InfoPorte
HR/Payroll Reporting

Part 3

October 21, 2014
Welcome
<table>
<thead>
<tr>
<th>Day</th>
<th>Topics</th>
</tr>
</thead>
</table>
| 1   | • Managing Transactions  
      • Budget Inquiry |
| 2   | • Financial Reports: InfoPorte |
| 3   | • Using Employee and Position Searches  
      • Payroll Reports  
      • SAS Reporting in InfoPorte |
Ground Rules

- Questions
- Schedule
- Accommodations
- Cell phones
InfoPorte: HR/Payroll
### InfoPorte: HR/Payroll

#### Base Search
- Dept ID (show all)
- Pay Status (show all)
- HR Status (show all)
- FLSA Status (show all)

#### BioDemo
- Incumbent

#### Export Fields
- Default

#### Show Options
- 25 entries
- Showing 1 to 25 of 32,675 entries

#### Table Columns
- Name
- PID
- Pay Status
- Primary Job Dept
- Primary Job Title
- Type
- Full-Time/Part-Time
- Position Type
- Total Salary

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InfoPorte: HR/Payroll
InfoPorte: HR/Payroll
InfoPorte: HR/Payroll

Name / PID Options

Enter
- Name (First Last or Last, First)
- PID
- Onyen
# InfoPorte: HR/Payroll

The InfoPorte HR/Payroll interface is designed to manage employee information, including base search criteria, biodata, and incumbent details. It allows for filtering and searching based on various attributes such as department ID, pay status, type, and more. The interface includes a search bar and options to filter by various categories including department, position type, and status.

The table below shows a sample of employee data with columns for Name, PID, Pay Status, Primary Job Dept, Primary Job Title, Type, Full-Time/Part-Time, Position Type, and Total Salary.
### InfoPorte: HR/Payroll

**Employees**

- **Dept ID**: 310201: PlayMakers R
- **Pay Status**: Leave with Pay
- **HR Status**: Active
- **FLSA Status**: Nonexempt

**BioDemo**

- **Visa Exp Date**: [Optional field]

**Citizenship**

- Option: (show all)

**Ethnicity**

- Option: (show all)

- UNC Student

**Incumbent**

- Showing 1 to 25 of 18,607 entries

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**Additional Features**

- Home, Inbox, Finance, HR, Legacy HR, Tools, Cores

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20
Citizenship Options
InfoPorte: HR/Payroll

Ethnicity Options
### InfoPorte: HR/Payroll

The image shows a screen of the InfoPorte HR/Payroll system. The interface includes filters and search options for various employee details such as Department ID, Pay Status, HR Status, FLSA Status, Type, Perm/Tmp, Full/Part Time, Name/PID, Severe Wear, Disease Mand., and Gender. The highlighted area focuses on the search for an individual named Onyen.

**Filter Options:**
- **Dept ID:** 310201: PlayMakers R
- **Pay Status:** Leave with Pay
- **HR Status:** Active
- **FLSA Status:** Nonexempt
- **Type:** SPA
- **Perm/Tmp:** Permanent
- **Full/Part Time:** Full-Time
- **Severe Wear:** (show all)
- **Disease Mand.:** (show all)
- **Gender:** Onyen

**BioDemo Section:**
- **Visa Exp Date:**
- **Ethnicity:** (show all)

**Incumbent Section:**
The table shows various entries, with 25 entries displayed per page. The pagination options include First, Previous, Next, and Last.

**Show Options:**
- **Show:** 25 entries
- **Showing 1 to 25 of 18,607 entries**
InfoPorte: HR/Payroll

Tenure Status Options
### InfoPorte: HR/Payroll

#### Service Period Options

<table>
<thead>
<tr>
<th>Tenure Status</th>
<th>Position Competency</th>
<th>Service Period</th>
</tr>
</thead>
<tbody>
<tr>
<td>Time-Limited Position</td>
<td>Time-Limited End Date</td>
<td>(show all)</td>
</tr>
<tr>
<td>Start Date</td>
<td>Planned End Date</td>
<td>Rehired</td>
</tr>
<tr>
<td>Action Code</td>
<td>Action Reason</td>
<td>Position Number</td>
</tr>
<tr>
<td>Job Title</td>
<td>Supervisor ID</td>
<td></td>
</tr>
</tbody>
</table>

