This document outlines all queries available in PeopleSoft HCM for individuals with College/Division or Campus HR access. **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:**

<table>
<thead>
<tr>
<th>Department ID</th>
<th>Business Unit</th>
<th>Position #</th>
</tr>
</thead>
<tbody>
<tr>
<td>Employee Class</td>
<td>Employee ID</td>
<td>Employee Record</td>
</tr>
<tr>
<td>Name</td>
<td>Job Code</td>
<td>Grade</td>
</tr>
<tr>
<td>Fiscal Year</td>
<td>Effective Date</td>
<td>Dept ID – Paid From</td>
</tr>
<tr>
<td>Fund</td>
<td>Account</td>
<td>Class</td>
</tr>
<tr>
<td>Distribution %</td>
<td>Salary</td>
<td>Total Account Salary</td>
</tr>
<tr>
<td>FLSA Status</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**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:**

<table>
<thead>
<tr>
<th>Department ID</th>
<th>Business unit</th>
<th>Position #</th>
</tr>
</thead>
<tbody>
<tr>
<td>Employee class</td>
<td>Employee ID</td>
<td>Employee record</td>
</tr>
<tr>
<td>Name</td>
<td>Job Code</td>
<td>Grade</td>
</tr>
<tr>
<td>Effective Date</td>
<td>Paid from Dept ID</td>
<td>Fund</td>
</tr>
<tr>
<td>Account</td>
<td>Class</td>
<td>Distribution %</td>
</tr>
<tr>
<td>Salary</td>
<td>Total Account Salary</td>
<td>Actual Salary Payout</td>
</tr>
<tr>
<td>Last Start</td>
<td>Expected End Date</td>
<td>Supervisor</td>
</tr>
</tbody>
</table>

**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:**

<table>
<thead>
<tr>
<th>Effective Date</th>
<th>Status</th>
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</tr>
</thead>
<tbody>
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<td>Description</td>
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</tr>
<tr>
<td>Project Number</td>
<td>Fund Number</td>
<td>Class Code</td>
</tr>
<tr>
<td>Operating Unit</td>
<td>Cost Share</td>
<td>Business Unit</td>
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<tr>
<td>Activity ID</td>
<td></td>
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</tr>
</tbody>
</table>
**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) Responsibility Code.

**Data:** Data is real time

**Fields Included:**

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
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</thead>
<tbody>
<tr>
<td>Employee ID</td>
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</tr>
<tr>
<td>Last Name</td>
<td></td>
</tr>
<tr>
<td>First Name</td>
<td></td>
</tr>
<tr>
<td>Dept ID</td>
<td></td>
</tr>
<tr>
<td>Dept Description</td>
<td></td>
</tr>
<tr>
<td>Job Code</td>
<td></td>
</tr>
<tr>
<td>Grade</td>
<td></td>
</tr>
<tr>
<td>EPMS Review Date</td>
<td></td>
</tr>
<tr>
<td>Supervisor Name</td>
<td></td>
</tr>
<tr>
<td>Days Before Due Date</td>
<td></td>
</tr>
</tbody>
</table>

**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:**

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Employee ID</td>
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</tr>
<tr>
<td>Last Name</td>
<td></td>
</tr>
<tr>
<td>First Name</td>
<td></td>
</tr>
<tr>
<td>Dept ID</td>
<td></td>
</tr>
<tr>
<td>Dept Description</td>
<td></td>
</tr>
<tr>
<td>Job Code</td>
<td></td>
</tr>
<tr>
<td>Grade</td>
<td></td>
</tr>
<tr>
<td>Trial Period End Date</td>
<td></td>
</tr>
<tr>
<td>Supervisor Name</td>
<td></td>
</tr>
<tr>
<td>Days Before Due Date</td>
<td></td>
</tr>
</tbody>
</table>

**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) Responsibility Code.

**Data:** Data is real time

**Fields Included:**

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Employee ID</td>
<td></td>
</tr>
<tr>
<td>Last Name</td>
<td></td>
</tr>
<tr>
<td>First Name</td>
<td></td>
</tr>
<tr>
<td>Dept ID</td>
<td></td>
</tr>
<tr>
<td>Dept Description</td>
<td></td>
</tr>
<tr>
<td>Job Code</td>
<td></td>
</tr>
<tr>
<td>Grade</td>
<td></td>
</tr>
<tr>
<td>Trial Period End Date</td>
<td></td>
</tr>
<tr>
<td>Supervisor Name</td>
<td></td>
</tr>
<tr>
<td>Days Before Due Date</td>
<td></td>
</tr>
</tbody>
</table>
DUAL EMPLOYMENT

