

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**

FUNDING, ACCOUNTING, & COMBO 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

Fields Included:

Department ID	Business Unit	Position #
Employee Class	Employee ID	Employee Record
Name	Job Code	Grade
Fiscal Year	Effective Date	Dept ID – Paid From
Fund	Account	Class
Distribution %	Salary	Total Account Salary
FLSA Status		

Report Name: SC_HR_DEPT_TEMPS_ACCTG_INFO

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

Data: Data is real time

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

Fields Included:

Department ID	Business unit	Position #
Employee class	Employee ID	Employee record
Name	Job Code	Grade
Effective Date	Paid from Dept ID	Fund
Account	Class	Distribution %
Salary	Total Account Salary	Actual Salary Payout
Last Start	Expected End Date	Supervisor

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

Fields Included:

Effective Date	Status	Combo Code
Description	Account Number	Department ID
Project Number	Fund Number	Class Code
Operating Unit	Cost Share	Business Unit
Activity ID		

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: From Date and To Date (**required**), 2) Operating Unit.

Data: Data is real time

Fields Included:

Employee ID	Last Name	First Name
Dept ID	Dept Description	Job Code
Grade	EPMS Review Date	Supervisor Name
Days Before Due Date		

Report Name: SC_HR_EPMS_TRIAL

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

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

Data: Data is real time

Fields Included:

Employee ID	Last Name	First Name
Dept ID	Dept Description	Job Code
Grade	Trial Period End Date	Supervisor Name
Days Before Due Date		

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: From Date and To Date (**required**), 2) Operating Unit.

Data: Data is real time

Fields Included:

Employee ID	Last Name	First Name
Dept ID	Dept Description	Job Code
Grade	Trial Period End Date	Supervisor Name
Days Before Due Date		

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

Fields Included:

Employee ID	Employee Record	Name
Dept ID	Dept Description	Job Code
Job Title	Full/Part Time	Standard Hours per Week
Employee Class	Salary Plan	Last Assignment Start Date
Expected End Date	Days Before Dual Employment Expires	Supervisor Name

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

Fields Included:

Employee ID	Employee Record	Name
Dept ID	Dept Description	Job Code
Job Title	Full/Part Time	Standard Hours per Week
Employee Class	Salary Plan	Last Assignment Start Date
Expected End Date	Days Before Dual Employment Expires	Supervisor Name

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) Operating Unit. NOTE: Leave Empl Class blank to pull all types of employees.

Data: Data is real time

Fields Included:

Last Name	First Name	Employee ID
Employee Record	Regular/Temporary	Employee Class
Auto End Job Checkbox (Yes or No)	Expected End Date	Job Indicator (Primary or Secondary)
Days Before End Date		

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

Fields Included:

Last Name	First Name	Employee ID
Employee Record	Dept ID	Job Code
Compensation Rate Code	Pay Group	Auto End Job
Expected End Date	Job Indicator (Primary or Secondary)	Tenure Status
Days Until End Date		

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

Fields Included:

Name	Employee ID	Employee Record
Business Unit	Dept ID	Job Code
Job Code Title	Position	Regular/Temporary
Employee Class	Full/Part Time	Salary
Additional Pay Effective Date	Additional Pay End Date	Earnings
Earnings Code	Reason	Combo Code
Ok to Pay		

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

Fields Included:

Department ID	Employee ID	Employee Name
Contact Name	Relationship	Primary Contact Y/N
Phone Number	Address	

Report Name: SC_HR_EMP_BIRTHDAY_RPT

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

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

Data: Data is real time

Fields Included:

Unit (Campus)	Responsibility Code and Description	Department ID and Description
Last, First, and Middle Name	Employee Classification	Birth Date

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

Fields Included:

Department ID	Department Description	Employee Name
Address	City	State
Postal	Business Phone Number	Cell Phone Number
Home Phone Number	Employee ID	

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) Operating Unit. NOTE: Leave all selections blank to pull all types of employees and for all departments within security authorization.

Data: Data is updated nightly

Fields Included:

Employee ID	Last Name	First Name
Employee Record	Dept ID	Dept. Description
Business Unit	Job Title	Job Code
Position #	Grade	Salary Plan
Regular/Temporary	Employee Class	Base Hours
Rate Code	Salary	Total Additional/Supplemental Pay
State Hire Date	Years of State Service	USC Hire Date
Years of USC Service	Gender	Ethnic Group
Expected Job End Date	EPMS Review Date	Highest Education
Supervisor Name		

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: Operating Unit

Data: Data is real time

Fields Included:

Business Unit	Responsibility Code	Last Name
First Name	Employee ID	Employee Record
Job Code	Job Code Description	Title
Tenure Status	Tenure Begin Date	Tenure Received Date
Date of Rank	Tenure Department	Department ID
Department Description	USC Hire Date	Full/Part Time

Report Name: SC_HR_JOB_CURRENT_ALL_DATA

Description: Roster of Current Employees displaying their 'current job' row on Job Data.

