

## *Funding / Payroll Reports*

Report Name	Description	Menu	Folder	Component
<b>Check Register</b>	WPAY004 This report may be run following preliminary pay calculation (normally Wednesday A.M.) to insure all those being paid appear on the register and that their gross amount is correct. Leave payouts will not appear until Wednesday afternoon. Time and leave corrections may be made, if necessary, on Wednesday morning. Check registers may be run again Wednesday afternoon for a final review.	Payroll for North America	Payroll Funding	Reports
<b>CWSP Distribution (College Work Study Program Distribution)</b>	WPAY785 This report provides detail of the CWSP distribution and assists with tracking total earnings and balances for those with CWSP awards. This report may be run each pay period after on-cycle payroll processing.	Payroll for North America	Payroll Funding	Reports
<b>Department Level Funding</b>	WPOS101C This report has been designed to identify those positions where funding has NOT been attached at the position or pool level. This report may be run at any time ... normally prior to preliminary pay calculation.	Payroll for North America	Payroll Funding	Reports
<b>Employees Paid by Multiple Departments</b>	WPAY620 This report provides a list of employees that are being paid from two or more departments. This report may be run at any time and for any pay period. It is normally run after payroll is confirmed and prior to the paycheck issue date.	Payroll for North America	Payroll Funding	Reports
<b>Grad Payroll Earnings/Projects</b>	WPAYGRAD This report provides payroll funding detail for graduate students for a selected pay period. This report may be run each pay period after on-cycle payroll processing.	Payroll for North America	Payroll Funding	Reports
<b>Payroll Payments Athletic</b>	WPAY605cksu This report provides the detail of the payroll expenditure information in HRIS for Athletics.	Payroll for North America	Payroll Funding	Reports
<b>Payroll Payments KSU</b>	WPAY605M and WPAY605O This report provides the detail of the payroll expenditure information in HRIS that is posted to the Financial Information System (FIS) in summary. FIS Project Number and Voucher Number are used in both FIS and HRIS and are the keys to matching the data between the two systems. A grid is available to assist with requesting information and/or completing the "Report Request Parameters" for selected information at <a href="http://www.ksu.edu/hr/hris/hris-reports.html#fun">http://www.ksu.edu/hr/hris/hris-reports.html#fun</a> . Payroll Payments will be available for six months. Once an on-cycle payroll, retroactive funding transfer or an adjustment has existed for six months, it will be purged.	Payroll for North America	Payroll Funding	Reports

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Report Name	Description	Menu	Folder	Component
<b>Position Funding by Department</b>	WPOS101A This report provides information for all positions (vacant and filled) within a selected department. This report may be run at any time and for any date (history/current/future). This report is an excellent tool for viewing funding distribution prior to final pay calculation.	Payroll for North America	Payroll Funding	Reports
<b>Position Funding by End Date</b>	WPOS105 This report provides a list of positions where a funding end date has been designated within the Payroll Funding Table. This report may be printed at any time and for any range of dates. When setting up the payroll funding, the Funding End Date is a memo only field and does not automactially update the funding on the designed date.	Payroll for North America	Payroll Funding	Reports
<b>Position Funding by GRA/GTA</b>	WPOS107A This report provides a list of positions for GRA's and GTA's within a selected department or department group. This report may be printed at any time and for any date (history/current/future).	Payroll for North America	Payroll Funding	Reports
<b>Position Funding by Project</b>	WPOS102A Note: This report may take several minutes or longer to run. This report will list positions tied to a particular account code and may be run at any time and for any date (history/current/future).	Payroll for North America	Payroll Funding	Reports
<b>PPA Security Report</b>	WPAY605R The purpose of this report is to identify those who have security access to run the Payroll Payments Report for selected department(s) and/or project(s). Two output options are available. First, a list of HRIS users who have access to run the Payroll Payments Report for designated department(s) and/or Project(s). Second, a list providing department(s) and/or project(s) for a designated HRIS user.	Payroll for North America	Payroll Funding	Reports
<b>Project Award End Dates</b>	WPOS101B This report lists positions that have project award end dates and need funding established beyond this date. It is critical that this report is run every pay period prior to on-cycle payroll processing. For those positions appearing on the report, a new effective dated row must be inserted with a valid project beyond the award end date to ensure that the position is fully funded for the pay period. Please do not wait until the project has ended to add the additional row of funding or to contact Sponsored Project Accounting (SPA) for an extension.	Payroll for North America	Payroll Funding	Reports
<b>Pyrl Funding: How Was Employee Funded</b>	WPAY780A This report displays funding for one employee paid from designated FIS projects(s) or projects for a specified period of time and may be run at anytime.	Payroll for North America	Payroll Funding	Reports