- Time-Limited: 12 Month, 9 Month, 26 Pay Periods, Summer School
### InfoPorte: HR/Payroll

#### Employees

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dept ID</td>
<td>Department ID</td>
</tr>
<tr>
<td>Pay Status</td>
<td>Pay status</td>
</tr>
<tr>
<td>HR Status</td>
<td>HR status</td>
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<tr>
<td>FLSA Status</td>
<td>FLSA status</td>
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<tr>
<td>Tenure Status</td>
<td>Tenure status</td>
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<tr>
<td>Position Competency</td>
<td>Position competency</td>
</tr>
<tr>
<td>Position Type</td>
<td>Position type</td>
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<tr>
<td>Service Period</td>
<td>Service period</td>
</tr>
<tr>
<td>Action Code</td>
<td>Action code</td>
</tr>
<tr>
<td>Action Reason</td>
<td>Action reason</td>
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<td>Job Title</td>
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<tr>
<td>Job Code</td>
<td>Job code</td>
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</table>

#### Payroll

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name</td>
<td>Employee name</td>
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<tr>
<td>PID</td>
<td>Employee ID</td>
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<tr>
<td>Pay Status</td>
<td>Pay status</td>
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<tr>
<td>Primary Job Dept</td>
<td>Primary job department</td>
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<tr>
<td>Primary Job Title</td>
<td>Primary job title</td>
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<tr>
<td>Type</td>
<td>Employment type</td>
</tr>
<tr>
<td>Full-Time/Part-Time</td>
<td>Full-time/part-time</td>
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<tr>
<td>Position Type</td>
<td>Position type</td>
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<tr>
<td>Total Salary</td>
<td>Total salary</td>
</tr>
</tbody>
</table>

No data available in table.
### Evaluation Files

#### Template Files

- Download Evaluations Template

#### Upload Evaluation File

- Attachment(s) [Browse...]
- Submit | Clear

### Evaluation History

- no historic evaluation found
Positions Tab
These fields do not auto fill

Active
Inactive
### InfoPorte: HR/Payroll

#### Filled Vacant

- **Position Status:**
  - Filled
  - Vacant

#### Yes No

- **Vacancy Status:**
  - Yes
  - No
InfoPorte: HR/Payroll

Link will take you to Employees record

Will open in new window
InfoPorte: HR/Payroll

Payroll Tab
InfoPorte: HR/Payroll

Earnings Distribution

Payroll from:
- Oct 2014
- Sep 2014
- Aug 2014
- Jul 2014
- Jun 2014
- May 2014
- Apr 2014
- Mar 2014
- Feb 2014
- Jan 2014
- Dec 2013
- Nov 2013
- Oct 2013
- Sep 2013
- Aug 2013
- Jul 2013
- Jun 2013
- May 2013
- Apr 2013
- Mar 2013
- Feb 2013
- Jan 2013
- Dec 2012
- Nov 2012
- Oct 2012
- Sep 2012
- Aug 2012
- Jul 2012
- Jun 2012
- May 2012

Payroll to:

Project ID

Employee

Program Code

Home Dept ID

Export Fields
- First
- Previous
- Next
- Last

Online Help Request
InfoPorte: HR/Payroll
### InfoPorte: HR/Payroll

#### Payroll Section

- **Earnings Distribution**
- **Check Register**

**Pay dates from**: [Dropdown]
- **Pay dates thru**: Oct 2014

**Project ID**: [Input]
**Employee**: [Input]
**Home Dept ID**: [Input]

**Export Fields**: [Dropdown]
- **Show**: 100 entries

**Table**:

<table>
<thead>
<tr>
<th>Name</th>
<th>PID</th>
<th>Home Dept</th>
<th>Pay Prd</th>
<th>Chk Dt</th>
<th>Chk #</th>
<th>Chk Status</th>
<th>Form ID</th>
<th>Run ID</th>
<th>Account</th>
<th>Source Dept</th>
<th>Fund</th>
<th>Source</th>
<th>Earn Code</th>
<th>Earnings</th>
<th>Deductions</th>
<th>Tax</th>
<th>Hourly</th>
<th>Net Pay</th>
</tr>
</thead>
</table>

