### InfoPorte HR/Payroll Reporting

Part 3

October 21, 2014

Carolina



# Welcome



Day	Topics
1	<ul><li>Managing Transactions</li><li>Budget Inquiry</li></ul>
2	Financial Reports: InfoPorte
3	<ul> <li>Using Employee and Position Searches</li> <li>Payroll Reports</li> <li>SAS Reporting in InfoPorte</li> </ul>



### **Ground Rules**

- Questions
- Schedule
- Accommodations
- Cell phones

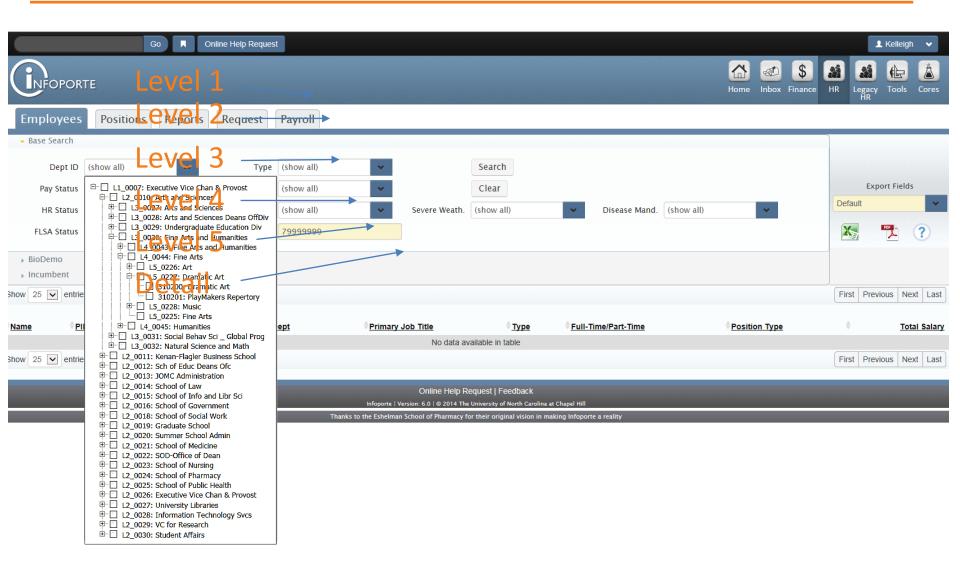


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FRS Account Mapping Data Dictionary I	ist Chartfield Lookup Cost Codes General Info What's New?				
Welcome	Welcome		77		
Release Notes		05/22/2013		2 64	
User Guide	Welcome to Infoporte. We encourage you to explore Infoporte and the many features provided by the system. You should start your exploration by visiting the FAQ and Help Videos on the Home tab and then visit the Data Dictionary on the Tools tab. The functionality of Infoporte continues	Infoporte 4.10.0 has numero and Faculty applications. The			<u>.</u>
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Infoporte | Version: 6.0 | © 2014 The University of North Carolina at Chapel Hill

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Pay Status	(show all)	*	Perm/Tmp	(show all)		Clear				] Type ] Full-Time/Part-Time	E	xport Fields	
HR Status	(show all)	*	Full/Part Time	(show all)	Severe Weath.	(show all)	Dis		···· 💽	Position Type       Total Salary	Default		
FLSA Status	(show all)	~	Name / PID					Ē		BioDemo	X		
<ul><li>BioDemo</li><li>Incumbent</li></ul>										Gender UNC Student Onyen		•	
Show 25 🔽 entrie	s Showing 1 to 25	of 32,675 entrie	25							] Alien/Imm # ] Immgr Elgbl Exp	s 1 2 3	4 5 Next La	ist
<sup>♦</sup> Name		PID	Pay Status	Primary Job Dept	Prin	nary Job Title	∲ <u>Тур</u>	Ė		Citizenship	sition Type	Total Sal	ary
										] Dept			
									[	] Title	-		
										Visiting			
										Supervisor			
										Degree			
										Tenure Status			
										Tenure Review	-		
										Severe Weather Essential	-		
										Communicable Disease Mandatory			
										Funding	-		
										Supp Rate Annual Rate			
										Funding Contingency			

Employees Position	ons Reports	Request	Payroll										
Jame	PID												
ob Dept ob Title				Position # Position Type			Type FTE					Pay Status	
Profile Employee Reque	st Employee Evalu	uations						and the second second		l open / winc		e Pr	int 🛛 Help
Job De Job Ti Working Ti Position Competen Action Co Supervis Time-Limit	tte tte cy de sor				Tin	Position Position Typ FT Start Dat Action Dat Term Dat ne-Limited End Dat	e E e e				Pay Stat Pay Cyu Apptmnt End Da TSS Action Reas bationary End Da	cle ate SD on	
Demographic Gend UNC-CH Stude Ony	ent				Imm	Citizenshi Visa Numbe tigr Work Elgbl Exp	er Er					Ethnicity Work Phone	
Funding e Rate		Fund Code	Dept ID	Account	Source	Program	Project	Cost	Code 1	Cost Code 2	Cost Code 3	Amount	% Total

Prof e Employee Request E ployee Evaluations New Request	
Request Type Request Route	Urgent
	Receive status change emails
Effective Date	Fund Sources Form
Label Allowed file types: word, excel, pdf, gif, jpeg, png, text. File size limit is 16MB	File Browse Clear
	Save Submit Share Cancel Online Help Request   Feedback Infoporte   Version: 6.1   © 2014 The University of North Carolina at Chapel Hill



Profile Employee Reques Employee Evaluations		
Evaluation Files		🚔 Print 🛛 🛛 Help
Template Files           Download Evaluations Template	Upload Evaluation File Attachment(s) Allowed file types: word, excel, pdt, gif, jpeg, png, text	Submit Clear
Evaluation History		
no historic evaluation found		
	Online Help Request   Feedback	

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### Connect

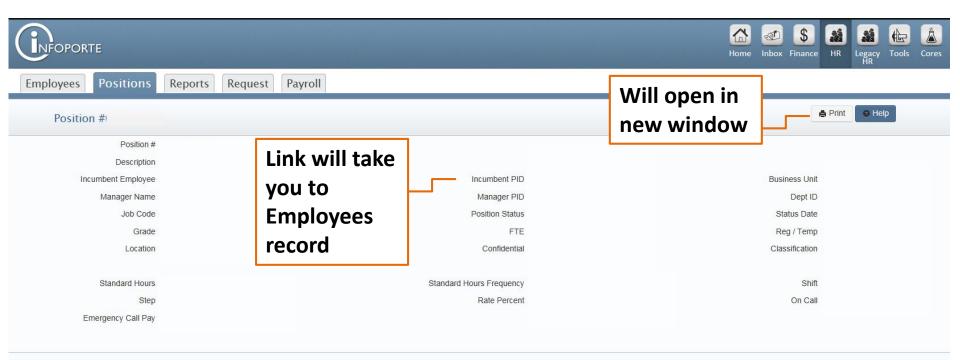
		🚮 🙋 💲 🕻	<b>M M A</b>
NFOPORTE	These fields do	Home Inbox Finance	HR Legacy Tools Cores HR
Employees Positions Reports Request Payroll	not auto fill		
■ Base Seaver	not duto ini	Active	
Dept ID (show all)  Position #	Search Clear	Inactive	
Full-Time/ (show all) Job Code	Position (show all) V	Inactive	🔀 ?
Advanced Show 25 v entries Showing 1 to 25 of 14,985 entries			1 2 3 4 5 Next Last

<mark>∳ Position</mark> #	Business Unit	<sup>⊕</sup> Dept ID	Posn <u>Status</u>	≜ <u>Title</u>	<sup>∲</sup> Incumbent Employee	<mark>∳ Job</mark> Code	Grade	<mark>∳ Full/Part-</mark> Time	<mark>∳ Posn</mark> <u>Type</u>	∲ <u>FTE</u> ∲	<u>Time</u> Limited	Time Lim End Date
											-	

			Home Inbox Finance HR Legacy Tools Cores
Employees Positions Reports	Request Payroll		
- Base Search			
Dept ID (show all) Full-Time/ (show all) Part-Time Advanced Vacancy	Filled Vacant	Search Clear Position (show all) Status Yes No	× ?
Status Show 25 v entries Showing 1 to 25 of 14,985 entries Position Business Dept ID	∲ <u>Posn</u> ∲Title		First Previous 1 2 3 4 5 Next Last

