



Human Resources  
Information Systems

# The Business Intelligence Newsletter

Winter 2015, Issue 6

**See What's in the BIN!**

## Welcome to a Special Edition of the BIN!

You'll notice a big change in this edition of the Business Intelligence Newsletter (BIN).

This quarterly edition is loaded with important information regarding the data that is available for reporting, refresh schedules for that data, automated reports, and more. We hope that this will serve as a valuable reference source as you continue to explore the ways you can use Business Intelligence to complement the other tools that you use during your workday. [Click here to jump directly to the reference guides.](#)

We hope that this edition will come in handy when you are wondering whether data you need is available, where that data is located and how often it is updated. If you see data that you need that is present in snapshots for which you do not have access, please reach out to us and we will do what we can to make the required data available.

We are also welcoming many new users to the Business Intelligence "family." A brief biography is included later in this edition.

Thanks to everyone who attended the BI Lunch and Learn last month. We will try to have some additional educational sessions on the use of the Decision Point tool in the near future. In the meantime, if you have specific questions, or need some assistance in producing a desired report, please contact one of the members of the HRIS team and we will be glad to assist you or provide one-on-one "booster" training for you.

## Lunch and Learn Schedule and Topics

Hosted by Payroll Services and HRIS

Date	Topic	Presenter
Tuesday, March 17	<b>eSignatures</b>	Jackie Duncan
Thursday, April 16	<b>Benefits – FMLA and LOA processing</b>	Amy Phillips
Thursday, June 18	<b>Advanced PowerPoint</b>	Randy Dean
Thursday, July 16	<b>Stress Management</b>	Farrah Spellman
Thursday, August 20	<b>Advanced Word</b>	Evan Atkin
Tuesday, September 22	<b>Advanced Excel</b>	Kyle Williams
Tuesday, October 20	<b>eTIME Accrual and Reporting</b>	Julie Wolfert

**Lunch and Learn sessions are held in Town Point 2220 from 11:30 AM to 1:30 PM.**

## Welcome to the BI Family!

Our Business Intelligence family continues to grow as we bring in new users from the Marietta Campus and expand into more academic areas. Please welcome the following folks!

**Cynthia Mayhan** is a new Human Resources partner. Cynthia is an Arkansas native and a graduate of the University of Arkansas at Little Rock with a BBA in Management. She also earned an MA in Mass Communications. She has over 8 years of experience in the higher education, food distribution, and telecommunications industries.

**Heather Lohrey** has also joined KSU as partner in the Human Resources department. Originally from central Florida she has worked in the Human Resources field for over 10 years. Her HR experience includes working in the financial services and in the non-profit social service industries. Heather earned her bachelor's degree in business from the University of South Florida and her master's in business administration from Nova Southeastern University. Heather is also PHR (Professional in Human Resources) certified.

**Sandy Weaver** is a graduate of Jacksonville State University in Jacksonville, Alabama. She has a daughter Amanda, 24, and a son Patrick, 22. Sandy has been in the University System for 28 years and resides in Powder Springs. We are thrilled to have Sandy has a part of the Payroll Services team. Part of her duties will be to serve as the liaison between Financial Services and Payroll Services in order to strengthen the integration between our two areas.

**Pam Nix** has been part of the University System of Georgia since September of 1989, marking her 25<sup>th</sup> year of service last semester. For the last 15 years Pam has worked in the HR/Payroll area. She resides in Holly Springs with her husband and they have two daughters (Amber and Cate), a son (Weston) and three grandchildren (Giovanni, Toryn, and Lynden). Payroll Services is excited to have Pam join the team!

**Crystal Starr** joined the Human Resources employment staff from the Marietta campus in January. Crystal earned her undergraduate degree from Southern Polytechnic State University and her Master of Public Administration from Kennesaw State University. She has over eight years of experience in Human Resources, all with the University System of Georgia.

**April McLeroy** is the newest addition to the Human Resources Specialists' team. April has over 15 years of progressive HR knowledge. She comes to us from Southern Polytechnic State University where her duties as an HR Representative afforded her valuable experience which will benefit Kennesaw State University. April is easy going and a hard worker who is able to, and enjoys, working with a wide array of people. So when you see her in the halls, don't be shy; stop and say "Hello!"

Last but not least, **Ana Sahasrabudhe** joins the Business Intelligence family of users. Ana is the Business Operations Manager for the College of Humanities and Social Sciences. Prior to joining KSU, Ana held customer service positions with CitiBank and Bank of America. Her fondness for numbers led her to pursue her Masters in Accounting from KSU. Upon graduation in 2010, Ana was thrilled to obtain a position on campus.

# From the Developer's Desk: HRIS as a Resource

**John White, Manager - HRIS**

When the Toad Business Intelligence Suite was originally introduced to Human Resources, there was a limited scope of use: make payroll data more accessible to the users that need a more in-depth look at it. Toad offered a set of tools that made that data more useful to the users, providing them with reports and “views” that gave a greater understanding of the data or provided a faster, user-centric tool for self-retrieval of info they needed.

