UNIVERSITY OF
South Carolina

Controller's Office – Payroll
**Useful Queries for Business Managers in PeopleSoft HCM**

This document outlines all useful payroll queries available to users with the Business Manager Query/Reports role in PeopleSoft HCM. They provide the ability to view relevant accounting, benefits, HR, and payroll related data.

Using Query Viewer in PeopleSoft HCM
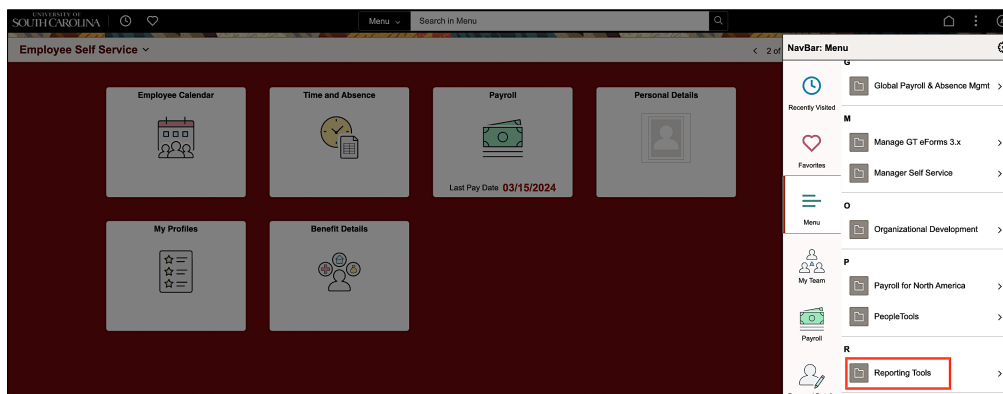
To access these queries, go to **hcm.ps.sc.edu.**

Navigation: Nav Bar > Menu > Reporting Tools > Query > Query Viewer

Step 1: Click the **NavBar** icon.
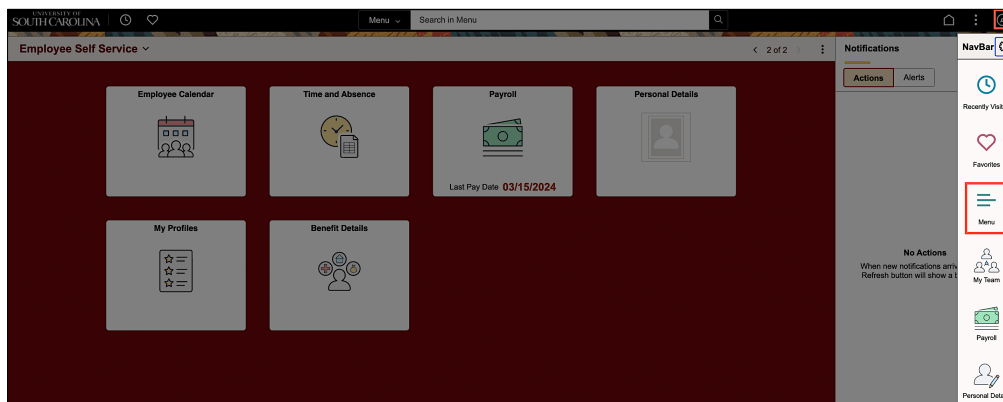
Step 2: Scroll through the menu items and click **Reporting Tools**.

Step 3: Click the **Query** option.
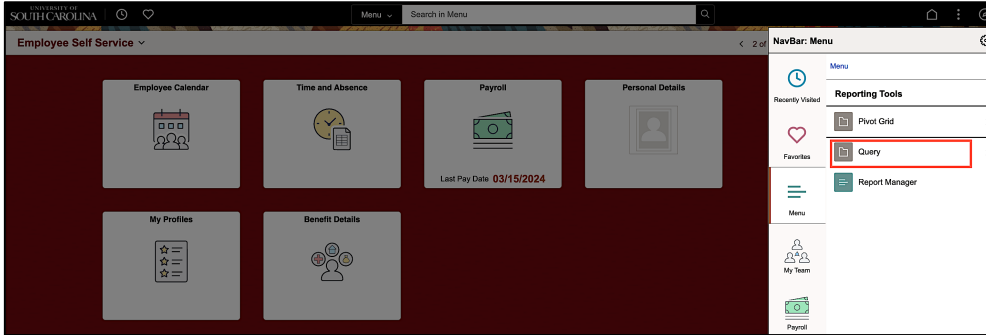
Step 4: Click the **Query Viewer** link.
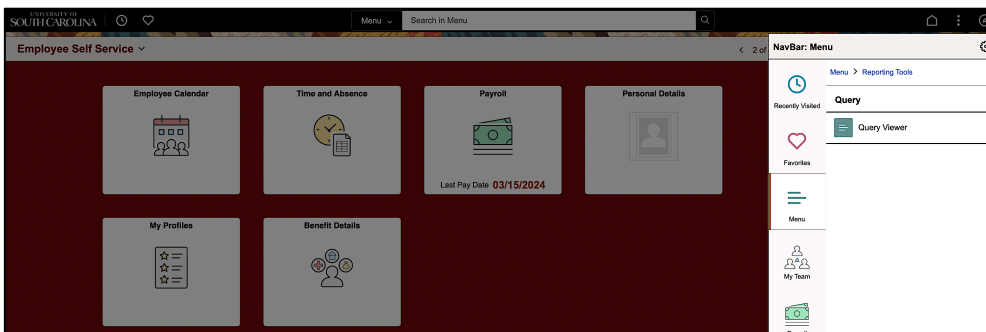
Step 5: Enter the query name in the **Begins With** field.

Step 6: Click the **Search** button.

Step 7: Click the **Favorite** hyperlink. This query will be saved to your list of favorites for future use.
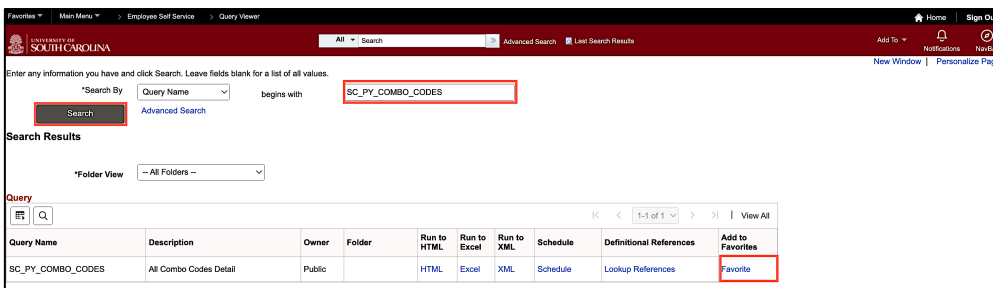
Note: Add the Query Viewer page to your favorites to easily access on the Employee Self Service page.

Useful Payroll Queries in PeopleSoft HCM

Useful HR Queries in PeopleSoft HCM

Useful Payroll Queries

I.   All Combo Codes Detail

Report Name: SC_PY_COMBO_CODES
Selection Criteria: Department ID, Operating Unit, Status, Project, and/or Cost Share
Data: Data is real time
Description: Use this query to return all active combo codes for a specific area when completing transactions in PeopleSoft HCM that require funding.

