



HCM Queries for College/Division & Campus HR Contacts

HCM Queries: This document outlines all queries available in PeopleSoft HCM for individuals with **College/Division or Campus HR access**.

Navigation: NavBar > Classic Home > Main Menu > Reporting Tools > Query > Query Viewer

Refer to the [Query Viewer Navigation job aid](#) for additional information and system screenshots.

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HCM Queries for College/Division & Campus HR Contacts

FUNDING, ACCOUNTING, & COMBINATION CODES

Report Name: SC_HR_DEPT_EE_ACCTG_ROSTER_POS

Description: Review the funding allocation for currently active FTE, RGP, or TL employees.

Selection Criteria: N/A

Data: Data is real time

Row	ID	Empl Record	Dept ID	Position	Empl Class	Unit	Name	Eff Date	Job Code	Operating Unit	Grade	Acct	Dept ID	Fund	Class	Project	Cost Share	PC Bus Unit	Activity	Distrb %	Salary (rate)	Total Account Salary	Max/Annual	FLSA Stat	Name Type	Salary Adj	Shift Diff	Operating Unit
1		0	100000		FTE	SCCOL		07/01/2024	AM05	CL002	B07	51200	100018	A0001	104					100.000	73731	73731	104000.000	T	PRI			CL002
2		0	100019		FTE	SCCOL		07/01/2024	CB70	CL002	B05	51200	100019	A0001	101					50.000	58608	29304	72134.000	T	PRI			CL002
3		0	100019		FTE	SCCOL		07/01/2024	CB70	CL034	B05	51200	115005	A0001	456					50.000	58608	29304	72134.000	T	PRI			CL002
4		0	100019		FTE	SCCOL		06/16/2024	CB70	CL002	B05	51200	100019	A0001	101					50.000	49975	24987	72134.000	T	PRI			CL002
5		0	100019		FTE	SCCOL		06/16/2024	CB70	CL034	B05	51200	115005	A0001	456					50.000	49975	24987	72134.000	T	PRI			CL002

Report Name: SC_HR_DEPT_TEMPS_ACCTG_INFO

Description: Review the funding allocation for currently active Temporary Employees.

Selection Criteria: 1) Employee Class, 2) Department ID, 3) Set ID, 4) Fiscal Year. **NOTE:** Leave blank to pull data for all types of employees and departments.

Data: Data is real time

Row	Employee ID	Empl Record	Dept ID	Reg/Temp	Empl Class	Business Unit	Name	Job Code	Operating Unit	Grade	Funding Dept ID	Acct	Fund	Class	Project	Cost Share	PC Bus Unit	Activity	Distrb %	Salary	Hrly Rate	Total Account Salary	Actual salary payout	Last Asgn Start	Expected End Date	Supv ID	Sup Name
1		4	100100	T	TSF	SCCOL		UN11	CL061	B00	100100	51300	F1000	201	10013824		USCSP	1	100.000	47964	46.120000	47964	33944.320	10/16/2025	06/30/2026		
2		0	100100	T	DLI	SCCOL		UG83	CL061	B00	100100	51300	E0405	202					100.000	14560	35.000000	14560	43680.000	10/16/2025	05/16/2026		
3		0	100300	T	STU	SCCOL		SGIA	CL071	S00	100300	51400	A0001	101					100.000	31862	30.636605	10500	10500.000	08/18/2025	12/14/2025		
4		0	100300	T	TFC	SCCOL		UG70	CL071	B00	100300	51600	A0001	101					100.000	53333	25.641026	20000	20000.000	08/16/2025	12/31/2025		

Report Name: SC_PY_COMBO_CODES

Description: All Active Combo Codes Detail

Selection Criteria: 1) Department ID, 2) Operating Unit, 3) Status. **NOTE:** Leave blank to pull data for all combo codes.

Data: Data is real time

Row	Set ID	Process Group	Eff Date	Status	GL Combo Code	Descr	Acct	Dept ID	Project	Fund	Class	Operating Unit	Cost Share	PC Bus Unit	Activity
1	USC01		01/01/2018	A	9999	Suspense Account	00000	000000		00000		CL000			
2	USC01		07/01/2019	A	A00000000001	CL001601000A0001601	51100	601000		A0001	601	CL001			
3	USC01		07/01/2019	A	A00000000003	AK000911000A0001458	51200	911000		A0001	458	AK000			
4	USC01		07/01/2019	A	A00000000004	AK000911030A0001101	51200	911030		A0001	101	AK000			
5	USC01		07/01/2019	A	A00000000005	AK000911031A0001101	51200	911031		A0001	101	AK000			

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Report Name: SC_HR_FRINGE_COSTS

Description: Gives the fringe costs for employees for a specified pay period.

Selection Criteria: 1) USCID, 2) Pay Period End (Required), 3) Resp Code, 4) Dept ID, 5) Reg/Temp.

Data: Data is real time

Row	ID	Empl Record	Job Code	Reg/Temp	Pay Group	First Name	Last Name	Base Salary	Fringe %
1		2	CB70	R	P12			48570.90	24.71
2		0	CB70	R	P12			51220.00	42.59
3		0	CB75	R	C12			61687.00	43.04
4		0	CB70	R	P12			50310.00	48.66

EMPLOYEE PERFORMANCE MANAGEMENT SYSTEM (EPMS)

Report Name: SC_HR_EPMS_ANNUAL

Description: Review upcoming annual EPMS dates for FTE employees to ensure reviews are completed by deadline. Date fields are provided to pull upcoming reviews based on a date range.

Selection Criteria: 1) From Date and To Date (**required**), 2) Responsibility Code.