Toad became synonymous with HRIS and the Payroll Services department and for a while it was. However, there was always an eye on the longer term goal of making HRIS be something separate and distinct from just a payroll function and/or resource. HRIS should be available to all units within HR as a divisional resource.

One of the first things Brad Smith and I talked about after I started at KSU was the One Time Deduction (OTD) application. He described his goal of building the HRIS function on top of Toad with projects leading to applications for internal divisional use. Now, conversations have turned to building a suite of applications for HR's use to handle a variety of tasks that need to be automated or streamlined. The OTD application was a starting point. Even as we continue to improve upon it, the OTD has been widely positively received and it has fulfilled its original goal of streamlining a previously more time-intensive task.

The next application being worked on for HRIS as a stand-alone unit is the Joint Staffing Agreement (JSA) application which we hope to be rolling out in the next few weeks. Hopefully, its utility will match that of the OTD. There will be some elements that are familiar and some new ones will be introduced, but the intention of “utility first” will remain.

Recently the HRIS team met with Jackie Duncan, Director of Process Improvement, and discussed a number of other projects that Jackie is currently or planning on addressing. HRIS hopes that their technical skills will enable Jackie (who has a Six Sigma black belt) to implement her solutions faster and more efficiently. This is the first step in making HRIS an important resource for the entire Human Resources team.

**Thank you for reading this issue of the BIN.**

**Comments? Questions? Suggestions? Contact us at [decision\\_support@kennesaw.edu](mailto:decision_support@kennesaw.edu).**

**BIN Team:**

**Brad Smith, Director of Payroll Services/HRIS**

**John White, HRIS Manager**

**Noelle Davis, Payroll/HRIS Analyst & Newsletter Editor**

# Upcoming Payroll Dates

<b>March 2015</b>	
<p><b><u>1st Biweekly Payroll (315)</u></b>            SPARS due: Thursday, 2/26            eTIME due: Friday, 2/27 by 11:59 pm            Lockout: Monday, 3/2 at 8:00 am            Pay Date: Friday, 3/6</p> <p><b><u>2nd Biweekly Payroll (325)</u></b>            SPARS due: Thursday, 3/12            eTIME due: Friday, 3/13 by 11:59 pm            Lockout: Monday, 3/16 at 8:00 am            Pay Date: Friday, 3/20</p>	<p><b><u>Monthly Staff Payroll (335)</u></b>            SPARS due: Friday, 3/20            eTIME due: Monday, 3/23 by 11:59 pm            Lockout: Tuesday, 3/24 at 8:00 am            Pay Date: Wednesday, 03/31</p>
<b>April 2015</b>	
<p><b><u>1st Biweekly Payroll (415)</u></b>            SPARS due: Thursday, 3/26            eTIME due: Friday, 3/27 by 11:59 pm            Lockout: Monday, 3/30 at 8:00 am            Pay Date: Friday, 4/3</p> <p><b><u>2nd Biweekly Payroll (425)</u></b>            SPARS due: Thursday, 4/9            eTIME due: Friday, 4/10 by 11:59 pm            Lockout: Monday, 4/13 at 8:00 am            Pay Date: Friday, 4/17</p>	<p><b><u>Monthly Staff Payroll (435)</u></b>            SPARS due: Tuesday, 4/21            eTIME due: Wednesday, 4/22 by 11:59 pm            Lockout: Thursday, 4/23 at 8:00 am            Pay Date: Thursday, 4/30</p>
<b>May 2015</b>	
<p><b><u>1st Biweekly Payroll (515)</u></b>            SPARS due: Thursday, 4/23            eTIME due: Friday, 4/24 by 11:59 pm            Lockout: Monday, 4/27 at 8:00 am            Pay Date: Friday, 5/1</p> <p><b><u>2nd Biweekly Payroll (525)</u></b>            SPARS due: Thursday, 5/7            eTIME due: Friday, 5/8 by 11:59 pm            Lockout: Monday, 5/11 at 8:00 am            Pay Date: Friday, 5/15</p> <p><b><u>3rd Biweekly Payroll (535)</u></b>  <i>*Early Deadlines*</i>            SPARS due: Wednesday, 5/20            eTIME due: Thursday, 5/21 by 11:59 pm            Lockout: Friday, 5/22 at 8:00 am            Pay Date: Friday, 5/29</p>	<p><b><u>Faculty Payroll</u></b>            SPARS due: Tuesday, May 5 (tentative)            eTIME due: Wednesday, May 6 (tentative)            Lockout: Thursday, May 7 (tentative)            Pay Date: Friday, 5/15</p> <p><b><u>Monthly Staff Payroll (545)</u></b>            SPARS due: Tuesday, 5/19            eTIME due: Wednesday, 5/20 by 11:59 pm            Lockout: Thursday, 5/21 at 8:00 am            Pay Date: Friday, 5/29</p> <p><b><u>Maymester Faculty Payroll</u></b>            SPARS due: Tuesday, May 19 (tentative)            eTIME due: N/A            Lockout: Thursday, May 21 (tentative)            Pay Date: Friday, 5/29</p>

## Reference Guides – Decision Point

On the following pages, you will find tables with information on Automated Reports generated from Decision Point and the Snapshots available to use for reporting in Toad. These reference guides will also be available on the [HRIS web page](#) as of March 2015.

