

PeopleSoft®

PeopleSoft EnterpriseOne Human Resources 8.11 Reports

November 2004

PeopleSoft EnterpriseOne Human Resources 8.11 Reports
SKU E1_FMS8.11AHR-R 1104
Copyright © 2004 PeopleSoft, Inc. All rights reserved.

All material contained in this documentation is proprietary and confidential to PeopleSoft, Inc. ("PeopleSoft"), protected by copyright laws and subject to the nondisclosure provisions of the applicable PeopleSoft agreement. No part of this documentation may be reproduced, stored in a retrieval system, or transmitted in any form or by any means, including, but not limited to, electronic, graphic, mechanical, photocopying, recording, or otherwise without the prior written permission of PeopleSoft.

This documentation is subject to change without notice, and PeopleSoft does not warrant that the material contained in this documentation is free of errors. Any errors found in this document should be reported to PeopleSoft in writing.

The copyrighted software that accompanies this document is licensed for use only in strict accordance with the applicable license agreement which should be read carefully as it governs the terms of use of the software and this document, including the disclosure thereof.

PeopleSoft, PeopleTools, PS/nVision, PeopleCode, PeopleBooks, PeopleTalk, and Vantive are registered trademarks, and Pure Internet Architecture, Intelligent Context Manager, and The Real-Time Enterprise are trademarks of PeopleSoft, Inc. All other company and product names may be trademarks of their respective owners. The information contained herein is subject to change without notice.

Open Source Disclosure

This product includes software developed by the Apache Software Foundation (<http://www.apache.org/>). Copyright (c) 1999-2000 The Apache Software Foundation. All rights reserved. THIS SOFTWARE IS PROVIDED "AS IS" AND ANY EXPRESSED OR IMPLIED WARRANTIES, INCLUDING, BUT NOT LIMITED TO, THE IMPLIED WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE ARE DISCLAIMED. IN NO EVENT SHALL THE APACHE SOFTWARE FOUNDATION OR ITS CONTRIBUTORS BE LIABLE FOR ANY DIRECT, INDIRECT, INCIDENTAL, SPECIAL, EXEMPLARY, OR CONSEQUENTIAL DAMAGES (INCLUDING, BUT NOT LIMITED TO, PROCUREMENT OF SUBSTITUTE GOODS OR SERVICES; LOSS OF USE, DATA, OR PROFITS; OR BUSINESS INTERRUPTION) HOWEVER CAUSED AND ON ANY THEORY OF LIABILITY, WHETHER IN CONTRACT, STRICT LIABILITY, OR TORT (INCLUDING NEGLIGENCE OR OTHERWISE) ARISING IN ANY WAY OUT OF THE USE OF THIS SOFTWARE, EVEN IF ADVISED OF THE POSSIBILITY OF SUCH DAMAGE.

PeopleSoft takes no responsibility for its use or distribution of any open source or shareware software or documentation and disclaims any and all liability or damages resulting from use of said software or documentation.

Contents

Reports Preface

- About This PeopleBook Preface** **v**
- Documentation Updates and Printed Documentation..... v
 - Obtaining Documentation Updates..... v
 - Ordering Printed Documentation..... v
- Comments and Suggestions..... vi

Chapter 1

- PeopleSoft EnterpriseOne Human Resources Reports**..... **1**
- PeopleSoft Human Resources Reports: A to Z..... 1

Chapter 2

- Report Samples**..... **7**

About This PeopleBook Preface

PeopleBooks provide you with the information that you need to implement and use PeopleSoft applications.

This preface discusses:

- Related documentation.
- Comments and suggestions.

Documentation Updates and Printed Documentation

This section discusses how to:

- Obtain documentation updates.
- Order printed documentation.

Obtaining Documentation Updates

You can find updates and additional documentation for this release, as well as previous releases, on the PeopleSoft Customer Connection website. Through the Documentation section of PeopleSoft Customer Connection, you can download files to add to your PeopleBook Library. You'll find a variety of useful and timely materials, including updates to the full PeopleSoft documentation that is delivered on your PeopleBooks CD-ROM.

Important! Before you upgrade, you must check PeopleSoft Customer Connection for updates to the upgrade instructions. PeopleSoft continually posts updates as the upgrade process is refined.