Data: Data is real time

Row	Employee ID	Empl Record	Last Name	First Name	Operating Unit	Dept ID	Dept Descr	Job Code	Grade	EPMS Review Dt	Supervisor Name	# Days Before Due Date
1		0			CL003	600200	ATHLETICS	CB80	B07	04/15/2025		7
2		0			CL017	601300	ACCESS AND OPPORTUNITY	AH10	B05	04/15/2025		7
3		0			CL011	691000	UNIVERSITY POLICE DEPARTMENT	AH35	B05	04/15/2025		7
4		0			CL011	691000	UNIVERSITY POLICE DEPARTMENT	AH35	B05	04/15/2025		7
5		0			CL093	702100	STRATEGIC INITIATIVES	BC30	B06	04/15/2025		7

Report Name: SC_HR_EPMS_PROBATIONARY

Description: Review upcoming EPMS dates for employees in a Probationary Period to ensure reviews are completed by deadline. Date fields are provided to pull upcoming reviews based on a date range.

Selection Criteria: 1) From Date and To Date (**required**), 2) Responsibility Code.

Data: Data is real time

Row	Employee ID	Empl Record	Last Name	First Name	Operating Unit	Dept ID	Dept Descr	Job Code	Grade	Supervisor Name	Probationary Period Review Dt	# Days Before Due Date
1		0			BF000	925020	ATHLETICS	UH14	B00		05/10/2024	-333
2		0			BF000	925020	ATHLETICS	UH14	B00		05/10/2024	-333
3		2			CL003	600200	ATHLETICS	UH16	B00		05/15/2024	-328
4		0			CL002	610000	OFFICE OF THE PROVOST	UD05	B00		05/31/2024	-312
5		0			UP000	984104	UPS INST EFFECTIVENESS & RSRCH	BB40	B06		06/07/2024	-305

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DUAL EMPLOYMENT

Report Name: SC_HR_DEPT_EXTERNAL_DUAL

Description: Listing active External Dual employees within your department(s).

Selection Criteria: N/A

Data: Data is real time

Row	Employee ID	Empl Record	Name	Dept ID	Dept Descr	Job Code	Job Title	Full/Part Time	Stnd Hrs/Wk	Empl Class	Salary Plan	Last Asgn Start	Expected End Date	Days Before Dual Emp Expires	Supervisor Name
1		0		690000	DLES LAW ENFORCEMENT & SAFETY	JC20	Law Enforcement Officer II	P	5.00	DLE	CLAS	03/01/2025	12/31/2025	267	
2		2		690000	DLES LAW ENFORCEMENT & SAFETY	JC20	Law Enforcement Officer II	P	5.00	DLE	CLAS	01/01/2025	12/31/2025	267	
3		1		690000	DLES LAW ENFORCEMENT & SAFETY	JC20	Law Enforcement Officer II	P	5.00	DLE	CLAS	01/01/2025	12/31/2025	267	
4		0		690000	DLES LAW ENFORCEMENT & SAFETY	JC20	Law Enforcement Officer II	P	5.00	DLE	CLAS	01/01/2025	12/31/2025	267	

Report Name: SC_HR_DEPT_INTERNAL_DUAL

Description: Listing active Internal Dual employees within your department(s).

Selection Criteria: N/A

Data: Data is real time

Row	Employee ID	Empl Record	Name	Dept ID	Dept Descr	Job Code	Job Title	Full/Part Time	Stnd Hrs/Wk	Empl Class	Salary Plan	Last Asgn Start	Expected End Date	Days Before Dual Emp Expires	Supervisor Name
1		1		941000	LAN PALMETTO COLLEGE	AH20	Administrative Manager I	P	7.00	DLI	CLAS	08/26/2024	05/09/2025	31	
2		1		140000	COLLEGE OF HRSM	UG70	Instructor	P	10.00	DLI	UNCL	01/01/2025	05/15/2025	37	
3		1		225000	RESEARCH AND GRANT DEVELOPMENT	UG76	Professor	P	5.00	DLI	UNCL	09/01/2024	04/30/2025	22	
4		1		691000	UNIVERSITY POLICE DEPARTMENT	JC30	Law Enforcement Officer III	P	5.00	DLI	CLAS	02/14/2025	12/31/2025	267	

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APPOINTMENT END DATES & ADDITIONAL PAY TRACKING

Report Name: SC_HR_MONITOR_END_DATES

Description: Monitor upcoming auto-terminations for current RGP, TL, and Temporary employees. Use this query to plan reappointment and rehire actions.

Selection Criteria: 1) Start and End Date (**required**), 2) Employee Class, 3) Salary Plan (classified, unclassified, etc.). 4) Responsibility code. NOTE: Leave Empl Class blank to pull all types of employees.

Data: Data is real time

Row	Last Name	First Name	Employee ID	Dept ID	Descr	Empl Record	Reg/Temp	Empl Class	Auto End Job	Expected End Date	Job Indicator	Days Before End Date	Operating Unit	Descriptio	Supv ID	Supervisor	Supervisor Emal
1				925081	DEVELOP AND ALUMNI RELATIONS	2	T	STU	Y	04/10/2025	P	2	BF000	USC Beaufort			
2				925081	DEVELOP AND ALUMNI RELATIONS	0	T	STU	Y	04/10/2025	P	2	BF000	USC Beaufort			
3				125500	SCHOOL OF MUSIC	1	T	DLI	Y	04/10/2025	S	2	CL059	School of Music			

Report Name: SC_HR_MONITOR_FAC_APPT_DATES

Description: Monitor upcoming end-dates for FTE Faculty.

Selection Criteria: 1) Start and End Date based on expiration of appointment (**required**), 2) Tenure Status

Data: Data is real time

Row	Last Name	First Name	ID	Empl Record	Dept ID	Job Code	Rate Code	Group	Auto End Job	Planned Exit	Indicator	Tenure St	Days Before End Date
1				0	111100	UG85	SC12	IC1	N	04/30/2025	P	Professional Track	22
2				3	155901	UG70	SC11	I12	N	05/04/2025	P	Professional Track	26
3				0	185000	UG80	SC12	C12	N	05/14/2025	P	Professional Track	36
4				0	125300	UG70	SC9	P09	N	05/15/2025	P	Professional Track	37
5				0	951000	UG70	SC9	P09	N	05/15/2025	P	Professional Track	37

Report Name: SC_HR_MONITOR_SUPPLEMENTAL_PAY

Description: Monitor end-dates on existing additional pay.

