

Manager Self Service Reports—Handy Reference Guide

Employee Personal Data

- Organization
- Employee Number
- First Name
- Last Name
- Address
- City
- County
- State
- Postal Code
- Email Address
- Phone Number
- Phone Type
- Adjusted Date of Hire

Current Assignment And Salary Details

Lists The Employee's Most Current Salary And Limited Position Data.

- Organization Name
- Employee Number
- Person Name
- Adjusted Date of Hire
- Assignment FTE
- Salary Change Date
- Salary/Rate
- People Group
- Grade
- Grade Min
- Grade Mid
- Grade Max
- Grade Rate Effective Date
- Employment Category
- Standard Hours
- Manager Flag
- Weeks (Non-Exempts)
- Months (Exempts)
- Email Address
- Supervisor Name
- Position And PC Number
- Job Category
- Location
- Assignment Status
- College Division
- Rank
- Tenure Date

Salary History

Lists Salary Information Back To 1999.

- College Division
- Organization Name
- Employee Number
- Person Name

Faculty Ranks

Lists The Most Current Rank Data For Each Faculty Member In Your Organization.

- Assignment Organization Name
- Employee Number
- Person Name
- People Group
- Position Name
- Email Address
- Location Name
- Employment Category
- Rank
- Tenure Date

Salary. Costing and Assignment Details

Lists GL Number & Percentages Charged

- Organization
- Employee Number
- Person Name
- Adjusted Date of Hire
- Assignment FTE
- Assignment FTE-Costing Proportion
- Salary Change Date
- Salary / Rate
- Costing Proportion
- Cost Code
- Costing Date From
- Costing Date To
- RIT Department
- People Group
- Grade
- Grade Min
- Grade Mid
- Grade Max
- Grade Effective Start Date
- Employment Category
- Standard Hours
- Manager Flag
- Weeks (Non-Exempts)
- Months (Exempts)
- Email Address
- Supervisor Name
- Position Name and PC
- Job Category
- Location
- Assignment Status
- College Division
- Rank
- Tenure Date

- Position Name
- Salary Amount
- Salary Change Date

Future Dated Salaries Report

Lists any approved future dated salary changes

- Name
- Salary Change Date
- Employee Number
- Person Name
- Absolute Increment
- Salary Amount

Position Details

Lists The Position And Job Data For Each Employee As Reflected In Oracle.

- College Division
- Employee Number
- Last Name
- First Name
- Position Name And PC
- Position Title
- Position Number
- Position Funding
- Organization
- Job Category
- Position Department
- Position FTE
- Person FTE

Open and Filled Positions Report

- College Division
- Organization
- RIT Position Flexfield
- Position Control Number
- Position Department
- Employee Number
- Full Name
- Position FTE
- Current Salary
- Position Budget
- Employee FTE
- Position Title
- People Group
- Standard Hours
- Months (Exempts)
- Weeks (Non-Exempts)
- Temporary Position End Date
- Job Code
- Funding Code
- EEO Code

Exempt Assignment Details, Salary and Costing

Lists The GL Number, Percentages and Calculated Amount Each Employee Is Charged.

- Organization
- Employee Number

Costing History

Lists History of the GL Number And Percentages For Which Each Employee Is Charged

- Employee Number
- Person Name
- Costing Date From
- Costing Date To
- Costing Proportion
- Cost Code
- RIT Department
- RIT Object
- Organization Name

Non-Exempt Assignment Details, Salary and Costing

Lists The GL Number, Percentages and Calculated Amount Each Employee Is Charged.

- Organization
- Employee Number
- Person Name
- Adjusted Date of Hire
- Assignment FTE
- Assignment FTE-Costing Proportion
- Salary Change Date
- Salary / Rate
- Annual Pay*Costing Percentage
- Costing Proportion
- Cost Code
- Costing Date From
- Costing Date To
- RIT Department
- People Group
- Grade
- Grade Min
- Grade Mid
- Grade Max
- Grade Effective Start Date
- Employment Category
- Standard Hours
- Manager Flag
- Weeks (Non-Exempts)
- Months (Exempts)
- Email Address
- Supervisor Name
- Assignment Change Date
- Position Name and PC
- Job Category
- Location
- Assignment Status
- College Division
- Rank
- Tenure Date

- Person Name
- Adjusted Date of Hire
- Assignment FTE
- Assignment FTE-Costing Proportion
- Salary Change Date
- Salary / Rate
- Salary*Percent
- Costing Proportion
- Cost Code
- Costing Date From
- Costing Date To
- RIT Department
- People Group
- Grade
- Grade Min
- Grade Mid
- Grade Max
- Grade Effective Start Date
- Employment Category
- Standard Hours
- Manager Flag
- Weeks (Non-Exempts)
- Months (Exempts)
- Email Address
- Supervisor Name
- Assignment Start Date
- Position Name and PC
- Job Category
- Location
- Assignment Status
- College Division
- Rank
- Tenure Date

Current Quarter Grad Assistants Report

Lists the Grad Assistants being paid current quarter (condition= today's date between the element start and end date)

- Employee Number
- Full Name
- Pay Element Name
- Pay Period Amount
- Contract Amount
- Element Effective Start Date
- Element Effective End Date
- Element Costing
- GL Department Name

Emergency Contact Report

Lists the contact information as entered by the employee

- College/Division
- Employee Name
- Organization Name
- Primary Contact
- Contact Type
- Contact Full Name
- Contact Phone Number
- Contact Phone Type

RIT ADJUNCT QUERY RESPONSIBILITY

Adjuncts Beginning with a Certain Date

Lists names, departments and costing of adjuncts set up to be paid >= to date specified..

- Employee Number
- Full Name
- Pay Element Name (Type)
- Pay Period Amount
- Contract Amount
- Course Number
- Element Effective Start Date
- Element Effective End Date
- Element Costing
- Department Code
- GL Department Name

Current Quarter Adjuncts Report

Lists the names and departments of regular adjuncts being paid the current quarter (condition= today's date between the element start and end date)

- Employee Number
- Full Name
- Pay Element Name
- Department Code
- GL Department Name
- Course Number
- Element Costing
- Amount
- Contract Amount

Grad Assistants Beginning with a Certain Date

Lists names and costing of Grad Assistants set up to be paid >= to date specified..

- Employee Number
- Full Name
- Pay Element Name
- Pay Period Amount
- Contract Amount
- Element Effective Start Date
- Element Effective End Date
- Element Costing
- GL Department Name