

This document outlines all queries available in PeopleSoft HCM for individuals with Department HR access. Due to security, there are several queries which are only available at the College/Division or Campus level HR Contact level. If you need data that is not covered in this listing, please reach out to your College/Division or Campus level HR Contact.

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_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 CONTACT 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_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_JOB_CURRENT_ALL_DATA_V1

Description: Roster of Current Employees with basic 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	Supervisor ID	Supervisor Name
Email address		

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	

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		

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	

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

SUMMER COMPENSATION

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

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	