### [Quick link to Automated Reports](#)

Quick links to Snapshots:

[Benefits](#)

[Business Managers \(HHS\)](#)

[Business Managers \(HSS\)](#)

[Employment](#)

[Faculty](#)

[Payroll](#)

[PeopleSoft Data – KSU: \(Access limited to selected Payroll and HR staff\)](#)

[PeopleSoft Data – SPSU: \(Access limited to selected Payroll and HR staff\)](#)

[SPSU](#)

[Tables](#)

## Decision Point – Automated Reports



Task Name	Schedule Frequency	Schedule Detail	Task Description
43C and 43P without GDCP Record	Weekly	6:42AM Thursday	Shows all 43C (bi-weekly occasional) and 43P (part-time faculty) employees who do not have a GDCP record.
43C-43P-43L-43G without Term or SAE Row	Weekly	6:13AM Thursday	Shows all part-time and/or occasional employees who do not have either a termination or semester end row.
43F with Bad Pay Rule or Accrual Profile	Weekly	6:15AM Thursday	Reports all full-time, 10-month faculty who have a pay rule or accrual profile that is incorrect for their status.
43T Charges to ITS Depts as of FY	Weekly	6:39AM Monday	Reports and summarizes all charges to student assistants within any of the ITS departments.
43W and 43T with Active GDCP Records	Weekly	6:17AM Thursday	Shows all student employees (43W and 43T) who have an active GDCP record.
ABBR Audit	Weekly	6:19Am Thursday	Shows all employees for whom the Annual Rate and Annual Base Benefit Rate are different. (Excludes 10-month faculty in the summer months)
Active but not paid since 18 Months	Monthly	7:16AM Day 1	Shows all active employees who have not been paid within the last 18 months.
Active but not paid since 6 Months	Monthly	7:12AM Day 1	Shows all active employees who have not been paid within the last 6 months.
Active EE 9999 Distribution	Weekly	6:07Am Monday	Shows all active employees who have an invalid pay distribution code on their job record.
Active EE Inactive Acct	Weekly	6:09AM Monday	Shows all active employees who have a valid pay distribution that is now inactive.
ACTIVE EE NO Job Earnings Distribution	Weekly	6:11AM Monday	Shows all active employees who have a compensation row without a pay distribution row.
Active EEs with Emerg Contacts Facilities	Monthly	7:46AM Day 1 Jan, Apr, Jul, Oct	Special report for facilities management personal showing emergency contact information for the Facilities staff members.
ADP GL Department Distribution	Monthly	7:08AM Last Day of Month	Report of payments to student assistants in the Student Success Services Department.
Audit Benefits Dates	Weekly	6:21AM Thursday	Lists employees that have mismatches between benefit effective dates and job record and company dates.

## Decision Point – Automated Reports



Task Name	Schedule Frequency	Schedule Detail	Task Description
Ben Elig EEs no RTR v2	Weekly	6:16AM Monday	Reports benefits eligible employees who do not have an active retirement contribution row.
Ben Prog Status Chg v2	Weekly	6:15AM Monday	Lists all employees who have had a change in their benefits program within the last 9 days.
Check Register By Date	Monthly	7:41AM Day 3	Check register by check date used by Financial Services to reconcile the payroll account.
Check Register By Run ID	Monthly	7:38AM Day 3	Check register by Pay Run ID used by Financial Services to reconcile the payroll account.
Current NRAs with Expired Docs	Monthly	7:10AM Day 28	Lists all Non Resident Aliens whose documents have expired. Used to contact them to request updated proof of ability to work.
Current NRAs with Future Expired Docs	Monthly	7:12AM Day 28	Lists all Non Resident Aliens whose documents will expire within the next 90 days. Used to contact them to request updated proof of ability to work.
Daily Dir Dep Prenote Not Waived	Daily	7:35AM	Lists all employees who have entered or changed direct deposit information and on which the pre-note flag has not been waived.
Daily Hire Term	Daily	7:46AM	Lists all employees hired or who have been entered as hired, for yesterday's date. Report shows the status type so that targeted welcome emails can be sent to each new employee with ADP and eTime instructions.
EEs – PT with Retirement	Weekly	6:23AM Thursday	Lists part time employees (standard hours less than 20) who have active retirement plan rows.
EEs with Terminated or Missing Supervisor	Weekly	6:31AM Thursday	Lists all employees who have a supervisor, reports to, or time-off approver that is terminated or not entered at all.
EEs with Both GDCP and FICA	Weekly	6:25AM Thursday	Lists employees who have both an active GDCP deduction and are also coded as subject to FICA taxes.

