Job Aid: UCPath Reports

This job aid provides a list of the UCPath Cognos and PeopleSoft reports, along with a report title, module and report description. Access to each report is dependent on your security role. Click any of the following categories to jump to that section of the table.

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Report Number	Title	Description	Report Type
Absence Management Reports			
R-022	R-022 - Leave Accrual and Balances Summary Report	This report provides details related to employee accrual hours. All locations need this report to identify employees who are approaching maximum vacation accrual amount - 30/60/90 days. This report runs after the accrual process runs.	Cognos
R-110	R-110 - Leave Monitoring Report	This report identifies all employees that are on extended leave.	PeopleSoft
R-277	R-277 - Annual PTO Report	This report list all employees with a PTO balance for the purpose of identifying employees who have positive PTO balances that exceed the allowable threshold calculated based on their length of service and identifying employees who have an outstanding PTO balance for which they are not eligible.	Cognos
R-340	R-340 - Employee Vacation Report	This report identifies employees whose vacation accruals exceed their maximum.	PeopleSoft
R-341	R-341 - Leave Donations Report	This report identifies employees who have donated leave or received leave donations.	Cognos
R-372	R-372 - Accruals Summary Report	This report lists the employees' accrual information for the specified pay period.	Cognos
R-373	R-373 - Leave Accrual Tier Movement Report	This report captures employees' total service months to determine if the leave accruals are updated appropriately for each employee based on the Years of Qualifying Service tiers.	Cognos

Report Number	Title	Description	Report Type
Affirmative Action Reports			
R-138A	R-138A - Affirmative Action Reports Snapshot	This report provides snapshot data to support EEO/AAP reporting requirements.	Cognos
R-138B	R-138B - AA Compensation	Report 1- Affirmative Action Employee Actual Summary – This report provides total of all employees' earnings during a period of time chosen on the input page. This report acts as a summary report to the second report for the Affirmative Action Employee Actual Earnings report. The actual earnings shown in this report are the sum of actual earnings from pay earnings table which is different from the compensation rate or salary on job data. Report 2 – Affirmative Action Employee Actual Earnings – This report provides the actual salary paid to the employee. The report picks up all the employee pays between the specified dates and groups by the earning code buckets.	Cognos
R-140	R-140 - Affirmative Action Promotion/Transfer	This report provides data, including demographics, on all employees who began a new position due to Promotion, Demotion or Transfer.	Cognos
R-141	R-141 - Affirmative Action Termination	This report provides data, including demographics, on all employees who had a separation within the specified date range.	Cognos
R-191	R-191 - Affirmative Action New Appointments/Hires	This report provides data, including demographics, on all employees whose job action is hire or rehire.	Cognos

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Report Number	Title	Description	Report Type
Benefits Reports			
R-374	R-374 - Employee on leave for more than 6 months Report	This report identifies employees who are on leave without pay (LOA) for more than six months.	Cognos
R-376	R-376 - Active Pay Status but no Paycheck Report	This report identifies employees in an Active Pay Status but not receiving a paycheck for the current payroll.	Cognos

Report Number	Title	Description	Report Type
Compensation Reports			
R-047	R-047 – Missing Salary Plan or Salary Grade	This report will share a list of UC employees that do not have Salary Admin Plan and/or Salary Grade in UCPATH and will be distributed to the locations to have them make updates to UCPATH.	Cognos
R-051	R-051 - Merit Eligibility	This report will share a list of UC non-represented employees who would be eligible for merit and locations can run this report on-demand for their planning purpose.	Cognos
R-128	R-128 - Over Max Alert and Audit Report	This report identifies employees whose earnings are over the maximum amount of their salary grade or below the minimum amount of their salary grade.	Cognos
R-133	R-133 - Pay Rate Change Exceeding 25percent Report	This report identifies pay rate changes that exceed 25% of the staff employee's base salary in a fiscal year.	Cognos
R-136	R-136 - Notification on Pay Rate Change Report	This report provides a method to track pay rate changes that have been processed for all employees.	Cognos
R-323	R-323 - E-105 Refresh Academic Compensation with MCOP	This report specifies further modifications to report CMP015.SQR as related to E-350 as well. This should be included in PMO Reporting team scope as these report modifications were not built as a part of CEMLI development.	PeopleSoft
R-330	R-330 - Equity Report or Salary Compensation Report	This report lists all employees in a specified job code for compensation comparison in reclassification and equity processes.	Cognos
R-331	R-331 - Job Actions Report	This report lists all employees with job actions.	Cognos
R-332	R-332 - Salary Action History Report	This report lists employees with equity, reclassification or other compensation related actions.	Cognos
R-348	R-348 - Employee Class Descriptions	This report lists all employee classification codes and descriptions.	Cognos
R-349	R-349 - Job Code Review Report	This report lists all job codes and descriptions.	Cognos
R-350	R-350 - Job Family Descriptions	This report lists all job family codes and descriptions.	Cognos
R-351	R-351 - Job Function Descriptions	This report lists all job function codes and descriptions.	Cognos
R-352	R-352 - Employee Performance Rating Report	This report lists employees and their performance ratings.	Cognos
R-356	R-356 - Salary Grade Table	This report lists all salary grades and related information.	Cognos
R-357	R-357 - Salary Plan Table	This report lists all salary plans and related information.	Cognos
R-358	R-358 - Salary Steps	This report lists all salary steps and related information.	Cognos

