCES <input type="checkbox"/> VCRES - VC-RESEARCH <input type="checkbox"/> VCRMP - VC-RESOURCE MANAGEMENT & PLANN <input type="checkbox"/> VCSA - VC-STUDENT AFFAIRS  <a href="#">Select all</a> <a href="#">Deselect all</a>	<b>Search by Department ID - Name</b>  Keywords: <input type="text" value="Input keywords here"/> <input type="checkbox"/> <a href="#">Select all</a>  No Results  Starts with any of these ke <input checked="" type="checkbox"/> Case Insensitive  <a href="#">Select all</a> <a href="#">Deselect all</a>	<b>Business Unit</b>  <input type="checkbox"/> UC San Diego Campus - SDCMP <input type="checkbox"/> UC San Diego Medical Center - SDMED  <a href="#">Select all</a> <a href="#">Deselect all</a>
<b>Employee Status</b>  <input checked="" type="checkbox"/> Active <input type="checkbox"/> Deceased <input type="checkbox"/> Paid Leave of Absence <input type="checkbox"/> Retired <input type="checkbox"/> Short Work Break <input type="checkbox"/> Terminated <input type="checkbox"/> Unpaid Leave of Absence  <a href="#">Select all</a> <a href="#">Deselect all</a>	<b>Search by Job Code - Description</b>  Keywords: <input type="text" value="Input keywords here"/> <input type="checkbox"/> <a href="#">Select all</a>  No Results  Starts with any of these ke <input checked="" type="checkbox"/> Case Insensitive  <a href="#">Select all</a> <a href="#">Deselect all</a>	<b>Search by Reports to Employee Name - Position Number</b>  Keywords: <input type="text" value="Input keywords here"/> <input type="checkbox"/> <a href="#">Select all</a>  No Results  Starts with any of these ke <input checked="" type="checkbox"/> Case Insensitive  <a href="#">Select all</a> <a href="#">Deselect all</a>	<b>Search by Employee Class</b>  <input type="checkbox"/> Academic: Academic Student - 11 <input type="checkbox"/> Academic: Contingent Worker - 14 <input type="checkbox"/> Academic: Deans/Faculty Admin - 22 <input type="checkbox"/> Academic: Emeriti - 21 <input type="checkbox"/> Academic: Faculty - 9 <input type="checkbox"/> Academic: Medical Residents - 24 <input type="checkbox"/> Academic: Non Faculty - 10 <input type="checkbox"/> Academic: Post Docs - 23 <input type="checkbox"/> Academic: Recall - 3 <input type="checkbox"/> Staff: Career - 2 <input type="checkbox"/> Staff: Contingent Worker - 13 <input type="checkbox"/> Staff: Contract - 1  <a href="#">Select all</a> <a href="#">Deselect all</a>

**Run**

# Filter Tips - Required

- Required filters will have a \*

The image displays two side-by-side filter panels. The left panel, titled "Pay Check Date Range", contains two date input fields. The first field is labeled "Pay Check Date From:" and contains the date "May 11, 2022". The second field is labeled "Pay Check Date To:" and also contains "May 11, 2022". Both fields have a yellow star icon to their left and a calendar icon to their right. The right panel, titled "Search by Employee Name - ID", features a search input field with the placeholder text "Input keywords here" and a magnifying glass icon. Below the input field is a large empty rectangular area with a red border, containing the text "No Results". At the bottom of the panel, there is a dropdown menu labeled "Starts with any of these ke" and a checked checkbox labeled "Case Insensitive".

# Filter Tips – Employee Status

- Be sure to select the appropriate Employee Status
  - For active employees
    - Active
    - Paid Leave of Absence
    - Short Work Break
    - Unpaid Leave of Absence
  - Note that the order can change in different reports

**Employee Status**

Active

Deceased

Paid Leave of Absence

Retired

Short Work Break

Terminated

Unpaid Leave of Absence

[Select all](#) [Deselect all](#)

# Filter Tips – Search By

- Search defaults to “Starts with any of these keywords”
- Note that you may have to reduce the first characters to capture international alphabet

**Search by Employee Name - ID**

Keywords:

Choices:

Select all

- Ordonez Naranjo, Mari
- Ordonez, Alejandro Jos
- Ordonez, Anastasia Je
- Ordonez, Andrea Kristi
- Ordonez, Hannah Prisc
- Ordonez, Maya Nicole
- Ordonez, Michelle D -

Starts with any of these ke

Case Insensitive

[Select all](#) [Deselect all](#)

**Search by Employee Name - ID**

Keywords:

Choices:

Select all

- Ordonez, Alejandro Jos
- Ordonez, Anastasia Je
- Ordonez, Andrea Kristi
- Ordonez, Hannah Prisc
- Ordóñez, Lisa
- Ordonez, Maya Nicole
- Ordonez, Michelle D -

Starts with any of these ke

Case Insensitive

[Select all](#) [Deselect all](#)

# Filter Tips – Search By

- You might need to use “Contains any of these keywords”

**Search by Department ID - Name**

Keywords: philosophy  [Select all](#)

Choices:

**No Results**

Starts with any of these keywords

Case Insensitive [Select all](#) [Deselect all](#)

VS

**Search by Department ID - Name**

Keywords: philosophy  [Select all](#)

Choices:

000214 - PHILOSOPHY

Contains any of these keywords

Case Insensitive [Select all](#) [Deselect all](#)

# Filter Tips – Search By Select

- Be sure to move the search result to the Choices column

**Search by Department ID - Name**

Keywords: philosophy

Select all

000214 - PHILOSOPHY

Contains any of these key

Case Insensitive

Choices:

[Select all](#) [Deselect all](#)



**Search by Department ID - Name**

Keywords: philosophy

Select all

000214 - PHILOSOPHY

Contains any of these key

Case Insensitive

Choices: 000214 - PHILOSOPHY

[Select all](#) [Deselect all](#)

- When filter complete, click “Run” to display report. The “Run” button is always at the bottom of the page.

# Report Display

- Click "Run" and the report defaults to displaying in HTML Format

Jobs with Approaching End Dates Report

UC San Diego Jobs with Approaching End Dates Report

Employee Name Current	Employee ID	Business Unit Code	Employee Record	Position Number	Vice Chancellor Code	Vice Chancellor	Department Code	Department	Job Code	Job Code Description	Employee Status	Employee Class Code	Employee Class	FTE	Job Expected End Date	Probation Status Code	Probation End Date	Location Use End Date	Location Use Type	Job Automatically End Flag	Termination Override Flag	Reports To Employee	Reports To Employee ID	Reports To Employee Record
		SDCMP	0		VCHSS	VC-HEALTH SCIENCES-SCHOOLS	000312	SURGERY	CWR015	Visiting Scholar	Active	14	Academic: Contingent Worker		01/31/2022	N				N	N	Malas, Mahmoud	10373409	0
		SDCMP	0		VCMS	VC-MARINE SCIENCES	000257	CTR FOR MARINE BIOTEC & BIOMED	CWR003	Visiting Student Res-Graduate	Active	14	Academic: Contingent Worker		03/31/2022	N				N	N	Gerwick, William H	10375537	0
		SDCMP	0		VCAA	VC-ACADEMIC AFFAIRS	000266	COGNITIVE SCIENCE	CWR011	Staff Volunteer	Active	13	Staff: Contingent Worker		04/20/2022	N				N	N	Chung, Courtney Easter	10402093	0
		SDMED	0		VCHSS	VC-HEALTH SCIENCES-SCHOOLS	000314	PSYCHIATRY	CWR015	Visiting Scholar	Active	14	Academic: Contingent Worker		03/31/2022	N				N	N	Soliman, Mounir A	10366739	0
		SDCMP	0	40647465	VCAA	VC-ACADEMIC AFFAIRS	000222	PSYCHOLOGY	003253	POSTDOC-FELLOW	Active	23	Academic: Post Docs	0.9305	04/30/2022	N				N	N	Heyman, Gail D	10374369	0
		SDCMP	1	40647466	VCAA	VC-ACADEMIC AFFAIRS	000222	PSYCHOLOGY	003252	POSTDOC-EMPLOYEE	Active	23	Academic: Post Docs	0.0695	04/30/2022	N				N	N	Heyman, Gail D	10374369	0
		SDCMP	0		VCMS	VC-MARINE SCIENCES	000254	AQUARIUM-MUSEUM	CWR011	Staff Volunteer	Active	13	Staff: Contingent Worker		01/07/2022	N				N	N	Symons, Nusrat M	10363238	0
		SDCMP	0		VCMS	VC-MARINE SCIENCES	000254	AQUARIUM-MUSEUM	CWR011	Staff Volunteer	Active	13	Staff: Contingent Worker		02/09/2022	N				N	N	Symons, Nusrat M	10363238	0
		SDCMP	0		VCSA	VC-	000228	VCSA CAMPUS	CWR011	Staff	Active	13	Staff:		01/31/2022	N				N	N	Dean,	10375296	0

May 10, 2022 1

Top Page up Page down Bottom

# Report display

- It's possible that the report will span beyond the screen size so be sure to note the scroll bars at the bottom of the display and to the right

Jobs with Approaching End Dates Report

UC Path

Department	Job Code	Job Code Description	Employee Status	Employee Class Code	Employee Class	FTE	Job Expected End Date	Probation Status Code	Probation End Date	Location Use End Date	Location Use Type	Job Automatically End Flag	Termination Override Flag	Reports To Employee	Reports To Employee ID	Reports To Employee Record	Reports To Position Number	Reports To Employee Status Code	Days Remaining Until End Date	Date Criteria	HR Status Code	Employee Status Code
ERY	CWR015	Visiting Scholar	Active	14	Academic: Contingent Worker		01/31/2022	N				N	N	Malas, Mahmoud	10373409	0		A	-99	Within 7 Days	A	A
OR MARINE C & BIOMED	CWR003	Visiting Student Res-Graduate	Active	14	Academic: Contingent Worker		03/31/2022	N				N	N	Gerwick, William H	10375537	0		P	-40	Within 7 Days	A	A
ITIVE CE	CWR011	Staff Volunteer	Active	13	Staff: Contingent Worker		04/20/2022	N				N	N	Chung, Courtney Easter	10402093	0		A	-20	Within 7 Days	A	A
HIATRY	CWR015	Visiting Scholar	Active	14	Academic: Contingent Worker		03/31/2022	N				N	N	Soliman, Mounir A	10366739	0		A	-40	Within 7 Days	A	A
HOLOGY	003253	POSTDOC-FELLOW	Active	23	Academic: Post Docs	0.9305	04/30/2022	N				N	N	Heyman, Gail D	10374369	0	40652921	A	-10	Within 7 Days	A	A
HOLOGY	003252	POSTDOC-EMPLOYEE	Active	23	Academic: Post Docs	0.0695	04/30/2022	N				N	N	Heyman, Gail D	10374369	0	40652921	A	-10	Within 7 Days	A	A
RIUM-UM	CWR011	Staff Volunteer	Active	13	Staff: Contingent Worker		01/07/2022	N				N	N	Symons, Nusrat M	10363238	0		A	-123	Within 7 Days	A	A
RIUM-UM	CWR011	Staff Volunteer	Active	13	Staff: Contingent Worker		02/09/2022	N				N	N	Symons, Nusrat M	10363238	0		A	-90	Within 7 Days	A	A
CAMPUS	CWR011	Staff	Active	13	Staff:		01/31/2022	N				N	N	Dean,	10375296	0		A	-99	Within	A	A

