

## DEMIS Human Resources/Payroll (HR/Pay) Training Manual

An individual must have the proper security granted to access the various menu options and reports. If you are Human Resources/Payroll PeopleSoft (HRSA) timekeeper, you are provided access to the gross and fringe report as well as basic financials, grants and budget reports. Your job duties, responsibilities and training determine your access.

Your KU online ID is used for authentication to sign on. (Sign on used for the Kyou portal.)  
DEMIS Portal Site is: <https://demisweb.ku.edu/Portal>

This manual will cover just the HREO/Payroll Tab.

Functional contacts for HR/Pay and Financials DEMIS information

HREO/Payroll – Pam Burkhead [pburkhead@ku.edu](mailto:pburkhead@ku.edu)

Financials – Jennifer Hanson [jjhanson@ku.edu](mailto:jjhanson@ku.edu)

Financials –UBUD - Mark Lohmeyer [mlohmeyer@ku.edu](mailto:mlohmeyer@ku.edu)

Financials – Grant Reporting – Nick Stevens [ndsteven@ku.edu](mailto:ndsteven@ku.edu)

**Reminder of agreement signed:** I agree to use these accounts for HR/EO and Payroll responsibilities, and I will not share or authorize the use of my User ID. Sharing your User ID is considered a security violation which will result in the revocation of your access and notification will be sent to your supervisors. I also agree to comply with the policies of the University of Kansas regarding the proper use of computing resources. Remember that database information, particularly personnel and search information is **COMPLETELY CONFIDENTIAL**, and you are responsible for maintaining the confidentiality of this information. *Knowingly releasing or misusing confidential information from official records may result in disciplinary action up to and including dismissal.*

### Data Use/Security Documents:

[www.hreo.ku.edu/files/documents/HREOSystemsData.pdf](http://www.hreo.ku.edu/files/documents/HREOSystemsData.pdf)

[www.hreo.ku.edu/files/documents/Wireless\\_VPN\\_Storage\\_HRPAY.pdf](http://www.hreo.ku.edu/files/documents/Wireless_VPN_Storage_HRPAY.pdf)

[documents.ku.edu/policies/Information\\_Services/Password.htm](http://documents.ku.edu/policies/Information_Services/Password.htm)

[documents.ku.edu/policies/Information\\_Services/Data\\_Classification\\_and\\_Handling\\_Policy.htm](http://documents.ku.edu/policies/Information_Services/Data_Classification_and_Handling_Policy.htm)

[documents.ku.edu/policies/Information\\_Services/Data\\_Classification\\_and\\_Handling\\_Procedures\\_Guide.htm](http://documents.ku.edu/policies/Information_Services/Data_Classification_and_Handling_Procedures_Guide.htm)

### Table of Contents

<b>HREO/Payroll Section</b> .....	2
<b>Miscellaneous Notes</b> .....	2
<b>GROSS AND FRINGE</b> .....	2
<b>PAYROLL TRACKING</b> .....	6
<b>Payroll Job Tracking (&amp; Position)</b> .....	6
<b>Funding Tracking</b> .....	9
<b>DEPARTMENTAL HR/PAY REPORTS</b> .....	11
<b>OVERVIEW</b> .....	11
<b>ICONS</b> .....	11
<b>TABS</b> .....	12
<b>Contact Info</b> .....	12
<b>Job and Positions</b> .....	13
<b>Earnings Funding</b> .....	14
<b>Evaluation/Service</b> .....	14

## HREO/Payroll Section

Once security has been set up for your individual access, you have signed in and have agreed to abide by the data security guidelines you will find the following information under the HREO/Payroll tab.

HREO/Payroll

### Miscellaneous Notes:

When changing between tabs or reports, use the Portal Page and Search arrows instead of your browser options.

◀ Portal Page    ▶ Search

These are not functioning options.