*Funding / Payroll Reports*

<b>Report Name</b>	<b>Description</b>	<b>Menu</b>	<b>Folder</b>	<b>Component</b>
<b>PYRL Funding: Who on Account</b>	WPAY781A This report provides a list of employees paid from a designated FIS project for a specified period of time.	<b>Payroll for North America</b>	<b>Payroll Funding</b>	<b>Reports</b>

## KSU Annual Budget Reports

Report Name	Description	Menu	Folder	Component
<b>Budget Unclassified Salary Increase</b> (Online Entry Report)	Budget Unclass Salary Incr Rpt (WPOS601) This report provides salary information for unclassified budgeted positions/employees. This report should be run after the changes have been made in the Pay Rate Change Unclassified page for the new fiscal year. This report should be used to verify the data that was entered for individuals in the budget pages.	KSU Annual Budget	Online Entry	On-line Entry Reports
<b>Excel File of Budget Line Rpt</b> (Budget Line)	Excel File of Budget Line Rpt (WBUD324) This report is used to view budget line\position data, may be run at any time and provides information from the budget line area in a spreadsheet format. Importing the report to Microsoft Excel allows data to be manipulated ... allows the user to view and sort the budget line data. This report will need to be ordered/run the day after on-line entry has been completed to reflect the changes entered in the on-line area.	KSU Annual Budget	Reports	
<b>Excel File of Position Listing Rpt</b> (Budget Line Report)	Excel File of Pos List Rpt (WBUD630B) Used to view budget line/position data and may be ordered at any time. Microsoft Excel option allows data to be manipulated ... allows users to analyze the data in a spreadsheet. Report indicates total FTE and total salary for joint positions. Report Request Parameter: Condensed Report (scaled down version of report ... limited fields display).	KSU Annual Budget	Reports	
<b>Excel File of Line Notes Rpt</b> (Online Entry Report)	Excel File Line Notes Rpt (WBUD340) This report provides a list of budget lines where a line note is present. The report displays fiscal year, budget line, type, classified/unclassified, department, date, record # and the transaction note. This report may be run after on-line changes have been made for the new fiscal year. This report will need to be ordered/run the day after on-line entry has been completed to reflect the changes entered in the on-line area.	KSU Annual Budget	Reports	

