Academic- Roster of Student Instructors- Daily

Description:
This report lists employees in the following titles: Teaching Assistant, Teaching Fellow, Associate In __, and Course Assistant (payroll title Non-Student Tutor). The report is a tool for divisional HR/Payroll units to use in communicating with departments about the payroll status of academic student instructors at the beginning of each quarter.

Report Tabs/Views:
- Roster

Data Prompts:
- Period Begin Date (Optional)
- Period End Date (Optional)

Report Limitations:
- Includes:
  - All title codes identified as belonging to the BX bargaining unit, or 2521 (Non-Student Tutor).
  - Includes all distributions active within the selected dates.
  - No limitations on employee status (active/separated/inactive/leave) or pay cycle.

- Excludes
  - Historical information

Customizations:
- Users may filter results by department and/or division (Level 4 Org and Level 3 Org from fund source, respectively) and/or by title.

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 does not verify that the employee will be paid, only that a distribution has been set up on the EDB. Once a department has confirmed that a report is an accurate reflection of the teaching assignments for the quarter, HR/Payroll can then use the report to verify the accuracy of the OPTRS Roster for the payroll cycles in that quarter.

Dept1

Name: Full	Title	Pay Rate	Percent	Begin	End
Name226	READER-NON GSHIP	$13.46	0.2046	mmddyy	mmddyy
Name41	READER-NON GSHIP	$13.46	0.2046	mmddyy	mmddyy

Title: Academic- Roster of Student Instructors-Daily - SAMPLE

Tab: Roster

Version 3.1