All Employees-FAU via Home Department-Daily

Description:
The primary purpose of this report is to assist campus Timekeepers I filling out Time Reporting Worksheets (TRWs) for the MA and MO pay cycles. This report displays "current" employee distribution information by Full Accounting Unit (a.k.a. FAU) for all employees for a Home Department. "Current" is defined as "what was in PPS yesterday" (the daily snapshot).

The report also includes the CruzPay indicator, which is a toggle Y (yes) or N (no) depending on the employee's status at the time the report is run.

Report Tabs/Views:
- Sorted by Employee Name
- Sorted by FAU then by Employee Name
- Flat File Format

Data Prompts:
- Home Department code and name – select from list
- One or more DOS Code – *optional*
- Pay Schedule Code (MO or MA) - *optional*

Report Limitations:
- Includes
  - Employees with an appointment status of A, N, or P, (Active, Non-paid Leave, Paid Leave) regardless of the appointment beginning and end date
- Excludes
  - Employees with an appointment status of S or I (Separated or Inactive) or employees that do not have an appointment

Customizations:
- A custom formula exists to display Home Department code (a six digit field that contains two leading zeroes) as a four digit code in the report.

Cautions:
- This report includes information for all employees who meet the selected parameters. This includes Academics, Students and Staff employees who do and do not use CruzPay to report their time. By using Drill Filters in the report, or by exporting the information to MS Excel, you can use the CruzPay indicator column to isolate CruzPay employees as needed.

- 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.

HOME DEPARTMENT CODE AND NAME

Pay Schedule: MA

Name	Employee ID	Acct	Cost Cntr	Fund	Proj Code	Sub	Dst #	Dist Begin Date	Dist End Date	AT	Dist %	DOS	Lvl 4	Cruz Pay Ind	Pay Sched
LAST NAME, EE1	7XXXXXXX	502275	SHRA	66092		2	21	09/21/2009	06/10/2010	4	0.2300	REG	2752	Y	MA
LAST NAME, EE2	7XXXXXXX	038060	SHRA	69067		2	21	09/10/2009	06/30/2010	4	0.4700	REG	2684	Y	MA
LAST NAME, EE3	7XXXXXXX	252472	SHRA	66477		2	21	10/01/2009	06/10/2010	4	0.2400	REG	3966	Y	MA
LAST NAME, EE3	7XXXXXXX	958069	SHRB	20290		2	11	03/31/2010	06/10/2010	4	0.1100	REG	2998	Y	MA

000210 BAS DIVISIONAL OFFICE-A

Pay Schedule: MA

Acct	Cost Cntr	Fund	Proj Code	Sub	Name	Employee ID	Dst #	Dist Begin Date	Dist End Date	AT	Dist Percent	DOS	Lvl 4	Cruz Pay Ind	Pay Sched
502275	SHRA	66015		2	LAST NAME, EE1	7XXXXXXXX	21	09/21/2009	06/10/2010	4	0.2300	REG	2752	Y	MA
252472	SHRA	66400		2	LAST NAME, EE3	7XXXXXXXX	21	10/01/2009	06/10/2010	4	0.2400	REG	3966	Y	MA
038060	SHRA	68990		2	LAST NAME, EE2	7XXXXXXXX	21	09/10/2009	06/30/2010	4	0.4700	REG	2684	Y	MA
958069	SHRB	20213		2	LAST NAME, EE3	7XXXXXXXX	11	03/31/2010	06/10/2010	4	0.1100	REG	2998	Y	MA

Home Dept	Home Department Name	Name	Employee ID	Account	Cost Center	Fund	Project
Home Dept. Code	HOME DEPT. NAME	LAST NAME, EE11	7XXXXXXXX	042470		19977	
Home Dept. Code	HOME DEPT. NAME	LAST NAME, EE11	7XXXXXXXX	042470		19977	
Home Dept. Code	HOME DEPT. NAME	LAST NAME, EE12	7XXXXXXXX	042470		19977	
Home Dept. Code	HOME DEPT. NAME	LAST NAME, EE12	7XXXXXXXX	042470		19977	
Home Dept. Code	HOME DEPT. NAME	LAST NAME, EE13	7XXXXXXXX	042470		69827	
Home Dept. Code	HOME DEPT. NAME	LAST NAME, EE13	7XXXXXXXX	042470		69827	
Home Dept. Code	HOME DEPT. NAME	LAST NAME, EE14	7XXXXXXXX	042470		19977	
Home Dept. Code	HOME DEPT. NAME	LAST NAME, EE14	7XXXXXXXX	042470		19977	
Home Dept. Code	HOME DEPT. NAME	LAST NAME, EE15	7XXXXXXXX	042470	SHRA	19977	
Home Dept. Code	HOME DEPT. NAME	LAST NAME, EE16	7XXXXXXXX	042470	SHRA	19977	
Home Dept. Code	HOME DEPT. NAME	LAST NAME, EE17	7XXXXXXXX	042470	SHRA	69827	
Home Dept. Code	HOME DEPT. NAME	LAST NAME, EE17	7XXXXXXXX	042470	SHRA	69827	
Home Dept. Code	HOME DEPT. NAME	LAST NAME, EE18	7XXXXXXXX	902279	SHRA	75119	
Home Dept. Code	HOME DEPT. NAME	LAST NAME, EE18	7XXXXXXXX	902279	SHRA	75119	
Home Dept. Code	HOME DEPT. NAME	LAST NAME, EE19	7XXXXXXXX	042470		69827	
Home Dept. Code	HOME DEPT. NAME	LAST NAME, EE19	7XXXXXXXX	042470		69827	
Home Dept. Code	HOME DEPT. NAME	COOLEY, BRENT A	7XXXXXXXX	042470		19977	
Home Dept. Code	HOME DEPT. NAME	COOLEY, BRENT A	7XXXXXXXX	042470		19977	
Home Dept. Code	HOME DEPT. NAME	LAST NAME, EE1	7XXXXXXXX	502275	SHRA	66092	
Home Dept. Code	HOME DEPT. NAME	LAST NAME, EE20	7XXXXXXXX	042470	SHRA	19977	
Home Dept. Code	HOME DEPT. NAME	LAST NAME, EE21	7XXXXXXXX	042470		69827	
Home Dept. Code	HOME DEPT. NAME	LAST NAME, EE21	7XXXXXXXX	042470		69827	
Home Dept. Code	HOME DEPT. NAME	LAST NAME, EE4	7XXXXXXXX	026060		19977	
Home Dept. Code	HOME DEPT. NAME	LAST NAME, EE4	7XXXXXXXX	026060		19977	
Home Dept. Code	HOME DEPT. NAME	LAST NAME, EE22	7XXXXXXXX	042470	SHRA	19977	
Home Dept. Code	HOME DEPT. NAME	LAST NAME, EE23	7XXXXXXXX	042470	SHRA	19977	
Home Dept. Code	HOME DEPT. NAME	LAST NAME, EE24	7XXXXXXXX	042470		19977	
Home Dept. Code	HOME DEPT. NAME	LAST NAME, EE24	7XXXXXXXX	042470		19977	
Home Dept. Code	HOME DEPT. NAME	LAST NAME, EE5	7XXXXXXXX	026060		19977	

Title: All Employees-FAU via Home Department-Daily

Tab: For Export to MS Excel

Version: Draft