Report Name: SC_HR_DEPTEXTERNAL_DUAL
Description: Listing active External Dual employees within your department(s).
Selection Criteria: N/A
Data: Data is real time
Fields Included:

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<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Employee ID</td>
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<tr>
<td>Employee Record</td>
<td></td>
</tr>
<tr>
<td>Name</td>
<td></td>
</tr>
<tr>
<td>Dept ID</td>
<td></td>
</tr>
<tr>
<td>Dept Description</td>
<td></td>
</tr>
<tr>
<td>Job Code</td>
<td></td>
</tr>
<tr>
<td>Job Title</td>
<td></td>
</tr>
<tr>
<td>Full/Part Time</td>
<td></td>
</tr>
<tr>
<td>Standard Hours per Week</td>
<td></td>
</tr>
<tr>
<td>Employee Class</td>
<td></td>
</tr>
<tr>
<td>Salary Plan</td>
<td></td>
</tr>
<tr>
<td>Last Assignment Start Date</td>
<td></td>
</tr>
<tr>
<td>Expected End Date</td>
<td></td>
</tr>
<tr>
<td>Days Before Dual Employment Expires</td>
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</tr>
<tr>
<td>Supervisor Name</td>
<td></td>
</tr>
</tbody>
</table>

Report Name: SC_HR_DEPTINTERNAL_DUAL
Description: Listing active Internal Dual employees within your department(s).
Selection Criteria: N/A
Data: Data is real time
Fields Included:

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<th>Description</th>
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<tbody>
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</tr>
<tr>
<td>Name</td>
<td></td>
</tr>
<tr>
<td>Dept ID</td>
<td></td>
</tr>
<tr>
<td>Dept Description</td>
<td></td>
</tr>
<tr>
<td>Job Code</td>
<td></td>
</tr>
<tr>
<td>Job Title</td>
<td></td>
</tr>
<tr>
<td>Full/Part Time</td>
<td></td>
</tr>
<tr>
<td>Standard Hours per Week</td>
<td></td>
</tr>
<tr>
<td>Employee Class</td>
<td></td>
</tr>
<tr>
<td>Salary Plan</td>
<td></td>
</tr>
<tr>
<td>Last Assignment Start Date</td>
<td></td>
</tr>
<tr>
<td>Expected End Date</td>
<td></td>
</tr>
<tr>
<td>Days Before Dual Employment Expires</td>
<td></td>
</tr>
<tr>
<td>Supervisor Name</td>
<td></td>
</tr>
</tbody>
</table>

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) Responsibility code. NOTE: Leave Empl Class blank to pull all types of employees.
Data: Data is real time
Fields Included:

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Last Name</td>
<td></td>
</tr>
<tr>
<td>First Name</td>
<td></td>
</tr>
<tr>
<td>Employee ID</td>
<td></td>
</tr>
<tr>
<td>Employee Record</td>
<td></td>
</tr>
<tr>
<td>Regular/Temporary</td>
<td></td>
</tr>
<tr>
<td>Employee Class</td>
<td></td>
</tr>
<tr>
<td>Auto End Job Checkbox (Yes or No)</td>
<td></td>
</tr>
<tr>
<td>Expected End Date</td>
<td></td>
</tr>
<tr>
<td>Job Indicator (Primary or Secondary)</td>
<td></td>
</tr>
<tr>
<td>Days Before End Date</td>
<td></td>
</tr>
</tbody>
</table>
Report Name: SC_HR_MONITOR_FAC_APPTDATES
Description: Monitor upcoming end-dates for FTE Faculty.
Selection Criteria: 1) Start and End Date based on expiration of appointment (required), 2) Tenure Status
Data: Data is real time
Fields Included:

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Last Name</td>
<td></td>
</tr>
<tr>
<td>First Name</td>
<td></td>
</tr>
<tr>
<td>Employee ID</td>
<td></td>
</tr>
<tr>
<td>Employee Record</td>
<td></td>
</tr>
<tr>
<td>Dept ID</td>
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<td>Compensation Rate Code</td>
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<td>Pay Group</td>
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<td>Auto End Job</td>
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<td>Expected End Date</td>
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</tr>
<tr>
<td>Job Indicator (Primary or Secondary)</td>
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</tr>
<tr>
<td>Tenure Status</td>
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</tr>
<tr>
<td>Days Until End Date</td>
<td></td>
</tr>
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</table>

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:

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<tr>
<th>Field</th>
<th>Description</th>
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</thead>
<tbody>
<tr>
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</tr>
<tr>
<td>Employee ID</td>
<td></td>
</tr>
<tr>
<td>Employee Record</td>
<td></td>
</tr>
<tr>
<td>Business Unit</td>
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</tr>
<tr>
<td>Dept ID</td>
<td></td>
</tr>
<tr>
<td>Job Code Title</td>
<td></td>
</tr>
<tr>
<td>Position</td>
<td></td>
</tr>
<tr>
<td>Regular/Temporary</td>
<td></td>
</tr>
<tr>
<td>Employee Class</td>
<td></td>
</tr>
<tr>
<td>Full/Part Time</td>
<td></td>
</tr>
<tr>
<td>Salary</td>
<td></td>
</tr>
<tr>
<td>Additional Pay Effective Date</td>
<td></td>
</tr>
<tr>
<td>Additional Pay End Date</td>
<td></td>
</tr>
<tr>
<td>Earnings</td>
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<tr>
<td>Earnings Code</td>
<td></td>
</tr>
<tr>
<td>Reason</td>
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</tr>
<tr>
<td>Combo Code</td>
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</tr>
<tr>
<td>Ok to Pay</td>
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</tr>
</tbody>
</table>

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:

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
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</thead>
<tbody>
<tr>
<td>Department ID</td>
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</tr>
<tr>
<td>Employee ID</td>
<td></td>
</tr>
<tr>
<td>Employee Name</td>
<td></td>
</tr>
<tr>
<td>Contact Name</td>
<td></td>
</tr>
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<td>Relationship</td>
<td></td>
</tr>
<tr>
<td>Primary Contact Y/N</td>
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<tr>
<td>Phone Number</td>
<td></td>
</tr>
<tr>
<td>Address</td>
<td></td>
</tr>
</tbody>
</table>
University of South Carolina  
Division of Human Resources  
HCM Queries for College/Division & Campus HR Contacts

**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:**

<table>
<thead>
<tr>
<th>Field</th>
<th>Field</th>
<th>Field</th>
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</thead>
<tbody>
<tr>
<td>Department ID</td>
<td>Department Description</td>
<td>Employee Name</td>
</tr>
<tr>
<td>Address</td>
<td>City</td>
<td>State</td>
</tr>
<tr>
<td>Postal</td>
<td>Business Phone Number</td>
<td>Cell Phone Number</td>
</tr>
<tr>
<td>Home Phone Number</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**EMPLOYEE JOB INFORMATION**

**Report Name:** SC_HR_EE_ROSTER  
**Description:** Roster of current employees with basic job data.  
**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:**

<table>
<thead>
<tr>
<th>Field</th>
<th>Field</th>
<th>Field</th>
</tr>
</thead>
<tbody>
<tr>
<td>Employee ID</td>
<td>Last Name</td>
<td>First Name</td>
</tr>
<tr>
<td>Employee Record</td>
<td>Dept ID</td>
<td>Dept. Description</td>
</tr>
<tr>
<td>Business Unit</td>
<td>Job Title</td>
<td>Job Code</td>
</tr>
<tr>
<td>Position #</td>
<td>Grade</td>
<td>Salary Plan</td>
</tr>
<tr>
<td>Regular/Temporary</td>
<td>Employee Class</td>
<td>Base Hours</td>
</tr>
<tr>
<td>Rate Code</td>
<td>Salary</td>
<td>Total Additional/Supplemental Pay</td>
</tr>
<tr>
<td>State Hire Date</td>
<td>Years of State Service</td>
<td>USC Hire Date</td>
</tr>
<tr>
<td>Years of USC Service</td>
<td>Gender</td>
<td>Ethnic Group</td>
</tr>
<tr>
<td>Expected Job End Date</td>
<td>EPMS Review Date</td>
<td>Highest Education</td>
</tr>
<tr>
<td>Supervisor Name</td>
<td></td>
<td></td>
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</tbody>
</table>

**Report Name:** SC_HR_FACULTY_TEN_TNT  
**Description:** Review and track Faculty tenure information for reporting purposes. The ‘Tenure Begin Date’ field refers to the date the faculty member was hired into a tenure-track position. Note this query is NOT available to Department HR Contacts; you can filter and sort for departmental distribution.  
**Selection Criteria:** Responsibility Code  
**Data:** Data is real time  
**Fields Included:**