### GROSS AND FRINGE

The Gross and Fringe report is required to be run upon receipt of a HRIS-L list serve email generally sent by the Director of Payroll (Karen Banning). Gross and Fringe is a report of employee's paychecks by gross pay, employer fringes and funding source by payroll voucher or journal. If an error is discovered, please submit the proper form(s) immediately to have the data corrected on a future off cycle. The process for correction is covered in the HR/Pay training classes and materials. Off cycles may be processed for benefits adjustments in which you will not have any documentation.

Find this report under the area labeled

Gross and Fringe

Shared: DEMIS\_Payroll\_GF

In the future, an option will be provided to run reports across multiple fiscal years, but doing so will affect response time.

Select the Fiscal Year

Mouse click on the fiscal year you wish to run.

- The last voucher processed is listed under this menu option for informational purposes only.

### Restrict Analysis Restrict Analysis

This page narrows the search results by various fields. "Mouse over" the option text and find brief helpful hints. If no values are selected, the report will run with the defaults or with no restrictions (this is not recommended). If conflicting criteria or values are selected, no data will be returned. For example: If an off cycle voucher number is chosen, but the criteria is selected only to report on cycles, no data will be reported.

Select Voucher ID:

\* Select Voucher ID:

Mouse click to highlight an individual voucher from the drop down list. To select multiple sequential vouchers, but not all vouchers, use Shift and mouse click and mark the first and last voucher of the selection. Use Ctrl and mouse click to select multiple individual vouchers that are not sequential.

\* Off Cycle Only?:

\* Off Cycle Only?

"Both" is the default for on and off cycle data. Select "Yes" for just off cycle data, "No" for just on cycle data. (On cycle is the regular payroll calc off cycle are adjustments and special payments.)

Check Number

Check Number:

The check number is obtained from the HRSA system. This is only used when requesting data on one employee's paycheck, for example processing a [retroactive funding adjustment \(RFA\)](#). The employee ID and voucher will also work to obtain the same data.

**\* Select an Area of Responsibility:**

Select an Area of Responsibility (ARSP)

ARSP is a way to report using the University hierarchy as defined by the budget structure. Generally this option is used by central administrative departments (dean's office etc.) or by those who have their own designated ARSP.

OR Enter HR Department(s) (aka Position Department) **OR Enter HR Department(s) (aka Position Department):**

Each Position is assigned to an HR Department and is 7 digits long. Enter 4 or up to 7 digits for the Position Department. To search on multiple select numbers, use the full 7 digits and enter a hard return after each 7 digit number entered. Most HR Department values end in 000. Entering only the first 4 digits, will return all the HR departments that begin with that 4 digit value. The system defaults a wild character behind the request.

An HR Department is defined as "the smallest organizational unit of the University recognized by the central administration which has: one or more positions, a budget, and sovereignty (meaning that the Department has its own mission, authority over its own budget, and authority over its own operations)." Generally, Departments will be the lowest level to which budgets are allocated by the University administration.

Selecting a report by this option only, will return all funding data/rows for all positions or pools under this HR Department.

When requesting data on a Pool ID include the HR Department in addition to the Pool ID.

**The following are fields from the Account Code (funding sources - chartfields) of the paycheck. You may enter a combination of values.**

Cost Center Codes **Cost Center Codes:**

This is the first part of the account code (funding), also known as the Dept ID or organization. Enter the first 4 or up to 7 digits. To search on multiple cost centers, use the full 7 digits and enter a hard return after each 7 digit number entered. Entering just the first 4 digits, will return data for all cost centers that begin with that 4 digit value. The system defaults a wild character behind the request.

Fund(s) **Fund(s):**

Enter 3 digit fund. To report on multiple funds enter a hard return between the 3 digit values. Very few departments have their own fund, so you may want to enter an ARSP, HR Department or Cost Center etc. value in combination with the fund.

Project IDs **Project IDs:**

Enter the chartfield assigned to sponsored projects. To report on multiple projects enter a hard return between the full project values.