Position     #	Business Unit	∲ <u>Dept ID</u>	Status	≑ <u>Title</u>	<sup>⊕</sup> Incumbent Employee	Code	Grade	Full/Part- Time	Posn Type	∲ <mark>FTE</mark> ∲	Limited	Time Lim End Date
	-	and the second		Concession in the second	COMPANY NAME ADDRESS	-			-			



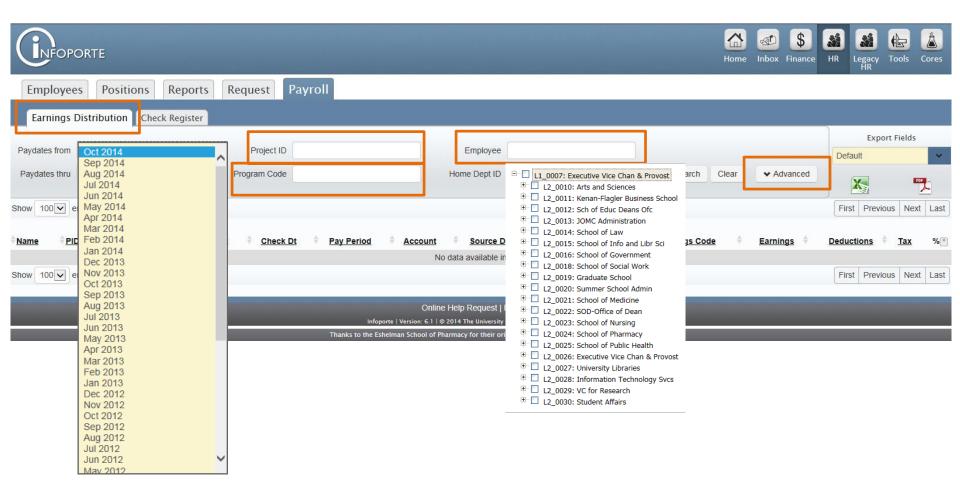


#### Funding

Base Rate	Fund Code	Dept ID	Account	Program	Project	Amount	% Total
							50.00%
Supp Rate							50.00%







			Home Inbox Finance	HR Legacy Tools Cores
Employees Positions Reports	Request Payroll			
Earnings Distribution Check Register				
Paydates from Oct 2014	Project ID	Employee		
Paydates thru Oct 2014	Program Code	Home Dept ID (show all)	Search Clear Advanced	Export Fields
Payperiods from Payperiods thru N02 M03 M04 Snow 100 ♥ entries Name PID Name PID Show 100 ♥ entries M10 M11 M12	and/or and/or and/or b02 b03 b04 b05 b06 b07 b08 b09 b10 b11 b11 b12 b13 b12 b13 b14 b15 b16 b17 b18 b16 b17 b18 b17 b18 b18 b19 b20 b21 b22 b23 b23 b24 b25 b26	Source Dept ID       Image: Construct the construction of the cons	Earnings Code   Earnings	First Previous Next Last Deductions Tax % First Previous Next Last



		Home Inbox Finance HR Legacy Tools Cores
Employees Positions Reports Request Payro		
Earnings Distribution Check Register		
		Export Fields
Paydates from Oct 2014 Project ID	Employee	Default
Paydates thru Oct 2014  Program Code	Home Dept ID (show all)	Search Clear V Advanced
Show 100 entries Showing 0 to 0 of 0 entries		First Previous Next Last
<sup>⊕</sup> Name <sup>●</sup> PID <sup>⊕</sup> Home Dept <sup>⊕</sup> Pay Prd <sup>⊕</sup> Chk Dt <sup>⊕</sup> Chk # <sup>⊕</sup> Chk Statu:		≑ Earn Code ≑ Earnings ≑ Deductions ≑ Tax % (क ≑ Hourly ≑ Net Pay
	No data available in table	
Show 100 entries Showing 0 to 0 of 0 entries		First Previous Next Last
	Online Help Request   Feedback Infoporte   Version: 6.1   © 2014 The University of North Carolina at Chapel Hill	

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		Home Inbox Finance HR Legacy Tools Cores
Employees Positions Reports Req	quest Payroll	
Earninge Distribution Chock Register		
Paydates from Oct 2014	Project ID Employee	
Paydates thru Oct 2014 Pro	Home Dept ID (show all)	Search Clear Advanced Export Fields
Payperiods from and	d/or Source Dept ID (show all)	Source
Payperiods thru and	d/or Fund Code	Account
Show 100 entries Showing 0 to 0 of 0 entries		First Previous Next Last
Name PID + Home Dept Pay Prd Chk Dt C	Chk # <sup> </sup>	Fund 🗘 Source 🖞 Earn Code 🏺 Earnings 🖗 Deductions 🏺 Tax 🛛 🌾 Hourly 🏺 Net Pay
	No data available in table	
Show 100 entries Showing 0 to 0 of 0 entries		First Previous Next Last
	Online Help Request   Feedback	
	Infoporte   Version: 6.1   © 2014 The University of North Caroli Thanks to the Eshelman School of Pharmacy for their original vision ir	



	TE							Home	Inbox Finance		egacy Tools	<b>Č</b> Cores
Employees	Positions Reports	Request	Payroll									
Earnings Distr	ibution Check Register											
Paydates from Oc	ct 2014 💌	Project ID		En	nployee							
Paydates thru Oc	ct 2014	Program Code		Home	Dept ID (show all)	*	Search	Clear	Advanced	Default	Export Field	s
					Caracter man		-			Default		×
Payperiods from		✓ and/or		Source Dept ID	(show all)	*	Source			X		PDF
Payperiods thru		✓ and/or	$\checkmark$	Fund Code			Account				1.0	()
Show 100 entrie	es Showing 0 to 0 of 0 entries									First	Previous Ne	ext Last
<sup>♦</sup> Name ♦ <u>PID</u> ♦ <u> </u>	Home Dept 🔶 Pay Prd 🗍 Cr	<u>k Dt</u> Chk#	<u>hk Status</u> ∲ <u>Form ID</u> ∳ R	un ID	🖣 <u>Source Dept</u> 🗍 Fund	d 🕴 <u>Source</u> 🕴	Earn Code 🕴 Ear	rnings 🕴	Deductions	<u>ax</u> %®	• Hourly	Net Pay
				No data av	ailable in table							
Show 100 v entrie	es Showing 0 to 0 of 0 entries									First	Previous Ne	ext Last
				Online Help Re	equest   Feedback							
			Infoporte	Version: 6.1   © 2014 The	University of North Carolina at Ch	hapel Hill						
			Thanks to the Esheim	an School of Pharmacy fo	or their original vision in makin	ig Infoporte a reality						

Employees Positions Reports	Request Payroll		
Earnings Distribution Check Register			
Paydates from Jul 2014	Project ID	Employee	"Last, First" or "First Las
Paydates thru Oct 2014	Program Code	Home Dept ID	(13 selected)
Payperiods from	▼ and/or	Source Dept ID (show all	) 🗸
Payperiods thru	and/or	▼ Fund Code	
Show 25 • entries Showing 1 to 25 of 264 entri	es		

<sup>♦</sup> Name	♦ <u>PID</u>	♦ <u>Home</u> <u>Dept</u>	♦ <u>Pay</u> <u>Prd</u>	Chk Dt	♦ <u>Chk #</u>	♦ <u>Chk</u> <u>Status</u>	♦ <u>Form</u> <u>ID</u>	♦ <u>Run ID</u>	<sup>♦</sup> Account	Source     Dept	• <u>Fund</u>
-											

🗹 (sho	w all)
🖻 🗹 De	efault
🔽	Name
···· 🔽	PTD
	Position #
🔽	Home Dept
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	Chk #
···· 🔽	Chk Status
🔽	Form ID
<ul> <li>✓</li> <li>✓</li> </ul>	Run ID
🔽	Account
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🔽	Fund
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	Earnings
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···· 🗹	Title
	Visiting
	Supervisor
···· 🗹	Degree
	Tenure Status
	Tenure Review
	Severe Weather Essential
	Communicable Disease Mandatory
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	Supp Rate
	Annual Rate
····· 💌	Funding Contingency