## Decision Point – Automated Reports



Task Name	Schedule Frequency	Schedule Detail	Task Description
EEs with Both Retirement and GDCP	Weekly	6:27AM Thursday	Lists employees who have both an active GDCP deduction and an active retirement row.
EEs with Distribution to Grants	Monthly	7:16AM Day 28	Lists all employees who have job records that show a distribution to a grant account.
EEs with Multiple Active Job Records v2	Weekly	6:29AM Thursday	Shows all employees with multiple active job records.
EEs with Primary Job on Larger Record No	Weekly	6:33AM Thursday	Shows all employees who have a primary job row that is on the higher record number.
EEs without Maildrop	Weekly	6:35AM Thursday	Lists employees who do not have a mail drop number in the ADP database.
Employees with Mgr License without Reports To	Weekly	6:37AM Thursday	Shows employees who have an eTime manager's license but do not have anyone currently reporting to them.
Employees with no FICA and no GDCP	Weekly	6:39AM Thursday	Lists employees who have no GDCP deductions and are also not coded as subject to FICA tax.
Employees without ETIME Activated	Weekly	6:49AM Thursday	Lists all employees who do not have eTime activated on their Time and Labor Management panel.
Empls with 00PRKB or 00FIT Deduction	Weekly	6:10AM Thursday	Lists all employees who have active deductions using the old parking (00PRKB) or old fitness center (00FIT) codes.
Empls with Additional FIT	Monthly	6:59AM Day 20	Lists all employees who have requested additional amounts of federal withholding tax.
Exception Report FWS Charges	BiWeekly	6:19AM Monday	Shows all Federal Work Study transactions that may be coded to the incorrect account. Must be reviewed for possible reallocation.
Extract Pay Data Bookstore	Weekly	6:52AM Friday	Weekly report sent to the Book Store that shows all payments to hourly employees with variances against their standard work schedule.
Fitness Center Payroll Deduction Register	Monthly	7:18AM Last Day of Month	Monthly payroll register for the fitness center showing all employees who had their monthly fee deducted from their paycheck.



## Decision Point – Automated Reports



Task Name	Schedule Frequency	Schedule Detail	Task Description
Fitness Center Retirement Report	Monthly	7:20AM Day 28	Listing of all retirees currently in the system. Given to the fitness center as the retirees are eligible to use the center.
FWS GL DIST Select	Weekly	6:13AM Thursday	Creates a report of the federal work study charges by student for the month. Report is used to create a pivot table for use by Financial Aid to track the work study dollars paid to each student against their award.
Hire Term All Titles v2	Weekly	6:26AM Monday	Report of all hiring activity for the past week. Sent to multiple department across campus for downstream processing.
HSA Deduction Record Changes v2	Weekly	6:11AM Friday	Shows all changes made to HSA deduction records by employees. Review by benefits to make sure that changes are within the guidelines of the HSA program.
Incorrect FICA Status	Weekly	6:51AM Thursday	Lists employees who appear to be in the incorrect FICA status for their employment status.
List Supervisors without Manager License	Weekly	6:53AM Thursday	Lists all employees who are listed as a supervisor for someone else but who do not have an active manager eTime license.
Medicare Elig EEs	Monthly	6:55AM Day 2	Creates an historic snapshot of Medicare eligible employees as of the beginning of each month.
Monthly Active EEs	Monthly	7:10AM Day 1	Creates an historic snapshot of active employees as of the 1 <sup>st</sup> day of each month. Used for change and other analysis reports comparing different historical periods.
Monthly FSA Counts	Monthly	7:06AM Last Day of Month	Creates a file showing the count of participating members in the FSA benefit offering.
Rehired Retirees	Monthly	7:02AM Day 1	Creates an historic file of rehired retirees as of the 1 <sup>st</sup> day of each month.
Retirement Status v2	Weekly	6:13AM Friday	List all employees with standard hours greater than or equal to 20 along with their retirement and GDCP status.

## Decision Point – Automated Reports



Task Name	Schedule Frequency	Schedule Detail	Task Description
Supervisor ID not Equal to Time Off Appr	Weekly	6:55Am Thursday	Lists all employees for whom the Supervisor ID on file does not equal the Time Off Approver for eTime.
TAP Report	Weekly	6:10Am Tuesday	Lists all active benefited employees with information needed to research whether applicants for TAP benefits meet all requirements.
TLM Panel Mismatch with Pay Group or FTE	Weekly	6:57Am Thursday	Lists all employees who have a pay rule, accrual profile, or person type that does appear to be correct for their employment status.