See Also

PeopleSoft Customer Connection, <https://www.peoplesoft.com/corp/en/login.jsp>

Ordering Printed Documentation

You can order printed, bound volumes of the complete PeopleSoft documentation that is delivered on your PeopleBooks CD-ROM. PeopleSoft makes printed documentation available for each major release shortly after the software is shipped. Customers and partners can order printed PeopleSoft documentation by using any of these methods:

- Web
- Telephone
- Email

Web

From the Documentation section of the PeopleSoft Customer Connection website, access the PeopleBooks Press website under the Ordering PeopleBooks topic. The PeopleBooks Press website is a joint venture between PeopleSoft and MMA Partners, the book print vendor. Use a credit card, money order, cashier's check, or purchase order to place your order.

Telephone

Contact MMA Partners at 877 588 2525.

Email

Send email to MMA Partners at peoplesoftpress@mmapartner.com.

See Also

PeopleSoft Customer Connection, <https://www.peoplesoft.com/corp/en/login.jsp>

Comments and Suggestions

Your comments are important to us. We encourage you to tell us what you like, or what you would like to see changed about PeopleBooks and other PeopleSoft reference and training materials. Please send your suggestions to:

PeopleSoft Product Documentation Manager PeopleSoft, Inc. 4460 Hacienda Drive Pleasanton, CA 94588

Or send email comments to doc@peoplesoft.com.

While we cannot guarantee to answer every email message, we will pay careful attention to your comments and suggestions.

CHAPTER 1

PeopleSoft EnterpriseOne Human Resources Reports

This appendix provides an overview of human resources reports and enables you to view summary tables of all reports.

PeopleSoft Human Resources Reports: A to Z

This table lists reports related to the recruitment process. The reports listed in each table are sorted alphanumerically by report ID.

Report ID and Report Name	Description	Navigation
R080401 Applicant Data by Data Type	Use this program to review a list of all of the applicants who have information entered in a particular supplemental data type.	Applicant Supplemental Data (G08BSDA1), Applicant Data by Data Type
R080406 Requisition Data by Data Type	Use this program to review a list of all of the requisitions that contain information in a particular supplemental data type.	Requisition Supplemental Data (G08BSDR1), Requisition Data by Data Type
R080416 Requisition Supplemental Data Report	Use this program to review information for one or more requisitions.	Requisition Supplemental Data (G08BSDR1), Requisition Supplemental Data Report
R081490 Requisition Review - Position	Use this program to determine the approval status of a group of requisitions. You can print two versions of this report. One version lists the requisitions by job description, and the other version lists them by position description.	Requisitions (G08BR1), Requisition Review - Position
R084480 Applicant List	Use this program to review detailed applicant information. You can use this report to list all of the applicants or just specific applicants, such as those who have reached a certain point in the hiring process. This report lists detailed information, such as the applicant's available date and asking salary.	Applicants (G08BA1), Applicant List

Report ID and Report Name	Description	Navigation
R084481 Applicant Listing by Position	Use this program to review a list of all applicants who have applied for a specific position.	Applicants (G08BA1), Applicant Listing by Position
R084482 Applicant List-Job Type/Step	Use this program to review a list of all of the applicants, arranged according to their job type and step. This report includes the number of applicants in each job type and step, along with the status of each applicant.	Applicants (G08BA1), Applicant List-Job Type/Step
R084483 (USA) Applicant List-EEO Listing	Use this program to analyze the number of female, minority, veteran, or disabled applicants who have applied to the organization. You can also use this report for Affirmative Action reporting purposes.	Applicants menu (G08BA1), Applicant List-EEO Listing
R080411 Applicant Supplemental Data Report	Use this program to review complete supplemental information for one or more applicants.	Applicant Supplemental Data (G08BSDA1), Applicant Supplemental Data Report

This table lists government-related reports for human resources, sorted alphanumerically by report ID.