Selection Criteria: 1) Reg/Temp is provided to select type of employee. NOTE: Leave blank to pull all types of employees into the report.

Data: Data is real time

Fields Included:

Employee ID	Employee Record	Name
Pay Status	Effective Date	Action
Action Description	Reason	Reason Description
Business Unit	Dept ID	Job Code
Job Title	Position	Location
Location Description	County	Regular/Temporary
Employee Class	Pay Group	Salaried/Hourly
Full/Part Time	Job Indicator (Primary or Secondary)	Salary
Salary Plan	Grade	Last Assignment Date
Expected End Date		

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

Fields Included:

Employee ID	Name	Action
Reason	Effective Date	Dept ID
Job Code	Job Title	Regular/Temporary
Employee Class	Pay Group	Full/Part Time
Job Indicator (Primary or Secondary)	Salary Plan	Grade
Years of State Service	Years of USC Service	Position #
Last Assignment Date	Expected End Date	

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

Fields Included:

Job Code	Job Code Title	Pay Band
Position #	FLSA Status	EEO-4 Category
Dept ID	Dept Description	Employee ID
Last Name	First Name	Full/Part Time
Hours Per Week	Compensation Rate Code	Salary
Annualized Salary	Average Salary	

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

Fields Included:

Last Name	First Name	Job Code
Job Title	Full/Part Time	Dept ID
Department Name	Compensation Rate Code	Effective Date
Expected Return Date		

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

Fields Included:

Dept ID	Dept Description	FTE Classified Hires
FTE Unclassified Hires	RGP Hires	Time Limited Hires
Temp Staff Hires	Temp Faculty Hires	Student Hires

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 time

Fields Included:

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 Employee		

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

Fields Included:

Name	Job Code	Action
Employee Class	Full/Part Time	Dept ID
Department Name	Compensation Rate Code	Effective Date
Expected Return Date		

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

Fields Included:

Name	Job Code	Action
Employee Class	Full/Part Time	Dept ID
Department Name	Compensation Rate Code	Effective Date
Expected Return Date		

EFORM TRACKING

Report Name: SC_HR_GT_WORKFLOW_COLLEGE_DEPT

Description: Tracking of ePAF actions within your College/Division or Campus. 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

Fields Included:

Form ID	Form Type	Employee ID
Employee Record	Last Name	First Name
Requested Eff. Date	Form Initiated Date	Department ID
Department Description	Currently Pending with	Status
Pay Group		

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

Fields Included:

Employee ID	Name	Action
Reason	Effective Date	Dept ID
Job Code	Job Title	Regular/Temporary
Employee Class	Pay Group	Full/Part Time
Job Indicator (Primary or Secondary)	Salary Plan	Grade
Years of State Service	Years of USC Service	Position #
Last Assignment Date	Expected End Date	

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

Fields Included:

Position #	Business Title	Action Date
Action	Reason	Effective Date
Status	Job Code	Dept ID
Location	Regular/Temporary	FLSA Status
Salary Plan	Employee ID	Name
Grade	Minimum	Midpoint
Maximum	Weeks Per Year	Hours/Week
Base Hours	Faculty/Staff Indicator	Grievance Indicator
Annual Leave Eligibility	Sick Leave Eligibility	Insurance Eligibility
USC Position SOC Code		

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

Fields Included:

Form ID	Form Type	Current Status
Employee Name	EMPL Record	Supervisor
Effective Date	End Date	Salary
Hours	Form Initiated Date	Last Action Date

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

Fields Included:

Form ID	Form Type	Current Status
Summer Instruction or Research/ECOM	Employee Name	EMPL Record
Supervisor	Effective Date	End Date
Salary	Hours	Form Initiated Date
Form Approved Date	Funding Distribution	Chartstring Information



University of South Carolina
Division of Human Resources
HCM Queries for College/Division & Campus HR Contacts

SUMMER COMPENSATION

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

Fields Included:

EMPL ID	Employee Name	Total Summer Comp
33.xx% of Base Salary	FTE Base Salary	