Report Number	Title	Description	Report Type
ePerformance Reports			
R-034	R-034 - Evaluations under Term Employees	Evals under termed managers. Termed Employees w/Evals. Exception report / audit	Cognos
R-240	R-240 - Nominated Participants Status (old title: Multi Raters ratings)	The report shows the progress of nominated participant's reviews by displaying all participants nominated, the nomination date and status, the participant's HR and review statuses and last date-time their document was updated.	Cognos
R-241	R-241 - Performance Rating Trend	This report displays the employee's rating for the specified year and two previous years.	Cognos
R-242	R-242 - Reconcile reports in WFA with the Reports To/Appraiser in ePER	This Audit Report provides reconciliation information.	Cognos
R-243	R-243 - Employee Activity Report	Summary of completion at the employee level - tracking the completion status. This is in MSS currently - will have ee job data and position data information. Identify ees with multi raters (peer nomination)	Cognos
R-244	R-244 - Performance Completion Status	This report shows the status of all performance documents.	Cognos
R-245	R-245 - Ratings for EEO Analysts	This report provides counts for each performance rating by union code, gender, ethnicity, age, and protected class.	Cognos
R-246	R-246 - Average Department and Supervisor Ratings	This report provides the average ratings by department and document type, as well as supervisor and document type.	Cognos
R-247	R-247 - Rating & Current Salary Comparison Report (Deferred to Oct-19)	Documents employees by rating vs current salary. Include the following: Employee ID, Employee Name, Appt Type, Pers Prog, Org Level, Unit, Title Code, Job Title, Responsible Party, Supervisor, Second Level Reviewer, Employee Email, Supervisor Email, Late on Cyber Security training, Late on SVSH training, Notes, 20XX-XX Preliminary Performance Rating, 20XX-XX Appraisal Complete, 20XX-XX Merit Percentage, Pay Rate, ANN/HR Rate, Merit $ Amount, Total Pay after Merit, Hire Date, Next Rev Date	Cognos
R-248	R-248 - Number of Employees by Ratings	This report provides counts for each performance rating by department.	Cognos
R-252	R-252 - Multiple Evaluations	This report will list employees with more than one document for a performance period.	Cognos
R-253	R-253 - Document Item Audit	This report identifies performance documents that do not have the minimum number of items for key sections, such as Employee Goals.	Cognos
R-256	R-256 - 'Not Applicable' Ratings Audit	This report identifies documents where a manager has used "Not Applicable" as a rating value for one or more items in a section.	Cognos

Report Number	Title	Description	Report Type
R-257	R-257 - Overdue Evaluations	Evals 30 days overdue from document end date by cost center, Evals 60 days overdue from document end date by cost center, Evals 90 days overdue from document end date by cost center, Evaluations 7 days overdue, Evaluations 15 days overdue	Cognos