**No data available in table**

**Online Help Request | Feedback**

*InfoPorte Version: 6.1 | © 2014 The University of North Carolina at Chapel Hill*
InfoPorte: HR/Payroll

### Earnings Distribution

- **Paydates from:** Oct 2014
- **Paydates thru:** Oct 2014
- **Payperiods from:**
- **Payperiods thru:**

- **Project ID:**
- **Program Code:**
- **Employee:**
- **Home Dept ID:** (show all)
- **Source Dept ID:** (show all)
- **Source:**
- **Fund Code:**
- **Account:**

### Check Register

- **Export Fields:** Default

### Payroll Details

<table>
<thead>
<tr>
<th>Name</th>
<th>PID</th>
<th>Home Dept</th>
<th>Pay Prd</th>
<th>Chk Dt</th>
<th>Chk #</th>
<th>Chk Status</th>
<th>Form ID</th>
<th>Run ID</th>
<th>Account</th>
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<th>Deductions</th>
<th>Tax</th>
<th>%</th>
<th>Hourly</th>
<th>Net Pay</th>
</tr>
</thead>
</table>

*No data available in table.*

Show 100 entries. Showing 0 to 0 of 0 entries.
InfoPorte: HR/Payroll
InfoPorte: HR/Payroll

Reports Tab
InfoPorte: HR/Payroll
1. Action History Report
2. Active Faculty Report
3. Count Report
4. Employee academic Rank Report
5. Employee Job Position Report
6. Expected End Date Report
7. FTE Info for Affordable Care Act report — under construction
8. Faculty Analysis Report
9. Faculty Zero salary Zero FTE report
10. Hire Report**
11. Job Action and Position History
12. Retirement Age Report
13. Salary Alignment Report
15. Teaching Assistants Report
16. Temporary Employees Planned End Date Report
Count Report - Gender, ethnicity profile information is listed in a table based on the selection of Job Family, HR Status and Employee Type. Report provides:

**Filters:** Business Unit, Position, Academic Rank, Department, Job Code

- Employee Full Name
- Employee ID/PID
- Department ID
- Department Description
- Payroll Status
- HR Status
- Regular Temporary
- Full/Part Time
- Employee Type
- Employee Classification
- FICA Status
- FLSA Status
- Job Family
- Pay Group Description
- Primary Job
- Job Code
- Job Code Description
- Job Function
- Job Entry Date
- FTE
- Effective Date
- Action Description
- Action Reason
- Faculty Tenure Status
- Tenure Granted Date
- Position Description
Count Report

Right click on report title to see tools icons.

Click on column headings to sort.

Click on report to see tools icons.

Maximize/minimize

Right click on report
Employee Job- Position Report

- Employee Job- Position Report - Average salary information is graphically represented based on the selections like Reg/Temp Employees and Full/Part Time.
  - Report Provides:
    - Employee Class
    - Employee ID
    - Employee Name
    - Department
    - Employee Type
    - Reg/temp
    - Full/part
    - HR Status
    - Payroll Status
    - Business Unit
    - Job Code
    - Job Function
    - EEO Class
    - Employee Class Set ID
    - Benefit Program
    - Time in service date
    - Pay Group
    - Salary grade
    - Hourly Rate of Pay
    - Annual Rate of Pay
    - Job Entry Date
    - Effective Date
    - Position
    - Primary Job
    - Location
    - Faculty Tenure
    - Tenure Granted
    - Action
    - Communicable Disease
    - Severe Weather
### Employee Job – Position Report

#### Average Salary by Job Code

<table>
<thead>
<tr>
<th>Department Description</th>
<th>Employee Not Paid UNC</th>
<th>EPA - Faculty</th>
<th>EPA - Student / Temps UNC</th>
<th>EPA - Non Faculty</th>
<th>Post Doc</th>
<th>SPA Exempt</th>
<th>SPA Non-Exempt</th>
<th>SPA Student / Temp</th>
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</thead>
<tbody>
<tr>
<td>A and S - Business Center</td>
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<td>Acad Initiatives-UBC</td>
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<td>VC Finance &amp; Administration</td>
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<td>VC Information Tech &amp; CIO</td>
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</tbody>
</table>
Expected End Dates Report

• Expected End Dates Report – End Date is computed based on the difference between the planned end dates and the system date. The end date arrival time is categorized into day buckets and displayed interactively.