SC_PY_COMBO_CODES - All Combo Codes Detail

Dept ID 620499
Operating Unit
*Status Active
Project
Cost Share
View Results

Download results in :   Excel SpreadSheet   CSV Text File   XML File   (5 kb)

View All | First 1-16 of 16 Last

Row	Set ID	Process Group	Eff Date	Status	GL Combo Code	Descr	Acct	Dept ID	Project	Fund	Class	Operating Unit	Cost Share	PC Bus Unit	Activity
1	USC01		07/01/2019	A	A00000000440	CL000620499Z0125990	51200	620499		Z0125	990	CL000			
2	USC01		07/01/2019	A	A00000000686	CL010620499A0001602	51200	620499		A0001	602	CL010			
3	USC01		07/01/2019	A	A00000004554	CL000620499Z0125990	51300	620499		Z0125	990	CL000			
4	USC01		07/01/2019	A	A00000004800	CL010620499A0001602	51300	620499		A0001	602	CL010			
5	USC01		07/01/2019	A	A00000008668	CL000620499Z0125990	51330	620499		Z0125	990	CL000			
6	USC01		07/01/2019	A	A00000008914	CL010620499A0001602	51330	620499		A0001	602	CL010			
7	USC01		07/01/2019	A	A00000012782	CL000620499Z0125990	51390	620499		Z0125	990	CL000			
8	USC01		07/01/2019	A	A00000013028	CL010620499A0001602	51390	620499		A0001	602	CL010			
9	USC01		07/01/2019	A	A00000016896	CL000620499Z0125990	51400	620499		Z0125	990	CL000			
10	USC01		07/01/2019	A	A00000017142	CL010620499A0001602	51400	620499		A0001	602	CL010			
11	USC01		07/01/2019	A	A00000021008	CL000620499Z0125990	51422	620499		Z0125	990	CL000			
12	USC01		07/01/2019	A	A00000021254	CL010620499A0001602	51422	620499		A0001	602	CL010			
13	USC01		07/01/2019	A	A00000025123	CL000620499Z0125990	51600	620499		Z0125	990	CL000			
14	USC01		07/01/2019	A	A00000025369	CL010620499A0001602	51600	620499		A0001	602	CL010			
15	USC01		07/01/2019	A	A00000029237	CL000620499Z0125990	51800	620499		Z0125	990	CL000			
16	USC01		07/01/2019	A	A00000029483	CL010620499A0001602	51800	620499		A0001	602	CL010			

II.   Active Earns Codes

Report Name: SC_PY_EARN_CODE
Selection Criteria: NA
Description: Use this query to view all active earns codes available in PeopleSoft HCM.

SC_PY_EARN_CODE- Active Earns Codes

Download results in :   Excel SpreadSheet   CSV Text File   XML File   (18 kb)

View All | First 1-100 of 195 ▶ Last

Row	Earn Code	Eff Date	Status	Descr
1	BNS	01/01/1901	A	Bonus Student Treaty
2	SCL	01/01/1901	A	Sick Leave Lost
3	ALL	01/01/1901	A	Annual Leave Lost
4	ATH	01/01/1901	A	Athletics Fringe Benefits
5	LMP	01/01/1901	A	Leave Without Pay
6	TUI	01/01/1901	A	Employee Tuition
7	ACF	01/01/1901	A	Athletic Fringe Car
8	TFB	01/01/1901	A	Taxable Fringe Benefits
9	TFT	01/01/1901	A	Taxable Fringe Ben Teach Trty
10	TFS	01/01/2019	A	Taxable Frg Ben Std Trty
11	VSP	12/16/2019	A	Voluntary Separation Prog Pay
12	BON	01/15/2020	A	Bonus
13	STB	01/15/2020	A	State Approved Bonus
14	SBI	01/15/2020	A	State Approved Bonus_Intl
15	AWD	01/15/2020	A	Monetary Cash Awards
16	AWS	01/15/2020	A	Monetary Cash Student Treaty

III.   Project Funding Query by Project

Report Name: SC_PY_FUNDING_BYPROJ
Selection Criteria: Project ID, Fiscal Year (required), and PC Business Unit.
Data: Data is real time
Description: Use this query to identify employees charged to projects for the current fiscal year.

SC_PY_FUNDING_BYPROJ - Funding query by project

Project 10010154
Fiscal Year (required) 2024
PC Bus Unit USCSP

View Results

Download results in : Excel SpreadSheet   CSV Text File   XML File   (5 kb)

View All   First 1-10 of 10 Last

Row	Name	First Name	Last	ID	Empl Record	Job Eff Date	Sequence	Dept ID	Position	Pay Status	Action	Group	Type	Empl Class	Planned Exit	Auto End Job	Year	Eff Date	Sequence	Earn Code	Seq Nbr	Combo Code	Project	PC Bus Unit	Funding End Date	Distributed
1					3	01/01/2024	1	155401		A	DTA	T12	S	STU	05/15/2024	Y	2024	02/16/2024	0		1	A00000061865	10010154	USCSP	06/30/2024	Y
2					0	02/19/2024	0	155401		A	HIR	HRL	H	STU	05/15/2024	Y	2024	02/19/2024	0		1	A00000061865	10010154	USCSP	06/30/2024	Y
3					0	02/13/2024	0	155401	00773361	A	DTA	I12	S	RGP	03/15/2026	Y	2024	11/16/2023	0		1	A00000061873	10010154	USCSP	06/30/2024	Y
4					3	01/01/2024	1	155401		A	DTA	T12	S	STU	05/15/2024	Y	2024	01/16/2024	0		1	A00000061865	10010154	USCSP	06/30/2024	Y
5					1	01/08/2024	0	155201		A	HIR	HRL	H	STU	05/04/2024	Y	2024	01/16/2024	0		1	A00000061865	10010154	USCSP	06/30/2024	Y
6					0	02/26/2024	0	155401		A	REH	HRL	H	STU	05/15/2024	Y	2024	02/26/2024	0		1	A00000061865	10010154	USCSP	06/30/2024	N

IV.   Project Funding Query by Date

Report Name: SC_PY_FUND_BYPROJ_DATE
Selection Criteria: Project ID, Fiscal Year (required), PC Business Unit, and Purchasing End Date.
Data: Data is real time
Description: Use this query to identify all grant funding sources and end dates to help track expiring or inactive grants. **Be sure to focus on the following:**

- Employees whose job **does not auto end** because payroll will not be allowed to post to these combo codes after the project end date.
- Employees that **do have auto term, but the auto term date exceeds the funding end date** because payroll will not be allowed to post to these combo codes after the project end date.
- Pay close attention to pay group. For example, if you are running the query for 3/31/24 payroll and your project ended 3/15/24 payroll for an employee **paid on a lag** will post to this project because the earnings end date would be 3/15/24.

SC_PY_FUND_BYPROJ_DATE - Project Funding Query by date

Project
Fiscal Year (required) 2024
PC Bus Unit (required) USCSP
Funding End Date <= 05/31/2024

View Results

Download results in : Excel SpreadSheet   CSV Text File   XML File   (312 kb)

View All   First 1-100 of 556 Last

Row	Name	First Name	Last	ID	Empl Record	Job Eff Date	Sequence	Dept ID	Position	Pay Status	Action	Group	Type	Empl Class	Planned Exit	Auto End Job	Year	Eff Date	Sequence	Earn Code	Seq Nbr	Combo Code	Project	PC Bus Unit	Funding End Date	Distributed
1					0	02/01/2024	0	152400		A	DTA	T12	S	STU	05/15/2024	Y	2024	08/16/2023	0		1	A00000033376	10009018	USCSP	05/30/2024	Y
2					0	08/29/2023	1	112000	00004467	A	DTA	C12	S	FTE	06/30/2026	N	2024	02/01/2024	0		1	A00000079691	10011613	USCSP	05/31/2024	Y
3					3	01/01/2024	1	115400		A	DTA	I12	S	STU	05/15/2024	Y	2024	01/01/2024	0		1	A00000099143	10012952	USCSP	04/30/2024	Y
4					3	02/19/2024	0	135800		A	HIR	HRL	H	TSF	04/28/2024	Y	2024	02/19/2024	0		1	A00000061350	10010097	USCSP	04/30/2024	Y
5					0	07/01/2023	0	115600	00124598	A	PAY	C09	S	FTE		N	2024	02/16/2024	0		1	A00000102427	10013185	USCSP	05/31/2024	Y
6					0	01/02/2024	0	159000	00773828	A	PAY	P12	S	RGP	01/31/2025	Y	2024	01/02/2024	0		1	A00000061883	10010152	USCSP	05/31/2024	Y
7					2	09/01/2023	0	115300		A	REH	HRL	H	TSF	08/15/2024	Y	2024	02/01/2024	0		1	A00000085604	10011973	USCSP	04/15/2024	Y
8					1	01/08/2024	0	112000		A	HIR	HRL	H	STU	05/15/2024	Y	2024	01/08/2024	0		1	A00000106845	10013594	USCSP	03/31/2024	Y
9					3	01/16/2024	2	115500		A	DTA	IS1	S	STU	05/15/2024	Y	2024	01/16/2024	0		1	A00000089870	10012381	USCSP	04/30/2024	Y

V. Account Change eForm Approvers

Report Name: SC_PY_GT_ACCOUNT_CHANGE_APPROV
Selection Criteria: Department (optional)
Data: Data is real time
Description: Use this query to determine the individuals responsible for approving Account Change eForms within your designated areas.