OR Scenario(s) **OR Scenario(s):**

Chartfield used for KU Endowment and KUMC reimbursable funding and for the designation of charges for Key Personnel (PI) in combination with Project ID. To report on multiple values enter a hard return between the full values.

**The following are fields for reporting on Employee or Position or Pool ID.**

Enter EMPLID **Enter EMPLID:**

HR/Pay employee ID begins with a 1 and is 7 digits long.

Enter Position Number **Enter Position Number:**

This may only be used for those employees funded by a position number, not a Pool ID. Leading zeros do not have to be entered.

Enter Pool ID **Enter Pool ID:**

Enter up to 3 digits for each pool, use in combination with HR Department.

Pay Group **\* Pay Group:**

Similar positions (employees) are combined by pay groups for processing payroll. Mouse click to highlight an individual pay group from the drop down list. To select multiple sequential pay groups, but not all pay groups, use Shift and mouse click and mark the first and last voucher of your selection. Use Ctrl and mouse click to select multiple individual pay groups that are not sequential.

CUN – non exempt (hourly) staff and faculty

CUX – exempt (salaried) staff and fiscal year faculty prorate 10 days per biweekly periods

LFC – exempt (salaried) academic year faculty, prorate 14 days per biweekly periods

LTN – non exempt (hourly) less than 12 month staff

LTX – exempt (salaried) less than 12 month staff, prorate 10 days per biweekly period

SRX – exempt (salaried) student, prorate 10 days per biweekly period

STN – non exempt (hourly) student

STX – exempt student, prorate 14 days per biweekly period

Account (aka Object Code) **Account (aka Object Code):**

Chartfield used for categorizing the type of expenditure based on state values. Regular, overtime, shift earnings etc. (Fringe accounts are listed for selection under the Report Options page.) Accounts are listed and defined at

[www.comptroller.ku.edu/central\\_accounting\\_services/documents/accounting\\_systems\\_code/Expenditure\\_Account\\_Codes.pdf](http://www.comptroller.ku.edu/central_accounting_services/documents/accounting_systems_code/Expenditure_Account_Codes.pdf).

**Report Breaks** **Report Breaks**

Select up to 4 options with a minimum of 1 option. This page allows selection of additional columns of detail data.

**Report options** **Report options**

This page allows further modification of the request. The first 2 options are for including or excluding voucher

**\* Exclude Voucher ID from heading breaks?**

or account codes in the headings.

**\* Include entire Account Code in Heading?**

Additional fringe detail columns **\* Additional fringe detail columns:**

Details that can be used to determine an employee's individual choices for benefits are to be kept confidential. Mouse click to highlight an individual employer's fringe account from the drop down list. To select multiple sequential fringe accounts, but not all, use Shift and mouse click and mark the first and last fringe account of your selection. Use Ctrl and mouse click to select multiple fringe accounts that are not sequential.

Additional extract columns **\* Additional extract columns:**

Mouse click to highlight an individual value from the drop down list. To select multiple sequential values, but not all, use Shift and mouse click and mark the first and last value of your selection. Use Ctrl and mouse click to select multiple values that are not sequential.

**Output options** **Output options**

This allows you to select how the data is returned and formatted. Page formats are defaulted.

Output type

- Web – opens in web window, the report displays on monitor (can not edit)
- Excel data file – data downloaded to an excel file with one header row
- PDF – report style with report request headers
- Word – report style with report request headers
- Excel report – report style with report request headers

**Execution Options**

You may change the display results option, but leave other options as defaulted.

Execution Options	
Display results in a new window?	<input checked="" type="radio"/> Yes <input type="radio"/> No
HTTP method:	<input type="radio"/> Get <input checked="" type="radio"/> Post
Process blank parameter values?	<input type="radio"/> Yes <input checked="" type="radio"/> No

**Execute**



Select this to run the data extract/report.