  Filters: Business Unit, Position, Academic Rank, Department, Job Code

  – All Employees:
    • Employee Name, ID, Job Code, Primary, Expected Job End Date, Assignment End Date

  – Initial Appointment more than 6 months
    • Employee ID/Name, Primary, Job Code Desc, Effective Date, Expected Job End Date, Appointment Length (Days), Appt Length GT 6 months, Action Date, First Assignment Start, First Start Date, Last Assignment, Start Date, Last Start Date, Assignment End Date

  – Interactive Report
    • Employee ID/PID, Employee Full Name, Job Code Description, Primary Job, Expected Job End Date, Assignment End Date
## Expected End Dates Report

### Business Unit
- College of Arts & Sciences
- School of Business
- School of Dentistry
- School of Education
- School of Government
- School of Journalism
- School of Law
- School of Medicine
- School of Nursing
- School of Pharmacy

### Department
- African Amer and Diaspora
- Allied Health - CLB
- Allied Health - OT
- Allied Health - PT
- Allied Health - Rad Sci
- Allied Health - RCP
- Allied Health - SPHS
- Allied Health Sciences
- American Studies
- Anthropology

### Job Code Description
- Adjunct Professor
- Clinical Assistant Professor
- Clinical Associate Professor
- Clinical Instructor
- Clinical Professor
- Distinguished Professor
- Distinguished Term Professor
- Instructor
- Lecturer
- Professor

### Position Description
- (missing values)
- Adjunct Associate Professor

### Academic Rank Description
- (missing values)
- Adjunct Assistant Professor
- Adjunct Associate Professor
- Adjunct Professor
- Clinical Assistant Professor
- Clinical Associate Professor
- Clinical Instructor
- Emeritus Professor

### Employees with their End Dates

<table>
<thead>
<tr>
<th>Employee ID</th>
<th>Employee Full Name</th>
<th>Job Code Description</th>
<th>Primary Job</th>
<th>Expected Job End Date</th>
<th>Assignment End Date</th>
</tr>
</thead>
</table>
### Expected End Dates Report

#### Business Unit
- Acid Initiatives - UBC
- Centers & Institutes
- College of Arts & Sciences
- Continuing Education
- Graduate School
- Libraries
- Provost
- Other Information & Libraries

#### Position Description
- Accounting Technician
- Admin Support Associate
- Admin Support Specialist
- Applications Analyst
- Associate Director
- Business Services Coordinator
- Clinical Dept Administrator
- Director
- Human Resources Procurement
- Other Information & Libraries

#### Academic Rank Description
- Adjunct Assistant Professor
- Adjunct Associate Professor
- Adjunct Instructor
- Adjunct Professor
- Clinical Assistant Professor
- Clinical Associate Professor
- Clinical Instructor
- Clinical Professor

#### Action Description
- Add Contingent Worker
- Data Change
- Earnings Distribution Change
- Hire

#### Action Reason Description
- (missing values)
- Add Additional Document
- Additional Duties
- Change Reports To

#### Job Function Description
- EPA Students / Teaching Fellow
- Faculty
- Post-Doc
- SPA

#### Department
- Alcohol Studies Center
- Allied Health Sciences
- American Studies
- Biochemistry and Biophysics

#### Job Code Description
- Post-Doc Research Associate
- Post-Doc Trainee

#### Employees with their Expected End Dates

<table>
<thead>
<tr>
<th>Employee ID</th>
<th>Employee Full Name</th>
<th>Primary Job</th>
<th>Job Code Description</th>
<th>Effective Date</th>
<th>Expected Job End Date</th>
<th>Appointment Length (Day.)</th>
<th>Appit Length GT 6 months</th>
</tr>
</thead>
</table>

*Note: The table contains several entries but is truncated for brevity.*
Faculty Analysis Report

- Faculty Analysis Report – Adjuncts/Full Professor
  Demographics Summary displayed for a specific time period.

