

HCM Reports for HR Department Role

There are several queries and data points that, for security reasons, are only available at the College/Division or Campus level HR Contacts. If you need data that is not covered in this listing, please reach out to your College/Division or Campus level HR Contact.

FUNDING

Report Name: SC_HR_DEPT_EE_ACCTG_ROSTER_POS

Description: FTE, RGP, TL – Funding Info

Used For: Review the funding for FTE, RGP, or TL filled positions.

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: Roster – Temps – Funding Information

Used For: Review the funding for Temporary Employees. Prompts are provided to pull funding based on department or a particular type of temporary employee.

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	Max of Pay Band
FLSA Status		

EPMS

Report Name: SC_HR_EPMS_ANNUAL

Description: Upcoming Annual Review Dates

Used For: Review upcoming review 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) Responsibility Code.

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: Upcoming Trial Review Dates

Used For: Review upcoming review 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: Upcoming Probationary Review Dates

Used For: Review upcoming review 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) Responsibility Code.

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

Used For: Reviewing current employees who are performing external dual employment for USC within your department.

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

Used For: Reviewing current employees who are performing internal dual employment for USC within your department. Review when the internal dual employment is expected to end along with supervisors for those performing internal dual employment.

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

MONITOR END DATES/APPOINTMENTS

Report Name: SC_HR_MONITOR_END_DATES

Description: Monitor Upcoming Auto Terms

Used For: Reviewing current RGP, TL, and Temporary employees who have an upcoming expected end date for their current job before being separated in the system. Selections are provided for the type of employee to select for the report.

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

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 Additional Pay

Used For: Reviewing upcoming additional pay/supplemental pay which are set to expire. By monitoring the additional pay/supplemental pay end date report, this will allow the renewal of pay before expiration date is reached.

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: Roster of Emergency Contact information for employees.

Used For: Provides listing of current emergency contacts as updated in 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 employees with contact information.

Used For: Provides listing of employee contact information as updated in 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 POSITION/JOB INFORMATION

Report Name: SC_HR_JOB_CURRENT_ALL_DATA

Description: Roster of Current Employees

Used For: Reviewing basic data for employees.

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_HIRES_PER_MONTH

Description: Hires Per Month

Used For: Provides a review of 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: Primary Job (Total by type)

Used For: Provides a current count of employees by employee type by department. Reports allows you to report on number of FTE, RGP, Time Limited, Temp Staff, Temp Faculty, Student and Total employees. the end dates will insure reappointments are processed timely.

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_EE_ROSTER

Description: USC Employee Roster

Used For: Provides listing of current employees to review employee information.

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.

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_ACTION_SUMMARY

Description: Employee Action Summary

Used For: Provides a review 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. Run this report for a date range, a specific action or a specific department.

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	

AFFILIATE INFORMATION

Report Name: SC_HR_AFFILIATES_BY_DEPT

Description: Affiliates by Department

Used For: Provides a listing of active and/or inactive affiliates by department. The report can be used to monitor end dates for affiliates. The report is sorted by number of dates before end date.

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	