If you have questions regarding the data returned, please contact the Payroll Funding Accountant, Wayne Spellman 785/864-5991, [wspellman@ku.edu](mailto:wspellman@ku.edu).

## **PAYROLL TRACKING**

This extract/report is to allow the review of key data fields entered or modified in the Human Resource & Payroll system (HRSA database). Two report selections are available: Payroll Job which includes data from the Position and Job panels and Funding which includes data from the Budget & Encumbrance panels.

If you have access to these reports, this label will be displayed.

Payroll Tracking

Shared: DEMIS\_HREO\_PAYTRACK\_GF

The request dates are by the entry (saved) date in the HR/Pay system not the effective date of the transaction. This allows the requestor to run each day or a timeframe of dates and not miss a day of data if they keep the dates consecutive. Data can be delivered in pdf or excel formats. Two rows are returned for each modification. One for showing what data was in effect (Previous) and one showing the new data in effect (Changed). Download to excel to take advantage of excel features such as sorting by the row codes.

The report reflects the row codes for Changed (C) row (new data) which is listed first then followed by the Previous row of data that was in place for the effective date of the entry. It also shows rows that were Deleted. Both the C and P or D rows on the report display the effective date of the transaction.

Data is generally extracted at 10:00 p.m. each day and is reflected in the following day's Transaction Report. (Date saved Tuesday will show on the Transaction Report on Wednesday.) The tracking system began on 1/12/04. Data is kept by fiscal year and will be deleted six months after the fiscal year ends.

Example: (Today is 3/1/09) Mary Smith's compensation rate is \$10.00 and today a row is inserted to modify her compensation rate to \$11.00 hour effective 6/1/09. If the Transaction Report Date includes 3/1/09 in the date range fields, 2 rows will be displayed on the Job Report effective 6/1/09 with a C row that shows \$11.00 and a P row that shows \$10.00.

Employee names are displayed as of the effective date the data was extracted. The Funding report includes a separate report of employees paid on Pools.

A Guide to Reading the Codes and Columns is located at [www.hreo.ku.edu/files/documents/demis\\_pay\\_track\\_codes.pdf](http://www.hreo.ku.edu/files/documents/demis_pay_track_codes.pdf).



[Payroll Job Tracking](#)

### **Payroll Job Tracking (& Position)**

Payroll Job Tracking Report

Includes Position and Job Data changes

### **Report Request Parameters** Report Request Parameters

Choose a transaction date Begin Date:

End Date:

Covers the entry dates to be included in the extract. A begin date is required end date is optional. If the end date is blank it will report through the current date extracted. "Mouse over" the option text and find brief helpful hints. A minimum of 2 digits must be entered for the month/date/year, enter a / or - between the month, date and year (e.g. 01/01/09 or 01-01-09).

### **And either criteria by position** And either criteria by position

Allows data to be requested by the "HR Department" as designated on the Job and Position data.

Choose an Area of Responsibility \* **Choose an Area of Responsibility:** (ARSP)

ARSP is a way to report using the University hierarchy as defined by the budget structure. Generally this option is used by central administrative departments (dean's office etc.) or by those who have their own designated ARSP.

OR one or more HR Departments \* **OR one or more HR Departments:**

Each Position is assigned to an HR Department and is 7 digits long. Enter 4 or up to 7 digits for the Position Department. To search on multiple select numbers, use the full 7 digits and enter a hard return after each 7 digit number entered. Most HR Department values end in 000. Entering only the first 4 digits, will return all the HR departments that begin with that 4 digit value. The system defaults a wild character behind the request.

An HR Department is defined as "the smallest organizational unit of the University recognized by the central administration which has: one or more positions, a budget, and sovereignty (meaning that the Department has its own mission, authority over its own budget, and authority over its own operations)." Generally, Departments will be the lowest level to which budgets are allocated by the University administration

OR criteria by funding **OR criteria by funding**

This allows data request by the Account Code as designated on the funding panels (Budget & Encumbrance).