## Decision Point – Available Snapshots



### Benefits Folder:

Snapshot Name	Refresh Frequency	Frequency Detail	Snapshot Description
<b>Census Reports contain a record for every active, benefited employee along with coverage options and levels. A “waived” row is present if the employee does not have the indicated coverage.</b>			
Census_Report_ADD	Monthly	7:01AM Day 15	Accidental Death
Census_Repport_CLF	Monthly	7:02AM Day 15	Child Life
Census_Report_Dental	Monthly	7:03AM Day 15	Dental
Census_Report_LIF	Monthly	7:04AM Day 15	Life Insurance
Census_Report_LTD	Monthly	7:05AM Day 15	Long Term Disability
Census_Repport_Medi-cal	Monthly	7:06AM Day 15	Medical
Census_Report_SEL	Monthly	7:07AM Day 15	Minnesota SEL with ADD
Census_Report_SLF	Monthly	7:08AM Day 15	Spouse Life
Census_Report_STD	Monthly	7:09AM Day 15	Short Term Disability
Census_Report_SUP	Monthly	7:10AM Day 15	Supplemental Life Insurance
Census_Report_Vision	Monthly	7:11AM Day 15	Vision
Current_FSA_Data	Monthly	6:12AM Day 1	Shows each employee’s current FSA deduction, Goal Amount, and Goal Balance for both Medical and Dependent Plans
Fiscal_YTD_TRS_Deduc-tions	Monthly	6:44AM Day 1	Shows each employee’s TRS plan, Fiscal YTD amount deducted and the remaining gross amount and deductions before the employee reaches the maximum amount for the Fiscal Year.
LOA_List	Monthly	6:13AM Day 1	Reports all employees on Leave of Absence, the status, reason code, and effective date. Also includes the department and other job-related information.
Medicare_Eligible_EEs	Monthly	6:13AM Day 2	Shows all active employees who are Medicare eligible with some contact and job information.

Snapshot Name	Refresh Frequency	Frequency Detail	Snapshot Description
Rehired_Retirees	Monthly	7:59AM Day 1	Lists all employees who are marked as being either an ERS or a TRS retiree along with selected job information.
TAP_Report	Weekly	6:40AM Tuesday	Lists employees along with data needed to determine TAP eligibility.
Termed_EEs_Active_Ret	Monthly	6:14AM Day 2	Lists any terminated employee who has an active Retirement (ORP/TRS/ERS) row. This could be an issue if the terminated employee is rehired.
YTD_FSA_Deductions	Monthly	6:07AM Day 2	Shows the YTD FSA deductions, scheduled amount remaining, goal, and the overage or shortfall projected for both the Medical and Dependent plans.
YTD_HSA_Data	Weekly	7:02AM Wednesday	Lists the YTD HSA deductions, planned deductions, Goal Amount and the projected shortfall or overage against the goal. Also shows the YTD Seed amount for each employee.
YTD_ORP_Deductions	Monthly	6:14AM Day 1	Lists the YTD Employee contributions for all ORP Participants along with the amount remaining until the employee meets the limit for contributions.
YTD_Savings_Plans	Monthly	7:28AM Day 1	Includes a row for each savings plan that an employee participates in along with the YTD amount contributed, the contribution limit, and the amount remaining along with the current deduction amount.

***Business Managers Folder (HHS):***

Snapshot Name	Refresh Frequency	Frequency Detail	Snapshot Description
HHS_Active_EEs_Pay_Distr	Daily	5:02AM	Shows all Active employees within the HHS division along with their payroll distribution data. Split distributions show on separate lines.
HHS_All_EEs_with_Status	Daily	5:01AM	Shows all employees within the HHS division along with their current status, including terminated employees. Includes various job-related data.
HHS_GL_Expense	Monthly	5:05AM Day 1	Shows all Payroll-related GL Expense detail lines for the past 18 months that hit accounts within the HHS division. Includes all gross income and fringe accounts.

Snapshot Name	Refresh Frequency	Frequency Detail	Snapshot Description
HHS_GRA_Payments	Monthly	5:05AM Day 28	Reports all payments to GRAs made within the HHS division. Includes payment amount, GL distribution, and date of payment.
HHS_Overloads	Monthly	5:04AM Day 28	Reports all overload payments made to faculty members within the HHS division. Includes payment amount, GL distribution, and date of payment.
HHS_Posn_Mgt	Weekly	5:03AM Wednesday	Shows all positions that are active within the HHS division. For filled positions shows the incumbent along with job data. If position is vacant the base data is reported with “---Vacant---” as the incumbent.