Report Number	Title	Description	Report Type
General Ledger Reports			
R-006	R-006 - Leave Liability Report	This report runs at the end of the fiscal year to calculate the accrued compensated balances liability. Compensated absences are untaken absences for which employees have accrued paid leave, such as vacation or sick leave.	PeopleSoft
R-007	R-007 - Work Study Salary Cost Transfer Post-Audit Report	This report identifies submitted and approved salary cost transfers that involve work study employees/funds.	Cognos
R-008	R-008 - Redirect Assessment Report	This report lists any FAU redirects the occurred via E-715 journal mods processing and written to the labor ledger tables during E-714 processing. The report captures all assessments types that was redirected in its entirety from one predefined FAU to a different predefined FAU.	PeopleSoft
R-029	R-029 - Error Handling of Funding	This report identifies any funding entry transaction errors that occurred between the Funding Entry AWE (E-719) and the delivered Funding Entry.	PeopleSoft
R-030	R-030 - Inactive Approver Report	This report identifies configured Department Approvers who no longer have an active Job in UCPath so that they can be removed or replaced in AWE.	PeopleSoft
R-031	R-031 - GL_Funding Approver Worklist	This report lists funding entries that are pending their approval.	PeopleSoft
R-125	R-125 - Budget Costing Report	This report provides detailed data for employee changes in compensation, including job and position related elements.	Cognos
R-139	R-139 - Local Deduction Remittance Report	This report includes payroll deductions, such as general deductions, benefits deductions and garnishments, withheld from employee paychecks for each pay cycle.	Cognos
R-167	R-167 - Identify Inactive Positions with Active Budget Lines	This report identifies inactive positions with active budget lines.	Cognos
R-172	R-172 - Department Security Tree Hierarchy Report	This report displays the data from security tree in a hierarchical manner where user can see the entire roll up data information about department.	Cognos
R-174	R-174 - Payroll Transactions Recorded to an Expired Fund	This report provides details for payroll transactions recorded to an expired fund.	Cognos
R-208	R-208 - Work Study Award Balance	This report identifies work study employees whose award balance is approaching a user-defined amount.	Cognos
R-229	R-229 - GL Cross Department Funding Report	This report identifies funding entry data where the transaction contains an FAU that does not roll up to the HR Department on the transaction.	Cognos

Report Number	Title	Description	Report Type
R-235	R-235 - Predistribution Preview Report	The Predistribution Preview Report provides an opportunity for Locations to review distributed payroll before Pay Confirm and Actuals Distribution is run. This report is a "point-in-time estimation" of distributed payroll based on the latest Pay Calc data.	PeopleSoft
R-236	R-236 - Funding Audit Report	This report identifies: • Funding End Date for specific FAUs • Funding Distribution Lines that will expire within a specific period of time • Departments that don't have dept level funding set up or have a funding end date prior to pay begin date of upcoming pay cycle • Missing funding information for an employee	PeopleSoft
R-267	R-267 - Labor Ledger Summarization Report	This report is utilized to identify employee appointment-level salary and fringe totals by pay period and earnings period.	Cognos
R-268	R-268 - Distribution of Payroll Expenses (DOPE)	This report lists all payroll expenditures (salaries and benefit charges) by FS department. Output is organized by pay run, full-FAU, and employee that are processed during the month, as well as an estimated biweekly accrual and payroll expenditure transfers. This report is considered the official subsidiary ledger report of UCPath related expenditures.	Cognos
R-281	R-281 - Labor Ledger Detail Report	Employer Fringe Costs Detail Report -Drill Down	Cognos
R-304	R-304 - Detail of Transactions by GL Account	This report details transactions or deductions by general ledger accounts. This information is available at the employee level and at the FAU level.	PeopleSoft
R-307	R-307 - Payroll Encumbrance Report	This report displays future commitments (encumbrance) of expected earnings and fringe benefit expenses. The CBR, GAEL, and Vacation Leave Assessment (VLA) components will be assessed as fringe encumbrances.	PeopleSoft
R-312	R-312 - Funding Entry Transaction Detail Report and Direct Retro Transactions Detail Report	This report lists funding and salary cost transfer transaction details per user so that managers can identify the volume and types of transactions that are processed.	PeopleSoft
R-333	R-333 - Overwritten Invalid Chart	This report identifies invalid funding sources overwritten by E-708 Pre-GL Batch Validation processing.	PeopleSoft
R-336	R-336 - Suspense by Pay Run ID	This report is run after each pay cycle to identify suspense account cleanup required via Direct Retro (salary cost transfer).	Cognos
R-337	R-337 - Remaining Suspense Account Balances	This report lists remaining non-zero suspense account balances that may need to be transferred via Direct Retro (salary cost transfer).	Cognos
R-368	R-368 - Funding Position Info Report	This report provides funding, position and job information.	Cognos