  **Filters**: Bus Unit, Department, Academic Rank Name

  – Reports on all four tabs include:
    - Employee Name, ID, Effective Date, Payroll Status, HR Status, Job Function Desc, Reg/Temp, Full/Part Time, Department, Job Code, Academic Rank, Faculty Tenure, NC IPEDS Ethnicity, Gender, DOB
• Job Action Position History Report – Job Action and Position History information can be listed based on the position number and other filters

**Filters:** Employee Name, Department, Pay Group, Payroll Status, Reg/Temp, Full/Part time, Primary, Action, Action Reason

– Job History:
  • Employee Name, ID, Business Email, Dept, Effective Date, HR Status, Job Family, Pay Group, Job Code

– Position History:
  • Position number, Position Status, Position Start Date, Department, Full/Part Time, Business Unit, Action Desc
# Job Action Position History Report

## Action History Report

### Employee Full Name

<table>
<thead>
<tr>
<th>Employee Full Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>John Doe</td>
</tr>
</tbody>
</table>

### Department Description

- Add/Sup Prof/Grad Student/Athletes
- Academic Admissions
- Add Admissions
- Accessibility Services
- Allied Health Services
- African Art & Museum
- Admissions
- Aerospace Studies
- African Art & Museum
- African Studies Center
- Aging and Health - Center
- Arts

### Pay Group

- EPA - Faculty
- EPA - Student / Temps
- EPA Non Faculty
- Post Doc

### Payroll Status

- Active
- Leave of Absence
- Leave with Pay
- Terminated

### Action History Details for Employees

<table>
<thead>
<tr>
<th>Employee ID</th>
<th>Employee Full Name</th>
<th>Business Email Address</th>
<th>Department ID</th>
<th>Department Description</th>
<th>Effective Date</th>
<th>HR Status</th>
<th>Job Family</th>
<th>Pay Group Description</th>
<th>Job Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>12345</td>
<td>Jane Smith</td>
<td><a href="mailto:jane.smith@email.com">jane.smith@email.com</a></td>
<td>1234</td>
<td>Accounting</td>
<td>05/05/2014</td>
<td>Active</td>
<td>Type 1</td>
<td>Type 1</td>
<td>123</td>
</tr>
<tr>
<td>67890</td>
<td>Robert Johnson</td>
<td><a href="mailto:robert.johnson@email.com">robert.johnson@email.com</a></td>
<td>5678</td>
<td>Finance</td>
<td>06/10/2015</td>
<td>Active</td>
<td>Type 2</td>
<td>Type 2</td>
<td>456</td>
</tr>
</tbody>
</table>
# Job Action Position History Report

**Position History**

<table>
<thead>
<tr>
<th>Position Number</th>
<th>Position Status</th>
<th>Position Status Date</th>
<th>Department ID</th>
<th>Department Description</th>
<th>Effective Date</th>
<th>Full / Part Time</th>
<th>Business Unit</th>
<th>Action Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>12345678</td>
<td>Active</td>
<td>2023-01-01</td>
<td>001</td>
<td>Accounting Department</td>
<td>2023-01-01</td>
<td>Full</td>
<td>A00001</td>
<td>Creation</td>
</tr>
<tr>
<td>87654321</td>
<td>Active</td>
<td>2023-01-01</td>
<td>002</td>
<td>Research Institute</td>
<td>2023-01-01</td>
<td>Part</td>
<td>A00002</td>
<td>Duplication</td>
</tr>
</tbody>
</table>

**Department ID Description**

- 001: Accounting Department
- 002: Research Institute
- 003: Administration

**Time Limited Position Flag**

- N: No
- Y: Yes

**Salary Plan Name**

- A1: Plan A
- A2: Plan B
- A3: Plan C
Salary Alignment Report


**Filters**: Employee Name, Employee ID, Department, Bus Unit, Job Function, Salary Grade, Job code, HR Status, Reg/Temp, Full/Part Time

– Report includes:

• Dept Name, Job Code, Position, FLSA Status, UNC Long Title, Position Competency, Employee Name and ID, FTE, FTE Salary, Comparison Ratio, Gender, Age, Ethnic Group, HR Status, Range Min, Market Rate, Range Max

• Comparison Ratio = FTE Salary/Market Rate
Salary Alignment Report

Department IDs and Job Code Descriptions are displayed in the table. The report includes options for selecting various filters such as department, job code description, and position competency. The report is generated by Connect Carolina.
• Action History Report - Lists all Employees affected by each of the Job Actions chosen by the report user.