1

9:38:14 AM

# Report Display

- There also may be page navigation to display more data

Jobs with Approaching End Dates Report

UC San Diego

Jobs with Approaching End Dates Report

Employee Name Current	Employee ID	Business Unit Code	Employee Record	Position Number	Vice Chancellor Code	Vice Chancellor	Department Code	Department	Job Code	Job Code Description	Employee Status	Employee Class Code	Employee Class	FTE	Job Expected End Date	Probation Status Code	Probation End Date	Location Use End Date	Location Use Type	Job Automatically End Flag	Termination Override Flag	Reports To Employee	Reports To Employee ID	Emp Re
		SDCMP	0		VCHSS	VC-HEALTH SCIENCES-SCHOOLS	000312	SURGERY	CWR015	Visiting Scholar	Active	14	Academic: Contingent Worker		01/31/2022	N				N	N	Malas, Mahmoud	10373409	
		SDCMP	0		VCMS	VC-MARINE SCIENCES	000257	CTR FOR MARINE BIOTEC & BIOMED	CWR003	Visiting Student Res-Graduate	Active	14	Academic: Contingent Worker		03/31/2022	N				N	N	Gerwick, William H	10375537	
		SDCMP	0		VCAA	VC-ACADEMIC AFFAIRS	000266	COGNITIVE SCIENCE	CWR011	Staff Volunteer	Active	13	Staff: Contingent Worker		04/20/2022	N				N	N	Chung, Courtney Easter	10402093	
		SDMED	0		VCHSS	VC-HEALTH SCIENCES-SCHOOLS	000314	PSYCHIATRY	CWR015	Visiting Scholar	Active	14	Academic: Contingent Worker		03/31/2022	N				N	N	Soliman, Mounir A	10366739	
		SDCMP	0	40647465	VCAA	VC-ACADEMIC AFFAIRS	000222	PSYCHOLOGY	003253	POSTDOC-FELLOW	Active	23	Academic: Post Docs	0.9305	04/30/2022	N				N	N	Heyman, Gail D	10374369	
		SDCMP	1	40647466	VCAA	VC-ACADEMIC AFFAIRS	000222	PSYCHOLOGY	003252	POSTDOC-EMPLOYEE	Active	23	Academic: Post Docs	0.0695	04/30/2022	N				N	N	Heyman, Gail D	10374369	
		SDCMP	0		VCMS	VC-MARINE SCIENCES	000254	AQUARIUM-MUSEUM	CWR011	Staff Volunteer	Active	13	Staff: Contingent Worker		01/07/2022	N				N	N	Symons, Nusrat M	10363238	
		SDCMP	0		VCMS	VC-MARINE SCIENCES	000254	AQUARIUM-MUSEUM	CWR011	Staff Volunteer	Active	13	Staff: Contingent Worker		02/09/2022	N				N	N	Symons, Nusrat M	10363238	
		SDCMP	0		VCSA	VC-	000228	VCSA CAMPUS	CWR011	Staff	Active	13	Staff:		01/31/2022	N				N	N	Dean,	10375296	

May 10, 2022

1

Top Page up Page down Bottom

# Download to Excel Data

- To make the data more manageable, you can download to excel
  - Click on down arrow
  - Click Run Excel data

The screenshot shows a web browser window with the URL [https://bianalytics.ucsd.edu/ibmcognos/bi/?perspective=authoring&pathRef=.public\\_folders%2FEmployee%2BActivity%2BHub%2FEmployee%2BActivity%2BHub%2BReports%2FHuman%2BResources%2FJobs%2](https://bianalytics.ucsd.edu/ibmcognos/bi/?perspective=authoring&pathRef=.public_folders%2FEmployee%2BActivity%2BHub%2FEmployee%2BActivity%2BHub%2BReports%2FHuman%2BResources%2FJobs%2). The page title is "Jobs with Approaching End Dates Report". A dropdown menu is open, showing options: Run HTML, Run PDF, Run Excel, Run Excel data (highlighted), Run CSV, and Run XML. The report table is as follows:

Vice Chancellor Code	Vice Chancellor	Department Code	Department	Job Code	Job Code Description	Employee Status	Employee Class Code	Employee Class	FTE	Job Expected End Date	Probation Status Code	Probation End Date
VCHSS	VC- HEALTH SCIENCES-SCHOOLS	000312	SURGERY	CWR015	Visiting Scholar	Active	14	Academic: Contingent Worker		01/31/2022	N	
VCMS	VC- MARINE SCIENCES	000257	CTR FOR MARINE BIOTEC & BIOMED	CWR003	Visiting Student Res-Graduate	Active	14	Academic: Contingent Worker		03/31/2022	N	
SDCMP	0	VCAA	VC-	000266	COGNITIVE	CWR011	Staff	Staff:		04/20/2022	N	

# Download to Excel Data

- When the download is complete, an excel spreadsheet icon will appear at bottom of screen
  - Click to open report in Excel

AFFAIRS									
	SDCMP	0		VCMS	VC-MARINE SCIENCES	000254	AQUARIUM-MUSEUM	CWR011	Staff Volunteer
	SDCMP	0		VCMS	VC-MARINE SCIENCES	000254	AQUARIUM-MUSEUM	CWR011	Staff Volunteer
	SDCMP	0		VCSA	VC-	000228	VCSA CAMPUS	CWR011	Staff

May 10, 2022

Top Page up Page down Bottom

+ Report Page Parameter Page

Jobs with Approac....xlsx

# Download to Excel Data

- Be sure to Enable Editing if prompted
  - Defaults to saving in Download directory
  - For security purposes, be mindful of what data you download and save on your computer.

Jobs with Approaching End Dates Report (5).xlsx [Protected View] - Excel

Mata, Maria Cristina (Tina)

File Home Insert Page Layout Formulas Data Review View Help Acrobat Tell me what you want to do

PROTECTED VIEW Be careful—files from the Internet can contain viruses. Unless you need to edit, it's safer to stay in Protected View. [Enable Editing](#)

A1 Employee Name Current

Employee	Business Unit	Employee	Position No	Vice Chanc	Vice Chanc	Department	Department	Job Code	Job Code	Employee	Employee	FTE	Job Expect	Probation	Probation	Location U	Location U	Job Autom	Terminatio	Reports Tc	Days	Remt	Date	Criter	HR						
SDCMP	0	0	0	0	0	VCHEALTH	VCHEALTH	000312	SURGERY	CWR015	Visiting Scl	Active	14	Academic: Contingent	#####	N			N	N	Malas, Mal	10373409	0		A			-99	Within 7 D	A	
SDCMP	0	0	0	0	0	VCMS	VCMS	000257	CTR FOR N	CWR003	Visiting Stu	Active	14	Academic: Contingent	#####	N			N	N	Gerwick, V	10375537	0		P			-40	Within 7 D	A	
SDCMP	0	0	0	0	0	VCAA	VCAA	000266	COGNITIVE	CWR011	Staff Volur	Active	13	Staff: Contingent Wor	#####	N			N	N	Chung, Col	10402093	0		A			-20	Within 7 D	A	
SDMED	0	0	0	0	0	VCHEALTH	VCHEALTH	000314	PSYCHIATY	CWR015	Visiting Scl	Active	14	Academic: Contingent	#####	N			N	N	Soliman, M	10366739	0		A			-40	Within 7 D	A	
SDCMP	0	40647465	0	0	0	VCAA	VCAA	000222	PSYCHOLO	003253	POSTDOC-	Active	23	Academic:	0.9305	#####	N			N	N	Heyman, G	10374369	0	40652921	A			-10	Within 7 D	A
SDCMP	1	40647466	0	0	0	VCAA	VCAA	000222	PSYCHOLO	003252	POSTDOC-	Active	23	Academic:	0.0695	#####	N			N	N	Heyman, G	10374369	0	40652921	A			-10	Within 7 D	A

# Re-running reports

- If you want to run the same report again, click on the Arrow



- To run a different report, go back to <https://bah.ucsd.edu>

# Reports

# Key Reports

This table reflects the bare minimum of what a department should review on a regular basis for managing academic employment and compensation. Link to table on APS website:

<https://aps.ucsd.edu/compensation/acadcompreporting.html>

Report	How Running This Report Helps	Business Rules	Run Frequency Expectation
<b>Employee Compensation</b>	<ul style="list-style-type: none"> <li>Ensure all salary components (scale, MOS, BOS, GCCP, HSCP) are correct</li> <li>Ensure total salary is as expected</li> </ul>	<ul style="list-style-type: none"> <li>The comp rate codes are programmed to apply certain benefits (e.g. covered comp), to be ranged or not, and more so it is imperative to enter them correctly.</li> <li>Only one of each comp rate code can be used (e.g., cannot enter two UCOFF1 rows with the same effective date).</li> <li>Tip: CMSI is added to existing market off-scale on the UCOFF1 comp rate code</li> </ul>	As needed
<b>Record of Earnings</b>	<ul style="list-style-type: none"> <li>Provides easy to read snapshot of an employee's pay which helps with reconciliation</li> <li>Quick verification of summer salary to ensure 3/9ths were not exceeded</li> </ul>	<ul style="list-style-type: none"> <li>Includes all cash compensation issued through UCPATH</li> <li>Does not include reimbursements issued outside of UCPATH</li> </ul>	As needed
<b>Distribution of Payroll Expense (DOPE)</b>	<ul style="list-style-type: none"> <li>Catch and correct overpayments immediately</li> <li>Catch and correct missed pay immediately</li> <li>Catch CBR issues</li> <li>Catch and correct funding issues</li> </ul>	UC policy, BFB-IA-101, states that departments shall perform a <u>monthly reconciliation</u> of total salaries paid, as shown on the Distribution of Payroll Expense Report	Monthly
<b>Vacant Positions</b>	<ul style="list-style-type: none"> <li>Helps prevent the same position from being used for multiple employees. If it isn't vacant, create or use a different position.</li> <li>Identifies positions that you may want to inactivate</li> </ul>	<ul style="list-style-type: none"> <li>There should be only one incumbent assigned to a position.</li> <li>Positions may be re-used for a previous employee (rehire) or for a new hire in the same title (funding, reports to, and other attributes may need to be updated)</li> <li>Ensure that the salary plan and grade are updated prior to submitting the hire transaction.</li> </ul>	As needed (especially peak hiring seasons)
<b>Visa Monitoring</b>	<ul style="list-style-type: none"> <li>Ensure USCIS compliance</li> <li>Support our international scholars</li> </ul>	<ul style="list-style-type: none"> <li>Visa updates are managed through the Glacier system and fed into UCPATH.</li> <li>Use the report to know when to consult with the employee and IFSO regarding next steps.</li> </ul>	Monthly
<b>Extended Absence Monitoring</b>	<ul style="list-style-type: none"> <li>Reduces missed pay/off-cycles (e.g., forgetting to return someone from LWOP).</li> <li>Avoid disruptions in disability payments</li> </ul>	The UCPC processes the job changes related to leaves. The job will remain in leave status until you enter an actual return from leave date.	Monthly
<b>Short Work Break Monitoring</b>	<ul style="list-style-type: none"> <li>Reduces missed pay/off-cycles (e.g., failure to return someone to regular pay status)</li> <li>Ensures compliance with SWB matrix rules</li> </ul>	You may need to end the SWB and process a RWB to return the employee to pay status, extend the SWB as per the matrix rules, or terminate the job.	Quarterly (or monthly)
<b>Jobs with Approaching End Dates</b>	<ul style="list-style-type: none"> <li>Avoids overpayments</li> <li>Avoids benefits disruptions</li> <li>Avoids additional transactions caused if a record is missed in the range process</li> </ul>	Certain processes are impacted by that date such as Benefits, range adjustments, auto-termination. You may need to check the auto-term box, extend the date, or delete the date (e.g. prior to entering a promotion).	Monthly

# Employee Compensation Report

- Human Resources Reports (Restricted) Tab
- Used For: Viewing compensation broken down into components
  - Be sure to filter by employee status to get active employees
  - Use other filters as needed

## Employee Compensation Report

Provide a variety of employee related information allowing filtering on different criteria. (Restricted)

[View Details](#)

[Launch >](#)

UCSanDiego

Employee Compensation Report

UC/Path

Vice Chancellor Code - Description	Search by Department ID - Name	Search by Employee Name - ID	Employee Status
<input type="checkbox"/> CHANC - CHANCELLOR <input type="checkbox"/> VCAA - VC-ACADEMIC AFFAIRS <input type="checkbox"/> VCADV - VC-ADVANCEMENT <input type="checkbox"/> VCCFO - VC-CHIEF FINANCIAL OFFICER <input type="checkbox"/> VCEDI - VC-EQUITY, DIVERSITY, AND INCL <input type="checkbox"/> VCHSH - VC-HEALTH SCIENCES-HEALTH <input type="checkbox"/> VCHSS - VC-HEALTH SCIENCES-SCHOOLS <input type="checkbox"/> VCMS - VC-MARINE SCIENCES <input type="checkbox"/> VCRES - VC-RESEARCH <input type="checkbox"/> VCRM - VC-RESOURCE MANAGEMENT & PLANN <input type="checkbox"/> VCSA - VC-STUDENT AFFAIRS <a href="#">Select all</a> <a href="#">Deselect all</a>	<p>Keywords: Choices:</p> <p>Input keywords here <input type="text"/></p> <p><input type="checkbox"/> Select all</p> <p>No Results</p> <p>Starts with any of these ke <input type="text"/></p> <input checked="" type="checkbox"/> Case Insensitive <a href="#">Select all</a> <a href="#">Deselect all</a>	<p>Keywords: Choices:</p> <p>Input keywords here <input type="text"/></p> <p><input type="checkbox"/> Select all</p> <p>No Results</p> <p>Starts with any of these ke <input type="text"/></p> <input checked="" type="checkbox"/> Case Insensitive <a href="#">Select all</a> <a href="#">Deselect all</a>	<input checked="" type="checkbox"/> Active <input type="checkbox"/> Deceased <input checked="" type="checkbox"/> Paid Leave of Absence <input type="checkbox"/> Retired <input checked="" type="checkbox"/> Short Work Break <input type="checkbox"/> Terminated <input checked="" type="checkbox"/> Unpaid Leave of Absence <a href="#">Select all</a> <a href="#">Deselect all</a>
Employee Class	Pay Group	Search by Job Code - Title	Union Code
<input type="checkbox"/> Academic: Academic Student - 11 <input type="checkbox"/> Academic: Deans Faculty Admin - 22 <input type="checkbox"/> Academic: Emeriti - 21 <input type="checkbox"/> Academic: Faculty - 9 <input type="checkbox"/> Academic: Medical Residents - 24 <input type="checkbox"/> Academic: Non Faculty - 10 <input type="checkbox"/> Academic: Post Docs - 23 <input type="checkbox"/> Academic: Recall - 3 <input type="checkbox"/> Conversion Use Only - C <input type="checkbox"/> Staff: Career - 2 <input type="checkbox"/> Staff: Contract - 1 <input type="checkbox"/> Staff: Floater - 8 <a href="#">Select all</a> <a href="#">Deselect all</a>	<input type="checkbox"/> 3MH - UCSD Hourly Exempt Monthly <input type="checkbox"/> 6AC - UCSD Academic Exempt Monthly <input type="checkbox"/> 6B7 - UCSD 7/40 Non-Exempt Biweekly <input type="checkbox"/> 6B8 - UCSD 8/80 Non-Exempt Biweekly <input type="checkbox"/> 6BE - UCSD Salary Exempt Biweekly <input type="checkbox"/> 6BH - UCSD Hourly Exempt Biweekly <input type="checkbox"/> 6E9 - UCSD NRA-BW Income Code 19 <input type="checkbox"/> 6HS - UCSD AHSC Exempt Monthly <input type="checkbox"/> 6M5 - UCSD PD Fellows NRA IC 15 <input type="checkbox"/> 6M7 - UCSD NRA Income Code 17 <input type="checkbox"/> 6M8 - UCSD NRA Income Code 18 <input type="checkbox"/> 6M9 - UCSD NRA Income Code 19 <a href="#">Select all</a> <a href="#">Deselect all</a>	<p>Keywords: Choices:</p> <p>Input keywords here <input type="text"/></p> <p><input type="checkbox"/> Select all</p> <p>No Results</p> <p>Starts with any of these ke <input type="text"/></p> <input checked="" type="checkbox"/> Case Insensitive <a href="#">Select all</a> <a href="#">Deselect all</a>	<input type="checkbox"/> Academic Researchers - RA <input type="checkbox"/> Academic Senate - San Diego - A6 <input type="checkbox"/> Academic Student Employees - BX <input type="checkbox"/> Clerical & Allied Services - CX <input type="checkbox"/> Non-Represented - 99 <input type="checkbox"/> Non-Senate Academic Research - FX <input type="checkbox"/> Non-Senate Instructional - IX <input type="checkbox"/> Patient Care Technical - EX <input type="checkbox"/> Police Officers - PA <input type="checkbox"/> Post Doctoral Scholars - PX <input type="checkbox"/> Professional Librarians - LX <input type="checkbox"/> Registered Nurses - NX <a href="#">Select all</a> <a href="#">Deselect all</a>

# Employee Compensation Report

Employee Name Current	Employee ID	Employee Record	Work Email Address	Vice Chancellor Code	Vice Chancellor	Department Code	Department	Reports To Employee	Position Number	Employee Status	HR Status	Employee Start Date	Employee Original Start Date	Job Code	Job Code Description	Employee Class Code	Employee Class	Position Class Code	Position Class	FLSA Status	Union	Union Code	FTE	Job Compensation Rate	Compensation Rate Description	Compensation Rate Code
		0		VCHSS	VC-HEALTH SCIENCES-SCHOOLS	000314	000314 - PSYCHIATRY	Daskalakis, Zafiris Jeffrey	40642690	Active	Active	07/01/2001	09/01/1996	001721	001721 - PROF-HCOMP	9	Academic: Faculty	A	Academic	Exempt	Academic Senate - San Diego	A6	1.00	25,416.67	HSCP "X Prime" - Annual Rate	UCHSP
		0		VCHSS	VC-HEALTH SCIENCES-SCHOOLS	000314	000314 - PSYCHIATRY	Daskalakis, Zafiris Jeffrey	40642690	Active	Active	07/01/2001	09/01/1996	001721	001721 - PROF-HCOMP	9	Academic: Faculty	A	Academic	Exempt	Academic Senate - San Diego	A6	1.00	25,416.67	HSCP "X" - Annual Rate	UCHSX
		0		VCHSS	VC-HEALTH SCIENCES-SCHOOLS	000314	000314 - PSYCHIATRY	Daskalakis, Zafiris Jeffrey	40642690	Active	Active	07/01/2001	09/01/1996	001721	001721 - PROF-HCOMP	9	Academic: Faculty	A	Academic	Exempt	Academic Senate - San Diego	A6	1.00	25,416.67	HSCP Negotiated [NOT FIRM]	UCHSN
		1		VCMS	VC-MARINE SCIENCES	000256	000256 - SIO DEPARTMENT	Gille, Sarah T	40657546	Active	Active	07/01/2019	07/01/2019	001300	001300 - ASST PROF-AY	9	Academic: Faculty	A	Academic	Exempt	Academic Senate - San Diego	A6	1.00	8,516.67	Annual Rate [Staff/Academic]	UCANNL
		1		VCMS	VC-MARINE SCIENCES	000256	000256 - SIO DEPARTMENT	Gille, Sarah T	40657546	Active	Active	07/01/2019	07/01/2019	001300	001300 - ASST PROF-AY	9	Academic: Faculty	A	Academic	Exempt	Academic Senate - San Diego	A6	1.00	8,516.67	Decoupled - Half Step [Acad]	UCDEC5
		1		VCMS	VC-MARINE SCIENCES	000256	000256 - SIO DEPARTMENT	Gille, Sarah T	40657546	Active	Active	07/01/2019	07/01/2019	001300	001300 - ASST PROF-AY	9	Academic: Faculty	A	Academic	Exempt	Academic Senate - San Diego	A6	1.00	8,516.67	Off Scale - Eligible [Acad]	UCOFF1

# Employee Record of Earnings Detail

- Payroll and Financial Reports (Restricted)
- Required: Pay Check Date Range, Employee Name-ID
- Used For: Detailed analysis of pay by earnings type that span a date range you specify and details every type of cash compensation received by the employee

## Employee Record of Earnings Detail

View of employee's paycheck detail.