Report Number	Title	Description	Report Type
R-381	R-381 - E Verify Needed	This report lists employees with funding that uses an e-Verify fund, but the employee has not been e-verified.	Cognos

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Payroll Reports			
R-001	R-001 - Pay Frequency Change Report	This report lists employees included in the pay cycle who have a pay frequency change and have general deductions or additional pay for the current pay cycle.	Cognos
R-028	R-028 - Local-Parking/Transit Report	Report 1 - Parking Transit Deductions Report displays amounts collected/uncollected through Payroll from employees for commuter benefit orders, including parking orders for UCOP managed lots. Report 2 - Parking Transit Reconciliation Report displays corresponding source values received via E-085, I-176 and I-178 in order to reconcile to payroll collected/uncollected amounts in Report 1.	PeopleSoft
R-050	R-050 - Paid Administrative Leave Usage	This report shows Paid Administrative Leave usage resulting from the COVID-19 outbreak. (The University enacted temporary emergency provisions to the Absence From Work Policy on March 9, 2020 in response to the COVID-19 outbreak.)	Cognos
R-052	R-052 - FFCRA Leave Tracking	This report allows system-wide and local tracking of FFCRA Earnings Codes usage allowing for verification of leave taken and amounts paid.	Cognos
R-121	R-121 - Summer Salary Report (3/9ths Limit)	The report identifies how much was paid to an employee with the summer earning codes and what the employee's 3/9th limit will be. The report can be monitored to identify the 3/9ths limit for summer salary for both payments which have exceeded the 3/9 limit and payments that will cause an employee to exceed the 3/9 limit.	Cognos
R-177	R-177 - Return from Leave	This report identifies employees who are expected to return from leave based on expected return date.	Cognos
R-269	R-269 - Earnings by Pay Period	This report lists employee earnings details by pay period.	Cognos
R-270	R-270 - Employee Record of Earnings Detail Report	This report displays the earning details for all the employees for the deduction line descriptions not in: • GAEL EL Assessment - Liability • GAEL GL Assessment - Liability • InterBU Liability - Campus • Vacation Taken • InterBU Liability - UCPC • Leave Assessment - Liability • UCOP COMBO CODE	Cognos

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R-271	R-271 - Employee Claiming Tax Exemptions	This report identifies employees who are exempt from federal or state tax withholdings.	Cognos
R-362	R-362 - Employee with Administrative Stipends	This report lists employees with administrative stipends. Use this report to do data integrity activities weekly on employees' job code, salary grade, steps, employee relations code, and so on.	Cognos
R-366	R-366 - Employee's total hours (sick, vacation, hours worked)	This report includes opening balance, takes, adjustments, accrual rate, hours accrued, maximum accrual and final balance for the employee for the pay period.	Cognos
R-406	R-406 - Termination Submission Timeliness	In order to process the final pay requests promptly and stay in compliance, it is imperative that UCPath receives the request to terminate in a timely manner. This report gives more insight into termination request submission vs termination effective date, so locations can take actions where possible to mitigate the delay in submitting the termination request. (Note: This is a payroll report stored in WFA)	Cognos

Report Number	Title	Description	Report Type
Profile Management Reports			
R-225	R-225 - Profile Submission for Magnet	This report identifies how many employees submitted their eProfile entry prior to Magnet data submission. Based on the completion rate, we send reminders to employees to update their profile for accurate Magnet reporting.	Cognos
R-228	R-228 - NX Compliance Report	This report displays all required licenses/certifications for nurse positions (non-person profiles) and the corresponding information from the employees' person profiles.	Cognos
R-230	R-230 - License and Certifications: Date Audit Report	This report lists employees with multiple license records of the same type where issue date and expiration dates overlap.	Cognos
R-232	R-232 - Profile Requirement Checker	This report lists the requirement sections for all position non-profile items.	Cognos
R-233	R-233 - Position Profile Review Report	This report lists all active positions and any associated position profiles.	Cognos
R-234	R-234 - Profile Item Finder	This report lists all profiles associated with a specified content item.	PeopleSoft
R-238	R-238 - Evaluation Profile Checker	This report lists all non-person profiles with a specified section.	Cognos
R-239	R-239 - Position Profile Audit	This report shows all active positions, any linked position profiles and any incumbent employees.	Cognos
R-258	R-258 - Licenses and Certifications Details Report	This report lists employees' Licenses and Certifications details, which helps medical inspectors to verify employees' expiry or renewal dates.	Cognos