## *KSU Annual Budget Reports*

<b>Report Name</b>	<b>Description</b>	<b>Menu</b>	<b>Folder</b>	<b>Component</b>
<b>Excel Online Entry Position Listing Rpt</b> (Online Entry Report)	<p>Excel Online Position List Rpt (WBUD630D) The Microsoft Excel file allows users to analyze the data in a spreadsheet. This report is used while updating budget data in HRIS. This report displays information for unclassified, pooled, student, and OOE lines and reflects on-line changes ... new fiscal year changes.</p> <p>Note: The On-line Entry Position Listing and Excel Online Entry Positioning Listing reports are only to be used while data is being entered in the on-line entry area. Once the on-line entry has been completed, the Position Listing report (WBUD630) should be used to view changes made for the new fiscal year.</p>	KSU Annual Budget	Online Entry	On-line Entry Reports
<b>On-line Entry Position Listing Rpt</b> (Online Entry Report)	<p>Online Entry Position List Rpt (WBUD630C) (Formerly Preliminary Position Listing)</p> <p>This report is used while updating budget data in HRIS. This report displays information for unclassified, pooled, student, and OOE lines and reflects on-line changes ... new fiscal year changes.</p>	KSU Annual Budget	Online Entry	On-line Entry Reports
<b>Balancing Report</b> (Budget Line Report)	<p>Balancing Report (WBUD632)</p> <p>This report will provide needed information to be sure that all budget changes (salary and OOE) balance to the new fiscal year allocation. The appropriate time to run this report is before or after data has been entered on-line for the new fiscal year ... but not during online entry. This report will reflect the new fiscal year changes after the data has been copied back to the database. This report may used to balance back to the allocation form.</p> <p>During on-line entry, the above reports will need to be ordered/run the day after on-line entry has been completed to reflect the changes entered in the on-line entry area.</p>	KSU Annual Budget	Reports	Balancing

## KSU Annual Budget Reports

Report Name	Description	Menu	Folder	Component
<b>Budget by Category/Fund/Department</b> (Budget Line Report)	Budget by Cat/Fund/Dept Report (WBUD637) This report provides a summary of budget information by unclassified, classified, student, and OOE (category), by each fund listed on the budget, and in departmental order. This report assists users to quickly obtain summary totals for each of their departments for each budgeted category and fund. This report will need to be ordered/run the day after on-line entry has been completed to reflect the changes entered in the on-line area.	KSU Annual Budget	Reports	Balancing
<b>Comparison of Unclassified Increases</b> (Online Entry Report)	Comparison of Unc Incr Report (WBUD329) This report is used to compare unclassified increases to budget line and fund. The appropriate time to run this report is after pay rate changes have been entered on-line for the new fiscal year. Comparing what is currently in the annual budget with what is in Pay Rate Change Unclassified page. If this report is run before any unclassified salary changes are made, the data will only reflect what is in HRIS Job Data.	KSU Annual Budget	Online Entry Reports	
<b>Department Report of Budget Changes</b> (Online Entry Report)	Dept Report of Budget Changes (WBUD315) This report provides information about the changes that were entered in the budget change area for unclassified, student, and OOE budget lines. This report should be run after the changes have been made for the new fiscal year. The report provides detailed information and will also assist users to verify the data.	KSU Annual Budget	Online Entry Reports	
<b>ESARP Position Listing Report</b> (Budget Line Report)	ESARP Position Listing Report (WBUD630E and WBUD630F) Used to view budget line/position data and may be run at any time. Especially used for all proofs of the AB that must be turned into the University Budget Office.	KSU Annual Budget	Reports	
<b>Position Listing</b> (Budget Line Report)	Position Listing Report (WBUD630) Used to view budget line/position data and may be run at any time. Especially used for all proofs of the AB that must be turned into the University Budget Office.	KSU Annual Budget	Reports	

