RIT Manager Self Service Reports

Note: Depending upon the Oracle responsibility you have been assigned, you may or may not have all of these reports

**List of Reports**

<table>
<thead>
<tr>
<th>Report</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Employee Personal Data</td>
<td>2</td>
</tr>
<tr>
<td>Position Details</td>
<td>2</td>
</tr>
<tr>
<td>Faculty Ranks</td>
<td>2</td>
</tr>
<tr>
<td>Current Assignment and Salary Details</td>
<td>2</td>
</tr>
<tr>
<td>Costing History by Employee</td>
<td>2</td>
</tr>
<tr>
<td>Costing History</td>
<td>2</td>
</tr>
<tr>
<td>Salary, Costing, and Assignment Details</td>
<td>2</td>
</tr>
<tr>
<td>Emergency Contacts</td>
<td>2</td>
</tr>
<tr>
<td>Exempt Assignment Details, Salary and Costing</td>
<td>3</td>
</tr>
<tr>
<td>Future Dated Salaries</td>
<td>3</td>
</tr>
<tr>
<td>Non-Exempt Assignment Details, Salary and Costing</td>
<td>3</td>
</tr>
<tr>
<td>Current Quarter Adjuncts</td>
<td>3</td>
</tr>
<tr>
<td>Salary History Report</td>
<td>3</td>
</tr>
<tr>
<td>Grad Assistants Current</td>
<td>3</td>
</tr>
<tr>
<td>Grad Assistants Beginning with a Certain Date</td>
<td>3</td>
</tr>
<tr>
<td>Summer Salary Per a Certain Date</td>
<td>3</td>
</tr>
<tr>
<td>Open and Filled Positions</td>
<td>4</td>
</tr>
<tr>
<td>Special Assign. Per a Certain Date</td>
<td>4</td>
</tr>
<tr>
<td>Adjuncts Per a Certain Period</td>
<td>4</td>
</tr>
<tr>
<td>Overload per a Certain Period</td>
<td>4</td>
</tr>
<tr>
<td>Faculty Degree and Rank Info</td>
<td>4</td>
</tr>
<tr>
<td>Staff Degree Information</td>
<td>4</td>
</tr>
</tbody>
</table>
Employee Personal Data
Lists personal data for each employee as reflected in Oracle.
- Organization
- Employee Number
- First Name
- Last Name
- Address
- City
- County
- State
- Postal Code
- Email Address
- Phone Number
- Phone Type
- Adjusted Hire Date
- College Division

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 Number
- Position Funding
- Organization
- Job Category
- Supervisor Name
- Position Department
- Position FTE
- Person FTE

Faculty Ranks
Lists the most current rank data for each faculty member in your organization.
- Assignment Organization Name
- Employee Number
- Last Name
- First Name
- People Group
- Position Name
- Email Address
- Location Name
- Job Name
- Employment Category
- Rank
- Tenure Date
- College Division
- Tenure Status
- Effective Date of Rank
- Last Update to Rank or Tenure
- Effective Date

Current Assignment and Salary Details
Lists the employee’s most current salary and limited position data.
- Organization
- Employee Number
- Last Name
- First Name
- Adjusted Hire Date
- Salary Change Date
- Salary End Date
- Salary/Pay Rate
- People Group
- 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
- Effective Date of Rank
- Rank
- Tenure Date

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

Costing History
Lists the history of the general ledger account number and percentages charged plus other assignment and salary data.
- Employee Number
- Person Name
- Costing Date From
- Costing Date To
- Costing Proportion
- Cost Code
- RIT Department
- RIT Object
- Organization Name

Salary, Costing, and Assignment Details
Lists the general ledger account number and percentages charged plus other assignment and salary data.
- Organization
- Last Name
- First Name
- Employee Number
- Adjusted Hire Date
- Salary Change Date
- Annual Salary
- Costing Proportion
- Cost Code
- Costing Date From
- Costing Date To
- Costing GL Department
- People Group
- Grade
- 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
- Assignment FTE
- FTE * Proportion