***Business Managers Folder (HSS):***

Snapshot Name	Refresh Frequency	Frequency Detail	Snapshot Description
HSS_Active_EEs_Pay_Distr	Daily	5:02AM	Shows all Active employees within the HSS division along with their payroll distribution data. Split distributions show on separate lines.
HSS_All_EEs_with_Status	Daily	5:00AM	Shows all employees within the HSS division along with their current status, including terminated employees. Includes various job-related data.
HSS_GL_Expense	Monthly	5:10AM Day 1	Shows all Payroll-related GL Expense detail lines for the past 18 months that hit accounts within the HSS division. Includes all gross income and fringe accounts.
HSS_GRA_Payments	Monthly	5:16AM Day 28	Reports all payments to GRAs made within the HSS division. Includes payment amount, GL distribution, and date of payment.
HSS_Overloads	Monthly	5:20AM Day 28	Reports all overload payments made to faculty members within the HSS division. Includes payment amount, GL distribution, and date of payment.
HSS_Posn_Mgt	Weekly	5:30AM Wednesday	Shows all positions that are active within the HSS division. For filled positions shows the incumbent along with job data. If position is vacant the base data is reported with “---Vacant---” as the incumbent.

### Employment Folder:

Snapshot Name	Refresh Frequency	Frequency Detail	Snapshot Description
Active_EEs_AAF_Snap	Daily	6:43AM	Shows all active employees who are in Academic Departments. Shows selected job information and access is limited to Academic Affairs personnel.
Active_EEs_CUL_Snap	Daily	6:44AM	Shows all active employees along with a limited amount of contact and job information. Access limited to the Center for University Learning for educational offerings.
Active_EEs_Plus_Snap	Weekly	6:45AM Friday	Includes all active employees, complete job information and expanded contact and personal information. Access is limited to selected Human Resource staff.
Active_EEs_with_Pay_Distr_Snap	Weekly	6:09AM Wednesday	Shows all Active employees along with their payroll distribution data. Split distributions show on separate lines.
Active_Positions_Snap	Daily	8:05AM	Shows all active positions and the default job data for those positions. Does not include incumbent information.
Active_Posns_with_Distr_Snap	Weekly	6:01AM Monday	Shows all active positions and the default job data for those positions. Lists separate lines for the position if the position is split-funded. Does not show incumbent information.
All_EEs_Current_Status_AAF_Snap	Daily	6:42AM	Shows all employees in Academic Departments along with their current status, including terminated employees. Includes various job-related data. Access is limited to Academic Affairs staff.
All_EEs_Current_Status_CUL_Snap	Daily	6:01AM	Shows all employees with their current status, including terminated employees. Includes limited job-related data. Access limited to the Center for University Learning
All_EEs_with_Current_Status_Snap	Daily	8:36AM	Shows all employees within the HSS division along with their current status, including terminated employees. Includes various job-related data.
Daily_Active_EEs_Snap	Daily	8:10AM	Shows all active employees along with various job and contact information.
JobReclassWithPreviousData_Snap	Monthly	6:15AM Day 1	Shows all job reclassification records reported and processed by HR along with the current and prior job information.
New_Hires_Snap	Weekly	6:45AM Monday	Shows all new hire and rehire records processed. Includes selected job information.

Snapshot Name	Refresh Frequency	Frequency Detail	Snapshot Description
Position_Management_Snap	Daily	8:15AM	Shows all active positions. For filled positions shows the incumbent along with job data. If position is vacant the base data is reported with "--Vacant--" as the incumbent.
Position_Mgmt_AAF_Snap	Daily	6:01AM	Shows all positions that are active within Academic Departments. For filled positions shows the incumbent along with job data. If position is vacant the base data is reported with "---Vacant--" as the incumbent. Access is limited to Academic Affairs staff.
Vacant_Positions_Snap	Daily	7:24AM	Shows all active, vacant positions and the default job data for those positions.

**Faculty Folder:**

Snapshot Name	Refresh Frequency	Frequency Detail	Snapshot Description
FIS_Report_Data_Snap	Daily	7:59AM	Reports data from the Faculty Information System view created by EIM. Access to this data is limited to Academic Affairs staff and Payroll/HRIS management.
MFE_Faculty_Profile_Snap	Weekly	6:56Am Wednesday	Shows data from the Managed Faculty Events tables. Data includes rank and tenure status and is limited to Academic Affairs staff and Payroll/HR management.
Pull_Active_Faculty_with_Comp_Rate_Snap	Daily	7:22AM	Reports all active faculty (43F and 43P) in the database along with their current compensation and pay distribution information.

