

Overview

This document outlines the general overview for CFAO reports using Ohio University's Oracle Business Intelligence (OBI) system for Human Resources and Payroll data. Note: OBI will timeout after 60 minutes. All element data is refreshed nightly.

Human Resources Reports may be accessed here:

Shared Folders > Finance and Administration > .Published Reports > Human Resources > General HR Reports

Appointment Information (with Elements)

NOTE: THIS REPORT ONLY INCLUDES APPOINTMENTS WHO HAVE ADDITIONAL PAY ELEMENTS.

REFER TO APPOINTMENT INFORMATION AND COSTING FOR FULL EMPLOYEE LISTING.

This report combines Appointment Information, Appointment Information for PT Contracts, Appointment Information with Elements for Current Assignments.

Appointment Information and Costing

This report does not include Classified staff. For Classified info, see the CLASSIFIED Appointment Information and Costing report. This report pulls all appointments for specified Organization(s) and/or Planning Unit with any earnings for a specified Start Date that is greater than or equal to the date chosen. For actual pay-to-date Payroll information, please refer to the Payroll Expense Distribution report. This report is located in the following OBI folder path: Finance and Administration > .Published Reports > Payroll > Payroll Expense Distribution by Element Type (FORMERLY PEDS). The Effective Start Date is required to run this report.

CLASSIFIED Appointment Information and Costing

This report pulls all appointments for specified Organization(s) and/or Planning Unit with any earnings for a specified Start Date that is greater than or equal to the date chosen. For actual pay-to-date Payroll information, please refer to the Payroll Expense Distribution report. This report is located in the following OBI folder path: Finance and Administration > .Published Reports > Payroll > Payroll Expense Distribution by Element Type (FORMERLY PEDS). The Effective Start Date is required to run this report.

Classified Longevity Bonus

This report only includes Classified longevity bonuses for the current fiscal year.

Employee Information

Basic employee information by Planning Unit.

Employee List with Base Salary

Includes Employee List where Benefit Program Level is not None or Retiree. Does not include Elements. Base Salary information only. Prompts on Planning Unit, Org, HR Campus, Job Category, etc.

Employee PTO Accruals

Employee **paid time off accruals (hours available to employee for use)** as of last check date. This is accrual information only. Prompted by Planning Unit, Employee Number, Name, etc.

Faculty and Administrative PTO Usage Summary

Employee **paid time off usage (hours used by employees)** by Planning Unit. This report does not include Classified employees. Please use WorkForce for Classified paid time off usage.

Faculty Appointments – Formerly Faculty Rank (with Elements)

This report pulls all faculty appointments for specified Organization(s) and/or Planning Unit with any earnings for a specified Start Date that is greater than or equal to the date chosen. Includes Faculty Rank and Emeritus. The Effective Start Date is required to run this report.

Position Vacancy Reports

This report shows all active vacant position(s) within a Planning Unit with pay grade information and previous occupant.

Retirement Forecasting Report

OU Service year and total state service years - does not include re-employed retirees.

Student List from WF Time Entry

Student WorkForce time entry. Prompted by pay period, work location and department.

For additional data or reporting needs, please contact:

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