

All Employees-Approaching Appointment End Dates-Daily

Description:

This document provides a list of employees who have appointments that end on or before a selected date. It is intended to help identify in advance any appointments that may need action taken to extend them.

Report Tabs/Views:

- By PPS Home Department
- By Appointment Department

Data Prompts:

- Type in a Date mm/dd/yyyy -- you will see active appointments that end on or before this date
- One or more Appointment Type – optional
- One or more Appointment Department – optional
- One or more Home Department – optional

Report Limitations:

- Includes
 - Employees with Active appointments
 - Appointments with or without distributions
- Excludes
 - Inactive appointments, whether past or future

Customizations:

- None

Cautions:

- This report is based on the "daily" extract from PPS. The data in this report reflects the state of PPS at the end of the business day prior to the day the report is run. Daily extracts are not archived, so it is not possible to run this report as of a specific historical point in time.



This report has passed the UCSC Data Warehouse's Report Certification Process (see http://planning.ucsc.edu/DataMgmt/dwh/bob/corp_docs.htm). Any user customizations that change the dynamics, functionality or purpose of the report negate the certification status. In such event, please remove all marks of certification from each report tab.

Fictitious Data - Sample Only

Home Dept: Home Department Name

Appt Type: Academic

Empl ID	Name	TC	Payroll Title	Appt Num	DOS Code	Appt End Date	Employee Status
7XXXXXXXXX	LAST NAME, EE1	2855	READER-NON-GSHIP/NON-REP	20	REG	09/30/10	Active
7XXXXXXXXX	LAST NAME, EE2	2270	REM TUTOR I-NON-GSHIP/NON-REP	20	REG	10/31/10	Active
7XXXXXXXXX	LAST NAME, EE2	2270	REM TUTOR I-NON-GSHIP/NON-REP	30	REG	10/31/10	Active

Count 2

Appt Type: Casual/Restricted

Empl ID	Name	TC	Payroll Title	Appt Num	DOS Code	Appt End Date	Employee Status
7XXXXXXXXX	LAST NAME, EE3	4920	ASSISTANT III	10	REG	10/31/10	Active
7XXXXXXXXX	LAST NAME, EE4	4920	ASSISTANT III	10	REG	10/31/10	Active
7XXXXXXXXX	LAST NAME, EE5	4920	ASSISTANT III	10	REG	10/31/10	Active
7XXXXXXXXX	LAST NAME, EE5	4921	ASSISTANT II	20	REG	10/31/10	Active
7XXXXXXXXX	LAST NAME, EE6	4920	ASSISTANT III	10	REG	10/31/10	Active
7XXXXXXXXX	LAST NAME, EE7	4920	ASSISTANT III	10	REG	10/31/10	Active
7XXXXXXXXX	LAST NAME, EE8	4920	ASSISTANT III	10	REG	10/31/10	Active
7XXXXXXXXX	LAST NAME, EE9	4920	ASSISTANT III	10	REG	10/31/10	Active
7XXXXXXXXX	LAST NAME, EE10	4920	ASSISTANT III	10	REG	10/31/10	Active
7XXXXXXXXX	LAST NAME, EE11	4920	ASSISTANT III	10	REG	10/31/10	Active
7XXXXXXXXX	LAST NAME, EE12	4920	ASSISTANT III	10	REG	10/31/10	Active
7XXXXXXXXX	LAST NAME, EE13	4920	ASSISTANT III	10	REG	10/31/10	Active
7XXXXXXXXX	LAST NAME, EE14	4920	ASSISTANT III	20	REG	10/31/10	Active

Count 76



Employees with Appointment End Dates on or before 1/31/2011 12:00:00 AM

Run Date: 5/13/10

Fictitious Data - Sample Only**Appt Dept: Appt. Department Name****Appt Type: Limited**

Empl ID	Name	TC	Payroll Title	Appt Num	DOS Code	Appt End Date	Employee Status
7XXXXXXX	LAST NAME, EE15	4723	____ASSISTANT II	10	REG	06/30/10	Active

Count 1

Appt Dept: Appt. Department Name**Appt Type: Casual/Restricted**

Empl ID	Name	TC	Payroll Title	Appt Num	DOS Code	Appt End Date	Employee Status
7XXXXXXX	LAST NAME, EE16	4921	ASSISTANT II	10	REG	10/31/10	Active
7XXXXXXX	LAST NAME, EE17	4919	ASSISTANT IV	20	REG	10/31/10	Active
7XXXXXXX	LAST NAME, EE18	4919	ASSISTANT IV	30	REG	10/31/10	Active

Count 3

Appt Dept: Appt. Department Name**Appt Type: Casual/Restricted**

Empl ID	Name	TC	Payroll Title	Appt Num	DOS Code	Appt End Date	Employee Status
7XXXXXXX	LAST NAME, EE19	4921	ASSISTANT II	10	REG	10/31/10	Active

Count 1

Appt Type: Regular/Career

Title: All Employees-Approaching Appointment End Dates-Daily

Tab: By Appointment Department

Version 3.0