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44





		Home Inbox Finance HR Legacy Tools Core
Employees         Positions         Reports         Request         Payroll		
Report Type	- Select -     -     -     -     Select -     Person     Action History Report     Active Faculty Report     Count Report     Employee Academic Rank Report     Employee Job-Position Report     Expected End Date Report     FTE Info for Affordable Care Act report     Faculty Analysis Report     Faculty Zero salary Zero FTE report     Hire Report     Job Action and Position History     Retirement Age Report     Salary Alignment Report     State Funded Position Vacancy Report     Teaching Assistants Report     Temporary Employees Planned End Date Report	



- 1. Action History Report
- Active Faculty Report 2.
- 3. Count Report
- Employee academic Rank ReBrRequests 4.
- Employee Job-Position Report 5.
- **Expected End Date Report** 6.
- FTE Info for Affordable Care Aebeboeitinder Conse 7.
- Faculty Analysis Reported End Date Report 8.
- Faculty Zero salary Zero FTE report
   Hire Report\*\* Faculty Analysis Report
- 11. Job Action and edited in the provided and Position History
- 12. Retirement Age Report Alignment Report
- 13. Salary Alignment Report
- 14. State Funded Position Vacancy Report
- 15. Teaching Assistants Report
- 16. Temporary Employees Planned End Date Report





### **Count 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:

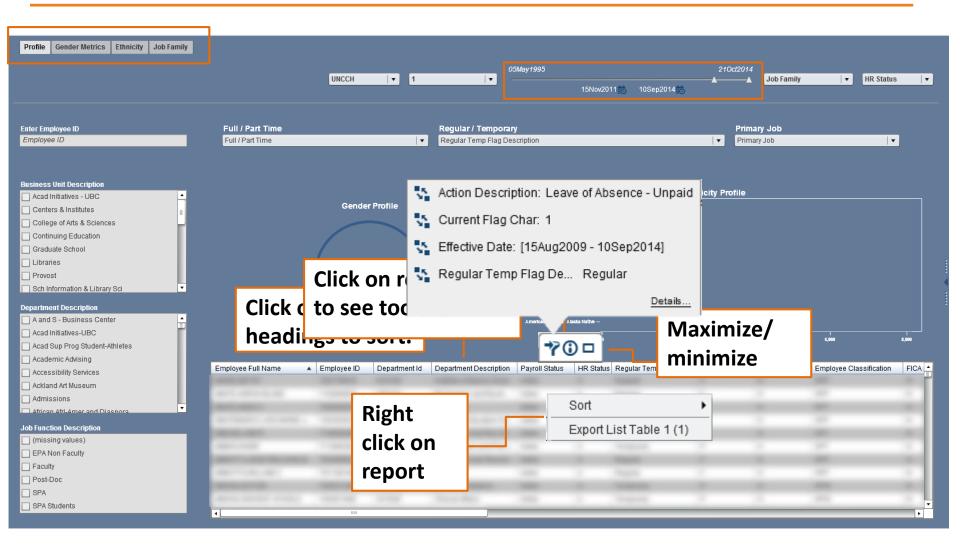
Filters: Business Unit, Position, Academic Rank, Department, Job Code

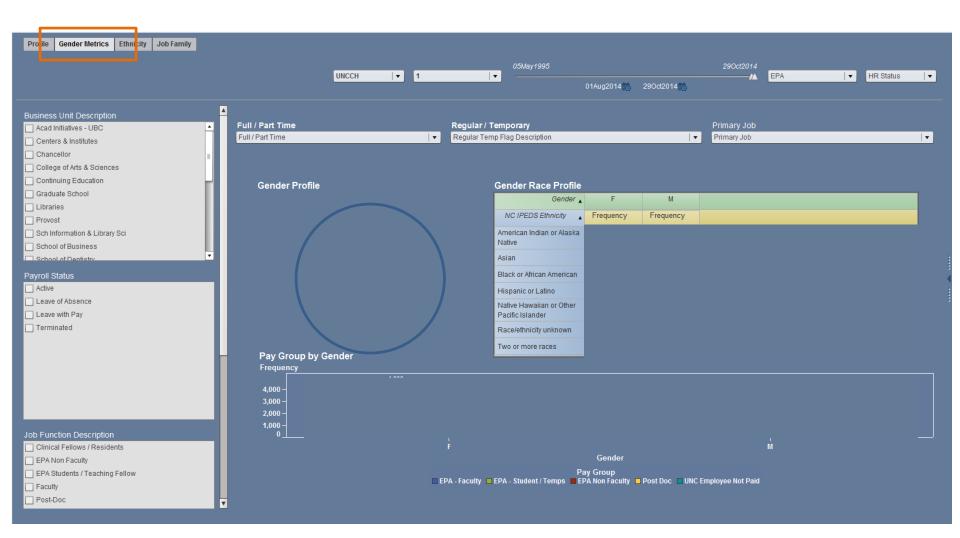
- Employee Full Name
- Employee ID/PID
- Department ID
- Department Description
- Payroll Status
- HR Status
- Regular Temporary
- Full/Part Time
- Employee Type
- Employee Classification

- 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







Profile Gender Metric Ethnicity J b Family				290ct2014
		UNCCH 🛛 🛨 1	05May1995  ▼ ▲	EPA 🛛 🔻
			05May1995 📩 10Se	ep2014 📩
Job Function Desc	Full / Part Time	Regular / Temporary		imary Job
EPA Non Faculty	Full / Part Time	I Regular Temp Flag Description	<b>v</b>   Pr	imary Job 🛛 🗸 🔻
Faculty				
Post-Doc	<u>.</u>			•
	White			
	Asian			
HR Status	Black or African American			
	Hispanic or Latino			
	American Indian or Alaska Native			
Department Description	Two or more races			
African Afri-Amer and Diaspora	▲ =			
Allied Health - PT	Native Hawaiian or Other Pacific Islander			
Allied Health - SPHS	Race/ethnicity unknown			
American Studies	0		I 50	, 100
Anthropology			Frequency	
Business Unit Description	Employee ID Employee Full Name	Department Id Department De Job Code	Job Code Desc   Position Number   Position Description	Caucasian Asian Black or
·	23 🔺			
School of Business	2 =			
School of Dentistry	1			
School of Journalism	1			
School of Law	9			
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	05May1995	290ct2014		
▼ 1  ▼	<b>A</b>	<b>\</b>	Job Family 🛛 🔻 A	▼ Employee Type   ▼
•	Regular / Temporary Regular Temp Flag Description		Primary Job Primary Job	
0 2,000	4,000	6,000	8,000	10,000
		Group Description Payroll Statu		
	ne ly 0 2,000 Employee Full Name Departmen	05May1995 1 ne Regular / Temporary Regular Temp Flag Description  ly  0 2,00 4,00 Employee Full Name Department Label Job Family A Pay	05May1995 10Sep2014 Regular / Temporary Regular Temp Flag Description ↓ IV 0 2,000 4,000 6,000 Ereguency Employee Full Name Department Label Job Family ▲ Pay Group Description Payroll State	06May1995 10Sep2014 Ne Regular / Temporary Primary Job Primary Job