 [View Details](#)

[Launch >](#)

## Employee Record of Earnings Report

### Pay Check Date Range

Pay Check Date From:  

Pay Check Date To:  

### Search by Employee Name - ID

Employee



No Results

Starts with any of these ke 



Case Insensitive

# Employee Record of Earnings

EMPLOYEE DATA	
Employee Name:	
Employee ID:	
Business Unit:	
Location:	VC-ACADEMIC AFFAIRS
Department:	
Job Title:	
Job Code:	
Pay Rate:	\$18,411.11 Monthly

PAY CHECK DATA				
Advice Date	Advice Number	Off Cycle	Pay Begin Date	Pay End Date
03/01/2021	000000056723083	N	02/01/2021	02/28/2021
04/01/2021	000000057151095	N	03/01/2021	03/31/2021
04/30/2021	000000057482308	N	04/01/2021	04/30/2021
06/01/2021	000000057809763	N	05/01/2021	05/31/2021
07/01/2021	000000058131172	N	06/01/2021	06/30/2021
07/30/2021	000000058441738	N	07/01/2021	07/31/2021
08/01/2021	000000058818766	N	08/01/2021	08/31/2021
10/01/2021	000000059159778	N	09/01/2021	09/30/2021
11/01/2021	000000059489966	N	10/01/2021	10/31/2021
12/01/2021	000000059866434	N	11/01/2021	11/30/2021
01/03/2022	000000010589836	N	12/01/2021	12/31/2021
02/01/2022	000000060531661	N	01/01/2022	01/31/2022
03/01/2022	000000060886611	N	02/01/2022	02/28/2022
04/01/2022	000000061365026	N	03/01/2022	03/31/2022
04/29/2022	000000061722535	N	04/01/2022	04/30/2022

TAX DATA							
Pay Check Date	Pay Period End Date	Federal Tax Status	Federal Allowances	State Tax Status	State Allowances	State Addl. Allowances	State Addl. Amount
03/01/2021	02/28/2021	Married	1	Married	1	0	0
04/01/2021	03/31/2021	Married	1	Married	1	0	0
04/30/2021	04/30/2021	Married	1	Married	1	0	0
06/01/2021	05/31/2021	Married	1	Married	1	0	0
07/01/2021	06/30/2021	Married	1	Married	1	0	0
07/30/2021	07/31/2021	Married	1	Married	1	0	0
08/01/2021	08/31/2021	Married	1	Married	1	0	0
10/01/2021	09/30/2021	Married	1	Married	1	0	0
11/01/2021	10/31/2021	Married	1	Married	1	0	0
12/01/2021	11/30/2021	Married	1	Married	1	0	0
01/03/2022	12/31/2021	Married	1	Married	1	0	0
02/01/2022	01/31/2022	Married	1	Married	1	0	0
03/01/2022	02/28/2022	Married	1	Married	1	0	0
04/01/2022	03/31/2022	Married	1	Married	1	0	0
04/29/2022	04/30/2022	Married	1	Married	1	0	0

HOURS AND EARNINGS DETAIL										
Earnings Type	Pay Check Date	Pay End Date	Earnings Start Date	Earnings End Date	Hourly Rate	Pay Check Hours	Pay Check Earnings	Pay Check Current Earnings	YTD Hours	YTD Earnings
Additional Comp-Research	07/01/2021	08/30/2021					\$0.00			
	07/30/2021	07/31/2021	07/01/2021	07/31/2021	\$94.32	154.88	\$14,441.78		154.88	\$14,441.78
	08/01/2021	08/31/2021	08/01/2021	08/31/2021	\$94.32	154.88	\$14,441.78		154.88	\$14,441.78
	10/01/2021	09/30/2021	09/01/2021	09/30/2021	\$94.32	154.88	\$14,441.78		154.88	\$14,441.78
Negotiated Sal Plan-Additional	07/01/2021	06/30/2021					\$0.00			
	07/30/2021	07/31/2021	07/01/2021	07/31/2021	\$94.32	21.12	\$1,969.33		21.12	\$1,969.33
	09/01/2021	08/31/2021	08/01/2021	08/31/2021	\$94.32	21.12	\$1,969.33		21.12	\$1,969.33
	10/01/2021	09/30/2021	09/01/2021	09/30/2021	\$94.32	21.12	\$1,969.33		21.12	\$1,969.33
Regular Pay	03/01/2021	02/28/2021	02/01/2021	02/28/2021		180.00	\$10,350.00			
	04/01/2021	03/31/2021	03/01/2021	03/31/2021		184.00	\$10,350.00			
	04/30/2021	04/30/2021	04/01/2021	04/30/2021		176.00	\$10,350.00			
	06/01/2021	05/31/2021	05/01/2021	05/31/2021		188.00	\$10,350.00		1,040.00	\$62,100.00
	07/01/2021	06/30/2021	06/01/2021	06/30/2021		176.00	\$10,350.00			
	07/30/2021	07/31/2021	07/01/2021	07/31/2021		176.00	\$10,350.00		1,392.00	\$82,800.00
	08/01/2021	08/31/2021	08/01/2021	08/31/2021		176.00	\$10,350.00		1,568.00	\$93,150.00
	10/01/2021	09/30/2021	09/01/2021	09/30/2021		176.00	\$10,350.00		1,744.00	\$103,500.00
	11/01/2021	10/31/2021	10/01/2021	10/31/2021		188.00	\$10,658.33		1,912.00	\$114,158.33
	12/01/2021	11/30/2021	11/01/2021	11/30/2021		176.00	\$10,658.33		2,088.00	\$124,816.66
	01/03/2022	12/31/2021	12/01/2021	12/31/2021		184.00	\$10,658.33		184.00	\$10,658.33
	02/01/2022	01/31/2022	01/01/2022	01/31/2022		188.00	\$10,658.33		352.00	\$21,316.66
	03/01/2022	02/28/2022	02/01/2022	02/28/2022		180.00	\$10,658.33		512.00	\$31,974.99
	04/01/2022	03/31/2022	03/01/2022	03/31/2022		184.00	\$13,150.00			
	04/29/2022	04/30/2022	04/01/2022	04/30/2022		188.00	\$13,150.00	\$13,150.00	884.00	\$58,274.99
	Retro - Regular Pay	04/01/2022	03/31/2022	07/01/2021	02/28/2022			\$20,568.35		
Totals for Pay Check Date: 04/29/2022								\$13,150.00		

TAXES						
Tax Description	Pay Check Date	Pay End Date	Pay Check Tax	Pay Check Current Tax	YTD Tax	
Federal Withholding	03/01/2021	02/28/2021	\$708.54			
	04/01/2021	03/31/2021	\$708.54			
	04/30/2021	04/30/2021	\$708.54			
	06/01/2021	05/31/2021	\$708.54		\$4,243.94	
	07/01/2021	06/30/2021	\$708.54			
	07/30/2021	07/31/2021	\$4,300.27		\$9,250.75	
	09/01/2021	08/31/2021	\$4,300.27		\$13,551.02	
	10/01/2021	09/30/2021	\$4,300.27		\$17,851.29	
	11/01/2021	10/31/2021	\$740.58		\$18,591.87	
	12/01/2021	11/30/2021	\$338.82		\$18,930.69	
	02/01/2022	01/31/2022	\$770.93		\$770.93	
	03/01/2022	02/28/2022	\$772.13		\$1,543.06	
	04/01/2022	03/31/2022	\$5,672.39			
	04/29/2022	04/30/2022	\$1,249.98	\$1,249.98	\$8,465.43	
	Federal OASDI/Disability - EE	03/01/2021	02/28/2021	\$602.29		
		04/01/2021	03/31/2021	\$602.28		
04/30/2021		04/30/2021	\$602.28			
06/01/2021		05/31/2021	\$602.28		\$3,616.12	
07/01/2021		06/30/2021	\$602.29			
07/30/2021		07/31/2021	\$1,619.77		\$5,838.18	
09/01/2021		08/31/2021	\$1,619.77		\$7,457.95	
10/01/2021		09/30/2021	\$1,395.65		\$8,853.60	
01/03/2022		12/31/2021	\$625.84		\$625.84	
02/01/2022		01/31/2022	\$625.84		\$1,251.68	
03/01/2022	02/28/2022	\$626.45		\$1,878.13		
04/01/2022	03/31/2022	\$2,054.94				

# Distribution of Payroll Expense (DOPE) Report

- Payroll Accounting and Reconciliation Tab
- Used For: Verification of pay and benefit costs and discovery of overpayments and missed pay. Also useful to compare to offer letters, AP Data, etc.
- Should be run by department on a monthly basis
- Required: Pay Period End Dates From and To

## Distribution of Payroll Expense (DOPE) Report

Confirm actual payroll expenses applied for a given payroll cycle. If you do not already have access to this report, submit a request for the Payroll Accounting and Reconciliation report group.

