Human Resources/Payroll
EDMS Report Descriptions
Updated 9-16-2010

PAY PERIOD DETAIL FOR DEPARTMENT VERIFICATION

**Department Abstract Report-UMPYR050**
Displays a list sorted by the Name of the employee, Combo Codes, Earnings paid, and the Combo Code charged for the pay period. This abstract or UMPYR051 must be verified against source documentation and signed by two individuals for audit purposes every pay period. This report runs bi-weekly and is indexed by Entity Number.

**Payroll Abstract Chart Fields-UMPYR051**
Displays a list sorted by the Name of the employee, Chart Strings, Earnings paid, and the Combo Code charged for the pay period. The abstract or UMPYR050 must be verified against source documentation and signed by two individuals for audit purposes every pay period. This report runs bi-weekly and is indexed by Entity Number.

**Payroll Distribution Detail-UMPYR047**
Displays a list sorted by Combo Code, Account String, Name of the employee, and the amount of Earnings that were assessed to each Account String for the pay period. The abstract must be verified against source documentation and signed by two individuals for audit purposes every pay period. This report runs bi-weekly and is indexed by Department Number.

**Department Student Not Registered-UMPYR037**
Displays a list of student employees the system has identified as not registered for adequate credits to avoid FICA taxation. The report list why they are appearing on the report (i.e., insufficient credits, not registered). This report runs bi-weekly and is indexed by Entity Number.

**Fringe Department Detail-UMPYR033B**
Displays monthly and year-to-date contributions to Employee Retirement (PERA, MSRS, Faculty) and U Plan (Medical, Dental, Life) accounts within each Department. This report runs monthly and is indexed by Department.

**Fringe Departmental Summary-UMPYR033A**
Displays monthly and year-to-date Fringe Benefit charges (Retire, Unemployment, Work, Group Life, FICA, Medicare, Tuition, Grad Health, U Plan, Vacation) as well as Fringe Benefit amount and Fringe Percentage of Salary by Emplid within each Department. This report runs monthly and is indexed by Department.

**I-9 Employment Eligibility Exp-UMPYU004**
Displays a list of Non-Resident Aliens with work eligibility expiring within 90 days. This is notice to the department to contact the employee(s). If the new I-9 is not on file in Payroll Services by the expiration date, the department is expected to terminate the employee from the payroll effective that date. This report runs bi-weekly and is indexed by Department Number.

**Invalid Combo Code Report-UMPYR001**
Displays a list of employees that have an Invalid Salary or Fringe Account String. This report runs daily Tuesday-Saturday and is indexed by Entity Number.

(Note: The highlighted reports are the ones most frequently used.)
DATED INFORMATION FOR DEPARTMENT VERIFICATION

**Hourly Jobs Not Paid in Last 280 Days-UMHRU030A**
Displays a list of employees that Central HRMS has terminated because they had a current, active, hourly job that have not been paid in the last 280 days. This report runs bi-weekly and is indexed by Entity Number.

**SWB/SUS Central Termed Jobs-UMHRU020C**
Displays a list of employees that Central HRMS has terminated because they had a current active job row with a job action of “Short Work Break” or “Suspension” that was older than 13 months. This report runs monthly and is indexed by Entity Number.

**Stability Payment/Career Bonus Notification Report-UMHRR027A**
Displays a list of Bargaining Unit 3 and 4 employees that are within 160 hours of their Stability Pay Milestone. This report runs bi-weekly and is indexed by Department Number.
CENTRALLY IMPLEMENTED INCREASES

**AFSCME Technical Increases Effective 7-01-2010 UMHRIB02A**
Displays a list of eligible Bargaining Unit employees that Central HRMS implemented pay increases effective 07-01-2010. This report runs annually and is indexed by Entity Number.

**AFSCME Technical Increase Errors Effective 7-01-2010 UMHRIB02B**
Displays a list of eligible Bargaining Unit employees that Central HRMS implemented pay increases effective 07-01-2010. This report runs annually and is indexed by Entity Number.

**AFSCME Clerical Increases Effective 7-01-2010 UMHRIB03A**
Displays a list of eligible Bargaining Unit employees that Central HRMS implemented pay increases effective 07-01-2010. This report runs annually and is indexed by Entity Number.