## Payroll Folder:

Snapshot Name	Refresh Frequency	Frequency Detail	Snapshot Description
Additional_Pay_Snap	Daily	7:57AM	Shows all additional pay records remaining to be paid including the earnings code, goal amount, and pay period amounts and effective dates. Access is limited to payroll staff.
Check_Data_Snap	Weekly	6:10AM Tuesday	Includes a record for each check/DDP listing total gross, total taxes, total deductions and net pay. Access limited to certain payroll and HR staff members.
Direct_Deposit_Snap	Weekly	6:35AM Monday Wednesday Friday	Includes Direct Deposit information and contact information. Used for notifying employees in the event of direct deposit issues or rejects. Access limited to payroll staff.
Extract43GPayments_Snap	Monthly	7:00AM Day 28	Shows all payments to GRAs and GTAs listing the department, job code, position, and gross pay amounts with pay dates.
ExtractOVLPayments_Snap	Monthly	7:02AM Day 31	Shows all overload payments to faculty members listing the department and division, check dates, and gross pay amounts.
General_Deductions_Snap	Monthly	6:15AM Day 1	Lists all general deductions records including the deduction code, effective dates, monthly amount and the end date for the deduction.
GL_Expense_Lines_Snap	Monthly	6:04AM Day 1	Shows all Payroll-related GL Expense detail lines for the past 18. Includes all gross income and fringe accounts.
Staff_Overload_Snap	Weekly	6:45AM Wednesday	List all staff overload payments made including the reason (acting duties, teaching, etc.), payment amount, date, earnings code and department.
TALX_Data_Snap	Weekly	6:20AM Wednesday	Shows data reported to TALX for employment and income verification. Includes contact information, hire dates, compensation amounts and YTD payment information. Access limited to payroll and HR staff members.
Tax_Deductions_Snap	Monthly	6:05AM Day 1	Lists all tax deductions from employees by check date, tax type, tax amount and taxable wages.
YTD_Overtime_Snap	Weekly	6:38AM Wednesday	Reports all overtime hours and payment amounts by employee by quarter and year, including department and position.



**PeopleSoft Data – KSU - Folder:****(Access limited to selected Payroll and HR staff)**

Snapshot Name	Refresh Frequency	Frequency Detail	Snapshot Description
PS_KSU_CY_Deductions_1999	N/A	N/A	Shows all payroll deductions for KSU employees in calendar year 1999. Includes the deductions amount by month, quarter, and year to date.
PS_KSU_CY_Deductions_2000	N/A	N/A	Shows all payroll deductions for KSU employees in calendar year 2000. Includes the deductions amount by month, quarter, and year to date.
PS_KSU_CY_Deductions_2001	N/A	N/A	Shows all payroll deductions for KSU employees in calendar year 2001. Includes the deductions amount by month, quarter, and year to date.
PS_KSU_CY_Deductions_2002	N/A	N/A	Shows all payroll deductions for KSU employees in calendar year 2002. Includes the deductions amount by month, quarter, and year to date.
PS_KSU_CY_Deductions_2003	N/A	N/A	Shows all payroll deductions for KSU employees in calendar year 2003. Includes the deductions amount by month, quarter, and year to date.
PS_KSU_CY_Deductions_2004	N/A	N/A	Shows all payroll deductions for KSU employees in calendar year 2004. Includes the deductions amount by month, quarter, and year to date.
PS_KSU_CY_Deductions_2005	N/A	N/A	Shows all payroll deductions for KSU employees in calendar year 2005. Includes the deductions amount by month, quarter, and year to date.
PS_KSU_CY_Deductions_2006	N/A	N/A	Shows all payroll deductions for KSU employees in calendar year 2006. Includes the deductions amount by month, quarter, and year to date.
PS_KSU_CY_Deductions_2007	N/A	N/A	Shows all payroll deductions for KSU employees in calendar year 2007. Includes the deductions amount by month, quarter, and year to date.
PS_KSU_CY_Deductions_2008	N/A	N/A	Shows all payroll deductions for KSU employees in calendar year 2008. Includes the deductions amount by month, quarter, and year to date.

Snapshot Name	Refresh Frequency	Frequency Detail	Snapshot Description
PS_KSU_CY_Deductions_2009	N/A	N/A	Shows all payroll deductions for KSU employees in calendar year 2009. Includes the deductions amount by month, quarter, and year to date.
PS_KSU_CY_Earnings_1999_00	N/A	N/A	Shows all earning for KSU employees in calendar years 1999 and 2000. Includes the earnings code and gross amounts by month, quarter, and year to date.
PS_KSU_CY_Earnings_2001_02	N/A	N/A	Shows all earning for KSU employees in calendar years 2001 and 2002. Includes the earnings code and gross amounts by month, quarter, and year to date.
PS_KSU_CY_Earnings_2003_04	N/A	N/A	Shows all earning for KSU employees in calendar years 2003 and 2004. Includes the earnings code and gross amounts by month, quarter, and year to date.
PS_KSU_CY_Earnings_2005_06	N/A	N/A	Shows all earning for KSU employees in calendar years 2005 and 2006. Includes the earnings code and gross amounts by month, quarter, and year to date.
PS_KSU_CY_Earnings_2007_08	N/A	N/A	Shows all earning for KSU employees in calendar years 2007 and 2008. Includes the earnings code and gross amounts by month, quarter, and year to date.
PS_KSU_CY_Earnings_2009	N/A	N/A	Shows all earning for KSU employees in calendar year 2009. Includes the earnings code and gross amounts by month, quarter, and year to date.
PS_KSU_Employment_Data	N/A	N/A	Shows employment data for KSU employees including KSU seniority date, service date, hire and term dates, and business titles.
PS_KSU_GDCP_Submissions	N/A	N/A	Shows all GDCP deductions for KSU employees. Includes the deduction amounts and applicable wages by month, quarter, and year to date.
PS_KSU_Health_Ben_Elections	N/A	N/A	Shows medical, dental and vision elections by year for each KSU employee from 1999 – 2009.
PS_KSU_Job_Data	N/A	N/A	Lists job history data for KSU employees from 1999 to 2009 including job codes, positions, comp rates, etc.
PS_KSU_Leave_Accruals	N/A	N/A	Shows vacation and sick accrual balances for KSU employees for 1999 – 2009.