Emergency Contacts
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
- Employee Number
**Exempt Assignment Details, Salary and Costing**
Lists the general ledger account number, percentages and calculated amount charged to each employee.
- College Division
- Organization
- Person Name
- Employee Number
- Adjusted Hire Date
- Salary Change Date
- Annual Salary
- Salary * Proportion
- Cost Code
- Costing Proportion
- Costing Date From
- Costing Date To
- RIT Department
- People Group
- Grade
- Grade Min
- Grade Mid
- Grade Max
- 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 Status
- Assignment FTE
- FTE * Proportion
- Listserv Address

**Non-Exempt Assignment Details, Salary and Costing**
Lists the general ledger account number, percentages and calculated amount charged to each employee.
- College Division
- Organization
- Employee Number
- Person Name
- Adjusted Hire Date
- Salary Change Date
- Pay Rate
- Annual Pay * Costing Percentage
- Costing Proportion
- Cost Code
- Costing Date From
- Costing Date To
- RIT Department
- People Group
- Grade
- Employment Category
- Standard Hours
- Number of Weeks
- Manager Flag
- Months (Exempts)
- Email Address
- Supervisor Name
- Assignment Change Date
- Position Name and PC
- Job Category
- Location
- Assignment Status
- Assignment FTE
- FTE * Proportion
- Internal Address

**Future Dated Salaries**
Lists any approved future dated salary changes. Employees who do not have a future dated salary will not show up on this report.
- College Division
- Employee Number
- Person Name
- Salary Change Date
- Salary Amount
- Salary Change Reason
- Approved Flag
- Organization Name
- Assignment Start Date
- Assignment End Date
- Position Name
- Job Name

**Salary History Report**
Lists salary information going back to 1999 and any future dated salaries.
- College Division
- Organization
- Employee Number
- Person Name
- Position Name
- Job Name
- Grade Name
- Salary Change Date
- Annual Salary

**Grad Assistants Current**
Lists the Grad Assistants being paid current quarter (condition = today's date between the element start and end date.)
- Employee Number
- Full Name
- Element Name
- Amount
- Contract Amount
- Element Effective Start Date
- Element Effective End Date
- Element Costing
- GL Department Name

**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
- Element Name
- Amount
- Contract Amount
- Element Effective Start Date
- Element Effective End Date
- Element Costing
- GL Department Name