Choose an Area of Responsibility \* **Choose an Area of Responsibility:** (ARSP)

ARSP is a way to report using the University hierarchy as defined by the budget structure. Generally this option is used by central administrative departments (dean's office etc.) or by those who have their own designated ARSP.

DeptID(s) aka Cost Center(s) or Org(s) **DeptID(s) aka Cost Center(s) or Org(s):**

This is the first part of the account code (funding), known as the Cost Center. Enter the first 4 or up to 7 digits. To search on multiple select numbers, use the full 7 digits and enter a hard return after each 7 digit number entered. Entering the first 4 digits, will return data for all the cost centers that begin with that 4 digit value. The system defaults a wild character behind the request.

Fund(s) \* **Fund(s):**

Mouse click to highlight an individual value from the drop down list. To select multiple sequential values, but not all, use Shift and mouse click and mark the first and last value of your selection. Use Ctrl and mouse click to select multiple values that are not sequential.

Project(s) **Project(s):**

Enter the chartfield assigned to sponsored projects. To report on multiple projects enter a hard return between the full project values.

OR Scenario(s) **OR Scenario(s):**

Chartfield used for KU Endowment and KUMC reimbursable funding and for the designation of charges for Key Personnel (PI) in combination with Project ID. To report on multiple values enter a hard return between the full values.

## **Output Options**

### Output options

This allows you to select how the data is returned and formatted. Page formats are defaulted.

### Output type

Excel data file – data downloaded to an excel file with one header row

PDF – report style with report request headers

HTML – displays in web window (can not edit).

## **Execution Options**

### Execution Options

You may change the display results option, but leave other options as defaulted.

Execution Options	
Display results in a new window?	<input checked="" type="radio"/> Yes <input type="radio"/> No
HTTP method:	<input type="radio"/> Get <input checked="" type="radio"/> Post
Process blank parameter values?	<input type="radio"/> Yes <input checked="" type="radio"/> No

## **Execute**

Execute

Select this to run the data extract/report.



**Funding Tracking**

**Report Request Parameters** Report Request Parameters

Include position pool names? \* Include position pool names?

If selected, an additional report will follow the funding tracking report which lists all employee names at the time of the entry who are actively appointed to a pool that has had a funding change.

**Choose a transaction date Begin Date:**

**End Date:**

Covers the entry dates to be included in the extract. A begin date is required end date is optional. If the end date is blank it will report through the current date extracted. “Mouse over” the option text and find brief helpful hints. A minimum of 2 digits must be entered for the month/date/year, enter a / or – between the month, date and year (e.g. 01/01/09 or 01-01-09).

**And either criteria by position** And either criteria by position

This allows data to be requested by the “HR Department” as designated by the Job and Position data.

Choose an Area of Responsibility \* Choose an Area of Responsibility: (ARSP)

ARSP is a way to report using the University hierarchy as defined by the budget structure. Generally this option is used by central administrative departments (dean’s office etc.) or by those who have their own designated ARSP.

OR one or more HR Departments \* OR one or more HR Departments:

Each Position is assigned to an HR Department and is 7 digits long. Enter 4 or up to 7 digits for the Position Department. To search on multiple select numbers, use the full 7 digits and enter a hard return after each 7 digit number entered. Most HR Department values end in 000. Entering only the first 4 digits, will return all the HR departments that begin with that 4 digit value. The system defaults a wild character behind the request.

An HR Department is defined as “the smallest organizational unit of the University recognized by the central administration which has: one or more positions, a budget, and sovereignty (meaning that the Department has its own mission, authority over its own budget, and authority over its own operations).” Generally, Departments will be the lowest level to which budgets are allocated by the University administration.

**OR criteria by funding** OR criteria by funding

This allows data to be requested by the Account Code designated on the funding panels (Budget & Encumbrance) when the entry was made.