## *Other Reports*

Report Name	Description	Menu	Folder	Component
<b>Academic Rank</b>	Academic Rank - Identifies a faculty member's rank of Professor, Associate Professor, Assistant Professor or Instructor. This report lists current academic rank and academic rank history, if appropriate, for faculty members within the department. This report may be run at any time and may be used to expose inaccurate data.	Workforce Administration	Job Information	Academic Rank
<b>Academic Rank Compare</b>	Academic Rank Compare - Identifies discrepancies between what appears on the Academic Rank page and what appears in Position Data. This report may be run either before the update process or at the end of the update process to expose inaccurate data.	Workforce Administration	Job Information	Academic Rank
<b>Academic Rank Verification</b>	The Academic Rank Verification Report has been created to assist with maintaining current information and produces a one-page document for each individual where academic rank has been recorded on the following page: Workforce Administration > Job Information > Academic Rank > Academic Rank. It is intended that department personnel specialists run and distribute these documents to those with academic rank. Instructions and acquired academic rank(s) and associated date(s) are listed on the documents for verification. This report may be run at any time (normally August) and is intended to expose incomplete or inaccurate data.	Workforce Administration	Job Information	Academic Rank
<b>Active Employees/Visa Expiration</b>	This report is used to review active employees within a selected department who have a Visa/Work Permit Expiration date specified in HRIS. This report may be run at any time and for any range of dates. This is an excellent tool for tracking employees whose work permits will be expiring.	Workforce Administration	Personal Information	Citizenship
<b>Active Position Listing</b>	This report provides information about active positions work address/phone, employee job title and/or business title as well as reports to number, title and name.	Organizational Development	Position Management	Position Reports
<b>Continuously Vacant Positions</b>	This report produces a list of positions that have been CONTINUOUSLY VACANT for at least one year prior to the selected AS OF DATE and may be run at any time. HRIS Tip: When possible, reuse positions instead of creating new ones to keep the number of positions to a minimum.	Organizational Development	Position Management	Position Reports

## *Other Reports*

Report Name	Description	Menu	Folder	Component
<b>Contract (TERM) End Dates</b>	WPER671 Output will include only those employees with TERM contracts. This report may be run at any time to assist with tracking contract end dates.	Workforce Administration	Workforce Reports	
<b>Degree Information Sheets</b>	This report provides a summary page for each classified and unclassified employee (excluding students) within a selected department/unit. The summary pages provide degree information and highest education level as it appears in HRIS. To maintain accurate information in HRIS, print and distribute these information sheets to the employees within your department/unit at least once a year.	Workforce Administration	Workforce Reports	
<b>Education Data</b>	This report provides education data (i.e., degree(s), date(s) acquired, major(s)) for each classified and unclassified employee within a selected department/unit.	Workforce Administration	Workforce Reports	
<b>Employee Performance Review</b>	This report is used to view the classified performance reviews due for a selected duration within a selected department or major administrative unit/college. This report lists those with probationary status first. The remainder of the list is in alphabetical order. This report may be run at any time and may specify a maximum duration of one year.	Workforce Development	Performance Management	
<b>End of Temporary Appointment</b>	This report provides a list of employees within a selected department that have an "End of Appointment Date" specified in HRIS. This report may be run at any time and for any range of dates. It is an excellent tool for tracking employees who are assigned to temporary (non-benefit) positions.	Workforce Administration	Workforce Reports	
<b>Internal Audit - Nepotism</b>	This report is designed to identify positions where an employee may be reporting to a family relative.	Workforce Administration	Workforce Reports	
<b>Unclassified Data</b>	This report provides a comprehensive view of unclassified data (employee data and contract data). This report may be run at any time and for any date (history/current/future). This report is an excellent tool for viewing data that appears on the Unclassified Data and Contract Data pages.	Workforce Administration	Workforce Reports	

*Other Reports*

<b>Report Name</b>	<b>Description</b>	<b>Menu</b>	<b>Folder</b>	<b>Component</b>
<b>WID #'s</b>	This report displays the employee's WID (Wildcat ID), Employee ID and Job Code Title.	Workforce Administration	Workforce Reports	
<b>HRIS Access</b>	This report provides a list of current HRIS users within selected department/department group and their security access roles. Role definitions: <a href="http://www.k-state.edu/hr/hris/hrisaccessroles.htm">http://www.k-state.edu/hr/hris/hrisaccessroles.htm</a>	Workforce Administration	Workforce Reports	