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Talent Acqusition Management Reports			
R-102	R-102 - Applicant Source data	This report shows all referral sources entered by the applicant when they apply for a Job opening during the application process.	Cognos
R-104	R-104 - Requisition Snapshot	This report will provide information for recruiters about the job opening data for all the job statuses and will also show the time to accept data for the job opening where the recruitment status is offer accepted.	Cognos
R-136	R-136 - Recruitment Summary excluding Applicant Demographic Info	This is a regulatory report without the applicant demographic data for all job openings.	Cognos
R-186	R-186 - Recruitment Summary Excluding Applicant Demographic Info	This report is required by HR/Recruiter/Hiring Manager to get information entered by an applicant to report EEO. It includes disposition data which helps track the progress of a job opening.	Cognos
R-190	R-190 - Internal/External Hiring Rate	This report identifies the hiring rate of internal hires versus external hires per job opening.	Cognos
R-193	R-193 - Applicant data Licensure/Education - Requisition vs Application	This report compares the requisition profile licensure/education requirements and the applicants' application profile licensure/education	Cognos
R-195	R-195 - Extended, Failed, Difficult Searches	This report lists any job openings that have been open for a long period of time, as well as job openings closed with custom reasons.	Cognos
R-199	R-199 - Position - Job Requisition Audit Report	This report identifies: • Frozen positions that have open requisitions. • Unfilled open positions that don't have job openings. • Unfilled open positions where all job openings are closed.	Cognos
R-201	R-201 - Onboarding Report	The report will show all applicants with a desired start date within a date range specified on the run control page, and based on certain Job codes. The report will be used in the applicant onboarding process, especially back ground checks in cases where integration with third parties are not complete. The report will list applicant information and job opening and JOB related information that may be useful during on boarding process such as ID creation, security and badge access etc.	Cognos
R-205	R-205 - Applicants Screen Response by Job Opening or Applicant Screening Questions	This report provides the questionnaire, applicant's answers and correct answers for a job opening.	Cognos
R-206	R-206 - Applicants Experience Summary	This report shows an applicant's work experience information for a job opening.	Cognos

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R-207	R-207 - Veteran Applicants Report or Veteran/IWD Applicants Report	This report provides count of positions linked to job openings, total positions filled, total number of applicants, number of applicants who are Veterans, number of hires who are Veterans, count of applicants who are individuals with disabilities (IWD) and number of hires who are IWD.	Cognos
R-210	R-210 - TAM Dashboard Openings	This report will provide 4 sets of information for recruiters in the following categories: 1. Details of all Job openings and Positions posted during the period. 2. Details of all Job openings and Positions open at the end of the period. 3. Details of all Job Applications received during the period. 4. Details of all Positions filled during the period.	Cognos
R-211	R-211 - Preferential Rehire Applicants by Job Opening	This report identifies preferential rehires who have applied in the specified time period.	Cognos
R-212	R-212 - Offer Accepted Report or Applicant Job Offer Report	This report identifies job offers pending and job offers accepted.	Cognos
R-213	R-213 - New Hire Health Screening	This report lists new hire employees based on a specified date provided in a prompt when running.	Cognos
R-215	R-215 - Interview Evaluation Status Report	This report provides interview ratings and recommendations for specified job openings.	Cognos
R-216	R-216 - Hired but Missing interview evaluations	This report identifies new hires for which interview information does not exist.	Cognos
R-222	R-222 - Manage Applicants Details or Applicants Details by Job Opening	This report provides applicants' info for the specified job openings.	Cognos
R-259	R-259 - Applicant Data For OFCCP	This is a regulatory report with the applicant demographic data for all job openings.	Cognos