Choose an Area of Responsibility \* Choose an Area of Responsibility: (ARSP)

ARSP is a way to report using the University hierarchy as defined by the budget structure. Generally this option is used by central administrative departments (dean’s office etc.) or by those who have their own designated ARSP.

DeptID(s) aka Cost Center(s) or Org(s)

**DeptID(s) aka Cost Center(s) or Org(s):**

This is the first part of the account code (funding), known as the Cost Center. Enter the first 4 or up to 7 digits. To search on multiple select numbers, enter the full 7 digits and enter a hard return after each 7 digit number entered. Entering just the first 4 digits will return data for all the cost centers that begin with that 4 digit value. The system defaults a wild character behind the request.

Fund(s)

**\* Fund(s):**

Mouse click to select an individual value from the drop down list. To select multiple sequential values, but not all, use Shift and mouse click and mark the first and last value of your selection. Use Ctrl and mouse click to select multiple values that are not sequential.

Project(s)

**Project(s):**

Enter the chartfield assigned to sponsored projects. To report on multiple projects enter a hard return between the full project values.

OR Scenario(s)

**OR Scenario(s):**

Chartfield used for KU Endowment and KUMC reimbursable funding and for the designation of charges for Key Personnel (PI) in combination with Project ID. To report on multiple values enter a hard return between the full values.

Output Options

**Output options**

This allows you to select how the data is returned and formatted. Page formats are defaulted.

Output type

- Excel data file – data downloaded to an excel file with one header row
- PDF – report style with report request headers
- HTML – displays in web window (can not edit).

Execution Options

**Execution Options**

You may change the display results option, but leave other options as defaulted.

Execution Options	
Display results in a new window?	<input checked="" type="radio"/> Yes <input type="radio"/> No
HTTP method:	<input type="radio"/> Get <input checked="" type="radio"/> Post
Process blank parameter values?	<input type="radio"/> Yes <input checked="" type="radio"/> No

Execute



Select this to run the data extract/report.

**OVERVIEW**

This reporting option allows timekeepers the ability to be able to extract Human Resource & Payroll system (HRSA database) data regarding their employees. This is a daily extract from the “night” before and is “as of date” not historical data. This is using the timekeeper access from the HR/Pay system for the departmental security of this report. Timekeepers can only extract data in which they have access to the employee by the HR Department of the Position (i.e. the departments that can be access for time and leave entry.) For details on the fields and their usage please use the [HR/Pay Navigation Manual](#).

It is very important that you keep this data secure as it is confidential data. Information regarding data: [www.hreo.ku.edu/policies\\_procedures/category\\_details/20](http://www.hreo.ku.edu/policies_procedures/category_details/20).

This is using DEMIS SAS Web Report Studio and requires the use of Internet Explorer 6.0 or higher.

The menu is display under the HREO/Payroll Tab in the DEMIS Portal  
If you have access to this menu you will see this section displayed.

HREO/Payroll

Departmental HR/Pay reports

Shared: DEMIS\_HREOTimekeepers


The reports may be delivered via web view (display on monitor) or to various formats for use with excel.

If you mouse over and click on the headings you have sort options.

The icons over the data allow you to manipulate or export the data.

In order to have the delivered report a manageable view we have additional fields that you may extract which are under the table data icon in the “Hidden” section.

**ICONS**

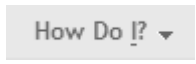
Table Data icon  Allows view a listing of the fields available. The order may be changed as fields can be moved to “Hidden” to not extract or you may add delivered “Hidden” fields to be displayed by using the Move Items button.

Edit Table Option icon  Allows filtering, sorting etc.

Table Properties icon  Allows changes the style, font, coloring, columns, etc

Export Table icon  Allows the exporting of the data (Remember security!)