[View Details](#)

[Launch >](#)

Distribution of Payroll Expenses Report

Pay Period End Date From	Pay Period End Date To	Compensation Frequency																																																																																				
<div style="border: 1px solid #ccc; padding: 5px;"><p>Apr 2022</p><table border="1"><thead><tr><th>Sun</th><th>Mon</th><th>Tue</th><th>Wed</th><th>Thu</th><th>Fri</th><th>Sat</th></tr></thead><tbody><tr><td></td><td></td><td></td><td></td><td></td><td>1</td><td>2</td></tr><tr><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td></tr><tr><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td></tr><tr><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td></tr><tr><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td></tr></tbody></table></div>	Sun	Mon	Tue	Wed	Thu	Fri	Sat						1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	<div style="border: 1px solid #ccc; padding: 5px;"><p>Jun 2022</p><table border="1"><thead><tr><th>Sun</th><th>Mon</th><th>Tue</th><th>Wed</th><th>Thu</th><th>Fri</th><th>Sat</th></tr></thead><tbody><tr><td></td><td></td><td></td><td>1</td><td>2</td><td>3</td><td>4</td></tr><tr><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td></tr><tr><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td></tr><tr><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td></tr><tr><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td><td></td><td></td></tr></tbody></table></div>	Sun	Mon	Tue	Wed	Thu	Fri	Sat				1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30			<div style="border: 1px solid #ccc; padding: 5px;"><p>Compensation Frequency</p><ul style="list-style-type: none"><li><input type="checkbox"/> Annual</li><li><input type="checkbox"/> Biweekly</li><li><input type="checkbox"/> Contract</li><li><input type="checkbox"/> Hourly</li><li><input type="checkbox"/> Monthly</li><li><input type="checkbox"/> UC 1/10th Rate</li><li><input type="checkbox"/> UC 1/12th Rate</li><li><input type="checkbox"/> UC 1/9th Rate</li></ul><p style="text-align: right;"><a href="#">Select all</a> <a href="#">Deselect all</a></p></div>
Sun	Mon	Tue	Wed	Thu	Fri	Sat																																																																																
					1	2																																																																																
3	4	5	6	7	8	9																																																																																
10	11	12	13	14	15	16																																																																																
17	18	19	20	21	22	23																																																																																
24	25	26	27	28	29	30																																																																																
Sun	Mon	Tue	Wed	Thu	Fri	Sat																																																																																
			1	2	3	4																																																																																
5	6	7	8	9	10	11																																																																																
12	13	14	15	16	17	18																																																																																
19	20	21	22	23	24	25																																																																																
26	27	28	29	30																																																																																		
Search by Department ID - Name	Search by Employee Name - ID	Search by Job Code - Description																																																																																				
<div style="border: 1px solid #ccc; padding: 5px;"><p>Keywords: <input type="text" value="Input keywords here"/> <input type="button" value="Search"/> →</p><p>Choices: <input type="text" value=""/></p><p><input type="checkbox"/> Select all ←</p><p>No Results</p><p>Starts with any of these ke ▼</p><p><input checked="" type="checkbox"/> Case Insensitive <a href="#">Select all</a> <a href="#">Deselect all</a></p></div>	<div style="border: 1px solid #ccc; padding: 5px;"><p>Keywords: <input type="text" value="Input keywords here"/> <input type="button" value="Search"/> →</p><p>Choices: <input type="text" value=""/></p><p><input type="checkbox"/> Select all ←</p><p>No Results</p><p>Starts with any of these ke ▼</p><p><input checked="" type="checkbox"/> Case Insensitive <a href="#">Select all</a> <a href="#">Deselect all</a></p></div>	<div style="border: 1px solid #ccc; padding: 5px;"><p>Keywords: <input type="text" value="Input keywords here"/> <input type="button" value="Search"/> →</p><p>Choices: <input type="text" value=""/></p><p><input type="checkbox"/> Select all ←</p><p>No Results</p><p>Starts with any of these ke ▼</p><p><input checked="" type="checkbox"/> Case Insensitive <a href="#">Select all</a> <a href="#">Deselect all</a></p></div>																																																																																				

Note: More filters below...

# Distribution of Payroll Expense (DOPE) Report

For the Period Apr 1, 2022 To Apr 30, 2022

Employee Name	Employee ID	Pay End Date	Salary Earnings Period Start Date	Salary Earnings Period End Date	Salary Fiscal Year	Salary Accounting Period Number	Department ID	Department	Position Number	Position	Job FTE	Job Code	Job Description	Pay Group Code	Pay Group	Salary Earnings Type Code	Salary Earnings Type	Pay Basis	Job Compensation Frequency	Job Compensation Rate	Employee CBR Rate	Employee CBR Rate Group	Employee UCPath CBR Rate Group	Employee UCPath CBR Rate Code	IFIS Primary Index Code	Salary CCOA Entity Code	Salary CCOA Entity	Salary CCOA Fund Code	Salary CCOA Fund	Salary CCOA FinU Code	Salary CCOA FinU
		04/30/2022	04/01/2022	04/30/2022	2022	10	000212	MATHEMATICS	40713869	VIS ASST PROF	1.00	001308	VIS ASST PROF	6AC	UCSD Academic Exempt Monthly	REG	Regular Pay	S	UC 9/12 - AY	\$5,841.67	0.088	Partial Eligibility	Faculty/Staff-Partial BenElig	08		16110	Academic Affairs	13991	University Core Funds	1000142	Mathematics
		04/30/2022	04/01/2022	04/30/2022	2022	10	000212	MATHEMATICS	40850214	TEACHG ASST-GSHIP	0.25	002310	TEACHG ASST-GSHIP	6AC	UCSD Academic Exempt Monthly	REG	Regular Pay	S	UC 1/9th Rate	\$1,291.47	0.022	Students and No Eligibility	Students - Graduate/Undergrad	06		16110	Academic Affairs	13991	University Core Funds	1000142	Mathematics
		04/30/2022	04/01/2022	04/30/2022	2022	10	000212	MATHEMATICS	40713872	VIS ASST PROF	1.00	001308	VIS ASST PROF	6AC	UCSD Academic Exempt Monthly	REG	Regular Pay	S	UC 9/12 - AY	\$5,841.67	0.088	Partial Eligibility	Faculty/Staff-Partial BenElig	08		16110	Academic Affairs	13991	University Core Funds	1000142	Mathematics
		04/02/2022	03/06/2022	03/19/2022	2022	10	000212	MATHEMATICS	40848938	READER-GSHIP	0.25	002850	READER-GSHIP	6BH	UCSD Hourly Exempt Biweekly	REG	Regular Pay	H	Hourly	\$16.90	0	Not Applicable	Not Applicable			16110	Academic Affairs	13991	University Core Funds	1000142	Mathematics
		04/30/2022	04/01/2022	04/30/2022	2022	10	000212	MATHEMATICS	40851991	TEACHG ASST-GSHIP	0.50	002310	TEACHG ASST-GSHIP	6AC	UCSD Academic Exempt Monthly	REG	Regular Pay	S	UC 1/9th Rate	\$2,582.94	0.022	Students and No Eligibility	Students - Graduate/Undergrad	06		16110	Academic Affairs	13991	University Core Funds	1000142	Mathematics
		04/30/2022	04/01/2022	04/30/2022	2022	10	000212	MATHEMATICS	40891153	TEACHG ASST-GSHIP	0.50	002310	TEACHG ASST-GSHIP	6AC	UCSD Academic Exempt Monthly	REG	Regular Pay	S	UC 1/9th Rate	\$2,582.94	0.022	Students and No Eligibility	Students - Graduate/Undergrad	06		16110	Academic Affairs	13991	University Core Funds	1000142	Mathematics
		04/30/2022	04/01/2022	04/30/2022	2022	10	000212	MATHEMATICS	40646631	LECT-AY	1.00	001630	LECT-AY	6AC	UCSD Academic Exempt Monthly	REG	Regular Pay	S	UC 9/12 - AY	\$5,521.58	0.352	Faculty, Leadership, and Professionals	Fclty NI HSCP-Full Ben Acad Yr	01		16110	Academic Affairs	13991	University Core Funds	1000142	Mathematics
		04/30/2022	04/01/2022	04/30/2022	2022	10	000212	MATHEMATICS	40644490	PROF-AY	1.00	001100	PROF-AY	6AC	UCSD Academic Exempt Monthly	REG	Regular Pay	S	UC 9/12 - AY	\$12,966.67	0.352	Faculty, Leadership, and Professionals	Fclty NI HSCP-Full Ben Acad Yr	01		16110	Academic Affairs	13991	University Core Funds	1000142	Mathematics
		04/02/2022	03/06/2022	03/19/2022	2022	10	000212	MATHEMATICS	40688658	RSCH ADM 2	1.00	006205	RSCH ADM 2	6B7	UCSD 7/40 Non-Exempt Biweekly	REG	Regular Pay	H	Hourly	\$28.74	0.43	General Staff and All Other	Staff Non-Exempt-Full Benefits	05		16110	Academic Affairs	13991	University Core Funds	1000142	Mathematics
		04/02/2022	03/06/2022	03/19/2022	2022	10	000212	MATHEMATICS	40688658	RSCH ADM 2	1.00	006205	RSCH ADM 2	6B7	UCSD 7/40 Non-Exempt Biweekly	VCN	Vacation Leave-	H	Hourly	\$28.74	0.43	General Staff and All Other	Staff Non-Exempt-Full Benefits	05		16110	Academic Affairs	13991	University Core	1000142	Mathematics

Note the scroll bars and page navigation

# Vacant Positions

- Human Resources Reports Tab
- Required: Vice Chancellor code
- Used For: Allows department to ensure a vacant position is available for hire or rehire. Useful for ensuring only one appointee is assigned to a particular position. If it isn't vacant, don't use it.

## Vacant Positions Report

Identify vacant positions, see positions which are vacant, as a result of turnover or have not yet been filled.

[View Details](#)

[Launch >](#)

The screenshot displays the 'Vacant Positions Report' interface with the following components:

- Search by Vice Chancellor Code - Description:** A list of codes and descriptions, including CHANG - CHANCELLOR, VCAA - VC-ACADEMIC AFFAIRS, VCADV - VC-ADVANCEMENT, VCCFO - VC-CHIEF FINANCIAL OFFICER, VCEDI - VC-EQUITY, DIVERSITY, AND INCL, VCHSH - VC-HEALTH SCIENCES-HEALTH, VCHSS - VC-HEALTH SCIENCES-SCHOOLS, VCMS - VC-MARINE SCIENCES, VCRES - VC-RESEARCH, VCRMP - VC-RESOURCE MANAGEMENT & PLANN, and VCSA - VC-STUDENT AFFAIRS. A red box highlights the first few items. 'Select all' and 'Deselect all' links are at the bottom.
- Search by Department ID - Name:** A search panel with 'Keywords' and 'Choices' sections. The 'Keywords' section has an input field with 'No Results' and a 'Select all' checkbox. The 'Choices' section is empty. A 'Case Insensitive' checkbox is checked at the bottom.
- Search by Position Number - Description:** A search panel with 'Keywords' and 'Choices' sections. The 'Keywords' section has an input field with 'No Results' and a 'Select all' checkbox. The 'Choices' section is empty. A 'Case Insensitive' checkbox is checked at the bottom.
- Search by Job Code - Description:** A search panel with 'Keywords' and 'Choices' sections. The 'Keywords' section has an input field with 'No Results' and a 'Select all' checkbox. The 'Choices' section is empty. A 'Case Insensitive' checkbox is checked at the bottom.
- Search by FinU Code - Name:** A search panel with 'Keywords' and 'Choices' sections. The 'Keywords' section has an input field with 'No Results' and a 'Select all' checkbox. The 'Choices' section is empty. A 'Case Insensitive' checkbox is checked at the bottom.
- Empty Search Panel:** A search panel with 'Keywords' and 'Choices' sections, both empty. A 'Case Insensitive' checkbox is checked at the bottom.

