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1	Module	INFOPAC ID	PS ID	Report Title	Description	Navigation	Business Process
2	HR	Crystal Report	HRS100X	HRMS News Report	This report lists News items for all HRMS functions that are viewable on line.	Go > News > Report	
3	HR	Crystal Report	PER094X	Mailing Labels DeptID	Provides a list of all employees and their mailing addresses by Department ID and Pay Group in label format .	Go > Administer Workforce > Administer Workforce (U.S.) > Report	
4	HR	Crystal Report	PER095X	Mailing Labels Maildrop	Provides a list of all employees and their mailing addresses by Maildrop and namer in label format . A wildcard can be used in any of the prompt fields	Go > Administer Workforce > Administer Workforce (U.S.) > Report	
5	HR	Crystal Report	OHS017	Transaction Audit Report	This report lists all transactions entered by a specified operator in a specified date range, or the identity of all operators who have entered transactions on a specified employee or position.	Go > Administer Workforce > Administer Workforce (U.S.) > Report	
6	HR	Crystal Report	TRN002X	Post Course Session Roster	Provides a list of all participants for a specified course including fields for Completion Status and Grade.	Go > Develop Workforce > Administer Training > Report	
7	HR	Crystal Report	TRN004X	Training Schedule	Provides details of Course(s)/Session(s) scheduled during a specified period.	Go > Develop Workforce > Administer Training > Report	
8	HR	HRxxx0002X	POS002X	Active/Inactive Position Report	Provides the ability to generate a listing of positions that are in active/inactive status and filled/vacant, depending on the subgroups that the company selects. The system allows the company to choose how the data is sorted by either filled or vacant.	Go > Develop Workforce > Manage Positions > Report	HR0300, HR0310
9	HR	HRxxx0003	PER003X	Years of Service	Provides the ability to generate a report that lists all individuals with a specified number of years of service.	Go > Administer Workforce > Administer Workforce (U.S.) > Report	HR0100
10	HR	HRxxx0004	POS004X	Active Position History Report	Lists every action that has been entered on all active positions for specified company.	Go > Develop Workforce > Manage Positions > Report	HR0300, HR0310
11	HR	HRxxx0008	PER008X	Employee Review Audit	Allows the company to view the most current Employee Reviews in one report. Gives all ratings for all employees so that the company can assure that every employee got a review during the Review Period. This report is not to be used to in place of the Salary Planning Tool.	Go > Administer Workforce > Plan Salaries (GBL) > Report	HR0400
12	HR	HRxxx0011X	PER119X	Employee Work Phone Number Listing	Provides a contact list for all employees within the company.	Go > Administer Workforce > Administer Workforce (U.S.) > Report	HR0100
13	HR	HRxxx0020X	PER020X	Employee Home Address Listing	Provides a listing of all employees' home addresses and phone numbers.	Go > Administer Workforce > Administer Workforce (U.S.) > Report	HR0100
14	HR	HRxxx0021X	PER012X	Pending Future Actions	Provides a list of all future dated rows of data entered on individuals in their company.	Go > Administer Workforce > Administer Workforce (U.S.) > Report	HR0100
15	HR	HRxxx0036	PER036X	New Hire Reporting	Provides a hard copy of the data that is sent to the Child Support Recovery Department for each individual company. This report gives the Child Support Recovery Department the name and address of all new hires so that they can continue to monitor employment of individuals who owe Child Support.	Go > Report Regulations U.S > Report	

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1	Module	INFOPAC ID	PS ID	Report Title	Description	Navigation	Business Process
16	HR	HRxxx0116X	PER116X	Employee/Position/Budget Status Report	Provides totals for Positions (filled and vacant) and employees (classified, unclassified, regular, permanent labor or temporary). Lists employees with position, employee and fundage information. Also provides salary totals by Compensation Frequency.	Go > Develop Workforce > Manage Positions > Report	HR0300, HR0310
17	HR	HRxxx0118X	PER118X	Employee Status Report	Provides a listing of all active employees with their titles, salary, ID, and Paygroup all on one report. Could serve as an employee Roster.	Go > Administer Workforce > Administer Workforce (U.S.) > Report	HR0100
18	HR	HRxxx0261	POS003X	Incumbent Position History Report	Lists the incumbent history for every position within the selection criteria. Provides data that tells when and what salary plan the incumbent was in when hired and when, why, and what plan the incumbent was in when terminated.	Go > Develop Workforce > Manage Positions > Report	HR0300, HR0310
19	HR	HRxxx031AX	PER031AX	EEO-4 by Company	Provides EEO statistical totals for the company requested.	Go > Administer Workforce > Administer Workforce (U.S.) > Report	HR0100
20	HR	HRxxx0510	PER510	Salary Plan Increases-Salary Exception List	Lists employees not processed by the mass update program for October salary increases and supplies the reason why.	Runs automatically when salary increases are processed.	HR0100, HR0400
21	HR	HRxxx0511	PER510	Salary Plan Increases-Employees Successfully Processed	A hardcopy record of all employee increases that were processed using the mass update program for October salary increases. This report would be the tool to use in order to audit the data entry into the Salary Planning Tool. Also provides totals by department ID's and company.	Runs automatically when salary increases are processed.	HR0400
22	HR	TRxxx0382X	TRN382X	Training Summary Report	Provides basic demographic data and all the training courses taken for all employees meeting the selection criteria on the run control Panel.	Go > Develop Workforce > Administer Training > Report	
23	HR	TRxxx0384	TRN384X	Employee Transcript	Listing of training taken by an individual employee.	Go > Develop Workforce > Administer Training > Report	