Table Information  Displays information regarding fields used for extract

In the top right hand corner “How do I ?”  will go display five areas of help. This manual will not go into the details of “How To” as it is covered in the help. Keep in mind the security of the data with 3, 4, and 5.

- 1) Work with Viewed Reports
- 2) Create a New Report
- 3) Export Data
- 4) Print a Report
- 5) Save a Report

If you need to reset the data you will see the Refresh Data option.

Contact Info Job and Positions Earnings Funding Evaluation / Service

## TABS

There are multiple “groupings of data” by tabs using data from the various modules in our HR/Pay system. Click on the tab to move to another selection.

### Contact Info | Employee Contact Information

This section is similar to a directory listing (keep in mind home information is confidential) but with additional fields for sorting.

Displayed Fields:

- Areas of Responsibility (ARSP) Numeric organizational structure of the university budgetary and reporting lines
- HR Department- Department on Job/Position (HR Dept)
- Name – Primary – SS Card Name
- Preferred Name (Pref Name)
- HR Department Name
- Preferred Mail Dept – Department Name if MailDrop ID is used on Position Data (Prf MailDept)
- Room –Work and Building Name (Work)
- Registered Email
- \*Home Address Line 1 - Home is also known as the W2 Address Home Address line 2 Home City Home State Home ZipCode Home Phone Cell Phone Home Country
- Regular/Temporary (R/T)
- Employee Class (Empl Cls)
- Title -Job Title
- Working Title- Preferred Title
- \*Mail Phone and Mail Address line 1-mailing is a secondary address may be local address if Home is not Mail Address line 2 Mail City Mail State Mail Zip Code
- Preferred Directory Department
- Extract Date – shows the date extracted from HR/Pay

### Contact Additional Fields under Hidden – many of these fields have a higher security level as noted by \*

- Home County
- Female/Male (F/M)
- \*Birth date (Birth) – (Birth date is confidential and the employee must authorize use on depart. calendars)
- \*Ethnic Group (Ethnic Grp)
- Highest Education Level (Educ Lvl)
- \*Citizenship
- Campus Location (Location)
- Full-Time or Part-Time (F/P)
- Department Head (Dept Head)
- Position Contact (Posn Contact) – Various contact codes associated to the position by HR/EO
  - Weather Essential (WEA..), Personnel Related Staff (PRS), PCI Compliant (PCI). Serve at the Pleasure (SRV..) Some of these codes are for future use.

## Job and Positions Employee Job and Position information

- Areas of Responsibility (ARSP) Numeric organizational structure of the university budgetary and reporting lines
- HR Department- Department on Job/Position (HR Dept)
- Name – Primary – SS Card Name
- Empl Stat – Employee Status
- Regular Temporary (R/T)
- Employee Classification (Empl Cls)
- Standard Hours (StdHrs)
- Full Time Equivalency if check on the positions (FTE)
- Compensation Rate (Comp Rate)
- Employee Type (Empl Type)
- Fair Labor Standards Act Designation (FLSA)
- Pay Group (Pay Grp)
- Job Code
- Annual Rate for 12 months
- Annual Benefits Base also known as ABBR – will vary if Academic Year of Fiscal Year employee
- Shift – if the position is eligible for shift pay
- Title – Official Job Title
- Band – also known as Grade – only for University Support Staff (USS)
- KU Level I- also know as the Hiring Level
- Position Number (Pos No)
- Pool Id
- Effective Date latest effective dated Job row (Eff Date)
- Extract Date – shows the date extracted from HR/Pay

