

## All Employees-Extension Roster or End Dates Report-Daily

### Description:

This report lists all distributions and their associated appointments for employees with any distributions or appointments ending on or before the date specified by the user. The purpose of this report is to alert units to ending appointments and/or distributions in case action is necessary, while also providing information about possible reappointments and/or future distributions.

### Report Tabs/Views:

- By Department
- By Employee

### Data Prompts:

- Type in a Date mm/dd/yyyy -- you will see active appointments that end on or before this date
- One or more Service Center Name – optional
- One or more Appointment Department – optional
- One or more Department Name derived from FIS Org – optional
- One or more Division Name derived from FIS Org – optional

### Report Limitations:

- Includes
  - All appointments and distributions ending on or before the date entered
  - Information as record in PPS the previous business day
- Excludes
  - Separated employees
  - Appointments without Distributions
  - Appointments that ended more than 1 to 2 months ago (during PPS data purge process)

### Customizations:

- If an appointment has more than one distribution, more than one entry will appear for that appointment. Similarly, if a distribution is split-funded across different departments, an employee will appear in more than one section of the report.
- Indefinite appointment and distribution end dates appear as 99/99/99.

### 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](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.

**All Appointments and Distributions for Employees with At Least  
One Appointment or Distribution End Date On or Before: 5/3/2010 12:00:00 AM**

**Run Date: 5/17/10**

**Fictitious Data - Sample Only**

**Employee Type: Appt. Level**

**Division**

**Department**

**Account/Org: 428024 FIS ORG TITLE**

Fund	Project/ Activity	Title Code	Employee Name	Empl ID	Appt Begin	Appt End	Appt #	Appt %	Dist Begin	Dist End	Dist #	Dist %	Dist Pay Rate
19977		4920	LAST NAME, EE1	7XXXXXXX	11/10/09	10/31/10	30	18.00%	11/10/09	04/23/10	31	18.00%	\$5.95
64617		4920			11/10/09	10/31/10	30	18.00%	04/24/10	06/10/10	32	18.00%	\$5.95
19977		4920	LAST NAME, EE2	7XXXXXXX	10/21/09	10/31/10	20	18.00%	10/21/09	04/23/10	21	9.00%	\$5.95
64617		4920			10/21/09	10/31/10	20	18.00%	10/21/09	04/23/10	22	9.00%	\$5.95
64617		4920			10/21/09	10/31/10	20	18.00%	04/24/10	06/10/10	23	18.00%	\$5.95
19977		4920	LAST NAME, EE3	7XXXXXXX	02/25/09	03/31/10	10	0.00%	10/21/09	03/31/10	11	9.00%	\$5.95
64617		4920			02/25/09	03/31/10	10	0.00%	10/21/09	03/31/10	12	9.00%	\$5.95



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**Employee Type: Appt. Level**

Employee Name	Empl ID	Dist Dept	Acct/ Org	Fund	Project/ Activity	Title Code	Appt Begin	Appt End	Appt #	Appt %	Dist Begin	Dist End	Dist #	Dist %	Dist Pay Rate
LAST NAME, EE1	7XXXXXXXX	001172	428024	19977		4920	11/10/09	10/31/10	30	18.00%	11/10/09	04/23/10	31	18.00%	\$5.95
		001172	428024	64617		4920	11/10/09	10/31/10	30	18.00%	04/24/10	06/10/10	32	18.00%	\$5.95
LAST NAME, EE2	7XXXXXXXX	001172	428024	19977		4920	10/21/09	10/31/10	20	18.00%	10/21/09	04/23/10	21	9.00%	\$5.95
		001172	428024	64617		4920	10/21/09	10/31/10	20	18.00%	10/21/09	04/23/10	22	9.00%	\$5.95
		001172	428024	64617		4920	10/21/09	10/31/10	20	18.00%	04/24/10	06/10/10	23	18.00%	\$5.95
LAST NAME, EE3	7XXXXXXXX	001172	428024	19977		4920	02/25/09	03/31/10	10	0.00%	10/21/09	03/31/10	11	9.00%	\$5.95
		001172	428024	64617		4920	02/25/09	03/31/10	10	0.00%	10/21/09	03/31/10	12	9.00%	\$5.95