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Workforce Administration Reports			
R-020	R-020 - Employee Service Award Credits	This report provides relevant data for locations who recognize work anniversary for employees. The report tracks Current UC Service Month Balance, Prior UC Service Month Balance, Prior State Agency Service Month Balance, Total UC Service months (All campus), Total of all Service Months.	Cognos
R-103	R-103 - Jobs with Approaching End Dates	This report is used to identify those employees whose job records have end dates of 30/60 calendar days out from the date the report is run.	Cognos
R-108	R-108 - Short Work Monitoring Report	This report lists active employees who are on Short Work Break and/or returned from Short Work Break.	Cognos
R-119	R-119 - FLSA Mismatch Audit Report	This report lists all employees whose FLSA status in JOB record does not match the FLSA status in JOBCODE table.	Cognos
R-120	R-120 - No Payroll Activity for more than 120 days	This report identifies employees who had no payroll activity in the past 120 days and who have no end date or have not reached the expected end date. This report excludes employees on an unpaid leave of absence or short work break.	Cognos
R-122	R-122 - Audit changes AWE trans	This report identifies changes made by approvers for transactions in approval workflow.	PeopleSoft
R-123	R-123 - Person Profile Details Report	This report provides details on the following information from the Person Profile component: Student Opt-In, UC Prior Service Code, UC Specialty Code, Degrees, Honors and Awards, Licenses and Certifications, Patent Acknowledgment Date, UC Student Status, Oath Signature Date, Patent Amendment Date, UC Separation Destination Code, Multi-Location Appointments, Non-Student Opt-Out, UC Corporate Credit Card.	Cognos
R-129	R-129 - Monitor Changes in Employee Relation Code	This report identifies employees whose Employee Relations code has changed.	Cognos
R-130	R-130 - Missing Personal Data Report	This report identifies employee records that are missing key personal data.	PeopleSoft
R-134	R-134 - Pending Transactions Report	This report identifies all AWE transactions that have been pending for longer than 72 hours.	PeopleSoft
R-135	R-135 - Career Staff Taken off Probation	This report lists employees who were taken off probation as part of the nightly batch process.	Cognos
R-144	R-144 - Post-Doc Concurrent Jobs Aggregate Compensation	This report provides aggregated compensation across Post-Doc concurrent jobs to monitor the compensation paid to Post-Doc positions.	Cognos

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R-147	R-147 - Recurring Additional Pay report	This report lists all the employees who are currently receiving additional pay.	Cognos
R-149	R-149 - Multilocation Appointment and Funding Report	This report identifies employees who are appointed across multiple locations or funded by multiple locations.	Cognos
R-150	R-150 - Benefits Eligibility	This report identifies employees who have reached or are approaching 750/1000 hours within a rolling twelve months period.	Cognos
R-151	R-151 - ERIT Participants Report	This report lists all the employees who are in ERIT and their monthly/annual salary savings.	Cognos
R-154	R-154 - NRA Tax Withholding Report	The report was created to track employees with Citizenship code "3" and withholding Tax Status on the Federal tax data current record.	Cognos
R-180	R-180 - Work Study Limit Report	This report identifies students whose work-study hours are greater than 20 hour per week during an academic year for those employees whose earn codes are WS eligible.	PeopleSoft
R-181	R-181 - Require Ability to Track Unit 18 Quarter Count Report	This report identifies Unit 18 quarter count employee.	Cognos
R-182	R-182 - Limited Employees moved to Career Status	This report lists employees whose Employee Class changed from Limited to Career within the specified date range.	Cognos
R-219	R-219 - Graduate Student File Creation Report	The report lists graduate students with FTE > 0.25.	Cognos
R-260	R-260 - E102 PayPath Request Status	This report lists PayPath transactions that were never committed to the database and went to a request status of 'Error'.	PeopleSoft
R-272	R-272 - Employee Rosters Report	This report lists all employees whose Termination Date is blank or greater than the specified date or all employees whose Expected End Date is blank or greater than the specified date.	Cognos
R-294	R-294 - Capturing End Dates for Contingent Workers and Person Of Interests	This report lists CWRs and POIs who have end dates within the 30 days before and after the specified date.	PeopleSoft
R-296	R-296 - End Date with End Job Automatically	This report lists employees who have an Expected End Date with the End Date Automatically flag turned 'Off' or employees whose Expected End Date is blank and the End Date Automatically flag turned 'On'.	Cognos