<table>
<thead>
<tr>
<th>Field</th>
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<th>Field</th>
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<tr>
<td>Business Unit</td>
<td>Responsibility Code</td>
<td>Last Name</td>
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<tr>
<td>First Name</td>
<td>Employee ID</td>
<td>Employee Record</td>
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<tr>
<td>Job Code</td>
<td>Job Code Description</td>
<td>Title</td>
</tr>
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<td>Tenure Status</td>
<td>Tenure Begin Date</td>
<td>Tenure Received Date</td>
</tr>
<tr>
<td>Date of Rank</td>
<td>Tenure Department</td>
<td>Department ID</td>
</tr>
<tr>
<td>Department Description</td>
<td>USC Hire Date</td>
<td>Full/Part Time</td>
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</tbody>
</table>
Report Name: SC_HR_JOB_CURRENT_ALL_DATA
Description: Roster of Current Employees displaying their ‘current job’ row on 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:

<table>
<thead>
<tr>
<th>Employee ID</th>
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<th>Name</th>
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</thead>
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<td>Effective Date</td>
<td>Action</td>
</tr>
<tr>
<td>Action Description</td>
<td>Reason</td>
<td>Reason Description</td>
</tr>
<tr>
<td>Business Unit</td>
<td>Dept ID</td>
<td>Job Code</td>
</tr>
<tr>
<td>Job Title</td>
<td>Position</td>
<td>Location</td>
</tr>
<tr>
<td>Location Description</td>
<td>County</td>
<td>Regular/Temporary</td>
</tr>
<tr>
<td>Employee Class</td>
<td>Pay Group</td>
<td>Salaried/Hourly</td>
</tr>
<tr>
<td>Full/Part Time</td>
<td>Job Indicator (Primary or Secondary)</td>
<td>Salary</td>
</tr>
<tr>
<td>Salary Plan</td>
<td>Grade</td>
<td>Last Assignment Date</td>
</tr>
<tr>
<td>Expected End Date</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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:

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<thead>
<tr>
<th>Employee ID</th>
<th>Name</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reason</td>
<td>Effective Date</td>
<td>Dept ID</td>
</tr>
<tr>
<td>Job Code</td>
<td>Job Title</td>
<td>Regular/Temporary</td>
</tr>
<tr>
<td>Employee Class</td>
<td>Pay Group</td>
<td>Full/Part Time</td>
</tr>
<tr>
<td>Job Indicator (Primary or Secondary)</td>
<td>Salary Plan</td>
<td>Grade</td>
</tr>
<tr>
<td>Years of State Service</td>
<td>Years of USC Service</td>
<td>Position #</td>
</tr>
<tr>
<td>Last Assignment Date</td>
<td>Expected End Date</td>
<td></td>
</tr>
</tbody>
</table>

Report Name: SC_HR_EXEMPT_NON_EXEMPT_FTE
Description: Roster of FTE classified employees with general position information and salary averages by class. Averages are based on employee salaries which user has security authorization.
Selection Criteria: Job Code
Data: Data is updated nightly
Fields Included:

<table>
<thead>
<tr>
<th>Job Code</th>
<th>Job Code Title</th>
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</thead>
<tbody>
<tr>
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<tr>
<td>Dept ID</td>
<td>Dept Description</td>
<td>Employee ID</td>
</tr>
<tr>
<td>Last Name</td>
<td>First Name</td>
<td>Full/Part Time</td>
</tr>
<tr>
<td>Hours Per Week</td>
<td>Compensation Rate Code</td>
<td>Salary</td>
</tr>
<tr>
<td>Annualized Salary</td>
<td>Average Salary</td>
<td></td>
</tr>
</tbody>
</table>
Report Name: SC_HR_PAY_FOR_PERFORMANCE
Description: Listing of current FTE employees who received a pay for performance increase in a specified date range.
Selection Criteria: Effective Date (From) and (To) (**required**)  
Data: Data is real time

Fields Included:

<table>
<thead>
<tr>
<th>Last Name</th>
<th>First Name</th>
<th>Job Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>Job Title</td>
<td>Full/Part Time</td>
<td>Dept ID</td>
</tr>
<tr>
<td>Department Name</td>
<td>Compensation Rate Code</td>
<td>Effective Date</td>
</tr>
<tr>
<td>Expected Return Date</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**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:

<table>
<thead>
<tr>
<th>Dept ID</th>
<th>Dept Description</th>
<th>FTE Classified Hires</th>
</tr>
</thead>
<tbody>
<tr>
<td>FTE Unclassified Hires</td>
<td>RGP Hires</td>
<td>Time Limited Hires</td>
</tr>
<tr>
<td>Temp Staff Hires</td>
<td>Temp Faculty Hires</td>
<td>Student Hires</td>
</tr>
</tbody>
</table>