Selection Criteria: Earnings End Dates (From) and (To) (**required**).

Data: Data is real time

Row	Name	Employee ID	Empl Record	Business Unit	Dept ID	Operating Unit	Job Code	Job Code Title	Position	Reg/Temp	Empl Class	Full/Part Time	Salary	Addtl Pay Effective Date	Addtl Pay End Date	Earnings	Earnings Code	Reason	Combo Code	Ok to Pay	Supv ID	Supervisor	Supervisor Emal
1			0	SCCOL	152400	CL039	UE07	Academic Program Manager		R	FTE	F	85890.00	02/16/2025	05/15/2025	534.73	TSA	Not Specified	A00000088314	Y			
2			0	SCCOL	152400	CL039	UE07	Academic Program Manager		R	FTE	F	85890.00	02/16/2025	05/15/2025	971.56	TSA	Not Specified	A00000088314	Y			
3			0	SCCOL	182600	MC000	AD22	Accountant/Fiscal Analyst II		R	FTE	F	59230.00	01/02/2025	06/30/2025	300.00	TSA	Not Specified	A00000082594	Y			
4			0	SCCOL	600200	CL003	AD25	Accountant/Fiscal Analyst III		R	FTE	F	68712.00	01/01/2025	01/15/2025	1250.00	TSA	Not Specified	A00000000502	Y			

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Report Name: SC_HR_BONUS_LIST_BYUNIT

Description: View bonuses for your department(s) between specified dates.

Selection Criteria: Earnings End Dates (From) and (To) **(required)**.

Data: Data is real time

Row	ID	Empl Record	Last	First Name	Dept ID	Description	Resp Code	Description	Empl Class	Job Code	Descr	Faculty/Staff	Eff Date	Earn Code	Reason	Oth Py
1		0			911111	USC Aiken	AK000	AIK Ruth Patrick Science Ed. Center	FTE	AH40	Program Coordinator II	STAF	04/16/2025	BON	OC	2000.00
2		0			911111	USC Aiken	AK000	AIK Ruth Patrick Science Ed. Center	FTE	AH40	Program Coordinator II	STAF	04/16/2025	BON	OC	2000.00
3		1			911111	USC Aiken	AK000	AIK Ruth Patrick Science Ed. Center	FTE	AA75	Administrative Assistant	STAF	04/01/2025	BON	IPR	3000.00
4		0			911111	USC Aiken	AK000	AIK Ruth Patrick Science Ed. Center	FTE	AH40	Program Coordinator II	STAF	04/01/2025	BON	OC	2000.00
5		0			911639	USC Aiken	AK000	AIK Public Safety	FTE	JC10	Law Enforcement Officer I	STAF	03/16/2025	BON	OC	2500.00

EMPLOYEE INFORMATION

Report Name: SC_HR_EMERGENCY_CONTACTS

Description: Provides a listing of emergency contact information for current employees. Employees can update this information through employee self-service.

Selection Criteria: N/A

Data: Data is real time

Row	Dept ID	USCID	Empl Name	Contact Name	Relation	Prim Cntct	Phone	Secondary Phone	Address 1	Address 2	City	State	Postal
1	100000				O	Y							
2	100000				O	Y							
3	100010				O	Y							
4	100010				P	Y							

Report Name: SC_HR_EMP_BIRTHDAY_RPT

Description: Provides a listing of employee birthdays (month and day)

Selection Criteria: 1) Responsibility Code, 2) Department. **NOTE:** Leave blank to pull all employees in your security scope.

Row	ID	Unit	Operating Unit	Oper Unit Descr	Dept ID	Dept Descr	Last	First Name	Middle	Empl Class	Birth Date
1		SCAIK	AK000	USC Aiken	911030	AK DEPT OF EXERCISE SCIENCE				FTE	02/05
2		SCAIK	AK000	USC Aiken	911030	AK DEPT OF EXERCISE SCIENCE				FTE	02/14
3		SCAIK	AK000	USC Aiken	911030	AK DEPT OF EXERCISE SCIENCE				FTE	02/23
4		SCAIK	AK000	USC Aiken	911030	AK DEPT OF EXERCISE SCIENCE				FTE	05/04

HCM Queries for College/Division & Campus HR Contacts

Report Name: SC_HR_EMP_CONTACT_INFO

Description: Roster of currently active employees with their contact information. Employees can update this information through employee self-service.

Selection Criteria: N/A

Data: Data is real time

Row	Dept ID	Descr	Name	Address 1	Address 2	City	State	Postal	Busn	Cell	Home	County	EMPLID
1	125300	ENGLISH				Cayce	SC	29033				Lexington	
2	925600	NATURAL SCIENCES				Bluffton	SC	29910				Beaufort	
3	500005	WORK MANAGEMENT				Columbia	SC	29205				Richland	
4	160000	MDG SCHOOL OF MEDICINE GREENVI				Easley	SC	29642					

EMPLOYEE JOB INFORMATION

Report Name: SC_HR_EE_ROSTER

Description: Roster of current employees with basic job data.

Selection Criteria: 1) Dept ID, 2) Regular/Temporary, 3) Employee Class, 4) Salary Plan, 5) Responsibility code. **NOTE:** Leave all selections blank to pull all types of employees and for all departments within security authorization.