Report ID and Report Name	Description	Navigation
R058514 (USA) EEO-4 Annual Report	Use this program to verify compliance with EEOC nondiscrimination requirements.	Government Reporting (G05BG), EEO-4 Annual Report
R058514D (USA) Point in Time EEO-4	Use this program to follow up EEOC nondiscrimination requirements for private employers. You might want to use this report to capture a picture of EEO information for specific individuals or groups of employees to prepare a response to an EEO inquiry.	Point in Time Employee Master (G05B31), Point in Time EEO-4
R058515 (USA) EEO-1 Annual Report	Use this program to update the report with the prior year's information and calculate gender and ethnicity information for the current year.	Government Reporting (G05BG), EEO-1 Annual Report
R058515D (USA) Point-In-Time EEO-1	Use this program to follow up EEOC nondiscrimination requirements for private employers. You might want to use this report to capture a picture of EEO information for specific individuals or groups of employees to prepare a response to an EEO inquiry.	Point in Time Employee Master (G05B31), Point in Time EEO-1

Report ID and Report Name	Description	Navigation
R058516 (USA) EEO-5 Annual Report	Use this program to verify compliance with EEOC nondiscrimination requirements for public school systems and districts.	Government Reporting (G05BG), EEO-5 Annual Report
R068910 (USA) EEO Staff Utilization Report	Use this program to review the number of hours that employees worked by ethnic group for each job category	Employee Adv & Technical Operations (G05BE3), EEO Staff Utilization Report
R080434 (USA) Veteran Employment (VETS-100)	Use this program to review employees in each EEO job category per home company and home business unit who are disabled veterans, Vietnam veterans or Other Veterans.	Government Reporting (G05BG), Veteran Employment (VETS-100)
R080434D (USA) Point in Time Veteran Employment	Use this program to follow up EEOC nondiscrimination requirements for private employers. Run this report to review employees, as of a specific date, in each EEO job category per home company and home business unit who are disabled veterans or Vietnam veterans.	Point in Time Employee Master (G05B31), Point in Time Veteran Employment
R080435 (USA) Workforce Analysis Report	Use this program to review a summary of employees by gender, ethnic code, job type, and job step for each home business unit within the home company.	Government Reporting (G05BG), Workforce Analysis Report
R084400 (USA) Hired Applicants by EEO Job Category	Use this program to show how the organization is performing as an equal opportunity employer	Government Reporting (G05BG), Hired Applicants by EEO Job Category
R084411 (USA) Applicant Flow Analysis	Use this program to review the number of applicants in each EEO job category by ethnicity and gender who have received offers, been hired, or been rejected. This report shows how the organization is performing as an equal opportunity employer.	Government Reporting (G05BG), Applicant Flow Analysis

Report ID and Report Name	Description	Navigation
R084412 (USA) Adverse Impact Analysis	Use this program to review the number of male, female, and ethnic applicants for each EEO job category against those applicants who were hired.	Government Reporting (G05BG), Adverse Impact Analysis
R084422 (USA) Affirmative Action Exception Report	Run the Affirmative Action Exception Report (R084422) before you run the Hired Applicants by EEO Job Category, Applicant Flow Analysis, or Adverse Impact Analysis reports. The Affirmative Action Exception Report lists applicants with missing values in any of the following fields: <ul style="list-style-type: none"> • EEO Job Category (from user-defined code list (06/J)) • Home Business Unit • Gender • Ethnic Code (a code other than user-defined codes 01-05 from 06/M) 	Government Reporting (G05BG), Affirmative Action Exception Report

This table lists reports related to position budget management, sorted alphanumerically by report ID.

Report ID and Report Name	Description	Navigation
R081420 Open Amounts by Position	Use this program to review position information for salaries, FTEs, and hours worked.	Daily Processing (G08BP1), Open Amounts by Position
R081430 Cross-Year Budget Comparison	Use this program to simultaneously review the position budgets for two fiscal years. The report also displays the percentage change in each budget from one fiscal year to the next. The system calculates the percentage change amounts by dividing the difference between the budget amounts for each year by the first year's budget amount, as it appears in the left column of the report.	Daily Processing (G08BP1), Cross Year Budget Comparison
R081440 Position Control Comparison	Use this program to run one of the following versions for position control comparison: <ul style="list-style-type: none"> • Position Control Headcount • Position Control Budgeted FTE (Position Control Budgeted Full-Time Equivalent) • Position Control Effective FTE 	Daily Processing (G08BP1), Position Control Comparison

Report ID and Report Name	Description	Navigation
R081460 Position Budgets	Use this program to review by fiscal year the position budgets that are established for all business units and positions.	Daily Processing (G08BP1), Position Budgets
R081470 Position Budgets by Job Type & Step	Use this program to review the position budgets for all business units and positions for each job type and job step within the organization by fiscal year.	Daily Processing (G08BP1), Position Budgets by Job Type & Step
R081480 Employee Position Activity	Use this program to review all of the position activity for each employee within the organization. You can analyze employee movement among positions and determine whether you need to hire additional employees or reduce the headcount for a position. You can choose to sort this report either by employee last name or by employee number.	Daily Processing (G08BP1), Employee Position Activity

This table lists reports related to competencies and performance management, sorted alphanumerically by report ID.