SC_PY_GT_ACCOUNT_CHANGE_APPROV

Dept ID (optional) 155020 🔍
[View Results]

Download results in : Excel SpreadSheet CSV Text File XML File (2 kb)

View All   First 1-12 of 12 Last

Row	Account Change Approvers	Dept ID - Access	Dept ID Descr
1	Alicia Wagner	155020	CEC COLLEGE OF ENG AND COMP
2	Christopher Cantrell	155020	CEC COLLEGE OF ENG AND COMP
3	Danielle Kalogeropoulos	155020	CEC COLLEGE OF ENG AND COMP
4	Danielle McElwain	155020	CEC COLLEGE OF ENG AND COMP
5	Jennifer Swanner	155020	CEC COLLEGE OF ENG AND COMP
6	Kay Dorrell	155020	CEC COLLEGE OF ENG AND COMP
7	Melissa Bell	155020	CEC COLLEGE OF ENG AND COMP
8	Pamela Dunleavy	155020	CEC COLLEGE OF ENG AND COMP
9	Quintella Paul	155020	CEC COLLEGE OF ENG AND COMP
10	Sarah Graham	155020	CEC COLLEGE OF ENG AND COMP
11	Stephen Fulmer	155020	CEC COLLEGE OF ENG AND COMP
12	Susan Klie	155020	CEC COLLEGE OF ENG AND COMP

VI. Account Change eForm Status

Report Name: SC_PY_GT_ACCT_CHANGE_FORMS
Selection Criteria: Form Status (required) and Department ID.
Data: Data is real time.
Description: Use this query to identify Account Change eForms in a particular status.

SC_PY_GT_ACCT_CHANGE_FORMS - Account Change Forms

*Form Status [Pending ▾]
Dept ID 988003 🔍
[View Results]

Download results in : Excel SpreadSheet CSV Text File XML File (1 kb)

View All   First 1-4 of 4 Last

Row	Form ID	Display Name	Position	Dept ID	ID	Group	Empl Record	Form Status	Eff Date
1	700526			988003		P12	0	P	03/01/2024
2	700528			988003		P12	0	P	03/01/2024
3	700531			988003		P12	2	P	03/01/2024
4	700529			988003		C12	0	P	03/16/2024

VII. SC Security Roles for Active Users

Report Name: SC_SECURITY_ROLES_USERS_ACTIVE
Selection Criteria: Role Name, Role Description, User, Name, USCID, and/or Email ID.
Data: Data is real time.
Description: Use this query to identify the security roles users have within your area. When an employee with an approval role in PeopleSoft HCM has a change in job responsibilities, leaves the university for another job opportunity, or retires, it is very important to have a plan in place for new transactions and transactions in route. Using this query can help ensure transactions continue to move through the approval process in a timely manner.

This query only returns the Payroll and HR roles listed below.

Payroll Roles

- **Account Funding Changes:** SCHGT_FINANCE_INIT
- **Finance Campus/Department Approver 1:** SCHGT_WF_FINANCE_DEPT
- **View Business Manager Reports:** SCHPY_BUS_MANAGERS_QRYRPTS

HR Roles:

- **College/Division HR Contact:** SCHHR_COL_DIV
- **Campus College/Division HR Contact:** SCHHR_HR CAMPUS
- **Department HR Contact:** SCHHR_DEPARTMENT
- **Workflow Notifications:** SCHGT_WF_COL_DV_HR_ADMIN
- **Affiliate Initiator:** SCHHR_GT_CWR_ADMINISTRATOR
- **HR Campus Department Approver:** SCHGT_WF_CAMPUS_DEPT_1 and/or SCHGT_WF_CAMPUS_DEPT_2
- **EPAF Initiator:** SCHGT_WF_EPAF_INIT, the Affiliate Initiator role is automatically granted with this position.
- **Student Initiator:** SCHGT_STU_HIRE_INIT
- **Student Transactions Approver:** SCHGT_WF_STUDENT_CAMP_DEPT

Time and Absence Roles:

- **Time/Labor and Absence Management Approver:** SCHTL_ABS_APPROVER
- **FLMA Leave Administrator:** SCHBN_Leave Administrator

Note: Different roles in PeopleSoft HCM cannot be assigned separate departmental access.

SC_SECURITY_ROLES_USERS_ACTIVE - SC Security Roles Users Active

Role Name		
Role Description		
User		
Name		
EMPLID (USCID)		
Email ID		

[View Results]

Download results in : Excel SpreadSheet   CSV Text File   XML File   (1 kb)

View All   First 1-3 of 3 Last

Row	Role Name	Descr	User ID	Description	ID	Email ID	Locked Out?	Row Sec Prm Lst	Dept ID
1	SCHGT_FINANCE_INIT	GT - Finance Initiator				@mailbox.sc.edu	0	SCHDP_121000	121000
2	SCHGT_WF_FINANCE_DEPT	GT WF - Finance Dept.				@mailbox.sc.edu	0	SCHDP_121000	121000
3	SCHPY_Bus_Managers_QryRpts	PY - Bus Mgrs.-Queries & Rpts				@mailbox.sc.edu	0	SCHDP_121000	121000

Useful HR Queries

FUNDING, ACCOUNTING, & COMBO CODES

VIII. FTE, RGP, TL Funding Information

Report Name: SC_HR_DEPT_EE_ACCTG_ROSTER_POS
Selection Criteria: N/A
Description: Review the funding allocation for currently active <u>FTE, RGP, or TL employees</u>.
Data: Data is real time

SC_HR_DEPT_EE_ACCTG_ROSTER_POS - FTE, RGP, TL - Funding Info

Fiscal Year 2024
Resp Code CL071
[View Results]
Download results in : Excel SpreadSheet CSV Text File XML File (612 kb)
View All   First 1-100 of 1034 ⊙ Last