Row	ID	Last Name	First Name	Middle	Prefix	Suffix	Empl Record	Indicator	Operating Unit	Oper Unit Descr	Dept ID	Dept. Description	Business Unit	Job Title	Business Title	Job Code	Position #	Faculty/Staff	Grade	Sal Plan	USC Title Cd	USC Market Title	Job Family	Job Function	Job Level	Reg/Temp	Full/Part	Empl Class	Base Hours	Hours per Week	Rate Code
1							0	P	CL071	College of Arts and Sciences	125300	ENGLISH	USC Columbia	Graduate Instructional Asst	GIA	SGIA			S00	STDT						Temporary	P	STU	10.00	SC12	
2							0	P	CL011	Division of Administration and Finance	690000	DLES LAW ENFORCEMENT & SAFETY	USC Columbia	Law Enforcement Officer I	Law Enforcement Officer I	JC10			B04	CLAS						Temporary	P	TSF	5.00	NAHRLY	
3							0	P	AK000	USC Aiken	911035	AK SCHOOL OF NURSING	USC Aiken	Instructor	Instructor	UG70		FACL	B00	UNCL					Regular	F	FTE	1462	37.50	SC9	

(Screenshot continued below)

Rate Code	Market Range	Min/Annual	Midpt/Yr	Max/Annual	Annual Salary	Actual Salary	Hrly Rate	State Hire Date	Years of State Service	USC Hire Date	Last Start Date	Years of USC Service	Job Code Entry Date	Years in Job Code	Expected Job End Date	EPMS Review Date	Highest Education Level	Gender	Ethnic Group	Supervisor Name	Supervisor ID	Supervisor Email	FLSA Stat	Email
SC12					10999.99	8250.000	21.153846			08/16/2025	08/16/2025	0.56			05/15/2026		Not Indicated	Female	Not Specified				T	
NAHRLY					14300.00	13090.000	55.000000			01/19/2026	01/19/2026	0.14			12/16/2026		Bachelor's Degree	Female	Black/African American				N	
SC9					62442.00	62442.000	40.026922	08/16/2022	3.56	08/16/2022	08/16/2022	3.56	08/16/2022	3.56	05/15/2026		Master's Degree	Female	Black/African American				T	

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This query provides several useful dates that relate to employees:

Annual Salary	Actual Salary	Hrly Rate	State Hire Date	Years of State Service	USC Hire Date	Last Start Date	Years of USC Service	Job Code Entry Date	Years in Job Code	Expected Job End Date	EPMS Review Date
15600.00	4980.000	15.000000	08/16/2025	0.19	08/16/2025	08/16/2025	0.19			12/10/2025	
12480.00	3744.000	12.000000	08/25/2025	0.17	08/25/2025	08/25/2025	0.17			12/10/2025	
60229.00	60229.000	38.608332	08/16/2021	4.19	08/16/2021	08/16/2021	4.19	08/16/2021	4.19	05/15/2027	

Helpful Definitions:

- *State Hire Date* = This date reflects the first date of employment in an FTE position with the State adjusted to reflect periods when there were breaks in service (state service is total employment defined in years, months, and days in which an employee has occupied an FTE position, including part-time service).
- *USC Hire Date* = This date reflects when an employee begins their current employment with USC without any adjustments.

Data: Data is updated nightly

Report Name: SC_HR_FACULTY_TEN_NTN

Description: Review and track Faculty tenure information for reporting purposes. The 'Tenure Begin Date' field refers to the date the faculty member was hired into a tenure-track position. **NOTE:** this query is NOT available to Department HR Contacts; you can filter and sort for departmental distribution.

Selection Criteria: Responsibility Code

Data: Data is real time

Row	Business Unit	Operating Unit	Last	First Name	Employee ID	Empl Record	Job Code	Job Code Description	Title	Tenure Status	Tenure Begin Date	Tenure Rcvd Date	Date of Rank	Tenure Dept	Dept ID	Dept Descr	USC Hire Date	Full/Part Time	Rate Code
1	SCCOL	CL071				0	UG74	Assistant Professor	Assistant Professor	Tenure Track	08/16/2024			100300	100300	WOMENS STUDIES	08/16/2024	Full-Time	SC9
2	SCCOL	CL071				0	UG76	Professor	Professor	Tenured		08/16/2009	01/01/2019	135800	100300	WOMENS STUDIES	08/16/2003	Full-Time	SC9
3	SCCOL	CL071				0	UG76	Professor	Professor	Tenured	08/16/2024	08/16/2024		100300	100300	WOMENS STUDIES	08/16/2024	Full-Time	SC9
4	SCCOL	CL071				0	UG71	Senior Instructor	Senior Instructor	Professional Track			08/16/2022		100300	WOMENS STUDIES	08/16/2022	Full-Time	SC9
5	SCCOL	CL071				0	UG65	Department Chair/Professor	Department Chair/Professor	Tenured	08/16/2024	08/16/2024		100300	100300	WOMENS STUDIES	07/01/2024	Full-Time	SC11

HCM Queries for College/Division & Campus HR Contacts

Report Name: SC_HR_EMPLOYEE_W_VISA_INFO

Description: Roster of active employees by department with Visa Status Date, Visa Expiration Date, Country of Citizenship, and Visa/Permit Type.

Data: Data is real time

Row	ID	Empl Record	Eff Date	Last Name	First Name	Middle	Prefix	Suffix	Unit	Operating Unit	OU Description	Dept ID	Dept Description	Empl Class	Job Code	Job Code Description	First Start Date	Last Assign Start Date	Expected End Date	Auto End Job	Reg/Temp	Full/Part	Job Indicator	Status Date	Visa Expiration Date	Country of Citizenship	Visa/Permit Type	Supr ID	Supervisor Name	Supervisor Email
1		0	07/16/2024						SCCOL	CL061	College of Social Work	100100	INST FAMILIES IN SOCTY	RGP	BB50	Dir Of Planning And Resrch	12/06/2016	10/01/2019	06/30/2025	Y	G	F	Primary	06/25/2007	12/09/2027	CHN	LPR			
2		0	04/01/2025						SCCOL	CL061	College of Social Work	100100	INST FAMILIES IN SOCTY	RGP	BB40	Research & Planning Administr	08/16/2019	08/16/2019	06/30/2025	Y	G	F	Primary	08/03/2024	08/03/2029	IND	PPR			
3		2	04/01/2025						SCCOL	CL061	College of Social Work	100100	INST FAMILIES IN SOCTY	RGP	BB40	Research & Planning Administr	11/21/2023	12/01/2023	06/30/2025	Y	G	F	Primary	06/09/2015	11/30/2025	IND	LPR			

Report Name: SC_HR_ACTION_SUMMARY

Description: Overview of employee actions which have been entered in the system for a specified date range. Monitor and report on actions such as: New hires, rehires, data changes, retirements, etc.