**Filters**: Employee Name, Employee ID, Department, Bus Unit, Job Function, Salary Grade, Job code, HR Status, Reg/Temp, Full/Part Time

– Report includes:

• Employee ID/PID, Employee Full Name, HR Status, Job Family, Pay Group, Description, Job Code Description, Action Date and Description, Primary/Secondary Job Info, Salary Grade, Full/Part Time, Position, Description, Pay Information: Annual Rate, Pay Increase, Pay Increase %
Active Faculty Report

- Active Faculty Report - List of Active Faculty is generated based on HR Status/Primary Job and Job Functions.

**Filters**: Business Unit, Position, Academic Rank, Department, Job Code

- Report provides:
  - Department Description, Employee Full Name, Job Code Description, Academic Rank Name, Department Entry Date, Job Entry Date, Position Entry Date, Full/Part Time
Right click on report
• Employee Academic Rank Report - Report provides Academic Rank information of the employees based on the selection of HR Status, Primary or Secondary Job and Job Function description.

Filters: Employee ID, Business Unit, Position, Academic Rank, Department, Job Code

– Report provides:
  • Employee Full Name, Employee ID/PID, Department Description, Job Code Description, Academic Rank, Academic Rank Name, First Start Date
FTE Info for Affordable Care Act – For Affordable Care Act purposes, this report shows the FTE information.

**Filters:** Employee Full Name, Department, Business Unit Desc, Academic Rank Name

– Report provides
  
  • Employee Full Name, Department Description, Academic Rank Name, Expected Job End Date, FTE
## FTE Info for ACA Report

### Employee Full Name

<table>
<thead>
<tr>
<th>Employee Full Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>NAME1</td>
</tr>
<tr>
<td>NAME2</td>
</tr>
<tr>
<td>NAME3</td>
</tr>
</tbody>
</table>

### Department

- ADD: Analysis and Decision Sciences
- AAF: African American and Diaspora
- Ali: Allied Health - DLS
- Ali: Allied Health - CLS
- Ali: Allied Health - OT
- Ali: Allied Health - PA
- Ali: Allied Health - PT
- Ali: Allied Health - Rad Sci
- Ali: Allied Health - RCP

### Business Unit Description

- College of Arts & Sciences
- Continuing Education
- College Information & Library Sci
- School of Business
- School of Dentistry
- School of Education

### Academic Rank Name

- (Missing values)
- Adjunct Assistant Professor
- Adjunct Associate Professor
- Adjunct Instructor
- Adjunct Professor
- Assistant Professor
- Associate Professor
- Clinical Assistant Professor
- Clinical Associate Professor

### FTE Information

<table>
<thead>
<tr>
<th>Employee Full Name</th>
<th>Department Description</th>
<th>Academic Rank Name</th>
<th>Expected Job End Date</th>
<th>FTE</th>
</tr>
</thead>
<tbody>
<tr>
<td>NAME1</td>
<td>DESCRIPTION1</td>
<td>RANK1</td>
<td>DATE1</td>
<td>0.5</td>
</tr>
<tr>
<td>NAME2</td>
<td>DESCRIPTION2</td>
<td>RANK2</td>
<td>DATE2</td>
<td>0.3</td>
</tr>
<tr>
<td>NAME3</td>
<td>DESCRIPTION3</td>
<td>RANK3</td>
<td>DATE3</td>
<td>0.2</td>
</tr>
</tbody>
</table>

---

*Note: This is a hypothetical representation of the FTE Info for ACA Report page.*
Faculty Zero Salary Zero FTE Report

- Faculty Zero Salary Zero FTE Report – Faculty zero salary Zero FTE’s are contingent workers identified by their organization relationship type and FTE information.