### **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:

ROLINA

- Employee Class
- Employee ID

onnect

- 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**



### **Employee Job – Position Report**

Employee Job Average Salary by Job Code		UNCCH	▼ 1	HR Statu	s   🔻 Primary .	Job   🔻 Regula	r / Temporary Flag	Full / Part Time	Job Family	/ ↓
Detail Department	<b>_</b>	Average Salary By Bi	usiness Unit Across	Pay Group						
A and S - Business Center	▲ ≣		Employee Not Paid UNC	EPA - Faculty	EPA - Student / Temps	EPA Non Faculty	Post Doc	SPA Exempt	SPA Non-Exempt	SPA Student / T
Acad Initiatives-UBC	-		Appuel Date of Day	Annual Rate of Pay	UNC Annual Rate of Pay	Annual Rate of Pay	Annual Rate of Pay	Annual Rate of Pay	Appuel Data of Day	Annual Rate of
Acad Sup Prog Student-Athletes		_	Annual Rate of Pay	Annual Rate of Fay	Annual Rate of Pay	Annual Rate of Fay	Annual Rate of Fay	Annual Rate of Fay	Annual Rate of Pay	Annual Rate of
Academic Advising		Acad Initiatives - UBC								Ĥ
ACC Anesthesia		Centers & Institutes								
Ackland Art Museum		Chancellor								
Admissions		College of Arts & Sciences								
Aerospace Studies		Continuing Education								
African Afri-Amer and Diaspora		Graduate School								
African Studies Center		Libraries								
Aging and Health - Center	•	Provost								
Pay Group		Sch Information & Library								
Employee Not Paid UNC		Sci								
EPA - Faculty		School of Business								
EPA - Student / Temps UNC		School of Dentistry								
EPA Non Faculty		School of Education								
Post Doc		School of Government								
SPA Exempt		School of Journalism								
SPA Non-Exempt										
SPA Student / Temp		School of Law								
		School of Medicine								
		School of Nursing								
		School of Pharmacy								
Business Unit Description		School of Public Health								
Acad Initiatives - UBC	•	School of Social Work								E I
Centers & Institutes		UNC Chapel Hill								
Chancellor		VC Finance &								
College of Arts & Sciences	I III	Administration								
Continuing Education	V	VC Information Tech & CIO	•							•

 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**

All Employees In itial Appointments More than Six M	onths Interactive	Report						
				1	▼ T	▼ Prim	ary Job 🛛 🔻 003-Faculty	•
			Expected End I	Dates Report				
Business Unit	Department			Jc	b Code Description			
College of Arts & Sciences	African Afri-A	mer and Diaspora			] Adjunct Professor			•
Sch Information & Library Sci	Allied Health	1 - CLS		Ť C	Clinical Assistant Professor			
School of Business	Allied Health	1 - OT			Clinical Associate Professor			
School of Dentistry	Allied Health	ו - PT			Clinical Instructor			
School of Education	Allied Health	n - Rad Sci			Clinical Professor			
School of Government	Allied Health	1 - RCP			] Distinguished Professor			
School of Journalism	Allied Health	1 - SPHS			] Distinguished Term Professor			
School of Law	Allied Health	n Sciences			] Instructor			
School of Medicine	🗌 American St	udies			Lecturer			
School of Nursing		0.0%		<b>.</b>	Professor			•
School of Pharmacy				Employee	s with their End Dates			
Position Description	Employee ID	Employee Full Name	Job Code Description		Expected Job End Date	Assignment End Date		
(missing values)	Concession in which the real of the local division in the local di		and the second sec					<b>^</b>
Adjunct Associate Professor								E C
	and the second s							
Academic Rank Description								
(missing values)								
Adjunct Assistant Professor								
Adjunct Associate Professor								
Adjunct Instructor								
Adjunct Professor								
Clinical Assistant Professor								
Clinical Associate Professor								

### **Expected End Dates Report**

All Employees Initial Appointments More than Six Mo	nths Interactive	Report							
				4					
				1	<b>▼</b> A	Appt Length GT 6 months	▼ A  ▼	T Primary Job	•
			Evno	cted End Dates	Papar	+			
			Exhe	cieu Enu Dales	Керог	L			
Business Unit	Action Descr	iption	Action Reason De	scription			Job Function Descrip	otion	
Acad Initiatives - UBC	Add Conting		(missing values)			·			•
Centers & Institutes	Data Chang	e 🗐	Add Additional Doc	ument			Faculty		
College of Arts & Sciences	Earnings Di	stribution Change	Additional Duties				Post-Doc		
Continuing Education	Hire	•	Change Reports T	D					
Graduate School									
Libraries	Department					Job Code Des	cription		
Provost	Alcohol Studi	ies Center				A Post-Doc Res	earch Associate		
Cab Information & Library Cai	Allied Health	Sciences				Post-Doc Trai	nee		
Position Description	🗌 American Stu	udies							
(missing values)	Biochemistry	and Biophysics				•			
Accounting Technician									
Admin Support Associate	_			Empl	oyees wit	th their Expected End D			
Admin Support Specialist	Employee ID	Employee Full Name	Primary Job	Job Code Description		Effective Date	Expected Job End Date	Appointment Length (Day   Appt Length GT 6 months	
Applications Analyst									
Associate Director									
Business Services Coordinator									11
Clinical Dept Adminstrator									41
	_								11
	_								11
Academic Rank Description									
(missing values)									11
Adjunct Assistant Professor									
Adjunct Associate Professor									40
Adjunct Instructor									
Adjunct Professor									
Clinical Assistant Professor									
Clinical Associate Professor									
Clinical Instructor									
Clinical Professor	•								•
· · · · · · · · · · · · · · · · · · ·									4

### **Expected End Dates Report**

All Employees Initial Appointments More than Six Mor	Interactive Report			1 A	<b>▼</b> EPA	<b>v P v</b>
		Expected En	d Dates Approaching			
Empl ID Search Employee ID	Expected End Date Y/N?					
Regular Temporary Filter	Employees					
☐ Regular ✔ Temporary	0	100	200	<b>*⊙</b> □	400	500
	End Date Arrival Time					
Job Function Description O02-EPA Non Faculty	Employees					
003-Faculty     005-EPA Students / Teaching Fellow     006-Post-Doc	0 Department	100	200	300 Business Unit Description	400	500
007-Clinical Fellows / Residents	Acad Sup Prog Student-Athletes Academic Advising ACC Anesthesia			School of Education		È.
	Accessibility Services     Ackland Art Museum     Admissions			School of Law School of Medicine School of Nursing		-
Academic Rank Description (missing values)			Employees with	their Expected End Dates		
Adjunct Assistant Professor Adjunct Associate Professor Adjunct Instructor Adjunct Professor	Employee ID Employee Full Name	Department Id	Department Description	Days Before the Expected End D 🔺 F	Primary Job Job Code Description	Effective Date
Assistant Professor Associate Professor	4					•



Faculty Analysis Report – Adjuncts/Full Professor
 Democraphics 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