# Vacant Positions

## Vacant Positions Funding

Position Number	Position	Position Effective Status	Position Max Head Count	Job Code	Job Code Description	FTE	Department Code	Department	Vice Chancellor Code	Vice Chancellor	Vacant Reason	Reports To Employee	Reports To Position Number	Funding Fiscal Year	Funding Effective Date	Earnings Type Code	Earnings Type	CCOA FinU Code	CCOA FinU	CCOA Project Code	CCOA Project	CCOA TASK Code	CCOA TASK	Funding Distribution Percent	Position Last Updated DateTime	Position Last Updated By User ID
40643871	GSR-TUIT & FEE REM	Active	1	003284	GSR-TUIT & FEE REM	0.2500	000212	MATHEMATICS	VCAA	VC-ACADEMIC AFFAIRS	Vacant by Turnover	Ramirez, Miguel Angel	40689075	2022	07/01/2021			1000142	Mathematics	1006718	SP NSF DMS 1913144 CHENG	1	Nsf Dms 1913144 Cheng 21Ecea	100.00	05/26/2020	10002570
40643872	GSR-NO REM	Active	1	003266	GSR-NO REM	0.0000	000212	MATHEMATICS	VCAA	VC-ACADEMIC AFFAIRS	Vacant by Turnover	Cheng, Li-Tien	40649960	2022	07/01/2021			1000142	Mathematics	1004862	FD FAC Erdos Chair F 2149	1	MTH Erdos Chair F 2149 Graduate support fund	100.00	09/18/2020	10364594
40643875	GSR-NO REM	Active	1	003266	GSR-NO REM	0.2500	000212	MATHEMATICS	VCAA	VC-ACADEMIC AFFAIRS	Vacant by Turnover	Ramirez, Miguel Angel	40689075	2022	07/01/2021			1000142	Mathematics	1004964	FD FAC F 1717 Powell Chair II	1	MTH McKernan Powell Chair II	100.00	07/13/2020	10364594
40643876	TEACHG ASST-GSHIP	Active	1	002310	TEACHG ASST-GSHIP	0.0000	000212	MATHEMATICS	VCAA	VC-ACADEMIC AFFAIRS	Vacant by Turnover	Gul, Toni Tong	40732126	2022	07/01/2021			1000142	Mathematics	1501432	DFLT 1000142	2	DFLT 1000142 PHE	100.00	07/13/2020	10364594
40643826	TEACHG ASST-GSHIP	Active	1	002310	TEACHG ASST-GSHIP	0.2500	000212	MATHEMATICS	VCAA	VC-ACADEMIC AFFAIRS	Vacant by Turnover	Ramirez, Miguel Angel	40689075	2022	07/01/2021			1000142	Mathematics	1003835	OTHR CT Mathematics Core Operations	20	MTH Payroll TA Salaries	100.00	05/26/2020	10002570
40643927	GSR-NO REM	Active	1	003266	GSR-NO REM	0.2499	000212	MATHEMATICS	VCAA	VC-ACADEMIC AFFAIRS	Vacant by Turnover	Ramirez, Miguel Angel	40689075	2022	07/01/2021			1000142	Mathematics	1003863	OTHR CT UCOP GSR Support	1	MTH UCOP GSR Support Stipends and Fees	100.00	05/26/2020	10002570
40644224	GSR-TUIT & FEE REM	Active	1	003284	GSR-TUIT & FEE REM	0.0100	000212	MATHEMATICS	VCAA	VC-ACADEMIC AFFAIRS	Vacant by Turnover	Ramirez, Miguel Angel	40689075	2022	07/01/2021			1000142	Mathematics	1006718	SP NSF DMS 1913144 CHENG	1	Nsf Dms 1913144 Cheng 21Ecea	100.00	06/29/2020	10364594
40644225	GSR-NO REM	Active	1	003266	GSR-NO REM	0.5000	000212	MATHEMATICS	VCAA	VC-ACADEMIC AFFAIRS	Vacant by Turnover	Cheng, Li-Tien	40649960	2022	07/01/2021			1000142	Mathematics	1501432	DFLT 1000142	2	DFLT 1000142 PHE	100.00	08/06/2020	10364594
40644360	TEACHG	Active	1	002310	TEACHG	0.2500	000212	MATHEMATICS	VCAA	VC-ACADEMIC AFFAIRS	Vacant by Turnover	Cheng, Li-Tien	40649960	2022	07/01/2021			1000142	Mathematics	1003835	OTHR CT	20	MTH Payroll TA	100.00	04/05/2021	10364594

Note the scroll bars and page navigation

# Visa Monitoring Report

- Human Resources Reports (Restricted) Tab
- Used For: Determining upcoming Visa end dates that will require termination or other measures. Can be used pre-emptively to ensure there are no employment issues moving forward for employees who are not citizens or permanent residents.

## Visa Monitoring Report

Monitor employee visa information.  
(Restricted)

[View Details](#)

[Launch >](#)

**Visa Monitoring**

**Vice Chancellor Code - Description**

- CHANC - CHANCELLOR
- VCAA - VC-ACADEMIC AFFAIRS
- VCADV - VC-ADVANCEMENT
- VCCFO - VC-CHIEF FINANCIAL OFFICER
- VCEDI - VC-EQUITY, DIVERSITY, AND INCL
- VCHSH - VC-HEALTH SCIENCES-HEALTH
- VCHSS - VC-HEALTH SCIENCES-SCHOOLS
- VCMS - VC-MARINE SCIENCES
- VCRES - VC-RESEARCH
- VCRM - VC-RESOURCE MANAGEMENT & PLANN
- VCISA - VC-STUDENT AFFAIRS

[Select all](#) [Deselect all](#)

**Search by Department ID - Name**

Keywords:   →

Choices:

[Select all](#) ←

No Results

Starts with any of these keywords:

Case Insensitive [Select all](#) [Deselect all](#)

**Search by Employee Name - ID**

Keywords:   →

Choices:

[Select all](#) ←

No Results

Starts with any of these keywords:

Case Insensitive [Select all](#) [Deselect all](#)

**Visa Expiration Date**

From:

To:

*To bypass Expiration Date filtering leave the From/To dates above at their default (current date) values.*

**Visa Permit Type Code - Name**

- A1 - Ambassador, Public Minister
- A2 - Diplomat visa
- DA - DACA Status
- E3 - Principal Visa Holder
- EAD - Employment Authorization Doc
- F1 - Student
- H1 - Temporary Worker (Specialty)
- H2 - Temp Worker -Skilled/Unskilled
- H4 - Spouse/Child of H1, H2, H3
- J1 - Exchange Visitor
- J2 - Exchange Visitor -Spouse/Child
- L2 - Dependent of L1 Visa Holder

[Select all](#) [Deselect all](#)

**Employee Class -Code**

- Academic: Academic Student - 11
- Academic: Contingent Worker - 14
- Academic: Deans/Faculty Admin - 22
- Academic: Emeriti - 21
- Academic: Faculty - 9
- Academic: Medical Residents - 24
- Academic: Non Faculty - 10
- Academic: Post Docs - 23
- Academic: Recall - 3
- Staff: Career - 2
- Staff: Contingent Worker - 13
- Staff: Contract - 1

[Select all](#) [Deselect all](#)

**Union Code - Name**

- 87 - Stipend/Differential Pay
- 99 - Non-Represented
- A% - A% - Variable by Campus BU
- A6 - Academic Senate - San Diego
- BX - Academic Student Employees
- CX - Clerical & Allied Services
- DX - Student Health Phys & Dentists
- EX - Patient Care Technical
- FX - Non-Senate Academic Research
- HX - Residual Health Care Prof
- IX - Non-Senate Instructional
- K6 - San Diego Skilled Craft

[Select all](#) [Deselect all](#)

**Search by Job Code - Description**

Keywords:   →

Choices:

[Select all](#) ←

No Results

Starts with any of these keywords:

Case Insensitive [Select all](#) [Deselect all](#)