Selection Criteria: 1) From and To Date (**required**), 2) Action, 3) Reason, 4) Department ID. **NOTE:** Leave all fields other than dates blank to pull data for all actions and departments within specified date range.

Data: Data is real time

Row	Employee ID	Empl Record	Name	Action	Reason	Effective Date	Dept ID	Job Code	Job Title	Reg/Temp	Empl Class	Pay Group	Full/Part Time	Job Indicator	Salary Plan	Grade	Salary	Years of State Service	Years of USC Service	Position #	Last Asgn Start	Expected Job End Date
1		0		Data Change	Reappointment	02/25/2025	152000	UE03	Academic Program Director	Time Limited	TML	P12	F	P	UNCL	B00	169095		2.7	T0007081	07/01/2022	04/30/2026
2		0		Hire	New Hire (Original Appt)	03/15/2025	180400	AA75	Administrative Assistant	Time Limited	TML	P12	F	P	CLAS	B04	45350	0.0	0.0	00774306	03/15/2025	03/14/2026
3		0		Transfer	FTE to RGP/TML	01/01/2025	182401	AH10	Administrative Coordinator I	Time Limited	TML	P12	F	P	CLAS	B05	50000		1.0	T0007097	04/01/2024	12/31/2025
4		0		Transfer	Temp to FTE	01/16/2025	101307	AG30	Instructor/Tng Coordinator I	Time Limited	TML	P12	F	P	CLAS	B04	43780	0.2	0.6	00774427	08/01/2024	11/30/2027
5		0		Position Change	Supervisor change	03/27/2025	462334	AH35	Program Coordinator I	Time Limited	TML	P12	F	P	CLAS	B05	47867		0.7	T0007005	07/16/2024	05/31/2026

HCM Queries for College/Division & Campus HR Contacts

Report Name: SC_HR_EXEMPT_NON_EXEMPT_FTE

Description: Roster of FTE classified employees with general position information and salary averages by class. Averages are based on employee salaries which user has security authorization.

Selection Criteria: Job Code

Data: Data is updated nightly

Row	Job Code	Class Title	Grade	Position #	FLSA Status	EEO-4 Cat	Dept ID	Dept. Description	Employee ID	Last Name	First Name	Full/Part Time	Hours/Week	Weeks Per Year	Comp Rate Code	Salary (Rate)	Annualized Salary	Average Salary	USC Hire Date
1	AA75	TOTAL	B04										0.00	0		0	0	43176	
2	AA75	Administrative Assistant	B04	00001970	N	5	610210	NAVAL SCIENCE				F	37.50	52	SC12	45169	45169		0 04/11/2013
3	AA75	Administrative Assistant	B04	00113542	N	5	661020	PARKING AND TRANSPORTATION SER				F	37.50	52	SC12	37439	37439		0 11/12/2018
4	AA75	Administrative Assistant	B04	00085250	N	5	988512	COUNSELING SERVICES				F	37.50	52	SC12	43331	43331		0 11/03/2014
5	AA75	Administrative Assistant	B04	00137279	N	5	620135	TALENT ACQUISITION				F	37.50	52	SC12	42451	42451		0 06/11/2024

Report Name: SC_HR_PAY_FOR_PERFORMANCE

Description: Listing of current FTE employees who received a pay for performance increase in a specified date range.

Selection Criteria: Effective Date (From) and (To) **(required)**

Data: Data is real time

Row	Last Name	First Name	Action	Reason Descr	Job Code	Job Title	Employee ID	Empl Record	Effective Date	Grade	Salary	Changed Amount	Percent Change	Business Unit	Operating Unit	Description	Dept ID	Descr
1			PAY	Performance Increase	AH15	Administrative Coordinator II			0 03/01/2025	B06	60000.00	289.706250	13.107	SCCOL	CL002	Division of Academic Affairs and Provost	610010	ACADEMIC PROGRAMS
2			PAY	Performance Increase	AH10	Administrative Coordinator I			0 02/01/2025	B05	57458.00	29.166666	1.233	SCCOL	CL038	Darla Moore School of Business	150111	ACCOUNTING
3			PAY	Performance Increase	CB80	Student Services Manager II			0 01/16/2025	B07	75000.00	142.708333	4.785	SCCOL	CL086	Division of Student Affairs and Academic Support	640200	CAREER CENTER
4			PAY	Performance Increase	CB80	Student Services Manager II			0 01/16/2025	B07	76550.00	86.375000	2.783	SCCOL	CL086	Division of Student Affairs and Academic Support	640200	CAREER CENTER

Report Name: SC_HR_REHIRED_RETIREES

Description: Roster of currently active employees who have been rehired after retiring from USC.

Selection Criteria: N/A

Data: Data is real time

Row	ID	Monthly Rt	USC Retiree	State Retiree	PEBA Retiree	Retire Dt	USC Hire Date	Planned Exit	Dept ID	Job Code	Position	Empl Class	HR Status	Action	Reason	Action Date	Name
1		7222.222	Y			12/16/2012	01/01/2026	05/15/2026	150113	UG70		TFC	A	REH	REH	12/18/2025	
2		982.143		N	Y	11/18/2005	08/16/2025	05/15/2026	152500	UG70		TFC	A	DTA	PRI	01/27/2026	
3		673.469		N	Y	07/01/2014	01/02/2026	05/15/2026	951000	UG70		TFC	A	REH	REH	12/17/2025	
4		7583.333	Y			01/02/2024	08/18/2025	06/30/2026	971000	AH42		TSF	A	REH	REH	08/19/2025	

HCM Queries for College/Division & Campus HR Contacts

EMPLOYEE COUNT

Report Name: SC_HR_HIRES_PER_MONTH

Description: Track the number of hires processed in a particular month or date range by employee class.