Row	ID	Empl Record	Dept ID	Position	Empl Class	Unit	Name	Eff Date	Job Code	Operating Unit	Grade	Acct	Dept ID	Fund	Class	Project	Cost Share	PC Bus Unit	Activity	Distrb %	Salary (rate)	Total Account Salary	Max/Annual	FLSA Stat	Name Type	Salary Adj	Shift Diff	Operating Unit
1		0	100300	00005307	FTE	SCCOL		09/16/2023	UG84	CL071	B00	51200	100300	A0001	202					100.000	65000	65000	0.000	T	PRI			CL071
2		0	100300	00145479	FTE	SCCOL		06/16/2023	UG71	CL071	B00	51600	100300	A0001	202					100.000	61343	61343	0.000	T	PRI			CL071
3		0	100300	00005109	FTE	SCCOL		06/16/2023	AH10	CL071	B05	51200	100300	A0001	202					100.000	42500	42500	70054.000	N	PRI			CL071
4		0	100300	00003420	FTE	SCCOL		06/16/2023	AA75	CL071	B04	51200	100300	A0001	202					100.000	37735	37735	58393.000	N	PRI			CL071
5		0	100300	00111235	FTE	SCCOL		06/16/2023	UG71	CL071	B00	51600	100300	A0001	202					100.000	61343	61343	0.000	T	PRI			CL071
6		0	120200	00144362	FTE	SCCOL		07/01/2023	AH10	CL071	B05	51200	120200	A0001	101					100.000	52500	52500	70054.000	N	PRI			CL071
7		0	120200	00146322	FTE	SCCOL		02/22/2024	UG75	CL071	B00	51200	120200	A0001	101					50.000	94551	47275	0.000	T	PRI			CL071
8		0	120200	00146322	FTE	SCCOL		02/22/2024	UG75	CL071	B00	51300	122000	A0001	101					50.000	94551	47275	0.000	T	PRI			CL071
9		0	120200	00001693	FTE	SCCOL		06/16/2023	UG75	CL071	B00	51300	120200	A0001	101					100.000	150150	150150	0.000	T	PRI			CL071

IX. Temps Funding Information

Report Name: SC_HR_DEPT_TEMPS_ACCTG_INFO
Selection Criteria: 1) Employee Class, 2) Department ID. NOTE: Leave blank to pull data for all types of employees and departments.
Description: Review the funding allocation for currently active <u>Temporary Employees</u>.
Data: Data is real time

SC_HR_DEPT_TEMPS_ACCTG_INFO - Temps - Funding Information

Empl Class [   ]
Dept ID 130600
Set ID USC01
Fiscal Year 2024
[View Results]
Download results in : Excel SpreadSheet CSV Text File XML File (59 kb)
View All   First 1-94 of 94 Last

Row	Employee ID	Empl Record	Dept ID	Reg/Temp	Empl Class	Business Unit	Name	Job Code	Operating Unit	Grade	Funding Dept ID	Acct	Fund	Class	Project	Cost Share	PC Bus Unit	Activity	Distrb %	Salary	Total Account Salary	Actual salary payout	Last Asgn Start	Expected End Date	Supv ID	Supervisor Name
1		0	130600	T	STU	SCCOL		SURA	CL071	S00	130675	51400	A0001	101					100.000	5616	5616		02/16/2024	04/19/2024		
2		1	130600	T	STU	SCCOL		SUEA	CL071	S00	130690	51400	A0001	101					100.000	3120	3120		01/15/2024	05/15/2024		
3		0	130600	T	STU	SCCOL		SGTA	CL071	S00	130600	51400	A0001	101					100.000	26666	20000	20000	08/16/2023	05/15/2024		
4		0	130600	T	TFC	SCCOL		UG70	CL071	B00	130600	51600	A0001	101					100.000	40000	15000	15000	01/01/2024	05/15/2024		
5		0	130600	T	STU	SCCOL		SGIA	CL071	S00	121025	51400	A0001	202					16.667	32758	4000	24000	08/23/2023	05/15/2024		
6		0	130600	T	STU	SCCOL		SGIA	CL071	S00	130690	51400	A0001	101					83.333	32758	19999	24000	08/23/2023	05/15/2024		
7		0	130600	T	STU	SCCOL		SUEA	CL071	S00	130690	51400	A0001	101					100.000	3120	3120		01/19/2024	05/15/2024		
8		0	130600	T	STU	SCCOL		SUEA	CL071	S00	130690	51400	A0001	101					100.000	6240	6240		01/18/2024	05/15/2024		
9		1	130600	T	STU	SCCOL		SGTA	CL071	S00	130600	51400	A0001	101					100.000	27333	20500	20500	08/16/2023	05/15/2024		

DUAL EMPLOYMENT

X.   Listing Active External Dual EEs

Report Name: SC_HR_DEPT_EXTERNAL_DUAL

Selection Criteria: N/A

Description: Listing active External Dual employees within your department(s).

Data: Data is real time

SC_HR_DEPT_EXTERNAL_DUAL- Listing Active Ext Dual EEs

Download results in :   Excel SpreadSheet   CSV Text File   XML File   (66 kb)

View All   First 1-100 of 136 ▶ Last

Row	Employee ID	Empl Record	Name	Dept ID	Dept Descr	Job Code	Job Title	Full/Part Time	Stnd Hrs/Wk	Empl Class	Salary Plan	Last Asgn Start	Expected End Date	Days Before Dual Emp Expires	Supervisor Name
1		1		690000	DLES LAW ENFORCEMENT & SAFETY	JC20	Law Enforcement Officer II	P	5.00	DLE	CLAS	01/01/2024	12/31/2024	278	
2		3		690000	DLES LAW ENFORCEMENT & SAFETY	JC20	Law Enforcement Officer II	P	5.00	DLE	CLAS	03/01/2024	12/31/2024	278	
3		1		690000	DLES LAW ENFORCEMENT & SAFETY	JC20	Law Enforcement Officer II	P	5.00	DLE	CLAS	01/01/2024	12/31/2024	278	
4		0		690000	DLES LAW ENFORCEMENT & SAFETY	JC20	Law Enforcement Officer II	P	5.00	DLE	CLAS	02/16/2024	12/31/2024	278	
5		0		690000	DLES LAW ENFORCEMENT & SAFETY	JC20	Law Enforcement Officer II	P	5.00	DLE	CLAS	02/16/2024	12/31/2024	278	
6		0		690000	DLES LAW ENFORCEMENT & SAFETY	JC20	Law Enforcement Officer II	P	5.00	DLE	CLAS	02/16/2024	12/31/2024	278	
7		0		690000	DLES LAW ENFORCEMENT & SAFETY	JC20	Law Enforcement Officer II	P	5.00	DLE	CLAS	01/01/2024	12/31/2024	278	

XI.   Listing Active Internal Dual EEs

Report Name: SC_HR_DEPT_INTERNAL_DUAL

Selection Criteria: N/A

Description: Listing active Internal Dual employees within your department(s).

Data: Data is real time

SC_HR_DEPT_INTERNAL_DUAL- Listing Active Int Dual EEs

Download results in :   Excel SpreadSheet   CSV Text File   XML File   (224 kb)

View All   First 1-100 of 461 ▶ Last

Row	Employee ID	Empl Record	Name	Dept ID	Dept Descr	Job Code	Job Title	Full/Part Time	Stnd Hrs/Wk	Empl Class	Salary Plan	Last Asgn Start	Expected End Date	Days Before Dual Emp Expires	Supervisor Name
1		2		171006	PALMETTO PATHWAYS	UG70	Instructor	P	10.00	DLI	UNCL	01/08/2024	04/22/2024	25	
2		1		941000	LAN PALMETTO COLLEGE	AH20	Administrative Manager I	P	10.00	DLI	CLAS	08/31/2023	05/03/2024	36	
3		2		691000	UNIVERSITY POLICE DEPARTMENT	JC40	Law Enforcement Officer IV	P	5.00	DLI	CLAS	01/01/2024	12/31/2024	278	
4		3		986105	INSTITUTIONAL EVENTS AND FACIL	JD15	Security Specialist III	P	2.00	DLI	CLAS	07/01/2023	06/30/2024	94	
5		1		971000	UN PALMETTO COLLEGE	UG70	Instructor	P	20.00	DLI	UNCL	01/08/2024	05/01/2024	34	
6		2		986105	INSTITUTIONAL EVENTS AND FACIL	JD15	Security Specialist III	P	2.00	DLI	CLAS	07/01/2023	06/30/2024	94	
7		1		691000	UNIVERSITY POLICE DEPARTMENT	JD30	Parking Attendant	P	10.00	DLI	CLAS	09/08/2023	06/30/2024	94	
8		1		171006	PALMETTO PATHWAYS	UG70	Instructor	P	10.00	DLI	UNCL	01/08/2024	04/22/2024	25	
9		1		025301	PHYSICAL EDUCATION	UG70	Instructor	P	6.66	DLI	UNCL	03/11/2024	05/06/2024	30	