# Visa Monitoring Report

Employee Name Current	Employee ID	HR Status	Employee Status	Employee PPS ID Current	Position Number	Vice Chancellor	Department Code	Department	Employee Class Code	Employee Class	Job Code	Job Code Description	Union Code	Union	FTE	Employee Citizenship Status Current	Work Authorization End Date Current	Work Authorization External System Current	Employee Visa Permit Country Code Current	Employee Visa Permit Type Code Current	Employee Visa Permit Type Current	Employee Visa Permit Status Current	Employee Visa Permit Issue Date Current	Employee Visa Permit Entry Date Current	Employee Visa Permit Expiration Date Current	Last Separation Date	Job Expected End Date
		Active	Active	000004404	40642862	VC-ACADEMIC AFFAIRS	000221	POLITICAL SCIENCE	9	Academic Faculty	001200	ASSOC PROF-AY	A6	Academic Senate - San Diego	0.5000	US Permanent Resident			USA	PR	Permanent Resident	Granted					
		Active	Active	002000500	40713869	VC-ACADEMIC AFFAIRS	000212	MATHEMATICS	9	Academic Faculty	001308	VIS ASST PROF	99	Non-Represented	1.0000	RA-Resident Tax Purposes	06/30/2023	Tracker	USA	F1	Student	Granted			06/30/2021		06/30/2023
		Active	Active	000010635	40801822	VC-ACADEMIC AFFAIRS	000210	LINGUISTICS	9	Academic Faculty	001650	LECT-MISCELLANEOUS/PART TIME	99	Non-Represented	0.0000	US Permanent Resident			USA	PR	Permanent Resident	Granted					06/30/2022
		Active	Active	000010635	40643231	VC-ACADEMIC AFFAIRS	000210	LINGUISTICS	9	Academic Faculty	001631	LECT-AY-CONTINUING	IX	Non-Senate Instructional	1.0000	US Permanent Resident			USA	PR	Permanent Resident	Granted					
		Active	Paid Leave of Absence	000026161	40644565	VC-ACADEMIC AFFAIRS	000234	COMMUNICATION	9	Academic Faculty	001100	PROF-AY	A6	Academic Senate - San Diego	1.0000	US Permanent Resident			USA	PR	Permanent Resident	Granted			06/30/2018		
		Active	Active	000035205	40645731	VC-ACADEMIC AFFAIRS	000239	BIOENGINEERING	9	Academic Faculty	001300	ASST PROF-AY	A6	Academic Senate - San Diego	0.0000	US Permanent Resident			USA	PR	Permanent Resident	Granted					06/30/2021
		Active	Active	000009877	40643188	VC-ACADEMIC AFFAIRS	000210	LINGUISTICS	9	Academic Faculty	001650	LECT-MISCELLANEOUS/PART TIME	99	Non-Represented	0.0000	US Permanent Resident			USA	PR	Permanent Resident	Granted					06/30/2022
		Active	Active	000009877	40643186	VC-ACADEMIC AFFAIRS	000210	LINGUISTICS	9	Academic Faculty	001631	LECT-AY-CONTINUING	IX	Non-Senate Instructional	0.7500	US Permanent Resident			USA	PR	Permanent Resident	Granted					
		Active	Active	000872190	40713588	VC-ACADEMIC AFFAIRS	000604	NEUROBIOLOGY	9	Academic Faculty	001300	ASST PROF-AY	A6	Academic Senate - San Diego	1.0000	RA-Resident Tax	06/30/2023	Tracker	USA	O1	Alien w/ Extraordinary Ability	Granted			06/30/2023		06/30/2022

# Extended Leave Monitoring

- Human Resources Reports (Restricted) Tab
- Required:
- Used For: Monitoring employees currently on extended leave and ensuring actual end date transactions have been entered timely.

## Extended Leave Monitoring Report (HR Restricted tab)

This report will identify all employees that are on Extended Leave.

[View Details](#)

[Launch >](#)

**Extended Leave Monitoring**

<b>Extended Absence Dates</b> Absence Start Date From: <input type="text" value="May 2, 2020"/> Absence Actual End Date To: <input type="text" value="May 10, 2022"/>	<b>Search by Employee Name - ID</b> Keywords: <input type="text" value="Input keywords here"/> No Results Starts with any of these keywords: <input checked="" type="checkbox"/> Case Insensitive	<b>Search by Transaction ID</b> Keywords: <input type="text" value="Input keywords here"/> No Results Starts with any of these keywords: <input checked="" type="checkbox"/> Case Insensitive
<b>VC Area</b> <input type="checkbox"/> CHANC - CHANCELLOR <input type="checkbox"/> VCAA - VC-ACADEMIC AFFAIRS <input type="checkbox"/> VCAOV - VC-ADVANCEMENT <input type="checkbox"/> VCCFO - VC-CHIEF FINANCIAL OFFICER <input type="checkbox"/> VCCEDI - VC-EQUITY, DIVERSITY, AND INCL <input type="checkbox"/> VCHSH - VC-HEALTH SCIENCES-HEALTH <input type="checkbox"/> VCHSS - VC-HEALTH SCIENCES-SCHOOLS <input type="checkbox"/> VCMS - VC-MARINE SCIENCES <input type="checkbox"/> VCRES - VC-RESEARCH <input type="checkbox"/> VCRM - VC-RESOURCE MANAGEMENT & PLANN <input type="checkbox"/> VCSA - VC-STUDENT AFFAIRS	<b>Search by Department ID - Name</b> Keywords: <input type="text" value="Input keywords here"/> No Results Starts with any of these keywords: <input checked="" type="checkbox"/> Case Insensitive	<b>Search by Extended Absence Reason Code - Reason</b> <input type="checkbox"/> ACC - Additional Child Care Leave <input type="checkbox"/> ADM - Administrative <input type="checkbox"/> CFR - CFRA Family and Medical Leave <input type="checkbox"/> CHI - Childbearing <input type="checkbox"/> CVD - COVID19 Leave <input type="checkbox"/> EDU - Education/Professional Dev <input type="checkbox"/> EWA - Expired Work Authorization <input type="checkbox"/> FAM - Family Care <input type="checkbox"/> FSP - Faculty Sabbatical -Partial <input type="checkbox"/> GOV - Government/Public Service <input type="checkbox"/> GOV - Government/Public Service
<b>Search by Job Action Reason Code - Reason</b> <input type="checkbox"/> ACC - Additional Child Care Leave <input type="checkbox"/> ADM - Administrative <input type="checkbox"/> CFR - CFRA Family and Medical Leave <input type="checkbox"/> CHI - Childbearing <input type="checkbox"/> CVD - COVID19 Leave <input type="checkbox"/> EDU - Education/Professional Dev <input type="checkbox"/> EWA - Expired Work Authorization <input type="checkbox"/> FAM - Family Care <input type="checkbox"/> FSP - Faculty Sabbatical -Partial <input type="checkbox"/> GOV - Government/Public Service <input type="checkbox"/> GOV - Government/Public Service		

# Extended Leave Monitoring

Employee Name Current	Employee ID	Extended Absence Transaction Number	Extended Absence Start Date	Extended Absence Expected End Date	Extended Absence Actual End Date	Job Action Reason Code	Job Action Reason / Leave	Extended Absence Reason	Extended Absence UC Reason	Extended Absence Action Code	Extended Absence Reason Code	Extended Absence Last Worked Date	Extended Absence FMLA Adjustable Hours	Extended Absence Workflow Status	Department Code	Department	Vice Chancellor	Job Code	Job Code Description	Job Action Code	Job Action
		392525	02/14/2022	02/15/2022	02/15/2022	JUR	Jury Duty	Jury Duty	Paid-Block	PLA	JUR	02/11/2022	0	Approved	000403	ALUMNI & COMMUNITY ENGAGEMENT	VC-ADVANCEMENT	000462	FUNDRAISER 4	PLA	Paid Leave of Absence
		395799	02/28/2022	03/07/2022	03/07/2022	JUR	Jury Duty	Jury Duty	Paid-Block	PLA	JUR	02/25/2022	0	Approved	000100	FACILITIES MANAGEMENT	VC-RESOURCE MANAGEMENT & PLANN	008110	CARPENTER	PLA	Paid Leave of Absence

# Short Work Break Monitoring

- Human Resources Reports Tab
- Used For: Viewing employees who are between active periods of service. Shows who has a break in active status for payroll purposes. Must be monitored very carefully as it can impact benefits billing to employee who do not designate they would like to cancel benefits.

## Short Work Break Monitoring Report

Departments should use this report to monitor Short Work Break end dates and decide whether to extend SWB, return the employee to active status, or terminate the job.

[View Details](#)

[Launch >](#)

Short Work Break Monitoring Report

Search by VC Area	Search by Department ID - Name	Search by Business Unit
<input type="checkbox"/> CHANC - CHANCELLOR <input type="checkbox"/> VCAA - VC-ACADEMIC AFFAIRS <input type="checkbox"/> VCADV - VC-ADVANCEMENT <input type="checkbox"/> VCCFO - VC-CHIEF FINANCIAL OFFICER <input type="checkbox"/> VCEDI - VC-EQUITY, DIVERSITY, AND INCL <input type="checkbox"/> VCHSH - VC-HEALTH SCIENCES-HEALTH <input type="checkbox"/> VCHSS - VC-HEALTH SCIENCES-SCHOOLS <input type="checkbox"/> VCMS - VC-MARINE SCIENCES <input type="checkbox"/> VCRES - VC-RESEARCH <input type="checkbox"/> VCRMP - VC-RESOURCE MANAGEMENT & PLANN <input type="checkbox"/> VCRMP - VC-RESOURCE MANAGEMENT & PLANN <a href="#">Select all</a> <a href="#">Deselect all</a>	Keywords: Input keywords here <input type="text"/> <input type="checkbox"/> <a href="#">Select all</a> No Results Starts with any of these ke <input type="text"/> <input checked="" type="checkbox"/> Case Insensitive <a href="#">Select all</a> <a href="#">Deselect all</a>	<input type="checkbox"/> UC San Diego Campus - SDCMP <input type="checkbox"/> UC San Diego Medical Center - SDMED <a href="#">Select all</a> <a href="#">Deselect all</a>
Search By Job Code	Search by Reports to Position Name - Number	Search by Employee Class
Keywords: Input keywords here <input type="text"/> <input type="checkbox"/> <a href="#">Select all</a> No Results Starts with any of these ke <input type="text"/> <input checked="" type="checkbox"/> Case Insensitive <a href="#">Select all</a> <a href="#">Deselect all</a>	Keywords: Input keywords here <input type="text"/> <input type="checkbox"/> <a href="#">Select all</a> No Results Starts with any of these ke <input type="text"/> <input checked="" type="checkbox"/> Case Insensitive <a href="#">Select all</a> <a href="#">Deselect all</a>	<input type="checkbox"/> Academic: Academic Student - 11 <input type="checkbox"/> Academic: Contingent Worker - 14 <input type="checkbox"/> Academic: Deans/Faculty Admin - 22 <input type="checkbox"/> Academic: Emeriti - 21 <input type="checkbox"/> Academic: Faculty - 9 <input type="checkbox"/> Academic: Medical Residents - 24 <input type="checkbox"/> Academic: Non Faculty - 10 <input type="checkbox"/> Academic: Post Docs - 23 <input type="checkbox"/> Academic: Recall - 3 <a href="#">Select all</a> <a href="#">Deselect all</a>