Selection Criteria: From and To Date **(required)**.

Data: Data is real time

Row	Dept ID	Descr	FTE Classified Hires	FTE Unclassified Hires	RGP Hires	Time Limited Hires	Temp Staff Hires	Temp Faculty Hires	Student Hires
1	100000	GENERAL INSTRUCTION					1		
2	100000	OFFICE OF THE PROVOST					1		
3	100019	UNIVERSITY ADVISING CENTER	6						
4	100022	MCNAIR INSTITUTE					3		
5	100022	MCNAIR INST ENTREPRENEURISM					6		

Report Name: SC_HR_EMPLOYEE_COUNT_BY_TYPE

Description: Provides a current count of employees by employee type by department.

Selection Criteria: N/A

Data: Data is real

Row	Dept ID	# of Classified FTE Employees	# of Unclassified FTEs	Total FTEs	# of RGPs	# of Time Limited	# of Temporary Staff	# of Temporary Faculty	# of Students	Total Employees
1	100000	1	0	1	0	0	0	0	0	1
2	100010	2	0	2	0	0	0	0	0	2
3	100019	125	1	126	0	0	2	0	1	129
4	100022	0	0	0	0	0	3	0	0	3
5	100025	1	0	1	11	0	2	0	4	18

Report Name: SC_HR_ON_LEAVE_WITH_PAY

Description: Listing of current employees who are on leave with pay.

Selection Criteria: N/A

Data: Data is updated nightly

Row	Name	Job Code	Action	Empl Class	Full/Part Time	Dept ID	Dept Descr	Comp Rate Code	Effective Date	Expected Return Date	ID	Empl Record
1	[REDACTED]	UG76	Paid Leave of Absence	FTE	F	152300	LDRSHP, LEARNING DESIGN & INQU	SC9	01/01/2025	05/15/2025	[REDACTED]	0
2	[REDACTED]	UG75	Paid Leave of Absence	FTE	F	911061	MATHEMATICAL SCIENCES	SC9	01/01/2025	05/16/2025	[REDACTED]	0
3	[REDACTED]	UG76	Paid Leave of Absence	FTE	F	150115	MANAGEMENT	SC9	02/18/2025	05/16/2025	[REDACTED]	0
4	[REDACTED]	UG76	Paid Leave of Absence	FTE	F	150119	INTERNATIONAL BUSINESS	SC9	02/18/2025	05/16/2025	[REDACTED]	0
5	[REDACTED]	UG76	Paid Leave of Absence	FTE	F	155101	CHEMICAL ENGINEERING	SC11	03/01/2025	05/15/2025	[REDACTED]	0

HCM Queries for College/Division & Campus HR Contacts

Report Name: SC_HR_ON_LEAVE_WITHOUT_PAY

Description: Listing of current employees who are on leave without pay.

Selection Criteria: N/A

Data: Data is updated nightly

Row	Name	Job Code	Action	Reason	Empl Class	Full/Part	Dept ID	Dept Name	Comp Rate Code	Effective Date	Expected Return Date	Pay Status	ID	Empl Record
1		UG75	Leave of Absence	Leave w/o Pay -Other	FTE	F	125100	SCHOOL OF VISUAL ART DESIGN	SC9	08/15/2024	05/15/2025	Leave of Absence		0
2		AH40	Leave of Absence	Leave w/o Pay - MIL	FTE	F	164300	MDG IT	SC12	02/04/2025		Leave of Absence		0
3		AG20	Leave of Absence	Family and Medical Leave Act	FTE	F	925061	HUMAN RESOURCES	SC12	01/31/2025	03/01/2025	Leave of Absence		0
4		CG45	Leave of Absence	Leave w/o Pay -Other	FTE	F	101301	AUDIO VISUAL ENGINEERING	SC12	01/24/2024		Leave of Absence		0
5		SGRA	Leave of Absence	Leave w/o Pay -Other	STU	P	150137	DOCTORAL PROGRAMS	SC12	10/25/2024		Leave of Absence		1

Report Name: SC_HR_SABBATICALS

Description: Listing of Faculty who have taken Sabbatical Leave. **NOTES:** An additional row will appear when faculty are returned from sabbatical. The % of Pay if Partial and Salary if Partial Pay fields will show “0” if the faculty member is receiving full pay; values other than “0 will appear if on partial pay.

Selection Criteria: N/A

Data: Data is real time

Row	ID	Empl Record	Name	Action Descr	Sabbatical Date	Expected Return Dt	Campus	OU	Operating Unit	Dept ID	Dept Description	Job Code	Job Title	USC Business Title	Empl Class	Comp Rate	% of Pay if Partial	Salary if Partial Pay
1		0		Sabbatical Leave - Full Pay	08/16/2025	01/01/2026	SCCOL	CL071	College of Arts and Sciences	130800	CAS Statistics	UG75	Associate Professor	Associate Professor	FTE	110897.000000	0.00	0.0000
2		0		Return- Paid LOA	01/01/2026		SCCOL	CL071	College of Arts and Sciences	130800	CAS Statistics	UG75	Associate Professor	Associate Professor	FTE	110897.000000	0.00	0.0000
3		0		Sabbatical Leave - Full Pay	01/01/2026	05/16/2026	SCCOL	CL071	College of Arts and Sciences	125800	CAS Theatre and Dance	UG75	Associate Professor	Associate Professor	FTE	87156.000000	0.00	0.0000
4		0		Sabbatical Leave - Full Pay	08/16/2025	12/31/2025	SCCOL	CL039	College of Education	152300	CED Leadership, Learning Design, and Inquiry	UG75	Associate Professor	Associate Professor	FTE	107549.000000	0.00	0.0000

EFORM TRACKING

Report Name: SC_HR_GT_WORKFLOW_COLLEGE_DEPT

Description: Tracking of active ePAF actions within your College/Division or Campus that are *in flight*. **NOTE:** This query is *NOT* available to Department HR Contacts; you can filter and sort for departmental distribution.