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:

<table>
<thead>
<tr>
<th>Dept Id</th>
<th># of Classified FTE Employees</th>
<th># of Unclassified FTEs</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total FTEs</td>
<td># of RGPs</td>
<td># of Time Limited</td>
</tr>
<tr>
<td># of Temporary Staff</td>
<td># of Temporary Faculty</td>
<td># of Students</td>
</tr>
<tr>
<td>Total Employee</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Report Name: SC_HR_ON_LEAVE_WITH_PAY
Description: Listing of current employees who are on leave with pay.
Selection Criteria: N/A
Data: Data is updated nightly

Fields Included:

<table>
<thead>
<tr>
<th>Name</th>
<th>Job Code</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Employee Class</td>
<td>Full/Part Time</td>
<td>Dept ID</td>
</tr>
<tr>
<td>Department Name</td>
<td>Compensation Rate Code</td>
<td>Effective Date</td>
</tr>
<tr>
<td>Expected Return Date</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Report Name: SC_HR_ON_LEAVE_WITHOUT_PAY
Description: Listing of current employees who are on leave without pay.
Selection Criteria: N/A
Data: Data is updated nightly
Fields Included:

<table>
<thead>
<tr>
<th>Name</th>
<th>Job Code</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Employee Class</td>
<td>Full/Part Time</td>
<td>Dept ID</td>
</tr>
<tr>
<td>Department Name</td>
<td>Compensation Rate Code</td>
<td>Effective Date</td>
</tr>
<tr>
<td>Expected Return Date</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

EFORM TRACKING

Report Name: SC_HR_GT_WORKFLOW_COLLEGE_DEPT
Description: Tracking of ePAF actions within your College/Division or Campus. Note this query is NOT available to Department HR Contacts; you can filter and sort for departmental distribution.
Selection Criteria: 1) Form ID can be entered to inquire on a specific action, 2) Form Type will pull all pending actions on that eForm. NOTE: Leave all fields blank to pull all pending actions.
Data: Data is real time
Fields Included:

<table>
<thead>
<tr>
<th>Form ID</th>
<th>Form Type</th>
<th>Employee ID</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Employee Record</td>
<td>Last Name</td>
<td>First Name</td>
<td></td>
</tr>
<tr>
<td>Requested Eff. Date</td>
<td>Form Initiated Date</td>
<td>Department ID</td>
<td></td>
</tr>
<tr>
<td>Department Description</td>
<td>Currently Pending with</td>
<td>Status</td>
<td></td>
</tr>
<tr>
<td>Pay Group</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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:

<table>
<thead>
<tr>
<th>Employee ID</th>
<th>Name</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reason</td>
<td>Effective Date</td>
<td>Dept ID</td>
</tr>
<tr>
<td>Job Code</td>
<td>Job Title</td>
<td>Regular/Temporary</td>
</tr>
<tr>
<td>Employee Class</td>
<td>Pay Group</td>
<td>Full/Part Time</td>
</tr>
<tr>
<td>Job Indictor (Primary or Secondary)</td>
<td>Salary Plan</td>
<td>Grade</td>
</tr>
<tr>
<td>Years of State Service</td>
<td>Years of USC Service</td>
<td>Position #</td>
</tr>
<tr>
<td>Last Assignment Date</td>
<td>Expected End Date</td>
<td></td>
</tr>
</tbody>
</table>

HCM Query Listing: Col/Div/Campus HR Contact
Report Name: SC_HR_POSITION_DATA
Description: Roster of active positions (position numbers) within your College/Division or Campus.
Selection Criteria: N/A
Data: Data is updated nightly

Fields Included:

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Position #</td>
<td>Business Title</td>
</tr>
<tr>
<td>Action</td>
<td>Reason</td>
</tr>
<tr>
<td>Status</td>
<td>Job Code</td>
</tr>
<tr>
<td>Location</td>
<td>Regular/Temporary</td>
</tr>
<tr>
<td>Salary Plan</td>
<td>Employee ID</td>
</tr>
<tr>
<td>Grade</td>
<td>Minimum</td>
</tr>
<tr>
<td>Maximum</td>
<td>Weeks Per Year</td>
</tr>
<tr>
<td>Base Hours</td>
<td>Faculty/Staff Indicator</td>
</tr>
<tr>
<td>Annual Leave Eligibility</td>
<td>Sick Leave Eligibility</td>
</tr>
<tr>
<td>USC Position SOC Code</td>
<td></td>
</tr>
</tbody>
</table>