APPOINTMENT END DATES & ADDITIONAL PAY TRACKING

XII.   Monitor Upcoming Auto Terms

Report Name: SC_HR_MONITOR_END_DATES
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.
Description: Monitor upcoming auto-terminations for current RGP, TL, and Temporary employees. Use this query to plan reappointment and rehire actions.
Data: Data is real time

SC_HR_MONITOR_END_DATES - Monitor Upcoming Auto Terms

Selection Start Date 03/28/2024
Selection End Date 05/15/2024
Reg/Temp
Sal Plan
Resp Code
Set ID USC01

View Results

Download results in : Excel SpreadSheet CSV Text File XML File   (5024 kb)

View All   First 1-100 of 9814 Last

Row	Last Name	First Name	Employee ID	Dept ID	Descr	Empl Record	Reg/Temp	Empl Class	Auto End Job	Expected End Date	Job Indicator	Days Before End Date	Operating Unit	Descriptio
1				115400	HEALTH PROMO EDU AND BEHAVIOR	0	T	STU	Y	03/29/2024	P		1 CL034	Arnold School of Public Health
2				156000	SCH OF JOURN & MASS COMUN	0	T	STU	Y	03/29/2024	P		1 CL070	College of Information and Communications
3				126100	LANG, LIT, AND CULTURES	1	T	STU	Y	03/29/2024	S		1 CL071	College of Arts and Sciences
4				981052	HISTORY POLITICAL SCIENCE PHIL	1	T	DLI	Y	03/29/2024	S		1 UP000	USC Upstate
5				981052	HISTORY POLITICAL SCIENCE PHIL	0	T	STU	Y	03/29/2024	P		1 UP000	USC Upstate
6				155602	INTEGRATED INFORMATION TECH	0	T	STU	Y	03/30/2024	P		2 CL040	College of Engineering and Computing
7				125100	SCHOOL OF VISUAL ART DESIGN	0	T	TSF	Y	03/30/2024	P		2 CL071	College of Arts and Sciences
8				155020	CEC COLLEGE OF ENG AND COMP	1	T	TFC	Y	03/30/2024	P		2 CL040	College of Engineering and Computing

XIII.   Faculty Appointment End Dates

Report Name: SC_HR_MONITOR_FAC_APPT_DATES
Selection Criteria: 1) Start and End Date based on expiration of appointment *(required)*, 2) Tenure Status
Description: Monitor upcoming end-dates for FTE Faculty.
Data: Data is real time

SC_HR_MONITOR_FAC_APPT_DATES - Faculty Appointment End Dates

*Selection End Date 03/28/2024
*Selection Start Date 05/15/2024
Tenure St

View Results

Download results in : Excel SpreadSheet CSV Text File XML File   (69 kb)

View All   First 1-100 of 220 Last

Row	Last Name	First Name	ID	Empl Record	Dept ID	Job Code	Rate Code	Group	Auto End Job	Planned Exit	Indicator	Tenure St	Days Before End Date
1				3	115600	UG79	SC12	P12	N	04/30/2024	P	Professional Track	33
2				0	115600	UG80	SC12	C12	N	04/30/2024	P	Professional Track	33
3				1	155901	UG70	SC12	C12	N	04/30/2024	P	Professional Track	33
4				0	125300	UG70	SC9	P09	N	05/15/2024	P	Professional Track	48
5				2	135800	UG70	SC9	P09	N	05/15/2024	P	Professional Track	48
6				0	125300	UG70	SC9	C09	N	05/15/2024	P	Professional Track	48
7				0	130600	UG70	SC9	I09	N	05/15/2024	P	Professional Track	48
8				0	150116	UG80	SC9	I09	N	05/15/2024	P	Professional Track	48
9				2	130100	UG70	SC9	P09	N	05/15/2024	P	Professional Track	48

XIV.   Monitor End Dates for Additional Pay

Report Name: SC_HR_MONITOR_SUPPLEMENTAL_PAY
Selection Criteria: Earnings End Dates (From) and (To) *(required)*.
Description: Monitor end-dates on existing additional pay.
Data: Data is real time

SC_HR_MONITOR_SUPPLEMENTAL_PAY - Monitor End Dates Addl Pay

*Earnings End Date (From) 03/28/2024
*Earnings End Date (To) 05/01/2024
View Results

Download results in :   Excel SpreadSheet   CSV Text File   XML File   (33 kb)

View All   First 1-65 of 65 Last

Row	Name	Employee ID	Empl Record	Business Unit	Dept ID	Operating Unit	Job Code	Job Code Title	Position	Reg/Temp	Empl Class	Full/Part Time	Salary	Addtl Pay Effective Date	Addtl Pay End Date	Earnings	Earnings Code	Reason	Combo Code	Ok to Pay
1			0	SCCOL	182600	MC000	AD22	Accountant/Fiscal Analyst II	00002169	R	FTE	F	57927.00	11/01/2023	04/30/2024	300.00	TSA	Not Specified	A00000003735	Y
2			0	SCCOL	610200	CL002	AA75	Administrative Assistant	00005396	R	FTE	F	44044.00	05/01/2023	04/30/2024	208.33	TSA	Not Specified	A00000084204	Y
3			0	SCCOL	440000	CL086	AA75	Administrative Assistant	00090800	R	FTE	F	34540.00	04/01/2023	03/31/2024	133.50	TSA	Not Specified	A00000003338	Y
4			0	SCCOL	601000	CL001	AH10	Administrative Coordinator I	00117796	R	FTE	F	50163.00	05/01/2023	04/30/2024	625.00	SAP	Not Specified	A00000082818	Y
5			0	SCSAL	951000	SA000	AH10	Administrative Coordinator I	00005352	R	FTE	F	62063.00	04/01/2023	03/31/2024	208.33	SAP	Not Specified	A00000003795	Y
6			0	SCCOL	121000	CL071	AH10	Administrative Coordinator I	00004924	R	FTE	F	50896.00	03/01/2024	04/30/2024	318.10	TSA	Not Specified	A00000002562	Y
7			0	SCCOL	155901	CL040	AH10	Administrative Coordinator I	00003760	R	FTE	F	57873.00	05/01/2023	04/30/2024	250.00	TSA	Not Specified	A00000001702	Y
8			0	SCCOL	155901	CL040	AH10	Administrative Coordinator I	00003582	R	FTE	F	48911.00	05/01/2023	04/30/2024	250.00	TSA	Not Specified	A00000001702	Y

EMPLOYEE JOB INFORMATION

XV.   USC Employee Roster

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

XVI. College/Division Tenure

Report Name: SC_HR_FACULTY_TEN_NTN
Selection Criteria: Responsibility Code
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.
Data: Data is real time

SC_HR_FACULTY_TEN_NTN - College/Division - Tenure

Resp Code CL071
View Results

Download results in : Excel SpreadSheet CSV Text File XML File   (413 kb)

View All   First 1-100 of 630 ▶ Last

Row	Business Unit	Operating Unit	Last	First Name	Employee ID	Empl Record	Job Code	Job Code Description	Title	Tenure Status	Tenure Begin Date	Tenure Rcvd Date	Date of Rank	Tenure Dept	Dept ID	Dept Descr	USC Hire Date	Full/Part Time	Rate Code
1	SCCOL	CL071				0	UG84	Research Assistant Professor	Research Assistant Professor	Professional Track			09/16/2023		100300	WOMENS STUDIES	08/16/2023	Full-Time	SC11
2	SCCOL	CL071				0	UG71	Senior Instructor	Senior Instructor	Professional Track			08/16/2022		100300	WOMENS STUDIES	08/16/2022	Full-Time	SC9
3	SCCOL	CL071				0	UG71	Senior Instructor	Senior Instructor	Professional Track			08/16/2022		100300	WOMENS STUDIES	08/16/2022	Full-Time	SC9
4	SCCOL	CL071				0	UG75	Associate Professor	Director/Professor	Tenured	08/16/2022	08/16/2022	08/16/2022	120200	120200	AFRICAN AMERICAN STUDIES	07/01/2022	Full-Time	SC11
5	SCCOL	CL071				0	UG70	Instructor	DUG and Instructor	Professional Track					120200	AFRICAN AMERICAN STUDIES	08/19/2015	Full-Time	SC12