Selection Criteria: 1) Form ID can be entered to inquire on a specific action, 2) Form Type will pull all pending actions on that eForm. **NOTE:** Leave all fields blank to pull all pending actions.

Data: Data is real time

Row	Form ID	Form Type	Employee ID	Empl_Rcd	Last Name	First Name	Pay Group	Requested Effective Date	Form Initiated Date	DEPTID	Dept Descr	Form Status	Currently With	Days with Current Approver	Last Date
1	132244	STATUSCHG		0			C09	01/01/2020	01/10/2020	126100	CAS Languages, Literatures, and Cultures	Partially Approved			1912 01/14/2020
2	131919	STATUSCHG		0			T12	01/02/2020	01/10/2020	125100	CAS School of Visual Art and Design	Partially Approved			1911 01/15/2020
3	131910	STATUSCHG		0			T12	01/02/2020	01/10/2020	125100	CAS School of Visual Art and Design	Partially Approved			1911 01/15/2020
4	135298	STATUSCHG		0			HRL	01/07/2020	01/16/2020	251001	PROV Global Carolina	Saved			1910 01/16/2020
5	138182	STATUSCHG		0			T12	01/18/2020	01/24/2020	112000	CON College of Nursing	Partially Approved			1902 01/24/2020

HCM Queries for College/Division & Campus HR Contacts

Report Name: SC_HR_EFORM_TRK_DT_PROMPT

Description: Tracking of all ePAF actions within your College/Division or Campus, regardless of status. **NOTE:** This query is NOT available to Department HR Contacts; you can filter and sort for departmental distribution.

Selection Criteria: 1) Form Initiation Date (From), 2) Form Initiation Date (To).

Data: Data is real time

Row	Form Type	Form ID	Initiator	Requested Effective Date	Faculty/Staff	Empl_Class	Employee ID	Empl_Rcd	Last Name	First Name	Job Code	DEPTID	Dept Descr	Form Status	Form Initiated Date	Date Received	Paygroup	Action	Reason	Earn Code (supplemental pay)
1	ADDL_HIRE	872690		07/01/2025		DLI		0			CG20	600200	Department of Athletics	Executed	06/02/2025	06/04/2025	C12			
2	ADDL_HIRE	873217		07/01/2025		DLI		2			UG70	150117	DMSB Marketing	Executed	06/03/2025	06/04/2025	P12			
3	ADDL_HIRE	873554		06/04/2025		DLI		0			AH30	691000	DAF University Police Department	Executed	06/03/2025	06/04/2025	HRL			

AFFILIATES

Report Name: SC_HR_AFFILIATES_BY_DEPT

Description: Roster of active and/or inactive affiliates by department.

Selection Criteria: Active or Inactive. **NOTE:** Leave blank to pull data for all affiliates.

Data: Data is real time

Row	ID	HR Status	Eff Date	Last Name	First Name	Middle	Prefix	Suffix	Dept ID	Dept Description	Job Code	Job Code Description	First Start Date	Last Assign Start Date	Expected End Date	Auto End Job	Days Before Expected End Date	Empl Record	Full/Part	Indicator	Unit	Supv ID	Supv Email	Supv Name
1		Inactive	05/13/2019						112000	COLLEGE OF NURSING	UG70	Instructor		05/13/2019	08/11/2019	Y	-2068	2	P	P	SCCOL			
2		Inactive	05/16/2019						112000	COLLEGE OF NURSING	VSUM	Summer		05/16/2019	08/15/2019	Y	-2064	2	F	S	SCCOL			
3		Inactive	03/16/2020						130200	CHEMISTRY & BIOCHEMISTRY	XN05	Research Affiliate	04/01/2019	04/01/2019	03/31/2020	N	-1835	0	F	P	SCCOL			
4		Inactive	03/23/2020						130200	CHEMISTRY & BIOCHEMISTRY	XN05	Research Affiliate	01/13/2020	01/13/2020	05/31/2020	Y	-1774	0	F	P	SCCOL			

HCM Queries for College/Division & Campus HR Contacts

Report Name: SC_HR_AFFILIATES_W_VISA_INFO

Description: Roster of active and/or inactive affiliates by department with Visa Status Date, Visa Expiration Date, Country of Citizenship, and Visa/Permit Type.

Selection Criteria: Active or Inactive. **NOTE:** Leave blank to pull data for all affiliates.

Data: Data is real time

Row	ID	HR Status	Eff Date	Last Name	First Name	Middle	Prefix	Suffix	Dept ID	Dept Description	Job Code	Job Description	First Start Date	Last Assign Start Date	Expected End Date	Auto End Job	Days Before Expected End Date	Empl Record	Full/Part	Indicator	Unit	Supv ID	Supv Email	Supv Name	Stat Dt	Expire Dt	Country	Visa/Permit Type	
1		Inactive	05/13/2019						112000	COLLEGE OF NURSING	UG70	Instructor		05/13/2019	08/11/2019	Y	-2068	2	P	P	SCCOL								
2		Inactive	05/16/2019						112000	COLLEGE OF NURSING	VSUM	Summer		05/16/2019	08/15/2019	Y	-2064	2	F	S	SCCOL								
3		Inactive	03/16/2020						130200	CHEMISTRY & BIOCHEMISTRY	XN05	Research Affiliate	04/01/2019	04/01/2019	03/31/2020	N	-1835	0	F	P	SCCOL								

POSITION INFORMATION

Report Name: SC_HR_POSITION_DATA

Description: Roster of active positions (position numbers) within your College/Division or Campus.