## *Service Code Reports*

Report Name	Description	Menu	Folder	Components
<b>Service Code Report: Service Codes - Current Year</b>	This report displays service code(s) and salary information for unclassified budgeted positions. This report may be used to view data for the prior and current fiscal year. The appropriate time to run this report is . . . ■ before updating service code information for the current fiscal year. Use prior fiscal year as report parameter to view prior fiscal year data. ■ after updating service code information for current fiscal year. Use current fiscal year as report parameter to view current fiscal year data . . . latest updates.	Organizational Development	Position Management	Maintain Service Codes ... Reports
<b>Service Code Report: Service Code/Fund- CYr</b>	This report is used to view current fiscal year data and provides service code related information for budgeted unclassified positions within a selected department or major administrative unit/college. The appropriate time to run this report is after updating service code information. Normally, service code information is updated in August and September.	Organizational Development	Position Management	Maintain Service Codes ... Reports
<b>Position Not OK to Process</b>	This report is used to view those positions that have not been designated as "OK to Process" . . . where the "OK to Process" check box has not been selected. The appropriate time to print this report is after entering\updating service code information. Normally, service code information is updated at the beginning of the fiscal year.	Organizational Development	Position Management	Maintain Service Codes ... Reports

## *Summer School Reports*

Report Name	Description	Menu	Folder	Components
<b>Estimated Revenue Expense by College</b>	This report provides estimated revenue and expense by college.	Workforce Administration	Job Information	Summer School ... Summer School Reports
<b>Estimated Revenue Report</b> (Used by Summer School Office)	Used by Summer School Office - This report provides estimated revenue and expense.	Workforce Administration	Job Information	Summer School ... Summer School Reports
<b>Summer School Report</b> (Used by Division of HR)	This report provides information by college, department, and instructor. Report includes employee ID, Instructor, Ref #, Course, DeptID, Position, Account/Project, FTE, and total gross by summer pay period.	Workforce Administration	Job Information	Summer School ... Summer School Reports
<b>Summer School Report by College</b>	For each summer school pay period, this report provides totals by department, by instructor and by course reference number.	Workforce Administration	Job Information	Summer School ... Summer School Reports

*Time and Leave Reports*

Report Name	Description	Menu	Folder
<b>Blank Time Document</b>	This report produces a blank time document and may be run at any time. This report is normally run for employees who did not receive a time document when department time documents were printed (i.e., new hires, rehires, transfers, etc.).	<b>Time and Leave</b>	<b>Time Documents</b>
<b>Classified Temporary Hours Paid</b>	Temporary classified appointments are limited to 999 paid hours within one year. This report is intended to assist with tracking the temporary appointment date and paid hours. Paid hours will include both on-cycle and off-cycle payrolls.	<b>Time and Leave</b>	<b>Time Reports</b>
<b>Department Time Documents</b>	This report produces time documents for nonexempt employees within a selected department, pay period, and pay group (optional), subunit (Optional). It may be run after time documents become available for the pay period, but not after the final pay calculation has run for the pay period. Normally, this report is run the Wednesday prior to the beginning of the pay period or anytime before the final pay calculation runs for the pay period. To run this report utilizing the pay group option, refer to the Pay Group Table for a list of pay groups and descriptions. <a href="http://www.k-state.edu/hr/hris/hris-tables-pay.html">http://www.k-state.edu/hr/hris/hris-tables-pay.html</a>	<b>Time and Leave</b>	<b>Time Documents</b>
<b>Department Time Totals</b>	This report provides a view of the “OK to Pay” status for each employee within a selected department. Always run this report prior to the final pay calculation for the pay period to ensure all employees – including new employees\rehires – are “OK to Pay.” This report may also be run at any time during the time and leave recording process.	<b>Time and Leave</b>	<b>Time Reports</b>
<b>Department Time Totals with Funding</b>	This report provides a view of the “OK to Pay” status and payroll funding for each employee within a selected department. To allow time for funding updates, this report should be run prior to the last day of the pay period.	<b>Time and Leave</b>	<b>Time Reports</b>
<b>Employee Time Document</b>	This report produces a single time document for a nonexempt employee within a selected department, pay period, and pay group (optional), subunit (Optional). It may be run after time documents become available for the pay period, but not after the final pay calculation has run for the pay period. To run this report utilizing the pay group option, refer to the Pay Group Table for a list of pay groups and descriptions. <a href="http://www.k-state.edu/hr/hris/hris-tables-pay.html">http://www.k-state.edu/hr/hris/hris-tables-pay.html</a>	<b>Time and Leave</b>	<b>Time Documents</b>