Faculty Demographics Adjunct Summary Fu					
		UNCCH	▼ 1 A	▼ Primary Job ▼ 003-Fac	culty
usiness Unit Description	Full and Part Time Faculty	Faculty - Gender		ty Population Ethnicity	
College of Arts & Sciences		Faculty - Gender		is Ethnicity	
Continuing Education				White	
Sch Information & Library Sci				vvince	
School of Business				Asian	
School of Dentistry					
School of Education				Race/ethnicity unknown	
School of Government				Black or African American	
School of Journalism					
School of Law				Hispanic or Latino	
School of Medicine			Native	Hawaiian or Other Pacific Islander	
	· · · · · · · · · · · · · · · · · · ·				
epartment				Two or more races	
ACC Anesthesia	▲			American Indian or Alaska Native	
-				,	
Aerospace Studies	÷			0 2,000 4,000	
] Aerospace Studies ] African Afri-Amer and Diaspora				,	
) Aerospace Studies ] African Afri-Amer and Diaspora ] Allied Health - CLDS		Fac	ulty Analysis Report	0 2,000 4,000	
Arrospace Studies ) African Afri-Amer and Diaspora ) Allied Health - CLDS ) Allied Health - CLS	Employee ID Employee Full Name	Fac Fac	sulty Analysis Report	0 2,000 4,000	Jency
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, Adrospace Studies African Afri-Amer and Diaspora Allied Health - CLDS Allied Health - CLS Allied Health - OT Allied Health - PA	Employee ID Employee Full Name		sulty Analysis Report	0 2.000 4.000 Freq	Job Code
, Aerospace Studies African Afri-Amer and Diaspora Allied Health - CLDS Allied Health - CLS Allied Health - OT Allied Health - PA Allied Health - PT		Effective Date Payroll Status HR Status	ulty Analysis Report Job Function D Regular Temp Full / Pa	0 2,000 4.000 Freq art Time Department Id Department Description	Job Code
, Aerospace Studies African Afri-Amer and Diaspora Allied Health - CLDS Allied Health - CLS Allied Health - OT Allied Health - PA Allied Health - PT	and a second sec	Effective Date Payroll Status HR Status	ulty Analysis Report Job Function D Regular Temp Full / Pa	o 2,000 4,000 Freq art Time Department Id Department Description	Job Code
Aerospace Studies African Afri-Amer and Diaspora Allied Health - CLDS Allied Health - CLS Allied Health - OT Allied Health - PA Allied Health - PT Allied Health - Rad Sci	· · · · · · · · · · · · · · · · · · ·	Effective Date Payroll Status HR Status	uity Analysis Report Job Function D Regular Temp Full / Pa	o 2,000 4,000 Freq art Time Department Id Department Description	Job Code
Aerospace Studies African Afri-Amer and Diaspora Allied Health - CLDS Allied Health - CLS Allied Health - OT Allied Health - PA Allied Health - PT Allied Health - PT Cademic Rank Name	•	Effective Date Payroll Status HR Status	ulty Analysis Report Job Function D Regular Temp Full / Pa	0 2,000 4.000 Freq art Time Department Id Department Description	Job Code
Aerospace Studies African Afri-Amer and Diaspora Allied Health - CLDS Allied Health - CLS Allied Health - OT Allied Health - PA Allied Health - PT Allied Health - Rad Sci Cademic Rank Name (missing values)		Effective Date Payroll Status HR Status	sulty Analysis Report Job Function D Regular Temp Full / Pa	0 2,000 4.000 Freq art Time Department Id Department Description	Job Code
Aerospace Studies African Afri-Amer and Diaspora Allied Health - CLDS Allied Health - CLS Allied Health - OT Allied Health - PA Allied Health - PT Allied Health - PT Allied Health - Rad Sci Allied Health Name (missing values) Adjunct Assistant Professor	·	Effective Date Payroll Status HR Status	ulty Analysis Report Job Function D Regular Temp Full / Pa	0 2,000 4,000 Freq art Time Department Id Department Description	Job Code
Aerospace Studies African Afri-Amer and Diaspora Allied Health - CLDS Allied Health - CLS Allied Health - OT Allied Health - PA Allied Health - PA Allied Health - PT Allied Health - Rad Sci Adjunct Assistant Professor Adjunct Associate Professor		Effective Date Payroll Status HR Status	ulty Analysis Report Job Function D Regular Temp Full / Pa	0 2,000 4,000 Freq art Time Department Id Department Description	Job Code
Aerospace Studies African Afri-Amer and Diaspora Allied Health - CLDS Allied Health - OLS Allied Health - OT Allied Health - PA Allied Health - PT Allied Health - Rad Sci Addemic Rank Name (missing values) Adjunct Assistant Professor Adjunct Associate Professor Adjunct Instructor		Effective Date Payroll Status HR Status	ulty Analysis Report Job Function D Regular Temp Full / Pa	0 2,000 4.000 Prep	Job Code
Aerospace Studies         African Afri-Amer and Diaspora         Allied Health - CLDS         Allied Health - CLS         Allied Health - OT         Allied Health - PA         Allied Health - Rad Sci         cademic Rank Name         (missing values)         Adjunct Associate Professor         Adjunct Instructor         Adjunct Professor		Effective Date Payroll Status HR Status	ulty Analysis Report Job Function D Regular Temp Full / Pa	0 2,000 4.000 Freq	Job Code
Aerospace Studies         African Afri-Amer and Diaspora         Allied Health - CLDS         Allied Health - CLS         Allied Health - OT         Allied Health - PA         Allied Health - PT         Allied Health - Rad Sci         Cademic Rank Name         (missing values)         Adjunct Associate Professor         Adjunct Instructor         Adjunct Professor         Adjunct Professor         Assistant Professor         Assistant Professor         Associate Professor		Effective Date Payroll Status HR Status	ulty Analysis Report Job Function D Regular Temp Full / Pa	0 2,000 4,000 Freq	Job Code
ACC Anesthesia Aerospace Studies African Afri-Amer and Diaspora Allied Health - CLDS Allied Health - CLS Allied Health - OT Allied Health - OT Allied Health - PA Allied Health - PA Allied Health - Rad Sci Cademic Rank Name (missing values) Adjunct Assistant Professor Adjunct Instructor Adjunct Instructor Adjunct Professor Adjunct Professor Assistant Professor Cassistant Professor Cassistant Professor Cassistant Professor Cassistant Professor Cassistant Professor		Effective Date Payroll Status HR Status	ulty Analysis Report Job Function D Regular Temp Full / Pa	0 2,000 4.000 Freq	Job Code



Faculty Demographics         Adjunct Summa         y         Full Professor Summary         aculty Tenure S	itatus				UNCC	H   <b>▼</b> 1	▼ A	▼ P  ▼ 0	03-Faculty   -
Business Unit Description		Professor				F	aculty by College	/School	
College of Arts & Sciences	<b>^</b>	Frequency					requency		
Sch Information & Library Sci		8,000							
School of Business									
School of Dentistry									
School of Education									
School of Government	•	6,000							
Department	<b>•</b>								
Aerospace Studies									
African Afri-Amer and Diaspora		4,000							7%
Allied Health - CLDS									
Allied Health - CLS									
Allied Health - OT	•								
Academic Rank Name	4	2,000							
(missing values)     Adjunct Assistant Professor									
Adjunct Associate Professor									
Adjunct Instructor									
Adjunct Professor			Others	Profes		(missing)		Academic nealth Affairs	
	•			*0□	Others			Health Affairs	Other
			F	ull Professor Su	mmarv				
Employee ID Employee Full Name 🔺 Effective Date Payroll Status	HR Status	Job Function				Department Description	Job Code	Job Code Desc Academic Rank Name	Faculty Tenure Status
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Faculty Demographics Adjunct Summary Full Professor Summar	Faculty Tenure Status	UN	ССН   🗸 1	<b>-</b> A   <b>-</b>	R	▼ P  ▼	003-Faculty
Business Unit Description	Faculty by College/School		Faculty Tenure S	Status			
College of Arts & Sciences	Frequency		Frequency				
Sch Information & Library Sci			1,000				
School of Business							
School of Dentistry							
School of Education							
School of Government			800				
School of Journalism							
Department							
ACC Anesthesia			600				
Accontestiesia			000				
African Afri-Amer and Diaspora			0.7%				
Allied Health - CLDS							
Allied Health - CLS			400				
Academic Rank Name							
(missing values)			200				
Adjunct Associate Professor							
Adjunct Instructor							
Adjunct Professor	Acade	emic Health Affairs		(missing)			
Assistant Professor		🛛 🗕 Academic Affairs 📕 Other			Fac	ulty Tenure Status	
			Frankt, Arrahasia				
Employee ID Employee Full Name   Effective Date	Payroll Status HR Status	Job Function D Recular Tor	Faculty Analysis np, Full / Part Time Department	Id Department Description	Job Code	Job Code Desc Academic Rank Name	Faculty Tenure Status Te
Employee ID Employee Full Name A Effective Date						Job Code Desc Academic Rank Name	
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 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**

ob History Position History									
				05May1995			250ct2014		
			1	▼ ▲			A	HR Status	EPA
					05May1995 📩 08O	ct2014			
			Action History Rep	ort					
	-								
ployee Full Name	Regular / Ter	nporary Flag	▼	Full / Part Time		▼ Prin	nary Job		
oloyee Full Name									
partment Description									
cad Sup Prog Student-Athletes	Action				Action Reason				
ademic Advising				-					
C Anesthesia	Completio			1	Add Additional Docume	ent			
cessibility Services	Data Chan				Additional Duties				
ckland Art Museum		Distribution Change			Agency Transfer				
dmissions	Hire				ARP Salary Change				
erospace Studies	Job Chang				At-Will Notice EPA				
frican Afri-Amer and Diaspora	Leave of A	osence - Paid		•	Benefits Elig Config Ch	lange			
African Studies Center				Action History D	etails for Employees				
lging and Health - Center	Employee ID	Employee Full Name	<ul> <li>Business Email Address</li> </ul>	Department Id	Department Description	Effective Date	HR Status	Job Family	Pay Group Description
		1		1					
Group									
PA - Faculty	-								
PA - Student / Temps									
A Non Faculty									
stDoc	•								
oli Status	_								
oli Status ctive	- E								
yroll Status Active Leave of Absence Leave with Pay	1								

### **Job Action Position History Report**

Job History Position History								Position Status	Vacant / Filled
POSITION NUMBER Position Number	Position Action				(miss Abolis Abolis	Action Reason ng values) h/Layoff h/Layoff Loss of Funding h/No Longer Needed			_
Department ID: Description					Chang Conve	h/Organizational Change le Reports To rted Vacant Prior to 2013 o Overlap Position		_	
302100:Academic Advising     302200:Honors	Position Number	Position Status	Position Status Date	Department ID	Position History Department Description	Effective Date	Full / Part Time	Rusiness Unit	Action Description
302203: Johnston Center	▼ Position Number	- Position status	Position Status Date	Department iD	Department Description	Lifective Date	TuirrPart Time	Dusiness onit	Action Description
Time Limited Position Flag									Contractor (Contractor)
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Salary Plan Name									
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Acad Admin / Univ Programs									
Accountant									Transfer Press
Accounting Director									
Accounting Manager	<b>T</b>								
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Salary Plan Name	and the second se								Providence (Providence)
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A2 A3	and the second se								Transferr Transfer
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 Salary Alignment Report – Report providing Market based compensation equity analysis for employees.