**Filters:** Department, Business Unit Desc, Academic Rank Name

- Report includes:
  - Employee Name, Department Label, Organization Relationship (Contingent Worker: CWR), Academic Rank, Full Time Equivalent, Expected End Date, Annual Rate., Job Function Desc
### Faculty Zero Salary Zero FTE Report

#### Top 5 Departments with Contingent Workers

<table>
<thead>
<tr>
<th>Frequency</th>
<th>Dental Ecology</th>
<th>Family Medicine</th>
<th>Pediatrics</th>
<th>All Other</th>
</tr>
</thead>
<tbody>
<tr>
<td>2,000</td>
<td>1,500</td>
<td>1,000</td>
<td>500</td>
<td>0</td>
</tr>
</tbody>
</table>

#### Top 5 Academic Ranks for Contingent Workers

<table>
<thead>
<tr>
<th>Frequency</th>
<th>Adjunct Assistant Professor</th>
<th>Adjunct Instructor</th>
<th>Adjunct Professor</th>
<th>Clinical Assistant Professor</th>
<th>All Other</th>
</tr>
</thead>
<tbody>
<tr>
<td>1,000</td>
<td>800</td>
<td>500</td>
<td>300</td>
<td>0</td>
<td>0</td>
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</tbody>
</table>

#### Adjunct Faculty

<table>
<thead>
<tr>
<th>Employee Full Name</th>
<th>Department Label</th>
<th>Org Relationship</th>
<th>Academic Rank Name</th>
<th>Full Time Equity</th>
<th>Expected Job End Date</th>
<th>Annual Rate of Pay</th>
<th>Job Function Description</th>
</tr>
</thead>
<tbody>
<tr>
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</tbody>
</table>
• Hire Report – Consists of Total Hires, Gender Ration, Ethnicity Hire Ratio and Hiring Activity by Year.

**Filters:** Action, Action Reason, Pay Group, Payroll Status

– Report includes:

• Employee ID, Employee Name, HR Status, Job Family, Action Desc, Effective Date, Action Reason, Pay Group, Job Code Desc, Primary, Position Desc, Salary Grade, Part/Full Time

• Ethnicity Ratio based on NC IPEDS – Integrated Postsecondary Education Data System
• Retirement Age Report- age at the time Retirement is computed. Action Desc is chosen as ‘Terminated’ and Action Reason Desc is defaulted to ‘Retirement’.

**Filters**: Employee ID, Employee Name, Bus Unit, Full/Part time, Job Function Desc, Department, Job Code Desc

– Retirement Age:

• Employee Name, Employee ID, Payroll Status, HR Status, Department ID, Job Code, Job Code Desc, Job Function, Job Function Desc, Full/Part time, Regular/Temp flag, Effective Date, Faculty Tenure Status, Tenure Track Start Date, Tenure Granted Date, Date of Birth, Action Date, Age at the time of Retirement
Drill down on the Departments
• State Funded Position Vacancy Report- Provides a report of State Funded vacancies by Business Unit and Department.

**Filters:** Full/part Time, HR Status, Primary, Job Function Desc

– Report includes:
  • HR Business Unit, HR Business Desc, Fund, Source, Account, Department, Position, Position Desc, Budget Amount, Full time Equivalent.
  • State Fund range for UNCCH 20101-22193. State Fund Range for UNCGA 10100-15199.
### State Funded Position Vacancy Report

#### Department Level 1

- [ ] All Departments

#### State Funded Position Vacancy Report

<table>
<thead>
<tr>
<th>GL Business</th>
<th>HR Business Unit</th>
<th>HR Business Unit Description</th>
<th>Fund Code</th>
<th>Fund Description</th>
<th>Account</th>
<th>Account Desc</th>
<th>Classified</th>
<th>Classified Description</th>
<th>Department ID</th>
<th>Department Description</th>
<th>Position Number</th>
<th>Position Description</th>
<th>Budget Amount</th>
<th>Status</th>
<th>Full Time</th>
</tr>
</thead>
<tbody>
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</tbody>
</table>
Teaching Assistants Report

- Teaching Assistants Report – Summary of Graduate Teaching Assistants at the various Business Unit levels.
  