Report ID and Report Name	Description	Navigation
R05100A Review Competencies	Use this program when you need to determine the employees who have competencies in a particular competency aggregate.	Competency Management (G05BC1), Review Competency Aggregates
R052202 Upcoming Reviews	Use this program when you need to view a list of employees whose performance appraisals are due in 90 days, overdue or are upcoming for the whole company or a specific business unit. The Upcoming Reviews report can use workflow to send a reminder to the supervisor's message center so that the supervisor can create the necessary performance appraisals.	Performance Mgmt Periodic Processing (G08PM2), Upcoming Reviews
R080013 Gap Analysis	Use this program when you need to compare the competencies that employees possess with those that are required for a particular job.	Competency Mgmt Periodic Processing (G05BC2), Gap Analysis Report

Report ID and Report Name	Description	Navigation
R080016 Job Match Report	Use this program when you need to determine the employees who are qualified for a particular job. This report lists all of the required competencies for the job and the proficiency level that the employee has attained in each of these competencies.	Competency Mgmt Periodic Processing (G05BC2), Job Match Report
R080021 Job Profile Report	Use this program when you need a formal description of a job, such as when you are advertising a job opening.	Competency Mgmt Periodic Processing (G05BC2), Job Profile Report

This table lists reports related to health safety management, sorted alphanumerically by report ID.

Report ID and Report Name	Description	Navigation
P086400 BLS Survey of Occupational Injuries and Illnesses	Use this program to generate the BLS Survey of Occupational Injuries and Illnesses.	Government Reporting (G05BG), BLS Survey of Occupational Injuries and Illnesses On Work With Establishment Groups, click Find. Select a group in the detail area, and then select Submit from the Row menu.
R080403 Case Report by Data Type	Use this program to review a list of all of the injury and illness cases with information in a particular data type (such as physical object involved or medical expenses).	Case Supplemental Data (G08BSDL1), Case Report by Data Type
R080413 Case Supplemental Data Report	Use this program to review complete information for each injury or illness case that you specify.	Case Supplemental Data (G08BSDL1), Case Supplemental Data Report
R086415 OSHA 301 Injury and Illness Report	Use this program to generate the OSHA 301 Injury and Illness Report.	Governmental Reporting (G05BG), OSHA 101 Occupation Illness/Injury Report
R086420 Occupational Illness/Injury Report	Use this program to analyze health safety management statistics for the organization.	Case Supplemental Data (G08BSDL1), Occupational Illness/Injury Report
R086421 Government Reportable Illness/Injury	Use this program to analyze health safety management statistics for the organization.	Case Supplemental Data (G08BSDL1), Government Reportable Illness/Injury

CHAPTER 2

Report Samples

This chapter provides report samples.

For the online samples of these reports, see the PDF files that are published on CD-ROM with your online documentation.

