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# PeopleSoft Enterprise ePerformance 9.1 Reports

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**November 2010**

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## Report Samples



# CHAPTER 1

## ePerformance Reports

This appendix provides an overview of ePerformance reports.

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

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### See Also

*Enterprise PeopleTools PeopleBook: PeopleSoft Process Scheduler*

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## ePerformance Reports: A to Z

This table lists the ePerformance reports, sorted alphanumerically by report ID. The reports listed are all Structured Query Reports (SQRs). If you need more information about a report, refer to the report details at the end of this appendix.

Report ID and Report Name	Description	Navigation	Run Control Page
HEP001 Missing Documents	Create a list of missing documents for a group of employees and a given document type and date range.  <b>Note.</b> A document is reported as missing if it is not created by the mass review creation process or directly by a manager for the date range and document type specified (the report ignores former employees).	Workforce Development, Performance Management, Reports	RUNCTL_EP_RPT

Report ID and Report Name	Description	Navigation	Run Control Page
HEP002 Late Documents	Create a list of late documents for a group of employees and a given document type.  <b>Note.</b> To determine whether a document is late, the system looks at the document due date and compares this date to the current date. If the current date is greater than the due date, and the status of the document is not yet complete, the document is reported as late (the report ignores documents that are canceled).	Workforce Development, Performance Management, Reports, Late Documents Report, Late Documents	RUNCTL_EP_RPT

PeopleSoft  
EMPLOYEES WITH MISSING DOCUMENTS

Page No. 1  
Run Date 09/10/2004  
Run Time 12:57:54

Report ID: HEP001

Group ID: H0GRP7      As Of Date: 09/10/2004  
Document Type: H0AP  
Documents with: Period Begin Date      From: 01/01/2002      To: 01/01/2002

Employee Name	Employee ID	Rcd#	Company	Bus. Unit	Dept#	Dept. Description	Job Code	Position	Sal Plan Grade
Amy Issaks	H0RPT172	0	HX1	HXBUI	H0PM5	Payroll	H0PM11		
Anna Green	H0RPT171	0	HX1	HXBUI	H0PM5	Payroll	H0PM11		
Hanna Newman	H0RPT184	0	HX1	HXBUI	H0PM5	Payroll	H0PM11		
Holly Miller	H0RPT185	0	HX1	HXBUI	H0PM5	Payroll	H0PM11		
Jackie Magee	H0RPT186	0	HX1	HXBUI	H0PM5	Payroll	H0PM11		
Louise Newman	H0RPT178	0	HX1	HXBUI	H0PM5	Payroll	H0PM11		
Patricia Wayland	H0RPT173	0	HX1	HXBUI	H0PM5	Payroll	H0PM11		
Rhonda Olander	H0RPT170	0	HX1	HXBUI	H0PM5	Payroll	H0PM11		
Rita Lewis	H0RPT174	0	HX1	HXBUI	H0PM5	Payroll	H0PM11		
Stella Eckles	H0RPT176	0	HX1	HXBUI	H0PM5	Payroll	H0PM11		
Tayna King	H0RPT175	0	HX1	HXBUI	H0PM5	Payroll	H0PM11		

Total with missing documents      11  
Total in group:      11

End of Report

PeopleSoft  
EMPLOYEES WITH LATE DOCUMENTS

Report ID: HEP002

Page No. 1  
Run Date 09/09/2004  
Run Time 17:27:35

Group ID: H0GRP1                      As Of Date: 09/09/2004  
Document Type: HOPA

Employee Name	Emplid	Rcd#	Dept#	Dept. Description	Manager ID	Manager Name	Document Status	Due Date
Brian Mason	H0RPT112	0	H0PM4	Accounting		Stephanie Heller	InProgress	03/30/2003
Daniel Nathanson	H0RPT117	0	H0PM4	Accounting		Stephanie Heller	Acknowledgd	02/14/2003
Derrick Roseman	H0RPT116	0	H0PM4	Accounting		Stephanie Heller	Acknowledgd	02/14/2003
Edward Calson	H0RPT107	0	H0PM4	Accounting		Stephanie Heller	Rvw Held	02/14/2003
Harold Davidson	H0RPT115	0	H0PM4	Accounting		Stephanie Heller	Rvw Held	02/14/2003
Mark Mayer	H0RPT110	0	H0PM4	Accounting		Stephanie Heller	Rvw Held	02/14/2003
Michael Smith	H0RPT120	0	H0PM4	Accounting		Stephanie Heller	Acknowledgd	02/14/2003
Norman Betson	H0RPT105	0	H0PM4	Accounting		Stephanie Heller	Available	11/14/2002
Samual Stetson	H0RPT104	0	H0PM4	Accounting		Stephanie Heller	InProgress	03/31/2003
Thomas Dodds	H0RPT114	0	H0PM4	Accounting		Stephanie Heller	Available	02/14/2003

Total Late Documents:                      10  
Total Incomplete Documents:                10

End of Report