### Job and Positions Additional Fields under Hidden – many of these fields have a higher security level as noted by \*

- \*Employee ID – EmplID
- Employee Record Number - Rcd
- Female/Male (F/M)
- \*Ethnic Group (Ethnic Grp)
- Termination Date (Term)
- Last Worked Day (Last Work)
- Last Job Action Code (Job Action)
- Job Key Date (Job Key Dt) Last date Job Action was entered in HRSA
- Job Reason (Job Rsn) Reason code
- Job Entry Date (Job Entry Dt) Date the HR/Pay system as stored when the employee first entered their current job.
- Position Entry (Posn Entry) Date the HR/Pay system stored when the employee was appointed to their current position number
- Full-Time or Part-Time (F/P)
- Employee Type – Hourly or Biweekly (H/B)
- Change Amount from the HR/Pay system displays if compensation change (Chg Amt)
- Change Percent from the HR/Pay system displays if compensation change (Chg %)
- HR Position Area of Responsibility Abbreviation (ARSP Abrv)
- HR Position Department Name (HR Dept Name)

## Employee Funding Information

### Earnings Funding

- Areas of Responsibility (ARSP)
- HR Department- Department on Job/Position (HR Dept)
- Employee Name – Primary – SS Card Name
- Account Code
- % Distribution- funding split between the account codes (% Dist) always will total 100% per Position or Pool Id
- Fund FTE - shows the FTE of the overall person as related to the funding source (FND FTE)
- Fund Salary – shows the annualized salary (FND Salary) Students will be 0.00
- Limited Term Date (LT Date)
- Contingent upon Funding 1 – (Cont Fund 1)
- Contingent upon Funding 2 – (Cont Fund 2)
- HR Department- Department on Job/Position (HR Dept)
- Paygroup
- Position Number (Pos No)
- Pool Id
- Extract Date – shows the date extracted from HR/Pay

### Funding Information Additional Fields under Hidden – many of these fields have a higher security level as noted by \*

- \*Employee ID – (EmplID)
- Employee Record Number – (Rcd)
- Job Code
- HR Department Abbreviation (HR Dept Abrv) –Short description of the position department name
- Employee Classification (Empl Cls)
- Pay Date – last date the employee was paid
- Fiscal Year (FY)
- Fund

## Employee Evaluation / Service Information

### Evaluation/Service

- Areas of Responsibility (ARSP) Numeric organizational structure of the university budgetary and reporting lines
- HR Department- Department on Job/Position (HR Dept)
- Name – Primary – SS Card Name
- Empl Stat – Employee Status
- Supervisor Position and Name – Name of Supervisor and the supervisor's position number
- Employee Classification (Empl Cls)
- Title – Official Job Title
- Probation Date used with University Support Staff –USS (Probation Dt)
- Limited Term Date (LT Date)
- Contingent upon Funding 1 – (Cont Fund 1)
- Contingent upon Funding 2 – (Cont Fund 2)
- Review Date – (Review Dt) Date of last review – currently only USS review are mandated entry into HRSA
- Review From (Revw From) and Review to (Revw to) Period covered in latest review
- \*Review Rating (coming soon)
- State of Kansas Adjusted Service Date – (KS Adj Srv) i.e. State service
- KU Initial Service Date – (KS Adj Srv) i.e. KU original service date
- KU Adjusted Service Date – KU adjusted service date (KU Adj Srv)

- Job Entry Date (Job Entry Dt) Date the HR/Pay system as stored when the employee first entered their current job.
- Position Entry (Posn Entry) Date the HR/Pay system stored when the employee was appointed to their current position number
- Hire Date – Original Hire Date as stored in the HR/Pay system – this value may not be accurate due to various system changes.
- Rehire Date as stored in the HR/Pay system – displays last rehire date.
- Department Head – Name of the department head from the department table (Dept Head)
- HR Department- Department on Job/Position (HR Dept)
- Extract Date – shows the date extracted from HR/Pay
- Regular Temporary (R/T)

Evaluation / Service Additional Fields under Hidden – many of these fields have a higher security level as noted by \*

- Employee Classification (Empl Cls)
- HR Department Abbreviation (HR Dept Abrv) –Short description of the position department name.

If you have questions regarding this extract report, please email [HREOInfoSys@ku.edu](mailto:HREOInfoSys@ku.edu).