Worldwide Company
Applicant List - EEO Listing

Home Business Unit	Applicant Number	Applicant Name	Birth Date	Sch Typ	Ap St	Status Desc	Status Date	EEO Job	EEO Job Description	EEO Min	EEO Minority Description	Gender	Vet	Dis Vet	Disb
9	10114	Hilsenbeck, Darrin	7/26/1975	A	96	Rejected - Over qualified	6/10/2005	001	Officials and Managers	01	White (Not of Hispanic Origin)	M	N	N	N
										1					
										Total by Ethnic Code	1				
9	10104	Tompkins, Roxanne	12/22/1968	A	91	Rejected - Unqualified	8/16/2005	001	Officials and Managers	02	Black	F	N	N	N
										1					
9	8006	Johnson, Robert		N	71	Hired		001	Officials and Managers	02	Black	M	N	N	N
										1					
										Total by Ethnic Code	2				
9	10105	Eckles, Jocelyn	3/30/1963	A	51	Pending - Medical Exam	9/22/2005	001	Officials and Managers	03	Hispanic	F	N	N	N
	10103	Ruth, Kellie	7/4/1974	A	10	Return for 2nd Interview	8/30/2005	001	Officials and Managers	03	Hispanic	F	N	N	N
										2					
9	6202	Rieves, Trevor	8/2/1955	A	92	Rejected - Better Candidate	5/1/1999	001	Officials and Managers	03	Hispanic	M	N	N	N
										1					
										Total by Ethnic Code	3				
9	8004	Torres, Elizabeth M.		A	01	Initial Contact	7/10/2005	001	Officials and Managers	99	Unknown	F	N	N	N
										1					
										Total by Ethnic Code	1				
								Total by EEO Job	7						
9	10109	Nichelson, Janet	6/16/1978	A	96	Rejected - Over qualified	3/1/2005	002	Professionals	01	White (Not of Hispanic Origin)	F	N	N	N
										1					
										Total by Ethnic Code	1				
9	10110	Stover, Kendra	8/28/1966	A	10	Return for 2nd Interview	3/17/2005	002	Professionals	02	Black	F	N	N	N
										1					
9	6200	Marx, Wade		A	02	Called for Interview	2/21/2005	002	Professionals	02	Black	M	N	N	N
										1					
										Total by Ethnic Code	2				
9	10108	Bryant, Kelly	1/1/1972	A	81	Rejected - Application on File	2/22/2005	002	Professionals	03	Hispanic	F	N	N	N
										1					
										Total by Ethnic Code	1				
9	8001	Hogan, Betsy G.		A	10	Return for 2nd Interview	6/30/2005	002	Professionals	99	Unknown	F	N	N	N
										1					

Establishment 1 Financial/Distribution Company
8055 East Tufts Avenue, Suite

Denver
CO 80237

S. I. C. 6000 Finance, Insurance, RealEstate

INJURIES/ILLNESSES

Case Number (A)	Employee Name (B)	Job Id (C)	Date of Inj/Ill (D)	Where Event Occurred (E)	Description of Injury/Illness (F)	Fatalities	Non Fatal Injuries/Illnesses					Type of Injury/Illness (M)							
						Date of Death (G)	Away From Work (H)	Restricted Work (I)	Other Cases (J)	Days Away (K)	Days Restricted (L)	(1)	(2)	(3)	(4)	(5)	(6)		
104	Kellerman, James	Equipment Operator	4/3/2005	Shop Floor	Crushed foot		X				5	1	X						
110	Allen, Ray	President	10/22/2005	Other	Fell down the stairs		X				5	3	X						
105	McDougle, Cathy	Human Resources Mana	4/7/2005	Other	Sat on broken chair; chair collapsed		X					14	X						
109	Meade, Jane	Accounting Manager	7/1/2005	Computer Room	Repetitive motion injury in wrist				X										X
107	Fuentes, Jason	Equipment Operator	6/16/2005	Loading Dock	Strained back while lifting boxes		X				20	7	X*						
108	Holiday, Anthony	Fire Fighter	6/16/2005	Other	Stuck with infected needle		X				30	5							X
102	Kilmer, Jessica	Administrative Assis	2/24/2005	Office	Ear infection from headset				X		5								X
106	O'Malley, James	Maintenance Mechanic	5/18/2005	Pipe Yard	Object blown into eye		X				5	1	X						
103	Brown, Harvey J.	Maintenance Electric	3/27/2005	Assembly Line 1	Deep cut in right finger				X		3		X						
Annual average number of employees:						0	6	2	1	31	73	6	0	0	0	3	0		
Total hours worked by all employees last year:						0													

Annual average number of employees: .00

Total hours worked by all employees last year: 0

Certification of Annual Summary Totals by _____ Title _____ Phone(____) _____ Date _____

(A) Case or File Number

(H) Enter a 'X' if Injury/Illness involves days away from work

(M) 'X' Only One Column for Each

(B) Employee Name

(I) Enter a 'X' if Injury/Illness resulted in restricted wor

(1) Injury

(C) Job Title

(J) Other recordable cases, enter a 'X' if no entry was made in column G or H or I but the injury/illness is recordable

(2) Skin Disorder

(D) Date of Injury or onset of Illness

(K) Enter the number of DAYS away from work

(3) Respiratory Condition

(E) Where the event occurred

(L) Enter the number of DAYS of restricted work

(4) Poisoning

(F) Brief Description of Injury or Illness and the body part affected

(5) Hearing Loss

(G) Injury/Illness related Date of Death

(6) All other Illnesses