Selection Criteria: N/A

Data: Data is updated nightly

Row	Position	Business Title	Action Date	Action	Reason	Eff Date	Status	Job Code	USC Title Cd	Dept ID	Location	Reg/Temp	FLSA Status	Salary Plan	Employee ID	Name	Grade	Minimum	Midpoint	Maximum	Weeks Per Year	Hours/Week	Base Hours	Faculty/Staff	Grievance Ind	Annual Leave	Sick Leave Elig	Insurance Elig	USC Positio SOC Code	Shift Diff Ind	Call Back Ind	On Call Pay Ind	Evening	Night	Rotating	Weekend	
1	00000024	Post-Doctoral Fellow	02/09/2023	POS	NEW	03/16/2023	A	UK63	UK63HE02	180600	Med School V.A. #1	Research Grant	T	UNCL			B00	0.000	0.000	0.000	52	37.50	1950.00						19-1021	N	N	N	N	N	N	N	N
2	00000029	Assistant Scientist	12/20/2023	POS	NEW	12/19/2023	A	UK03	UK03VLR1	180800	Med School V.A. #1	Research Grant	T	UNCL			B00	0.000	0.000	0.000	52	37.50	1950.00						19-1042	N	N	N	N	N	N	N	N
3	00001560	Clinical Assistant Professor	06/06/2022	POS		06/01/2022	A	UG80		181400	5 Richland Medical Park Drive	Regular	T	UNCL			B00	0.000	0.000	0.000	52	40.00	2080.00	FACL	FACL	Y	Y	Y	25-1071	N	N	N	N	N	N	N	N

SUMMER COMPENSATION

Report Name: SC_HR_PENDING_SUMMER_FORMS

Description: Provides key details on the Summer hire and the Summer Job Change eForms initiated for employees in the VSUM Summer job code that are pending in the workflow.

Selection Criteria: EMPL ID. **NOTE:** Leave blank to pull all eForms.

Data: Data is real time

Row	Form ID	Form Type	Form Status	Currently Pending Approval by	Summer Instr or Research	EMPLID	EMPL_RCD	Employee Name	Dept ID	Supervisor ID	Supervisor Name	Effective Date	Expected Job End Date	Total Salary	Summer Session Code	Course Number	Credit Hours	Std Hours	ECOM Hours per Day	# Days of Assignment	Form Initiated Date	Last Action Date
1	690469	SUMMER_HIR	Saved		Summer Research		3		100100			05/16/2024	08/15/2024	0.00			0.00	37.50	7.50	0.00	02/20/2024	02/20/2024
2	704007	SUMMER_HIR	Saved				0							0.00			0.00	0.00	0.00	0.00	04/02/2024	04/02/2024
3	705101	SUMMER_HIR	Saved				0							0.00			0.00	0.00	0.00	0.00	04/05/2024	04/05/2024
4	705119	SUMMER_HIR	Saved		Summer Research		0		121028			05/16/2024	06/11/2024	0.00			0.00	37.50	7.50	0.00	04/05/2024	04/05/2024
5	705636	SUMMER_HIR	Saved		Summer Research		0		610000			05/16/2024	08/15/2024	0.00			0.00	37.50	7.50	0.00	04/09/2024	04/09/2024

HCM Queries for College/Division & Campus HR Contacts

Report Name: SC_HR_APPROVED_SUMMER_FORMS

Description: Provides key job data and funding information for active summer hires.

Selection Criteria: EMPL ID. **NOTE:** Leave blank to pull all eForms.

Data: Data is real time

Row	Form ID	Form Type	Summer Instr or Research	EMPLID	EMPL_RCD	Employee Name	Dept ID	Supervisor ID	Supervisor Name	Effective Date	Expected Job End Date	Total Salary	Summer Session Code	Course Number	Credit Hours	Std Hours	ECOM Hours per Day	# Days of Assignment	Form Initiated Date	Approval Date	Distrib %	Operating Unit	Dept ID	Fund	Acct	Class	Unit	Project	Combo Code
1	707007	SUMMER_HIR	Summer Research		3		100100			05/16/2024	08/15/2024	6825.00			0.00	15.00	3.00	66.00	04/12/2024	05/02/2024	15.000	CL061	100100	K1000	51300	201	USCSP	10011723	A00000081250
2	707007	SUMMER_HIR	Summer Research		3		100100			05/16/2024	08/15/2024	6825.00			0.00	15.00	3.00	66.00	04/12/2024	05/02/2024	15.000	CL061	100100	K1000	51300	201	USCSP	10013597	A00000106992
3	707007	SUMMER_HIR	Summer Research		3		100100			05/16/2024	08/15/2024	6825.00			0.00	15.00	3.00	66.00	04/12/2024	05/02/2024	70.000	CL061	100100	G1000	51300	201	USCSP	10013719	A00000109128
4	707831	SUMMER_HIR	Summer Instruction		3		135800			06/17/2024	07/27/2024	4000.00		410	3.00	10.00	0.00	30.00	04/15/2024	04/17/2024	100.000	CL071	135830	A0001	51330	103			A00000011337

Report Name: SC_HR_SUMMER_TOTAL_COMP

Description: Provides the total current year summer comp on file for your employees as well as their 33.xx% limit and their FTE base salary.

Selection Criteria: EMPL ID. **NOTE:** Leave blank to pull all eForms.

Data: Data is real time

Row	EMPLID	Last Name	First Name	Total Summer Comp	33% Base Pay (33.85 or 33.33)	Base salary
1				19966.00		65895.795000
2				2000.00		67378.425000
3				20894.40		37275.281500
4				12178.00		20346.219500
5				24390.00		24390.279000