Snapshot Name	Refresh Frequency	Frequency Detail	Snapshot Description
PS_KSU_Retirement_1999_2002	N/A	N/A	Shows all Retirement deductions for KSU employees. Includes the deduction amounts and applicable wages by month, quarter, and year to date for 1999 – 2002.
PS_KSU_Retirement_2003_2005	N/A	N/A	Shows all Retirement deductions for KSU employees. Includes the deduction amounts and applicable wages by month, quarter, and year to date for 2003 to 2005.
PS_KSU_Retirement_2006_2009	N/A	N/A	Shows all Retirement deductions for KSU employees. Includes the deduction amounts and applicable wages by month, quarter, and year to date for 2006 to 2009.
PS_KSU_W2_Box_Data	N/A	N/A	Lists W-2 Box values for KSU employees from 1999 – 2008.

**PeopleSoft Data – SPSU - Folder:**

***(Access limited to selected Payroll and HR staff)***

Snapshot Name	Refresh Frequency	Frequency Detail	Snapshot Description
PS_SPSU_CY_Deductions_2000_2004	N/A	N/A	Shows all payroll deductions for SPSU employees in calendar years 2000 through 2004. Includes the deductions amount by month, quarter, and year to date.
PS_SPSU_CY_Deductions_2005_2009	N/A	N/A	Shows all payroll deductions for SPSU employees in calendar years 2005 through 2009. Includes the deductions amount by month, quarter, and year to date.
PS_SPSU_CY_Earnings	N/A	N/A	Shows all earning for SPSU employees in calendar years 1999 and 2009. Includes the earnings code and gross amounts by month, quarter, and year to date.
PS_SPSU_Employment_Data	N/A	N/A	Shows employment data for SPSU employees including SPSU seniority date, service date, hire and term dates, and business titles.
PS_SPSU_GDCP_Submissions	N/A	N/A	Shows all GDCP deductions for SPSU employees. Includes the deduction amounts and applicable wages by month, quarter, and year to date.
PS_SPSU_Health_Ben_Elections	N/A	N/A	Shows medical, dental and vision elections by year for each SPSU employee from 1999 – 2009.
PS_SPSU_Job_Data	N/A	N/A	Lists job history data for SPSU employees from 1999 to 2009 including job codes, positions, comp rates, etc.

Snapshot Name	Refresh Frequency	Frequency Detail	Snapshot Description
PS_SPSU_Leave_Accruals	N/A	N/A	Shows vacation and sick accrual balances for SPSU employees for 1999 – 2009.
PS_SPSU_Retirement_Submissions	N/A	N/A	Shows all Retirement deductions for SPSU employees. Includes the deduction amounts and applicable wages by month, quarter, and year to date for 1999 – 2009.
PS_SPSU_W2_Box_Data	N/A	N/A	Lists W-2 Box values for SPSU employees from 1999 – 2008.

**SPSU Folder:**

Snapshot Name	Refresh Frequency	Frequency Detail	Snapshot Description
SPSU_Active_EEs_Demo_Snap	N/A	N/A	Demographic information for SPSU employees prior to the consolidation of SPSU employees to KSU.
SPSU_Active_EEs_Plus_Snap	N/A	N/A	Active Employee information for SPSU employees prior to the consolidation of SPSU employees to KSU. Includes gender, ethnicity and other protected data. Access limited to selected HR staff.
SPSU_Active_EEs_Snap	N/A	N/A	Active Employee information for SPSU employees prior to the consolidation of SPSU employees to KSU.
SPSU_Position_Mgt_Snap	N/A	N/A	Shows all active SPSU positions. For filled positions shows the incumbent along with job data. If position is vacant the base data is reported with “---Vacant---” as the incumbent.
SPSU_Retirement_Status_Snap	N/A	N/A	Shows the retirement status (TRS/ORP/GDCP) for all SPSU employees prior to consolidation.
SPSU_Terms_YTD_Snap	N/A	N/A	Lists all termination records for SPSU employees.
SPSU_Vacant_Positions_Snap	N/A	N/A	Shows all active, vacant SPSU positions and the default job data for those positions.

**Tables Folder:**

Snapshot Name	Refresh Frequency	Frequency Detail	Snapshot Description
Active_Pay_Distribution_Codes_Snap	Daily	7:12AM	Shows all currently active payroll distribution codes with description and chart string associated with the code.
Departments_Snap	Daily	5:00AM	List all Department codes with the associated description, department manager, mail drop, and status.