**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**

						UNCCH	▼ 1	<b>•</b> P	▼	SPA	▼
			Salary	Alignmen	t Report						
vepartment	<b>\</b>						_				
A and S - Business Center		A	▼ R	_			F		_	_   <b>▼</b>	
Acad Initiatives-UBC											
Acad Sup Prog Student-Athletes											
Academic Advising					70	) <b>–</b>					
Accessibility Services		Department ID	Department Name	Job Code	Job Code Description	Position	FLSA Status	UNC Long Title		Employee ID	Em
Ackland Art Museum Admissions			-			Number	Description		Competency		
African Afri-Amer and Diaspora											
African Studies Center											
Aging and Health - Center	•										
Business Unit											
BUSINESS_UNIT	· · ·										
Iob Function Description											
SPA Students											
											_
Salary Grade											10
(missing values)	•										_
ADV											1000
СТВ											
Z JRN											-
_ S01											
S02	•										_
ob Code Description											
Accountant	<b>▲</b>										
Accounting Director	Ē.										1.000
Accounting Manager											
Accounting Technician	<b>•</b>	•							-		•



 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 %

### **Action History Report**

	1	05May1995	23Aug2013 📷	10Sep2014 📩	210ct2014	Primary Job 🛛 🔻 Job F	Family	Regular	•
		Action	History Re	port					
Employee Full Name Employee Full Name	Action				<u>^</u>	Action Reason			-
	Leave of Abs	stribution Change sence - Paid			=	Converted LOA Converted PLA Converted Termination			≣
Department Academic Initiatives Accessibility Services Atts and Sciences Deans OffDiv Campus Health Services	Leave of Abs Pay Rate Ch Position Cha Return from	ange ange Leave	_		×	Job Data Change / Othe Layoff with Severance LSI Salary Change NRA Income Type Personal	r	_	ļ
Campus Y	Employee ID	Employee Full Name	▲ HR Status	Action H Job Family	listory Details for E Pay Group Descri		Action Date	Action Descrip Primary Job	Sala 🔺
Level 4 Level 5 Level 6 Detail Depa     ▶									-1
Payroll Status									-
Active Leave of Absence									-
Leave with Pay									-
Terminated Terminated with Pay									Ξ
Pay Group									-
EPA - Faculty									2.1
PPA Non Faculty SPA Exempt									-
SPA Non-Exempt	•							, <i>g</i> , .	



 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

### **Active Faculty Report**

	1	05May1995		21Oct2014	Clear Filter	
		210d2012	210ct2014		001-SPA	
		Active Faculty Repo	ort		002-EPA Non Faci	ulty
Business Unit Description Acad Initiatives - UBC Centers & Institutes Chancellor College of Arts & Sciences Continuing Education Graduate School Libraries Provost Sch Information & Library Sci School of Business	Department - Level 4 Academic Initiatives Accessibility Services Arts and Sciences Deans OffDiv Campus Health Services Campus Y Carolina Union Dean of Students Enrollment Management Level 4 Level	el 5 Level 6 Detail Depa Þ		Academic Advising Profe	003-Faculty 004-SPA Students 005-EPA Students 006-Post-Doc 007-Clinical Fellov Other	/ Teaching Fellow
School of Dentistry		Act	ive Faculty with their l	Entry Dates		
School of Education	Department Description Employee		Academic Rank Name		-	sition Entry Date Full / Part Ti
Position Description (missing values)						È
Academic Advising Professional	Rig	rht	a the second			
Academic Advisor  Academic Coordinator			Sort			•
Cademic Counselor	clio	ckon	Export	Active Faculty wi	ith their Entry Dates	
Academic Director						_
Academic Rank Name	rep	port	Select	All		_
(missing values)     Adjunct Assistant Professor	CONTRACTOR OF THE OWNER					101
Adjunct Associate Professor						
Adjunct Instructor Adjunct Professor	a ne har har					
Adjunct Professor			_	_		



 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

### **Employee Academic Rank Report**

			05May1995		210ct2014	Clear Filter		
		1 🗸	05May1995	10Sep2014	HR Stat	001-SPA		
						002-EPA Non	Faculty	
			Employee Academic	Rank		003-Faculty		
						004-SPA Stud	lents	
Enter Employee ID	Department -	- Level 4		Ja	b Code Description	005-EPA Stud	lents / Teaching Fellow	v
Employee ID	Fine Arts an	d Humanities		A	Adjunct Assistant Profess			
	JOMC Admi	nistration			Adjunct Associate Profes:	006-Post-Doc	2	
	🗌 Kenan-Flag	ler Business School			Adjunct Instructor	007-Clinical F	ellows / Residents	
	Natural Scie	ence and Math			Adjunct Professor			
usiness Unit	School of La	WE				Other		
College of Arts & Sciences	School of Me	edicine			Associate Professor			
School of Business	- Cobool of N	uraina			Clinical Assistant Profess			
School of Dentistry	=	∠evel 4 Level 5	Level 6 Detail Depa >		Clinical Associate Profess	sor		
School of Journalism								
School of Law				Academic Rank of I				
] School of Law	▼ Employee ID	Department Description	Job Code Description	Academic Rank of B Academic Rank	Employees Academic Rank	Name	First Start Date	
, School of Law School of Medicine	a second s				Academic Rank			
School of Law School of Medicine Sition Description	Employee ID	Department Description	Job Code Description				First Start Date	
School of Law School of Medicine Isition Description		No. 1 and a low			Academic Rank			
School of Law School of Medicine Isition Description	a second s				Academic Rank			
School of Law School of Medicine sition Description		Annual Contractor			Academic Rank	-		ł
School of Law School of Medicine sition Description		No. 1 and a low			Academic Rank	-		
School of Law School of Medicine sition Description		Annual Contraction			Academic Rank	-		
School of Law School of Medicine sition Description		Annual Contractor			Academic Rank	-		
School of Law School of Medicine sition Description (missing values)		Marrielle Marrie			Academic Rank			
School of Law School of Medicine sition Description (missing values) ademic Rank Name		Annual Contraction			Academic Rank			
School of Law School of Medicine sition Description (missing values) ademic Rank Name (missing values)					Academic Rank			
School of Law School of Medicine sition Description (missing values) ademic Rank Name (missing values) Adjunct Instructor		Marrielle Marrie			Academic Rank			
School of Law School of Medicine osition Description (missing values) (missing values) (missing values) Adjunct Instructor Assistant Professor					Academic Rank			
					Academic Rank			



• 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**

		l	1   <b>v</b> EMF	• ▼	003-Faculty	<b>▼</b> A	▼
Employee Full Name			FTE Informat	tion			
Employee Full Name	Employee Full Name	Department Description	Academic Rank Name	Expected Job End Date	FTE 🔺		
	and an entropy of the second second						
	second second						
Department							
	and the second s						
African Afri-Amer and Diaspora							_
Allied Health - CLDS	and the second s						
Allied Health - CLS							
Allied Health - OT							
Allied Health - PA							
Allied Health - PT							
Allied Health - Rad Sci							
Allied Health - RCP							
							_
Business Unit Description							
College of Arts & Sciences							
Continuing Education							
Sch Information & Library Sci							
School of Business	the second se						
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							



 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

I▼ CWR I▼	Job Function Description
mic Ranks for Contigent Workers	
ct Assistant Professor Adjunct Profe	
Adjunct Instructor	Clinical Assistant Professor All C
Acade	lemic Rank Name
Full Time Equive Expected Job End Date Ar	nnual Rate of P 🔺 Job Function Description
	-



