

## All Employees-Time Codes-Daily

### Description:

This report lists employees and their time codes. It is intended to assist employees who process and review payroll with locating and reporting time. The report can be run by Cost Center or Appointment Department (or both or neither) as needed.

### Report Tabs/Views:

- Employee List *Prints on Legal size paper*

### Data Prompts:

- One or more Pay Schedule, ex. MA;MO
- One or more Cost Center code – *optional prompt*
- One or more Appointment Department code – *optional prompt*
- First date of month representing the Pay Period
- Last date of month representing the Pay Period

### Report Limitations:

- Includes
  - Current employees with current appointments that have a distribution during the defined pay period
- Excludes
  - Separated or Inactive employees or employees with inactive appointments

### 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](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.

Employee Time Codes

Fictitious Data - Sample Only

Run Date: 1/23/2012

Cost Ctr	Employee ID	Full Name	Home Dept	Home Dept Description	EE Status	Appt Num	Appt Type	Title Code	Title Code Name	DOS	Dept Code	Dept Code Name	Pay Sched	Time Code	Cruz Pay
1000	7XXXXXXXX	EE LAST NAME, FIRST NAME001	000373	HOME DEPT. NAME	A	40	2	0030	CHANCELLOR	REG	009000	APPOINTMENT DEPT. NAME	MO	R	Y
1000	7XXXXXXXX	EE LAST NAME, FIRST NAME002	000373	HOME DEPT. NAME	A	50	2	0030	CHANCELLOR	EAA	009000	APPOINTMENT DEPT. NAME	MO	R	Y
1000	7XXXXXXXX	EE LAST NAME, FIRST NAME003	000950	HOME DEPT. NAME	A	10	2	7646	ADMIN. SPECIALIST	REG	009000	APPOINTMENT DEPT. NAME	MO	R	Y
1000	7XXXXXXXX	EE LAST NAME, FIRST NAME004	000950	HOME DEPT. NAME	A	20	2	0701	ASST CHANC (FUNCT AREA) - MAP	REG	009000	APPOINTMENT DEPT. NAME	MO	R	Y
1000	7XXXXXXXX	EE LAST NAME, FIRST NAME005	000950	HOME DEPT. NAME	A	30	2	7242	ANALYST, ADMINISTRATIVE, SR	REG	009000	APPOINTMENT DEPT. NAME	MO	R	Y
1001	7XXXXXXXX	EE LAST NAME, FIRST NAME006	000950	HOME DEPT. NAME	A	10	2	0798	ASSOC OF THE PRES/CHANC	WOS	009009	APPOINTMENT DEPT. NAME	MO	W	N
1005	7XXXXXXXX	EE LAST NAME, FIRST NAME007	000918	HOME DEPT. NAME	A	10	2	0280	MANAGER (FUNCTIONAL AREA)	REG	009005	APPOINTMENT DEPT. NAME	MO	R	Y
1005	7XXXXXXXX	EE LAST NAME, FIRST NAME008	000918	HOME DEPT. NAME	A	10	2	7662	ANALYST, PERSONNEL, SR	REG	009005	APPOINTMENT DEPT. NAME	MO	R	Y
1005	7XXXXXXXX	EE LAST NAME, FIRST NAME009	000918	HOME DEPT. NAME	A	10	2	7663	ANALYST, PERSONNEL	REG	009005	APPOINTMENT DEPT. NAME	MO	R	Y
1005	7XXXXXXXX	EE LAST NAME, FIRST NAME0010	000918	HOME DEPT. NAME	A	20	2	0280	MANAGER (FUNCTIONAL AREA)	REG	009005	APPOINTMENT DEPT. NAME	MO	R	Y
1005	7XXXXXXXX	EE LAST NAME, FIRST NAME0011	000918	HOME DEPT. NAME	A	20	2	7661	ANALYST, PERSONNEL, PRIN I	REG	009005	APPOINTMENT DEPT. NAME	MO	R	Y
1005	7XXXXXXXX	EE LAST NAME, FIRST NAME0012	000918	HOME DEPT. NAME	A	20	2	7662	ANALYST, PERSONNEL, SR	REG	009005	APPOINTMENT DEPT. NAME	MO	R	Y
1005	7XXXXXXXX	EE LAST NAME, FIRST NAME0013	000918	HOME DEPT. NAME	A	20	2	7663	ANALYST, PERSONNEL	REG	009005	APPOINTMENT DEPT. NAME	MO	R	Y
1005	7XXXXXXXX	EE LAST NAME, FIRST NAME0014	000918	HOME DEPT. NAME	A	30	2	7662	ANALYST, PERSONNEL, SR	REG	009005	APPOINTMENT DEPT. NAME	MO	R	Y
1005	7XXXXXXXX	EE LAST NAME, FIRST NAME0015	000918	HOME DEPT. NAME	A	30	2	7663	ANALYST, PERSONNEL	REG	009005	APPOINTMENT DEPT. NAME	MO	R	Y
1005	7XXXXXXXX	EE LAST NAME, FIRST NAME0016	000918	HOME DEPT. NAME	A	40	2	0280	MANAGER (FUNCTIONAL AREA)	REG	009005	APPOINTMENT DEPT. NAME	MO	R	Y
1005	7XXXXXXXX	EE LAST NAME, FIRST NAME0017	000918	HOME DEPT. NAME	A	40	2	7662	ANALYST, PERSONNEL, SR	REG	009005	APPOINTMENT DEPT. NAME	MO	R	Y
1005	7XXXXXXXX	EE LAST NAME, FIRST NAME0018	000918	HOME DEPT. NAME	A	50	2	7662	ANALYST, PERSONNEL, SR	REG	009005	APPOINTMENT DEPT. NAME	MO	R	Y
1005	7XXXXXXXX	EE LAST NAME, FIRST NAME0019	000918	HOME DEPT. NAME	A	50	2	7663	ANALYST, PERSONNEL	REG	009005	APPOINTMENT DEPT. NAME	MO	R	Y
1005	7XXXXXXXX	EE LAST NAME, FIRST NAME0020	000918	HOME DEPT. NAME	S	10	3	7241	ANALYST, ADMINISTRATIVE,PRIN I	REG	009005	APPOINTMENT DEPT. NAME	MA	Z	N
1005	7XXXXXXXX	EE LAST NAME, FIRST NAME0021	000918	HOME DEPT. NAME	S	30	2	0280	MANAGER (FUNCTIONAL AREA)	REG	009005	APPOINTMENT DEPT. NAME	MO	R	N
1006	7XXXXXXXX	EE LAST NAME, FIRST NAME0022	000970	HOME DEPT. NAME	A	10	2	7243	ANALYST, ADMINISTRATIVE	REG	009006	APPOINTMENT DEPT. NAME	MO	R	Y
1007	7XXXXXXXX	EE LAST NAME, FIRST NAME0023	000918	HOME DEPT. NAME	A	30	2	4722	____ASSISTANT III	REG	009007	APPOINTMENT DEPT. NAME	MO	R	Y
1007	7XXXXXXXX	EE LAST NAME, FIRST NAME0024	000918	HOME DEPT. NAME	A	50	2	7241	ANALYST, ADMINISTRATIVE,PRIN I	REG	009007	APPOINTMENT DEPT. NAME	MO	R	Y
1017	7XXXXXXXX	EE LAST NAME, FIRST NAME0025	000320	HOME DEPT. NAME	A	20	2	0245	DIRECTOR (FUNCTIONAL AREA)	REG	009097	APPOINTMENT DEPT. NAME	MO	R	Y

