Access to My Reports: If you already have a Human Resources Data Warehouse ID you will also be able to run queries in My Reports. Please refer to the My Reports welcome page for information on requesting access to My Reports:  http://www.asu.edu/it/eds/welcome.html

Queries Available in My Reports Under Human Resource Folder as of 11/12/2009:

- **Budget Position Control**: Budget Position Control for 2009 and beyond.
- **Distributed Pay End Dates**: This query lists the pay end dates that have been distributed to accounts.
- **Emergency Contact**: The first query list the employees primary emergency contact. The second query lists all emergency contacts. The 3rd query lists all emergency contacts with additional phone numbers.
- **Faculty and Graduates in Short Work Break**: The first query (Fac and Grad Short Work Break) identifies employees on Short Work Week who may need renewal. The second query (Fac and Grad Renewed) lists employees who have been renewed. If the return date is reached, they will be in active status, otherwise they will be in Short Work Break Status until their return date is reached.
- **HR Encumbrances**: Current HR Encumbrances by Account.
- **HR Expenditures by Account**: This query is set up to filter by account. HR Expenditures uses three views to report on HR Expenditures. The first view lists all expenditures Salaries, Wages & ERE. The second view contains Salary and Wages. The third view
contains ERE and Tuition Remission. All 3 views contain original pay distributions and redistribution transactions that have been approved. *Note-the first query (Salaries, Wages & ERE) splits all payroll expenses for pay end dates of 7/10/09 and 7/12/09 between fiscal year 2009 and 2010.

- HR Expenditures by Emplid: This query filters by employee ID, and is identical to HR Expenditures by Account.

- Leave with Furlough: This query displays all leave types Sick, Vacation, Furlough, and Comp. The leave report has two queries. The first query displays the current leave balance, and the second query displays the detailed leave history.

- Peoplesoft Security Role Assignment: This query lists Peoplesoft security role assignment by Empl ID.

- Reports To: This query identifies all the employees within a department and who is listed as their Report To person in Peoplesoft. This report also includes the current account distribution amount and percentages. The Reports To person listed may not be the direct supervisor, but instead the person the employee reports their time to.

- Sponsored Accounts with Grant End Dates: This query identifies staff paid from sponsored accounts with grant end dates.

Queries Available In Workforce Profile Folder as of 11/12/2009:

- All Active Jobs for Employee ID: This query displays a list of all active jobs for an employee.
Commitment Accounting- My Reports/Dashboard Reports Related to Payroll

- Count of Benefit Eligible Employees by VP/College: This query displays a count of current employees organized by VP/College area.
- Count of Regular Employees by Campus: This query displays a count of current employees organized by campus.
- Employee List by Employee Campus: This query displays a list of current employees (primary job only by dept id, empl class).
- Employee on Short Work Break: This query displays a list of all employees currently on Short Work Break (emplstat=W).
- FY Earnings History by Employee ID and Department No: This query displays the earnings history of an employee including pay dates, earnings code,
- Maildrop and Email for Active employees by Department VP Code or Campus: Provides ASU maildrop and ASU email address for active employees. Also includes name, department, and VP college information, and campus location.
- Non active/Non terminated employees (NO SWB): This query lists employees who are non-active employee status and not on short work break.
- Salary History: This query list by employee id the key compensation factors along with annual rate and the annualized salary.

Dashboard Reports Related to Payroll:

- Budget Position Control (BPC) Report: The budget position control report details the budget by current budget, expense, encumbrance, total committed, and available balance. The detail level can be at the department level, account, position, or employee ID. To view the dashboard reports, the user must have a valid ASURITE ID, and security to view the reports. For more information: http://www.asu.edu/dashboard.
- Super Report: The Super Report provides detail on financial data for all object codes by budget, current expenditures, expenditures to date, outstanding encumbrances, and available balance. Clicking on the payroll object codes in red will provide detailed information about payroll expenditures by employee id. For more information: http://www.asu.edu/dashboard.
Dashboard Reports Under Human Resources Tab:

- **Employee List/Job:** This report provides the detail on the type of employee (Faculty, Classified, Service Professional, Administrative, Academic, Student, Graduate, Post Doc), at various levels (by campus, college, department, and employee.)

- **Scheduled Leave Planning:** This report provides the detail on the planned scheduled leave by department ID, leave type, approval type, and date range.

- **Open Enrollment Tracking:** This report provides the detail by College and Department and lists counts and employees indicating their Open Enrollment status.

- **Vacation Planning:** This report identifies individuals who are at risk of losing vacation at the end of the year if they fail to use it. There is a known issue with regards to FTE and multiple jobs and how the hours calculate for these individuals. All information should be verified before taking action.

- **Reports:**
  - **HR Department List:** Provides a list of departments and their associated colleges.
  - **Staff Time to Hire:** Provides a table with average time to hire for various employee types. (Data is from July 2007 to December 2008.)