XVII. Roster for Current Employees

Report Name: SC_HR_JOB_CURRENT_ALL_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.
Description: Roster of Current Employees displaying their 'current job' row on Job Data.
Data: Data is real time

SC_HR_JOB_CURRENT_ALL_DATA - Roster of Current employees

Reg/Temp Regular ▾
View Results

Download results in : Excel SpreadSheet CSV Text File XML File   (6700 kb)

View All   First 1-100 of 6518 ▶

Row	Employee ID	Empl Record	Name	Pay Status	Eff Date	Action	Action Descr	Reason	Reason Descr	Business Unit	Dept ID	Dept Descr	Job Code	Job Title	Position	Location	Location Descr	County	Reg/Temp	Empl Class	Pay Group	Salaried/Hourly	Full/Part Time	Job Indicator	Salary	Actual Pay (Base/Hourly Rate)	Salary Plan	Grade	Last Asgn Start	Expected Job End Date	Email
1		0		Active	03/21/2024	DTA	Data Change	REP	Reappointment	SCAIK	911035	AK SCHOOL OF NURSING	UG70	Instructor	00004273	926	Alan B. Miller Nursing Bldng	Aiken - 02	R	FTE	P09	S	F	P	57750	57750	UNCL	B00	08/16/2022	05/15/2025	
2		0		Active	03/02/2024	POS	Position Change	TTL	Title Change	SCCOL	600200	ATHLETICS	UH16	Athletics Administrator	00111214	190	Rice Athletics Center	Richland - 40	R	FTE	P12	S	F	P	105000	105000	UNCL	B00	12/08/2021		
3		0		Active	09/11/2023	HIR	Hire	HIR	New Hire (Original Appt)	SCCOL	600000	BOARD OF TRUSTEES	AH15	Administrative Coordinator II	00149643	014	Osborne Administration	Richland - 40	R	FTE	P12	S	F	P	67707	67707	CLAS	B06	09/11/2023		
4		0		Active	10/01/2023	PAY	Pay Rate Change	ADR	Addl Job Duty/Resp	SCCOL	610210	NAVAL SCIENCE	AA75	Administrative Assistant	00001970	129	513 Pickens Street	Richland - 40	R	FTE	C12	S	F	P	44044	44044	CLAS	B04	04/11/2013		
5		0		Active	07/14/2023	POS	Position Change	SUP	Supervisor change	SCCOL	470000	UNDERGRAD ADMISSIONS	CB75	Student Services Manager I	00005423	015	Mckissick	Richland - 40	R	FTE	C12	S	F	P	54165	54165	CLAS	B06	03/17/2016		
6		0		Active	07/01/2023	PAY	Pay Rate Change	INC	General Increase	SCCOL	600200	ATHLETICS	UH14	Athletics Coach	00111237	190	Rice Athletics Center	Richland - 40	R	FTE	C12	S	F	P	62188	62188	UNCL	B00	03/29/2013		

XVIII. Employee Action Summary

Report Name: SC_HR_ACTION_SUMMARY

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.

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.

Data: Data is real time

SC_HR_ACTION_SUMMARY - Employee Action Summary

*From Date 03/01/2024
*To Date 03/16/2024
Action
Reason
Dept ID
[View Results]

Download results in : Excel SpreadSheet CSV Text File XML File (557 kb)

View All   First 1-100 of 891 Last

Row	Employee ID	Empl Record	Name	Action	Reason	Effective Date	Dept ID	Job Code	Job Title	Reg/Temp	Empl Class	Pay Group	Full/Part Time	Job Indicator	Salary Plan	Grade	Salary	Years of State Service	Years of USC Service	Position #	Last Asgn Start	Expected Job End Date
1		0		Position Change	FLSA Change	03/02/2024	150115	AH10	Administrative Coordinator I	Time Limited	TML	P12	F	P	CLAS	B05	45133		0.0	T0007051	03/01/2024	02/28/2025
2		0		Data Change	Primary Job	03/01/2024	152000	AH40	Program Coordinator II	Time Limited	TML	P12	F	P	CLAS	B06	72000			00774236	03/01/2025	02/28/2025
3		0		Position Change	Supervisor change	03/01/2024	152000	AG40	Training & Development Dir I	Time Limited	TML	P12	F	P	CLAS	B06	61745		0.6	T0007034	08/16/2023	08/15/2024
4		0		Position Change	Supervisor change	03/01/2024	152000	AG40	Training & Development Dir I	Time Limited	TML	P12	F	P	CLAS	B06	61745		0.6	T0007037	08/16/2023	08/15/2024
5		0		Pay Rate Change	Addl Job Duty/Resp	03/01/2024	115600	AH10	Administrative Coordinator I	Research Grant	RGP	P12	F	P	CLAS	B05	57368		2.2	00773803	01/06/2022	04/15/2024
6		0		Position Change	Reclass Upward	03/16/2024	620900	AH15	Administrative Coordinator I	Research Grant	RGP	P12	F	P	CLAS	B06	56416		1.7	00773603	06/27/2022	05/15/2024
7		0		Data Change	Reappointment	03/04/2024	115016	GA60	Human Services Coordinator II	Research Grant	RGP	P12	F	P	CLAS	B06	63000		0.9	00773780	04/01/2023	03/31/2025

XIX. USC Exempt/Non-Exempt Listing

Report Name: SC_HR_EXEMPT_NON_EXEMPT_FTE

Selection Criteria: Job Code

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.

Data: Data is updated nightly

SC_HR_EXEMPT_NON_EXEMPT_FTE - USC Exempt/NonExempt Listing

Job Code CB70
Set ID USC01
[View Results]

Download results in : Excel SpreadSheet CSV Text File XML File (167 kb)

View All   First 1-100 of 347 Last

Row	Job Code	Class Title	Grade	Position #	FLSA Status	EEO-4 Cat	Dept ID	Dept. Description	Employee ID	Last Name	First Name	Full/Part Time	Hours/Week	Weeks Per Year	Comp Rate Code	Salary (Rate)	Annualized Salary	Average Salary	USC Hire Date
1	CB70	TOTAL	B05										0.00	0		0	0	48565	
2	CB70	Student Svcs Prog Coord II	B05	00102309	T	2	100019	UNIVERSITY ADVISING CENTER				F	37.50	52	SC12	46275	46275	0	06/13/2022
3	CB70	Student Svcs Prog Coord II	B05	00113505	T	2	100802	ENTREPRENEUR INNOVATION CTR				F	37.50	52	SC12	50500	50500	0	02/16/2024
4	CB70	Student Svcs Prog Coord II	B05	00004439	T	2	929981	HOUSING				F	37.50	52	SC12	41258	41258	0	09/06/2022
5	CB70	Student Svcs Prog Coord II	B05	00004614	N	2	155201	CIVIL AND ENV ENGINEERING				F	37.50	52	SC12	53260	53260	0	12/01/2006
6	CB70	Student Svcs Prog Coord II	B05	00058882	T	2	150112	ECONOMICS				F	37.50	52	SC12	68666	68666	0	11/18/2013
7	CB70	Student Svcs Prog Coord II	B05	00113560	T	2	100019	UNIVERSITY ADVISING CENTER				F	37.50	52	SC12	57319	57319	0	03/20/2017
8	CB70	Student Svcs Prog Coord II	B05	00145424	N	2	182650	MDC UNDERGRAD MEDICAL EDUC				F	37.50	52	SC12	47788	47788	0	09/16/2022
9	CB70	Student Svcs Prog Coord II	B05	00002660	T	2	450000	OFC - STUDENT CONDUCT				F	37.50	52	SC12	50000	50000	0	07/06/2021