## *Time and Leave Reports*

Report Name	Description	Menu	Folder
<b>Leave Accruals</b>	This report provides leave accrual balances for active benefit eligible employees and may be run after the final pay calculation has run for the pay period (normally Friday morning). See HRIS Calendar: <a href="http://www.k-state.edu/hr/hris/hris_calendar.html">http://www.k-state.edu/hr/hris/hris_calendar.html</a> . Report request parameters permit user to select either "All Leave" to display all leave balances for employees or a particular leave option to monitor selected leave balances (i.e., Discretionary Day, Vacation Leave, etc.). To interpret the benefit plans and plan types displayed on the report output, refer to the Plan Types and Benefit Plans on the following web site: <a href="http://www.k-state.edu/hr/hris/hris-tables.html">http://www.k-state.edu/hr/hris/hris-tables.html</a>	<b>Time and Leave</b>	<b>Time Reports</b>
<b>Leave Accruals by Department</b>	This report provides a history of leave earned, used, and adjusted for ALL benefit eligible employees within a selected department. This report produces a page for each employee and may be distributed to employees for verification. The report may be run for a selected range of dates and may be run at any time. However, to include the most recent pay period, run this report after the final pay calculation has run for the pay period.	<b>Time and Leave</b>	<b>Time Reports</b>
<b>Leave Accruals by Employee</b>	This report provides a history of leave earned, used, and adjusted for a selected benefit eligible employee. The report may be run for a selected range of dates and may be run at any time. However, to include the most recent pay period, run this report after the final pay calculation has run for the pay period.	<b>Time and Leave</b>	<b>Time Reports</b>
<b>Leave Statistics by Employee</b>	This report provides a summary of time and leave recorded for an employee by pay period. This report may be run at any time and for any number of pay periods. Leave patterns may be easily detected by reviewing the summary page at the end of the report.	<b>Time and Leave</b>	<b>Time Reports</b>
<b>Payroll Summary by Department</b>	This report provides a summary of hours worked, overtime paid, leave hours, total hours paid, gross pay, etc. for each employee within the selected department for the pay period. This report is an excellent tool for viewing recorded time and leave and may be run at any time and for any pay period.	<b>Time and Leave</b>	<b>Time Reports</b>
<b>Payroll Summary by Employee</b>	This report provides a summary of hours worked, overtime paid, leave hours, total hours paid, gross pay, etc. for a single employee for a selected pay period. This report is an excellent tool for viewing recorded time and leave and may be run at any time and for any pay period.	<b>Time and Leave</b>	<b>Time Reports</b>

*Time and Leave Reports*

Report Name	Description	Menu	Folder
<p><b>Time Entry Error</b></p>	<p>This report provides a list of time and leave errors, if applicable. The report is a hard copy of the time and leave errors that may be viewed on-line using the Error Message pages and is designed to display errors throughout the recording process. It may be run at any time during the recording process and as many times as needed. Example: If an “OK” to process check box is turned on during the recording process ... the report should be run the next day. Note: If there are no department errors ... the report will indicate “No Employees in Error.” If there are errors, the errors need to be corrected before the final pay calculation so that the employee receives a timely paycheck.</p>	<p><b>Time and Leave</b></p>	<p><b>Time Reports</b></p>
<p><b>Workers Compensation Adjustments Report</b></p>	<p>This report has been developed to track workers compensation adjustments. It provides a list of those with workers compensation adjustments by pay period within selected department/department group and displays the employee’s name, employee ID, department ID, pay period end date(s), workers compensation earnings code(s), total hours by earnings code(s) and grand totals.</p> <p>This report may be run at any time ... normally after the final pay calculation for the pay period.</p>	<p><b>Time and Leave</b></p>	<p><b>Time Reports</b></p>