 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

### **Hire Report**

Total Hires Grader Ratio Ethnicity Hire Ratio					
		UNCCH	▼ 1 Full Time/ Pa	art Time   🔻   HR Status Description   💌   R	egular Temp Flag Description 🔻
Action Add Contingent Worker  Completion Data Change	Hiring Activity by Year Employee Count				
☐ Earnings Distribution Change ✔ Hire ☐ Job Change ☐ Leave of Absence - Paid	300				
Action Reason Agency Transfer Converted Hire EPA Additional Appointment	100				
New Employment Retired - Return Part Time					
SPA Additional Temp Job		<u>2014</u>	Effective Date (Year)		
	Employee ID Employee Full Name HR Status	Job Family 🔺 Action Descriptio	n Effective Date Action Reason Description	Pay Group Description Job Code Desc Primary Job	Position Descri Salary Gra
Pay Group	termine the second seco				And and a second second
	territory and the second second				_
EPA Non Faculty     Post Doc	and parts 1				
SPA Exempt SPA Non-Exempt SPA Non-Exempt	territor and the second second				
Payroll Status	10012 B. 10002 1				
Active  Deceased Leave of Absence	4	1 1	101		v V

### **Hire Report**

Total Hire Gender Ratio		UNCCH			Full Time	HR Status Desci	iption 🛛 🔻 Regul	ar	
<ul> <li>Data Change</li> <li>Earnings Distribution Change</li> <li>✓ Hire</li> <li>Job Change</li> <li>Leave of Absence - Paid</li> <li>Leave of Absence - Unpaid</li> </ul>	Female Hire Ratio Frequency		Female Hires I Employee Cour 60 50			57			
Pay Rate Change  Action Reason  Agency Transfer  New Employment  54			40 30 20 10						
	Gender ■ Female ■ Male Employee ID Employee Full HR Status	Job Family	0 Gender	Action Description	_	2014 Effective Date (Year) Action Reason Descript.	Pay Group Description	Job Code Desc A	ction Da
Pay Group  EPA - Faculty  EPA Non Faculty  SPA Exempt  SPA Non-Exempt  SPA Student / Temp  UNC Employee Not Paid									1
Payroll Status         Active         Deceased         Leave of Absence         Leave with Pay         Terminated	v 4	10	111						×

### **Hire Report**

						l	UNCCH	1	Job Family	Regular Temp Flag	) Descrip
ı	<b>A</b>	NC IPEDS Ethn	icity			H	Hiring Activity b	y Year			
I Contingent Worker	<b>^</b>		White			I	Frequency				
npletion	=						250				
a Change	-	ы	ack or African American								
nings Distribution Change			Asian				200				
Change			Hispanic or Latino				150				
ve of Absence - Paid	•		Two or more races								
Reason							100				
ncy Transfer			Race/ethnicity unknown				50				
verted Hire		Native Hawaiiar	n or Other Pacific Islan				50				
Additional Appointment											
Employment		American	Indian or Alaska Native								
red - Return Part Time									Effective Date (Ye	ear)	
Additional Temp Job					00 150 : Frequency	200 250		Asian Diask of African	NC IPEDS Ethnicity	ty unknown 🔲 White 📕 Other	
					riequency						
		Ethnicity List T	able								
		Employee ID	Employee Full HF	R Status 🔺 J	ob Family	Action Description	n Effective Date	Action Reason Description	Pay Group Description	Job Code Desc Primary Job	Pos
oup											
- Faculty	<b>-</b>										
- Student / Temps											
Non Faculty	=										
Dee											
Exempt											
Exempt Non-Exempt	Ţ										
Exempt Non-Exempt Student / Temp											
t Doc Exempt Non-Exempt Student / Temp I <b>Status</b> re	ļ										



- 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

### **Retirement Age Report**

Retirement Age			1		<ul> <li>Termination</li> </ul>		Retirem	ant	<b>▼</b> R	egular / Temporary Flag	HR Status	s V Primary Job	
			1		ement Age I		Reuren	21 IL	, K	egular / Temporaly Flag	HK Status		
Employee ID Employee ID	Department							escription port Associate					
	Dental Ecology H W Odum Inst Res So Injury Prevention Resea						Archives &	Records Prfssnl					
Employee Full Name Employee Full Name	Music Pediatrics Radiology - Neuroradio Sheps Ctr for HIth Serv	Res					Director Multi-Medi Research Soc/Clin F						
Business Unit College of Arts & Sciences Libraries School of Dentistry	Univ Lib-Administration		Payroll	HR	Department Id	Department Descr	iption Job C	ode Job Code	Job	Job Function Description	Full / Part Time	Regular / Temporary Flag	Effe
Chool of Denssy School of Medicine VC Research ▼	The second		Status	Status		-		Description	Function			*	
Full Time/ Part Time F P													ì
Job Function Description ○ 001-SPA ○ 002-EPA Non Faculty ✓ 003-Faculty													

### **Retirement Age Report**

Retirement A e Average Retirement Age									
Retrement A e Average Retrement Age				_				_	
	1	▼ Termir	nation 🛛 🗸 🔻	Retirement	•	Regular / Temporary Flag 🔰 🔻	Primary Job 🛛 🔻	002-EPA Non Fa	aculty 🛛 🗸 🗸
			Retirement	Age Report					
Business Unit	Department				Avera	ge Age at the time of Retirement			
School of Dentistry  School of Medicine  VC Information Tech & CIO  VC Research	Dental Ecology ITS - Info Tech Svcs LCCC - Clinical Trials Med Ad-Research Sheps Ctr for Hith Serv R	es			60				
				-	40 20				
Position Description Director Nursing Professional Research Associate		Drill dov the Dep	wn on artments		0	sheps Ctr for Hith Serv Res Med Ad-Resear	ITS - Info Tech Svcs ch Department Descriptio	Dental Ecology	LCCC - Clinical Trials
	Level 1 Description Aver	rage Age at the time etirement							
		63							
Academic Rank Description (missing values)									

# Connect<br/>CAROLINAState Funded Position Vacancy Report

- 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**

UNCCH

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#### Department Level 1

Connect AROLINA

All Departments

tate Funde G/L Business	HR Business Unit	HR Business Unit Description	Fund Code	Fund Description	Account	Account Descri.	. Classfiel	Classfield Description	Department ID	Department Description	Position Numbe	er Position Description	Budget Am 🔻	FULL_TIN
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 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