  **Filters**: Full/part Time, HR Status, Primary, Job Function Desc
  
  – Teaching Assistant Summary:
    - Bus Unit Desc, Count of Employees, Annual Rate of Pay, Max of Annual Rate of Pay, Avg of Annual Rate of Pay, Min of Annual Rate of Pay
  
  – Teaching Assistant Details:
    - Bus Unit Desc, Employee Name, Department Label, Annual Rate of Pay
Temporary Employees Planned End Date Report

- Temporary Employees Planned End Date Report – Will show end dates for the various job functions including SPA Students, EPA Students/Teaching Fellow, Post-Doc, Clinical Fellows/Residents and Faculty.

**Filters:** Business Unit, Department, Job Code Desc, Position Desc, Academic Rank Desc

- All Employees Tab
  - Employee ID, Name, Job Desc, Primary, Expected Job End Date, Assignment End Date

- Temp Employees Appointment Length GT 6 months Tab
  - Employee ID, Name, Primary, Job Desc, Effective Date, Expected Job End Date, Appt length Days, GT 6 mo., Action Date, First Assignment Start, First Start date, Last Assignment Start Date, Last Start Date, Assignment End Date
## Temporary Employees Planned End Date Report

### Business Unit
- College of Arts & Sciences
- School of Information & Library Science
- School of Business
- School of Dentistry
- School of Education
- School of Government
- School of Journalism
- School of Law
- School of Medicine
- School of Nursing

### Department
- Allied Health - OTR
- Allied Health - PT
- Allied Health - Speech Pathology
- Allied Health Sciences
- American Studies

### Job Code Description
- Adjunct Assistant Professor
- Adjunct Associate Professor
- Adjunct Instructor
- Adjunct Professor
- Clinical Assistant Professor
- Clinical Associate Professor
- Clinical Instructor
- Clinical Professor
- Distinguished Professor

### Employee List

<table>
<thead>
<tr>
<th>Employee ID</th>
<th>Employee Full Name</th>
<th>Job Code Description</th>
<th>Primary Job</th>
<th>Expected End Date</th>
<th>Assignment End Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tbody>
</table>

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# Temporary Employees Planned End Date Report

## Temporary Employees > 6 months initial Appointments

<table>
<thead>
<tr>
<th>Business Unit</th>
<th>Department</th>
<th>Job Code Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Center &amp; Institutes</td>
<td>African Studies Center</td>
<td>Accounting Technician</td>
</tr>
<tr>
<td>College of Arts &amp; Sciences</td>
<td>Allied Health - SPHIS</td>
<td>Adjunct Assistant Professor</td>
</tr>
<tr>
<td>Graduate School</td>
<td>Allied Health Sciences</td>
<td>Adjunct Associate Professor</td>
</tr>
<tr>
<td>Libraries</td>
<td>Anesthesiology</td>
<td>Admin Support Associate</td>
</tr>
<tr>
<td>Provost</td>
<td>Arts and Sciences Foundation</td>
<td>Admin Support Specialist</td>
</tr>
<tr>
<td>School of Business</td>
<td>Biology</td>
<td>Dental Hygienist</td>
</tr>
<tr>
<td>School of Dentistry</td>
<td>Biomedical Engineering</td>
<td>Educational Consultant</td>
</tr>
<tr>
<td>School of Education</td>
<td>Biomedical Res Imaging Ctr</td>
<td>EPA Undergraduate</td>
</tr>
<tr>
<td>School of Government</td>
<td>Biostatistics - Ops</td>
<td>Graduate Assistant</td>
</tr>
</tbody>
</table>

## Temporary Employees with their End Dates

<table>
<thead>
<tr>
<th>Employee ID</th>
<th>Employee Full Name</th>
<th>Primary Job</th>
<th>Job Code Description</th>
<th>Effective Date</th>
<th>Expected Job End Date</th>
<th>Appointment Length (Days)</th>
<th>Action Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
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<td></td>
</tr>
</tbody>
</table>

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  – CCINFO Home Page
  Both will allow you to navigate to a single sign-on page where you will use your onyen.

• Learning how to...
  – Excel Pivot Tables in Depth.
  – Broken down into chapters that consists of several, 5 minutes or less, tutorials.
WHAAAAAT?