XX. Pay for Performance Increase

Report Name: SC_HR_PAY_FOR_PERFORMANCE
Selection Criteria: Effective Date (From) and (To) *(required)*
Description: Listing of current FTE employees who received a pay for performance increase in a specified date range.
Data: Data is real time

SC_HR_PAY_FOR_PERFORMANCE - Pay for Performance Increase

*From Date 03/01/2024
*To Date 03/16/2024
View Results

Download results in : Excel SpreadSheet   CSV Text File   XML File   (58 kb)
View All
First 1-81 of 81 Last

Row	Last Name	First Name	Action	Reason Descr	Job Code	Job Title	Employee ID	Empl Record	Effective Date	Grade	Salary	Changed Amount	Percent Change	Business Unit	Operating Unit	Descriptio	Dept ID	Descr
1			PAY	Performance Increase	AD32	Accounting/Fiscal Manager III		0	03/16/2024	B09	130410.00	402.500000	8.000	SCCOL	CL034	Arnold School of Public Health	115000	ARNOLD SCHOOL OF PUBLIC HEALTH
2			PAY	Performance Increase	UG74	Assistant Professor		0	03/16/2024	B00	116286.00	555.555542	9.409	SCCOL	CL040	College of Engineering and Computing	155201	CIVIL AND ENV ENGINEERING
3			PAY	Performance Increase	UG74	Assistant Professor		0	03/16/2024	B00	116286.00	555.555542	9.409	SCCOL	CL040	College of Engineering and Computing	155201	CIVIL AND ENV ENGINEERING
4			PAY	Performance Increase	AH10	Administrative Coordinator I		0	03/16/2024	B05	49649.00	98.500000	4.999	SCCOL	CL037	College of Hospitality, Retail and Sport Management	140100	COLLEGE OF HRSM - RETL
5			PAY	Performance Increase	AH15	Administrative Coordinator II		0	03/16/2024	B06	66936.00	253.541667	10.000	SCCOL	CL037	College of Hospitality, Retail and Sport Management	140100	COLLEGE OF HRSM - RETL
6			PAY	Performance Increase	AH15	Administrative Coordinator II		0	03/16/2024	B06	69688.00	378.708334	14.999	SCCOL	CL037	College of Hospitality, Retail and Sport Management	140300	COLLEGE OF HRSM - SPTE
7			PAY	Performance Increase	AH15	Administrative Coordinator II		0	03/16/2024	B06	65377.00	79.333334	3.000	SCCOL	CL037	College of Hospitality, Retail and Sport Management	140300	COLLEGE OF HRSM - SPTE
8			PAY	Performance Increase	AH15	Administrative Coordinator II		0	03/01/2024	B06	73387.60	145.610417	5.000	SCCOL	CL032	College of Pharmacy	111000	COLLEGE OF PHARMACY

EMPLOYEE COUNT

XXI. Hires Per Month

Report Name: SC_HR_HIRES_PER_MONTH
Selection Criteria: From and To Date *(required)*.
Description: Track the number of hires processed in a particular month or date range by employee class.
Data: Data is real time

SC_HR_HIRES_PER_MONTH - Hires Per Month

From 03/01/2024
*To 03/28/2024
View Results

Download results in : Excel SpreadSheet   CSV Text File   XML File   (43 kb)
View All
First 1-100 of 208 Last

Row	Dept ID	Descr	FTE Classified Hires	FTE Unclassified Hires	RGP Hires	Time Limited Hires	Temp Staff Hires	Temp Faculty Hires	Student Hires
1	100025	RULE OF LAW COLLABORATIVE			2				
2	100100	INST FAMILIES IN SOCTY			1				
3	100650	ON YOUR TIME	1						
4	100650	ON YOUR TIME INITIATIVES	2						
5	100650	GRADUATION AND RETENTION NTWK	1						
6	100902	WEST QUAD LEARNING CENTER							1
7	100902	GREEN QUAD LEARNING CENTER							1
8	111500	CLINICAL PHARMACY							1

XXII. Primary Job (Total by Type)

Report Name: SC_HR_EMPLOYEE_COUNT_BY_TYPE
Selection Criteria: N/A
Description: Provides a current count of employees by employee type by department.
Data: Data is real time

SC_HR_EMPLOYEE_COUNT_BY_TYPE- Primary Job (Total by type)

Download results in : Excel SpreadSheet   CSV Text File   XML File   (105 kb)
View All
First 1-100 of 576 Last

Row	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 Employees
1	100000	1	0	1	0	0	1	0	0	2
2	100010	2	0	2	0	0	0	0	0	2
3	100019	93	1	94	0	0	2	0	0	96
4	100022	0	0	0	0	0	4	0	1	5
5	100025	1	0	1	11	0	1	0	3	16
6	100090	4	2	6	0	0	2	0	1	9
7	100100	4	3	7	20	0	2	0	2	31
8	100300	2	3	5	0	0	0	3	9	17
9	100301	7	0	7	0	0	0	0	4	11
10	100400	9	1	10	0	0	0	0	0	10
11	100500	1	0	1	0	0	0	0	4	5
12	100650	3	9	12	0	0	1	0	3	16

XXIII. EEs on Leave with Pay

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

SC_HR_ON_LEAVE_WITH_PAY- EEs on Leave With Pay

Download results in : Excel SpreadSheet CSV Text File XML File (13 kb)

View All   First 1-37 of 37 Last

Row	Name	Job Code	Action	Empl Class	Full/Part Time	Dept ID	Dept Descr	Comp Rate Code	Effective Date	Expected Return Date
1		UG75	Paid Leave of Absence	FTE	F	135400	GEOGRAPHY	SC9	08/16/2023	05/16/2024
2		UG75	Position Change	FTE	F	126100	LANG, LIT, AND CULTURES	SC9	09/20/2023	05/16/2024
3		UG75	Paid Leave of Absence	FTE	F	152300	EDUC LEADRSHP & POLICIES	SC9	01/01/2024	05/15/2024
4		UG75	Paid Leave of Absence	FTE	F	125100	SCHOOL OF VISUAL ART DESIGN	SC9	08/16/2023	05/16/2024
5		UG76	Paid Leave of Absence	FTE	F	150116	MANAGEMENT SCIENCE	SC9	03/16/2024	05/16/2024
6		UG75	Pay Rate Change	FTE	F	125500	SCHOOL OF MUSIC	SC9	07/01/2023	05/15/2023
7		UG75	Paid Leave of Absence	FTE	F	122000	CRIMINOLOGY AND CRIM JUSTICE	SC9	02/22/2024	05/16/2024
8		UG76	Paid Leave of Absence	FTE	F	216100	SCH OF EARTH, OCEAN, & ENVMT	SC9	01/01/2024	05/16/2024
9		UG75	Paid Leave of Absence	FTE	F	125500	SCHOOL OF MUSIC	SC9	08/16/2023	05/15/2024
10		UG75	Paid Leave of Absence	FTE	F	150119	INTERNATIONAL BUSINESS	SC9	01/08/2024	05/16/2024

XXIV. EEs on Leave Without Pay

Report Name: SC_HR_ON_LEAVE_WITHOUT_PAY
Selection Criteria: N/A
Description: Listing of current employees who are on leave <u>without</u> pay.
Data: Data is updated nightly

SC_HR_ON_LEAVE_WITHOUT_PAY- EEs on Leave Without Pay

Download results in : Excel SpreadSheet CSV Text File XML File (10 kb)

