

Common T-codes to run reports for review of staff appointments prior to the start of the Spring Semester

ZHR_Basic_EE_List – Limit on your Org Unit(s)

To look at grads & LTL (variant & layout = "grads & LTL")

ZHR_Basic_EE_List – Limit on your Org Unit(s) and Employment Status = 3

Review a listing of employees that are in active status and are eligible to be paid.

ZHR_Basic_EE_List – Limit on your Org Unit(s) and Employment Status = 1

Review a listing of employees that are in an inactive status (and thus WON'T BE PAID).

ZHR_Leaves_Report – Limit on your Org Unit(s), Employment Status, and Action Type

Review listing of employees that are on leave. Monitor leave dates to ensure that potential PA actions are processed when a leave is ending. Review for sabbaticals and VEPRs prior to the beginning and ending of an academic period.

ZHR_Recurring_Pmts – Limit on your Org Unit(s) and Date Range

Review a listing of employees that will receive special recurring payments (fellowships, Distinguished Professor payments, etc). Users can review payment amounts, dates of payment, and specific cost distribution for the special payment.

ZHR_Addl_Pmts - To look at individuals who have additional payments (variant & layout = "review")

Review summer session and other one time (or special) payment amounts.

ZHR_Cost_Distrib – Limit on your Org Unit(s) and other cost criteria (ie. Fund, cost center)

Review cost distribution for new or other employees whose cost distribution is currently set to the payroll default account. Changes should be executed on IT0027.

ZHR_Action_List – Limit on your Org Unit(s) and Reporting Period = All

To look at what has processed during the beginning of the semester so departments can see what was keyed when, they can use the "changed on" field.