### **Teaching Assistants Report**

			1	F	I → HR Status I → Primar	y Job 🛛 🔻 005-EPA Students / Teaching
siness Unit Description	Number of Teaching Assistants		Top 5	Business Units for Teaching Ass		
College of Arts & Sciences	Frequency		Freque			
School of Dentistry			20			
School of Medicine						
School of Public Health						
UNC Chapel Hill			15			
VC Student Affairs						
		Other	10			
		3.8%				
			5			
			5			
partment		Graduate Teaching Ass	sistant 0			
Biochemistry and Biophysics	<u> </u>	28.3%		School of Dentistry School of Med	UNC Chapel Hill dicine School of Pu	College of Arts & Sciences Iblic Health All Other
Counseling Psych Svcs (CAPS)	Gradu Other	ate Teaching Assistant Graduate Teaching Assistant			Business Unit Description	
Dental Research		-				
-	≣		Те	aching Assistants		
Exercise and Sport Science	Business Unit Description	Count of Employees Annual F	Te Rate of Pay Maximum of Annual Rat		te of Pay Minimum of Annual Rate of F	Day
Exercise and Sport Science	Business Unit Description	Count of Employees Annual F	Rate of Pay Maximum of Annual Rat		te of Pay Minimum of Annual Rate of F	Pay
Exercise and Sport Science Gene Therapy Center	Business Unit Description	Count of Employees Annual F			te of Pay Minimum of Annual Rate of F	Pay
 Exercise and Sport Science Gene Therapy Center Geography	Contract Contractory	Count of Employees Annual F	Rate of Pay Maximum of Annual Rat	te of Pay Average of Annual Ra	100 M	Pay
] Exercise and Sport Science ] Gene Therapy Center ] Geography ] Graduate Student Clinic		Count of Employees Annual F	Rate of Pay Maximum of Annual Rat	te of Pay Average of Annual Ra	1.10	Pay
Exercise and Sport Science ] Gene Therapy Center ] Geography ] Graduate Student Clinic ] Public Policy		Count of Employees Annual F	tate of Pay Maximum of Annual Rai	te of Pay Average of Annual Ra		bay
Exercise and Sport Science ] Gene Therapy Center ] Geography ] Graduate Student Clinic ] Public Policy ] Social Medicine		Count of Employees Annual F	tate of Pay Maximum of Annual Ra	te of Pay Average of Annual Ra	1 - 2 -	bay
Exercise and Sport Science         Gene Therapy Center         Geography         Graduate Student Clinic         Public Policy         Social Medicine         cademic Rank Name		Count of Employees Annual R	tate of Pay Maximum of Annual Ra	te of Pay Average of Annual Ra	1-2 1-2 1-2 1-2 1-2 1-2	
Exercise and Sport Science         Gene Therapy Center         Geography         Graduate Student Clinic         Public Policy         Social Medicine         cademic Rank Name         (missing values)		Count of Employees Annual F	tate of Pay Maximum of Annual Ra	te of Pay Average of Annual Ra	1-2 1-2 1-2 1-2 1-2 1-2	
Exercise and Sport Science ] Gene Therapy Center ] Geography ] Graduate Student Clinic ] Public Policy ] Social Medicine Stademic Rank Name ] (missing values)		Count of Employees Annual F	tate of Pay Maximum of Annual Ra	te of Pay Average of Annual Ra	1-2 1-2 1-2 1-2 1-2 1-2	
Exercise and Sport Science ] Gene Therapy Center ] Geography ] Graduate Student Clinic ] Public Policy ] Social Medicine Stademic Rank Name ] (missing values)		Count of Employees Annual F	tate of Pay Maximum of Annual Ra	te of Pay Average of Annual Ra	1-2 1-2 1-2 1-2 1-2 1-2	
Exercise and Sport Science         Gene Therapy Center         Geography         Graduate Student Clinic         Public Policy         Social Medicine         cademic Rank Name         (missing values)		Count of Employees Annual F	tate of Pay Maximum of Annual Ra	te of Pay Average of Annual Ra	1-2 1-2 1-2 1-2 1-2 1-2	
Exercise and Sport Science         Gene Therapy Center         Geography         Graduate Student Clinic         Public Policy         Social Medicine         cademic Rank Name         (missing values)		Count of Employees Annual F	tate of Pay Maximum of Annual Ra	te of Pay Average of Annual Ra	1-2 1-2 1-2 1-2 1-2 1-2	
Exercise and Sport Science ] Gene Therapy Center ] Geography ] Graduate Student Clinic ] Public Policy ] Social Medicine Stademic Rank Name ] (missing values)		Count of Employees Annual R	tate of Pay Maximum of Annual Ra	te of Pay Average of Annual Ra	1-2 1-2 1-2 1-2 1-2 1-2	
Epidemiology - Ops Exercise and Sport Science Gene Therapy Center Geography Graduate Student Clinic Public Policy Social Medicine Cademic Rank Name (missing values) Adjunct Assistant Professor		Count of Employees Annual R	tate of Pay Maximum of Annual Ra	te of Pay Average of Annual Ra	1-2 1-2 1-2 1-2 1-2 1-2	

### **Teaching Assistants Report**

Teaching Assistant Summar Teaching Assista		
	1 V Full / Part Time V HR Status V Primary Job V 005-EPA Students / Teach	hing F¢
Business Unit Description Acad Initiatives - UBC	Number of Teaching Assistants     Teaching Assistants by Department       Frequency     Frequency	
Centers & Institutes		
College of Arts & Sciences	2,500	
Continuing Education	2,000	
] Graduate School	1,500	
Libraries	1.000	
Provost		
Sch Information & Library Sci	500	
School of Business		
School of Dentistry	Residential Education Computer Science Physics and Astronomy All C     Graduate Teaching Assistant Chemistry Epidemiology - Ops GeneticsCurriculGenomeSciences	Other
epartment	Graduate Faching Assidant  Other Department Description Department Description	
Ackland Art Museum	•	
Admissions	Adjunct Faculty Business Unit Description Employee Full Name Department Label  Adjunct Faculty	
African Afri-Amer and Diaspora	Business onic beschpuon Employee run varie Department Laber Annual Rate of Pay	
AHEC	The second	
Allied Health - CLDS		
Allied Health - OT	The residuest and descent interaction of	
Allied Health - PT	and a second sec	
Allied Health - Rad Sci	The Children Britshing State of the State of	
Ilied Health - RCP	and the second s	
Allied Health - SPHS	The Contract State and Contract State St	
demic Rank Name	The second	
(missing values)	The PERSON AND THE PE	
Adjunct Assistant Professor	The second	
Adjunct Instructor	The Contract Contract of Contract Contr	
	and and an	
	The Contract Management of Annual State Street State	
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### 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

All Employees Temp Employees Appointment L	Length Greater than 6 months	s					
				Current Fl	ag Char 🛛 🔻 T	▼ Primary Job	▼ 003-Faculty ▼
			Temporary Employ	ees Planned End Date Repor	t		
Business Unit	Department			Job Code Descri	intion		
College of Arts & Sciences		-Amer and Diaspora		Adjunct Assistan			
Sch Information & Library Sci	Allied Heal			Adjunct Associate			
School of Business	Allied Healt	ith - OT		Adjunct Instructor	r		1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1
School of Dentistry	Allied Heal	th - PT		Adjunct Professo	n		
School of Education	Allied Healt	lth - Rad Sci		Clinical Assistan	t Professor		E E
School of Government	Allied Heal	Ith - RCP		Clinical Associat	e Professor		
School of Journalism	Allied Heal	Ith - SPHS		Clinical Instructo	r		
School of Law	Allied Heal	Ith Sciences		Clinical Professo	n		
School of Medicine	American S	Studies		<ul> <li>Distinguished Pr</li> </ul>	ofessor		•
School of Nursing							
				Temporary Employees with			
Position Description	Employee ID	Employee Full Name	Job Code Description	Primary Job 🔺 Expected Job End Date	Assignment End Date		
(missing values)							<b>•</b>
Adjunct Associate Professor							
	-						
Academic Rank Description							
(missing values)	•						
Adjunct Assistant Professor	and the second se						
Adjunct Associate Professor							
Adjunct Instructor	-						
Adjunct Professor							
Clinical Assistant Professor							
Clinical Associate Professor							
Clinical Instructor	•						

### **Temporary Employees Planned End**

### Date Report

All Employees Appointmer	nt Length Greater than 6 months									
	Hire		New Employment	▼ Yes	▼	HR Status T	▼ Primary Job  ▼	Job Function Description	•	
		Te	mporary Emp	oloyees > 6 mont	ths Initial Appo	ointments				
Business Unit	Department				Job Code	e Description				
Centers & Institutes	African Studie	es Center			Account	ting Technician				
College of Arts & Sciences	Allied Health	Allied Health - SPHS				Adjunct Assistant Professor				
Graduate School	Allied Health	Allied Health Sciences				Associate Professor				
Libraries	Anesthesiology				Admin 🗧	Support Associate				
Provost	Arts and Sciences Foundation					Support Specialist				
School of Business	Biology				Dental I	Hygienist				
School of Dentistry	Biomedical E	ngineering			Educati	ional Consultant				
School of Education	Biomedical Res Imaging Ctr				EPA Un	EPA Undergraduate				
School of Government	Biostatistics	- Ops			Gradua	ite Assistant				
School of Law						. –				
School of Medicine	•				Temporary Employe	es with their End Dates				
Position Description	Employee ID	Employee Full Name	Primary Job Job	Code Description	Effective Date	Expected Job End	Date Appointment Length (Days) Appt Length GT 6 months	s Action Date	First	
(missing values)	<u>•</u>									
Accounting Technician	≣									
Adjunct Associate Professor									-	
Admin Support Associate										
Admin Support Specialist										
Dental Hygienist										
Educational Consultant	•									
Academic Rank Description	_									
(missing values)										
Adjunct Assistant Professor	_								-	
Adjunct Associate Professor									_	
									-	

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  - Broken down into chapters that consists of several, 5 minutes or less, tutorials.