View All   First 1-22 of 22 Last

Row	Name	Job Code	Action	Reason	Empl Class	Full/Part	Dept ID	Dept Name	Comp Rate Code	Effective Date	Expected Return Date	Pay Status
1		KC23	Leave of Absence	Family and Medical Leave Act	FTE	F	500400	FACILITIES ENERGY PLANT	SC12	02/20/2024		Leave of Absence
2		AM62	Leave of Absence	Leave w/o Pay - MIL	FTE	F	462334	STUDENT LIFE	SC12	10/16/2023	05/17/2024	Leave of Absence
3		UG76	Leave of Absence	Leave w/o Pay -Other	FTE	F	150119	INTERNATIONAL BUSINESS	SC9	08/16/2023	05/16/2024	Leave of Absence
4		KA20	Leave of Absence	Family and Medical Leave Act	FTE	F	701000	HOUSING FACILITY MGNT	SC12	02/21/2024	03/08/2024	Leave of Absence
5		CC20	Leave of Absence	Family and Medical Leave Act	FTE	F	641000	DEVELOPMENT OPS AND PERSONNEL	SC12	02/22/2024	04/17/2024	Leave of Absence
6		CG45	Leave of Absence	Leave w/o Pay -Other	FTE	F	101301	AUDIO VISUAL ENGINEERING	SC12	01/24/2024		Leave of Absence
7		UG76	Data Change	Payroll Data	FTE	F	155901	COMPUTER SCI & ENG	SC9	09/01/2022	08/15/2023	Leave of Absence

POSITION INFORMATION

XXV. Position Data

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

SC_HR_POSITION_DATA- Position Data

Download results in : Excel SpreadSheet CSV Text File XML File (6446 kb)

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Row	Position	Business Title	Action Date	Action	Reason	Eff Date	Status	Job Code	USC Title Cd	Dept ID	Location	Reg/Temp	FLSA Status	Salary Plan	Employee ID	Name	Grade	Minimum	Midpoint	Maximum	Weeks Per Year	Hours/Week	Base Hours	Faculty/Staff	Grievance Ind	Annual Leave	Sick Leave Elig	Insurance Elig	USC Positio SOC Code
1	00000024	Post-Doctoral Fellow	02/09/2023	POS	NEW	03/16/2023	A	UK63	UK63HE02	180600	Med School V.A. #1	Research Grant	T	UNCL			B00	0.000	0.000	0.000	52	37.50	1950.00						19-1021
2	00000029	Assistant Scientist	12/20/2023	POS	NEW	12/19/2023	A	UK03	UK03VLR1	180800	Med School V.A. #1	Research Grant	T	UNCL			B00	0.000	0.000	0.000	52	37.50	1950.00						19-1042
3	00001560	Clinical Assistant Professor	06/06/2022	POS		06/01/2022	A	UG80		181400	5 Richland Medical Park Drive	Regular	T	UNCL			B00	0.000	0.000	0.000	52	40.00	2080.00	FACL	FACL	Y	Y	Y	25-1071
4	00001562	Student Account Manager	02/29/2024	POS	RCU	02/16/2024	A	AD30	AD30AR01	700000	Patterson Hall	Regular	T	CLAS			B08	66892.000	95327.500	123763.000	52	37.50	1950.00	STAF	COVR	Y	Y	Y	11-3031
5	00001563	Senior Instructor	07/26/2023	POS	SUP	07/21/2023	A	UG71		156000	Sch of Journalism & Mass Comm.	Regular	T	UNCL			B00	0.000	0.000	0.000	39	37.50	1462.50	FACL	FACL	N	Y	Y	25-1000

SUMMER COMPENSATION

XXVI.   Pending Summer Forms

Report Name: SC_HR_PENDING_SUMMER_FORMS

Selection Criteria: EMPL ID. NOTE: Leave blank to pull all eForms.

Description: Provides key details on the Summer hire and the Summer Job Change eForms initiated for employees in the VSUM Summer job code that are pending in the workflow.

Data: Data is real time

SC_HR_PENDING_SUMMER_FORMS - Pending Summer Forms

EMPLID (optional) [   ] 🔍

View Results

Download results in : Excel SpreadSheet CSV Text File XML File   (20 kb)

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Row	Form ID	Form Type	Form Status	Currently Pending Approval by	Summer Instr or Research	EMPLID	EMPL_RCD	Employee Name	Dept ID	Supervisor ID	Supervisor Name	Effective Date	Expected Job End Date	Total Salary	Summer Session Code	Course Number	Credit Hours	Std Hours	ECOM Hours per Day	# Days of Assignment	Form Initiated Date	Last Action Date
1	562057	SUMMER_HIR	Saved		Summer Research		0		115200			05/16/2023	08/15/2023	28431.00			0.00	40.00	8.00	66.00	04/10/2023	04/10/2023
2	562863	SUMMER_HIR	Saved		Summer Research		0		152300			05/16/2023	05/19/2023	750.00			0.00	15.00	3.00	4.00	04/12/2023	04/12/2023
3	569543	SUMMER_HIR	Saved		Summer Research		0		100100			05/16/2023	08/15/2023	0.00			0.00	0.00	0.00	66.00	04/28/2023	04/28/2023
4	570250	SUMMER_HIR	Saved		Summer Instruction		0		130100			06/19/2023	07/29/2023	7500.00	3S2	303	3.00	10.00	0.00	30.00	05/01/2023	05/01/2023
5	573919	SUMMER_HIR	Saved		Summer Research		0		155401			05/16/2023	06/15/2023	17439.06			0.00	37.50	7.50	23.00	05/05/2023	05/05/2023

XXVII.   Approved Summer Forms

Report Name: SC_HR_APPROVED_SUMMER_FORMS

Selection Criteria: EMPL ID. NOTE: Leave blank to pull all eForms.

Description: Provides key job data and funding information for active summer hires.

Data: Data is real time

SC_HR_APPROVED_SUMMER_FORMS - Approved Summer Forms

EMPLID (optional) [X76671911] 🔍

View Results

Download results in : Excel SpreadSheet CSV Text File XML File   (1 kb)

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Row	Form ID	Form Type	Summer Instr or Research	EMPLID	EMPL_RCD	Employee Name	Dept ID	Supervisor ID	Supervisor Name	Effective Date	Expected Job End Date	Total Salary	Summer Session Code	Course Number	Credit Hours	Std Hours	ECOM Hours per Day	# Days of Assignment	Form Initiated Date	Approval Date	Distrb %	Operating Unit	Dept ID	Fund	Acct	Class	Unit	Project	Combo Code
1	589275	SUMMER_HIR	Summer Research		0		130600			07/16/2023	08/15/2023	15520.00			0.00	37.50	7.50	22.00	06/09/2023	06/21/2023	100.000	CL071	130600	EN700	51300	202	USCIP	80000102	A00000006984

XXVIII.   Current Year Summer Comp Total

Report Name: SC_HR_SUMMER_TOTAL_COMP

Selection Criteria: EMPL ID. NOTE: Leave blank to pull all eForms.

Description: Provides the total current year summer comp on file for your employees as well as their 33.xx% limit and their FTE base salary.

Data: Data is real time

SC_HR_SUMMER_TOTAL_COMP

Year 2023

[View Results]

Download results in : Excel SpreadSheet CSV Text File XML File (374 kb)

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Row	EMPLDID	Last Name	First Name	Total Summer Comp	33% Base Pay (33.85 or 33.33)	Base salary
1				9000.00	65895.795000	194670.00
2				35496.70	35500.526000	104876.00
3				5500.00	19377.432500	57245.00
4				8173.05	23228.885500	68623.00
5				13311.00	24390.279000	72054.00
6				32035.00	34279.218000	101268.00
7				7500.00	27933.697000	82522.00
8				15104.00	38835.089500	114727.00
9				16717.00	25662.023500	75811.00