**Current Quarter Adjuncts**
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

**Summer Salary Per a Certain Date**
- Employee Number
- Full Name
- Element Name
- Amount
- Contract Amount
- Element Effective Start Date
- Element Effective End Date
- Element Costing
- Department Code
- GL Department Name
<table>
<thead>
<tr>
<th>Open and Filled Positions</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>College Division</td>
<td></td>
</tr>
<tr>
<td>Organization</td>
<td></td>
</tr>
<tr>
<td>Voting Block</td>
<td></td>
</tr>
<tr>
<td>RIT Position Flexfield</td>
<td></td>
</tr>
<tr>
<td>PC Number</td>
<td></td>
</tr>
<tr>
<td>Position Department</td>
<td></td>
</tr>
<tr>
<td>Employee Number</td>
<td></td>
</tr>
<tr>
<td>Full Name</td>
<td></td>
</tr>
<tr>
<td>Assignment Status</td>
<td></td>
</tr>
<tr>
<td>Current Salary</td>
<td></td>
</tr>
<tr>
<td>Position Budget</td>
<td></td>
</tr>
<tr>
<td>Employee FTE</td>
<td></td>
</tr>
<tr>
<td>Position FTE</td>
<td></td>
</tr>
<tr>
<td>Position Title</td>
<td></td>
</tr>
<tr>
<td>People Group</td>
<td></td>
</tr>
<tr>
<td>Hours</td>
<td></td>
</tr>
<tr>
<td>Months</td>
<td></td>
</tr>
<tr>
<td>Weeks</td>
<td></td>
</tr>
<tr>
<td>Temp Position End Date</td>
<td></td>
</tr>
<tr>
<td>Job Code</td>
<td></td>
</tr>
<tr>
<td>Funding Code</td>
<td></td>
</tr>
<tr>
<td>EEO Code</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Special Assign, Per a Certain Date</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Employee Number</td>
<td></td>
</tr>
<tr>
<td>Full Name</td>
<td></td>
</tr>
<tr>
<td>Element Name</td>
<td></td>
</tr>
<tr>
<td>Element Effective Start Date</td>
<td></td>
</tr>
<tr>
<td>Element Effective End Date</td>
<td></td>
</tr>
<tr>
<td>Input Value Name</td>
<td></td>
</tr>
<tr>
<td>Element Costing</td>
<td></td>
</tr>
<tr>
<td>GL Department Name</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Adjuncts Per a Certain Period</th>
<th>Lists names, departments and costing of adjuncts set up to be paid &gt;= to date specified.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Employee Number</td>
<td></td>
</tr>
<tr>
<td>Full Name</td>
<td></td>
</tr>
<tr>
<td>Element Name</td>
<td></td>
</tr>
<tr>
<td>Amount</td>
<td></td>
</tr>
<tr>
<td>Contract Amount</td>
<td></td>
</tr>
<tr>
<td>Course Number</td>
<td></td>
</tr>
<tr>
<td>Element Effective Start Date</td>
<td></td>
</tr>
<tr>
<td>Element Effective End Date</td>
<td></td>
</tr>
<tr>
<td>Element Costing</td>
<td></td>
</tr>
<tr>
<td>Department Code</td>
<td></td>
</tr>
<tr>
<td>GL Department Name</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Overload per a Certain Period</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Employee Number</td>
<td></td>
</tr>
<tr>
<td>Full Name</td>
<td></td>
</tr>
<tr>
<td>Element Name</td>
<td></td>
</tr>
<tr>
<td>Amount Contract Amount</td>
<td></td>
</tr>
<tr>
<td>Course Number</td>
<td></td>
</tr>
<tr>
<td>Element Effective Start Date</td>
<td></td>
</tr>
<tr>
<td>Element Effective End Date</td>
<td></td>
</tr>
<tr>
<td>Element Costing</td>
<td></td>
</tr>
<tr>
<td>Department Code</td>
<td></td>
</tr>
<tr>
<td>GL Department Name</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Faculty Degree and Rank Info</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>College Division</td>
<td></td>
</tr>
<tr>
<td>Employee Number</td>
<td></td>
</tr>
<tr>
<td>Full Name</td>
<td></td>
</tr>
<tr>
<td>Assignment Organization Name</td>
<td></td>
</tr>
<tr>
<td>Terminal Degree</td>
<td></td>
</tr>
<tr>
<td>School Name</td>
<td></td>
</tr>
<tr>
<td>Rank</td>
<td></td>
</tr>
<tr>
<td>Position Name</td>
<td></td>
</tr>
<tr>
<td>Job Name</td>
<td></td>
</tr>
<tr>
<td>Location Name</td>
<td></td>
</tr>
<tr>
<td>Tenure Status</td>
<td></td>
</tr>
<tr>
<td>Tenure Date</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Staff Degree Information</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>College Division</td>
<td></td>
</tr>
<tr>
<td>Employee Number</td>
<td></td>
</tr>
<tr>
<td>Full Name</td>
<td></td>
</tr>
<tr>
<td>Assignment Organization Name</td>
<td></td>
</tr>
<tr>
<td>Terminal Degree</td>
<td></td>
</tr>
<tr>
<td>School Name</td>
<td></td>
</tr>
<tr>
<td>Rank</td>
<td></td>
</tr>
<tr>
<td>Position Name</td>
<td></td>
</tr>
<tr>
<td>Job Name</td>
<td></td>
</tr>
<tr>
<td>Location Name</td>
<td></td>
</tr>
<tr>
<td>Tenure Status</td>
<td></td>
</tr>
<tr>
<td>Tenure Date</td>
<td></td>
</tr>
<tr>
<td>People Group</td>
<td></td>
</tr>
</tbody>
</table>