# Short Work Break Monitoring

Employee Name Current	Employee ID	Employee Record	Position Number	HR Status	Employee Status	Job Action Effective Date	Job Expected End Date	Job Action Code	Job Action Reason Code	Job Action Reason	Business Unit Code	Job Code	Job Code Description	Employee Class Code	Employee Class	FTE	Reports To Position Number	Reports To Employee	Department Code	Department	Vice Chancellor Code
		0	40642653	Active	Short Work Break	10/01/2021		PAY	REF	Range Adjustment/Comp Refresh	SDCMP	001100	PROF-AY	9	Academic: Faculty	1.0000	40655685	Kousser, Thaddeus Benjamin	000221	POLITICAL SCIENCE	VCAA
		0	40643955	Active	Short Work Break	03/01/2022		POS	COR	Correction SalPlan, Grade, Etc	SDCMP	001686	SR LECT SOE-AY-B/E/E	9	Academic: Faculty	0.0000	40651212	Cullen, Julianne Berry	000205	ECONOMICS	VCAA
		0	40647806	Active	Short Work Break	10/01/2021		PAY	REF	Range Adjustment/Comp Refresh	SDCMP	001100	PROF-AY	9	Academic: Faculty	0.0000	40653056	Halter, Christopher P	002231	EDUCATION STUDIES	VCAA
		4	40656987	Active	Short Work Break	03/20/2022	03/31/2023	SWB	U18	U18- Benefits Bridge Not Elig	SDCMP	001634	LECT-FY	9	Academic: Faculty	0.3300	40651689	Gille, Sarah T	000256	SIO DEPARTMENT	VCMS
		1	40755051	Active	Short Work Break	04/01/2022	06/30/2023	DTA	HIS	SYS Update - PayPath Correction	SDCMP	001633	LECT-AY-1/9-CONTINUING	9	Academic: Faculty	0.3300	40657146	Goldstein, Paul S	000200	ANTHROPOLOGY	VCAA
		2	40660120	Active	Short Work Break	10/01/2021		PAY	REF	Range Adjustment/Comp Refresh	SDCMP	001100	PROF-AY	9	Academic: Faculty	0.0000	40655338	Maple, M Brian	000220	PHYSICS	VCAA
		2	40649379	Active	Short Work Break	10/02/2021		POS	RTC	Reports To Change	SDCMP	001721	PROF-HCOMP	9	Academic: Faculty	0.0000	40649226	Clary, Bryan M	000312	SURGERY	VCHSS
		1	40840374	Active	Short Work Break	02/01/2022	12/31/2022	PAY	REF	Range Adjustment/Comp Refresh	SDCMP	001634	LECT-FY	9	Academic: Faculty	0.3300	40651689	Gille, Sarah T	000256	SIO DEPARTMENT	VCMS
		0	40649448	Active	Short Work Break	10/02/2021		POS	RTC	Reports To Change	SDCMP	001721	PROF-HCOMP	9	Academic: Faculty	0.0000	40658877	Savides, Thomas J	000303	MEDICINE	VCHSS
		0	40649525	Active	Short Work Break	01/01/2022		PAY	OFF	Off Scale Increase	SDCMP	001100	PROF-AY	9	Academic: Faculty	0.0000	40652211	Gorman, Michael R	000222	PSYCHOLOGY	VCAA
		0	40649798	Active	Short Work Break	10/01/2021		PAY	REF	Range Adjustment/Comp	SDCMP	001100	PROF-AY	9	Academic: Faculty	0.0000	40652211	Gorman, Michael R	000222	PSYCHOLOGY	VCAA

Note the scroll bars and page navigation

# Jobs with Approaching End Dates

- Human Resources Reports Tab
- Used for: Determining when a job should stop paying the employee and avoiding overpayment situations

## Jobs with Approaching End Dates Report (HR tab)

This report is a risk mitigation tool which will help prevent payroll over-payments.

 [View Details](#)

[Launch >](#)

**Jobs with Approaching End Dates Report**

<b>Expected Job End Date Range</b> From: <input type="text" value="May 10, 2022"/> To: <input type="text" value="May 10, 2022"/>	<b>VC Area</b> <input type="checkbox"/> CHANC - CHANCELLOR <input type="checkbox"/> VCAA - VC-ACADEMIC AFFAIRS <input type="checkbox"/> VCADV - VC-ADVANCEMENT <input type="checkbox"/> VCCFO - VC-CHIEF FINANCIAL OFFICER <input type="checkbox"/> VCEDI - VC-EQUITY, DIVERSITY, AND INCL <input type="checkbox"/> VCHSH - VC-HEALTH SCIENCES-HEALTH <input type="checkbox"/> VCHSS - VC-HEALTH SCIENCES-SCHOOLS <input type="checkbox"/> VCMS - VC-MARINE SCIENCES <input type="checkbox"/> VCRES - VC-RESEARCH <input type="checkbox"/> VCRMP - VC-RESOURCE MANAGEMENT & PLANN <input type="checkbox"/> VCSA - VC-STUDENT AFFAIRS <a href="#">Select all</a> <a href="#">Deselect all</a>	<b>Search by Department ID - Name</b> Keywords: <input type="text" value="Input keywords here"/> Choices: <input type="text" value=""/> No Results Starts with any of these ke <input checked="" type="checkbox"/> Case Insensitive <a href="#">Select all</a> <a href="#">Deselect all</a>	<b>Business Unit</b> <input type="checkbox"/> UC San Diego Campus - SDCMP <input type="checkbox"/> UC San Diego Medical Center - SDMED <a href="#">Select all</a> <a href="#">Deselect all</a>
<b>Employee Status</b> <input checked="" type="checkbox"/> Active <input type="checkbox"/> Deceased <input type="checkbox"/> Paid Leave of Absence <input type="checkbox"/> Retired <input type="checkbox"/> Short Work Break <input type="checkbox"/> Terminated <input type="checkbox"/> Unpaid Leave of Absence <a href="#">Select all</a> <a href="#">Deselect all</a>	<b>Search by Job Code - Description</b> Keywords: <input type="text" value="Input keywords here"/> Choices: <input type="text" value=""/> No Results Starts with any of these ke <input checked="" type="checkbox"/> Case Insensitive <a href="#">Select all</a> <a href="#">Deselect all</a>	<b>Search by Reports to Employee Name - Position Number</b> Keywords: <input type="text" value="Input keywords here"/> Choices: <input type="text" value=""/> No Results Starts with any of these ke <input checked="" type="checkbox"/> Case Insensitive <a href="#">Select all</a> <a href="#">Deselect all</a>	<b>Search by Employee Class</b> <input type="checkbox"/> Academic: Academic Student - 11 <input type="checkbox"/> Academic: Contingent Worker - 14 <input type="checkbox"/> Academic: Deans/Faculty Admin - 22 <input type="checkbox"/> Academic: Emeriti - 21 <input type="checkbox"/> Academic: Faculty - 9 <input type="checkbox"/> Academic: Medical Residents - 24 <input type="checkbox"/> Academic: Non Faculty - 10 <input type="checkbox"/> Academic: Post Docs - 23 <input type="checkbox"/> Academic: Recall - 3 <input type="checkbox"/> Staff: Career - 2 <input type="checkbox"/> Staff: Contingent Worker - 13 <input type="checkbox"/> Staff: Contract - 1 <a href="#">Select all</a> <a href="#">Deselect all</a>

# Jobs with Approaching End Dates

Employee Name Current	Employee ID	Business Unit Code	Employee Record	Position Number	Vice Chancellor Code	Vice Chancellor	Department Code	Department	Job Code	Job Code Description	Employee Status	Employee Class Code	Employee Class	FTE	Job Expected End Date	Probation Status Code	Probation End Date	Location Use End Date	Location Use Type	Job Automatically End Flag	Termination Override Flag	Reports To Employee	Reports To Employee ID	Reports To Employee Record	Reports To Position Number	Reports To Employee Status Code	Days Remaining Until End Date	Date Criteria	HR Status Code	Employee Status Code
		SDCMP	0	40644710	VCAA	VC-ACADEMIC AFFAIRS	000202	ELECT & COMPUTER ENG	001630	LECT-AY	Active	9	Academic: Faculty	0.3300	06/30/2022	N				N	N	Lin, Bill	10371279	2	40654788	A	50	Within 60 Days	A	A
		SDCMP	1	40720311	VCAA	VC-ACADEMIC AFFAIRS	000234	COMMUNICATION	001632	LECT-AY-1/9	Active	9	Academic: Faculty	1.0000	06/30/2022	N				Y	N	Goldfarb, Brian D	10371672	1	40652134	A	50	Within 60 Days	A	A
		SDCMP	1	40817829	VCAA	VC-ACADEMIC AFFAIRS	000169	HUMAN DEVELOPMENT	000900	DIRECTOR	Active	9	Academic: Faculty	0.0000	06/30/2022	N				N	N	Frink, Christina Noel	10369096	0	40654102	A	50	Within 60 Days	A	A
		SDCMP	0	40736553	VCAA	VC-ACADEMIC AFFAIRS	000234	COMMUNICATION	001680	LECT PSOE-AY	Active	9	Academic: Faculty	1.0000	06/30/2022	N				N	N	Goldfarb, Brian D	10371672	1	40652134	A	50	Within 60 Days	A	A
		SDCMP	0	40643051	VCAA	VC-ACADEMIC AFFAIRS	000192	ANALYTICAL WRITING PROGRAM	001630	LECT-AY	Active	9	Academic: Faculty	1.0000	06/30/2022	N				N	N	Bauer, Holly Jean	10367241	1	40648140	A	50	Within 60 Days	A	A
		SDCMP	1	40801822	VCAA	VC-ACADEMIC AFFAIRS	000210	LINGUISTICS	001650	LECT-MISCELLANEOUS/PART TIME	Active	9	Academic: Faculty	0.0000	06/30/2022	N				N	N	Frink, Christina Noel	10369096	0	40654102	A	50	Within 60 Days	A	A
		SDCMP	0	40732898	VCAA	VC-ACADEMIC AFFAIRS	000224	VISUAL ARTS	001300	ASST PROF-AY	Active	9	Academic: Faculty	1.0000	06/30/2022	N				N	N	Dominguez, Ricardo Rene	10367793	1	40642890	A	50	Within 60 Days	A	A
		SDCMP	0	40713872	VCAA	VC-ACADEMIC AFFAIRS	000212	MATHEMATICS	001308	VIS ASST PROF	Active	9	Academic: Faculty	1.0000	06/30/2022	N				Y	N	Mckernan, James	10368636	1	40656604	A	50	Within 60 Days	A	A
		SDCMP	1	40881209	VCAA	VC-ACADEMIC AFFAIRS	000204	CHEMISTRY & BIOCHEMISTRY	001652	CONTINUING APPT-TEMP AUG	Active	9	Academic: Faculty	0.5000	06/30/2022	N				Y	N	Grassian, Vicki Helene	10372179	1	40652285	A	50	Within 60 Days	A	A

Note the scroll bars and page navigation

Demo