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R-302	R-302 - Personnel Status Report	This report produces the following sub reports: • Six Month Salary Review Due Within Two Months: This report lists non-academic employees who are part of six month salary review plan and whose salary review due is within 60 days. • Salary Review Date Lapsed During Last Three Months: This report lists non-academic employees whose salary review date lapsed during the last 90 days. • New Separations Report: This report lists academic and non-academic employees whose action is 'TER' (Terminated). • Appointment Changes Report: This report lists academic and non-academic employees whose appointment changed (i.e. Promotion, Transfer). • New Hire Report: This report lists newly hired academic & non-academic employees.	Cognos
R-310	R-310 - Compensation Report	This report lists all employees that have pay from UCPath. The report includes position, job, compensation and additional pay data of all the employees.	Cognos
R-322	R-322 - Historical Changes Report	This report lists all employee changes for Job, Position, & Compensation.	PeopleSoft
R-326	R-326 - I-156 FICA Exempt Inbound Student Status Audit Report	This report identifies employees who have the student status manually overridden at the student employee profile level within the pay period begin and pay period end date.	Cognos
R-327	R-327 - Student FICA Audit Report on Job Data	This report identifies employees who have a change in their FICA status on their Job Data within the specified date range.	Cognos
R-343	R-343 - Position Management Audit Report	This report lists key position and job data for employees for the purposes of validation.	Cognos
R-344	R-344 - HR Txn Template Status Rpt	This report lists all HR Template Transactions within the specified business unit and date range.	PeopleSoft
R-346	R-346 - Future Dated Terminations	This report identifies employees with a job action of termination and a future-dated effective date.	Cognos
R-347	R-347 - Crosscheck Employees in PPS and PS	This report lists employees' PPS ID and PeopleSoft ID.	Cognos
R-354	R-354 - Auto Terminated Employees	This report lists all employees who were terminated by the auto termination process.	Cognos
R-360	R-360 - Union Descriptions Report	This report lists all union codes and descriptions.	Cognos
R-364	R-364 - Vacation Accruals	This report provides the paper paycheck information for union employees who are nearing 80% of their allowed vacation.	Cognos

Report Number	Title	Description	Report Type
R-367	R-367 - Halogen Upload Report	This report provides key employee data for uploading into Halogen.	Cognos
R-369	R-369 - Paper Pay Check Report	This report identifies employees who have a paper paycheck for the selected pay period end date.	Cognos
R-370	R-370 - Employee Service Credits	This report lists employees reaching a service milestone within the specified pay end date.	Cognos
R-371	R-371 - Managers and Supervisors	This report lists all employees with direct reports.	Cognos
R-378	R-378 - Terminated Employees on H1B Visa	This report lists terminated employees who have an H1b visa.	Cognos
R-379	R-379 - Concurrent Jobs Report	Identify employees within a BU and Dept with concurrent jobs and FTE > 1.0.	Cognos
R-380	R-380 - Hours Towards Career Status Report	This report lists limited employees who have reached 1000 hours.	Cognos
R-382	R-382 - Work Authorization Expiration Report for Non-Residents	This report lists NRA employees with expired work documentation.	Cognos
R-383	R-383 - Probationary Status/Trial Employment End Date or Expired	This report lists the employees whose probationary status or trial employment period has either reached its midpoint or is thirty days from completion.	Cognos
R-384	R-384 - Escalation of Approaching Job Record End Date Report	This report identifies employees whose Expected End Dates have passed or are within the next 10 days from the specified date.	Cognos
R-406	R-406 - Termination Submission Timeliness	In order to process the final pay requests promptly and stay in compliance, it is imperative that UCPath receives the request to terminate in a timely manner. This report gives more insight into termination request submission vs termination effective date, so locations can take actions where possible to mitigate the delay in submitting the termination request. (Note: This is a payroll report stored in WFA)	Cognos

UCPath

Report Number	Title	Description	Report Type
R-807	R-807 - Personal Data Change Report	These reports identify employees with changes in personal data. 807A - Contact Information changes (Workforce Admin folder) 1. Names (PS_NAMES) 2. Addresses (PS_ADDRESSES) 3. Phone (PS_PERSONAL_PHONE(4. Email (PS_EMAIL_ADDRESSES) 5. Emergency Contacts (PS_EMERGENCY_CNTCT) 807B - Benefit related changes (Benefits folder) 1. Marital Status (PS_PERS_DATA_EFFDT) 807C – Affirmative Action related changes (Affirmative Action folder) 1. Ethnic groups (PS_DIVERS_ETHNIC)	Cognos