**AFSCME Clerical Increase Errors Effective 7-01-2010 UMHRIB03B**
Displays a list of eligible Bargaining Unit employees that Central HRMS implemented pay increases effective 07-01-2010. This report runs annually and is indexed by Entity Number.

**AFSCME Health Care Increases Effective 7-01-2010 UMHRIB04A**
Displays a list of eligible Bargaining Unit employees that Central HRMS implemented pay increases effective 07-01-2010. This report runs annually and is indexed by Entity Number.

**AFSCME Health Care Increases Effective 7-01-2010 UMHRIB04B**
Displays a list of eligible Bargaining Unit employees that Central HRMS implemented pay increases effective 07-01-2010. This report runs annually and is indexed by Entity Number.

**Teamster Increases Effective 7-1-2010 -UMHRIB01A**
Displays a list of eligible Bargaining Unit 3 employees that Central HRMS implemented pay increases effective 07-01-2010. This report runs annually and is indexed by Entity Number.

**Teamster Increase Errors Effective 7-1-2010 -UMHRIB01B**
Displays a list of Bargaining Unit 3 employees that Central HRMS attempted to implement pay increases effective 7-1-2010, but were not successful. This report runs annually and is indexed by Entity Number.

**Pay Increases Update for CS Effective 06-07-2010 - UMHRIC03A**
Displays a list of eligible Civil Service employees that Central HRMS implemented pay increases effective 6-07-2010. This report runs annually and is indexed by Entity Number.

**Pay Increase Errors for CS Effective 06-07-2010 -UMHRIC03B**
Displays a list of Civil Service employees that Central HRMS attempted to implement pay increases effective 06-07-2010, but were not successful. This report is run annually and is indexed by Entity Number.
WORK STUDY

**WS Dept – HSA Adjustments-UMCMU017E**
Displays a list of work-study employees who had a Historical Salary Adjustment (HSA) entered into the system, including the amount of earnings and accounts that were debited and credited, for a specific Pay End Date. This report runs biweekly and posts to EDMS only if there have been changes since the last report and is indexed by Department Number.

**WS Dept – Invalid Location-UMCMU017D**
Displays a list of employees with work-study earnings during Pay Period 1-ineligible earnings. This report runs annually and is indexed by Department Number.

**WS Dept – Maximum Allocation-UMCMU017B**
Displays a list of work-study employees who have reached their maximum earnings for work-study. This report runs biweekly and posts to EDMS only if there have been changes since the last report and is indexed by Department Number.

**WS Dept – Missing Item Types-UMCMU017A**
Displays a list of employees paid on a work-Study account and lacking a properly placed work-study award (i.e., Federal Work-Study, State Work-Study). This report runs biweekly and posts to EDMS only if there have been changes since the last report and is indexed by Department Number.

**WS Dept – Zero Distributions-WMCMU017C**
Displays a list of employees with work-study awards reduced to $0 and earnings greater than $0. This report runs biweekly and posts to EDMS only if there have been changes since the last report and is indexed by Department Number.

**WS Loc – HSA Adjustments-UMCMU017N**
Displays a list of work-study employees who had a Historical Salary Adjustment (HSA) entered into the system, including the amount of earnings and accounts that were debited and credited, for a specific Pay End Date. This report runs biweekly and posts to EDMS only if there have been changes since the last report and is indexed by location.

**WS Loc – Invalid Location-UMCMU017M**
Displays a list of employees with work-study earnings during Pay Period 1-ineligible earnings. This report runs annually and is indexed by Location.

**WS Loc – Maximum Allocation-UMCMU017K**
Displays work-study employees who have reached their maximum earnings for work-study. This report runs biweekly and posts to EDMS only if there have been changes since the last report and is indexed by Location.

**WS Loc – Missing Item Types- UMCMU017J**
Displays a list of employees paid on a Work Study Account and lacking a properly placed work-study award (i.e., Federal Work-Study, State Work-Study). This report runs biweekly and posts to EDMS only if there have been changes since the last report and is indexed by Location.

**WS Loc – Zero Distributions- UMCMU017L**
Displays a list of employees with work-study awards reduced to $0 and earnings greater than $0. This report runs biweekly and posts to EDMS only if there have been changes since the last report and is indexed by Location.
LEAVE (VACATION / SICK) REPORTS

**Leave Accrual Negative Balance Report – UMBYR032**
Displays a list of employees, Service Hours and negative vacation or sick plan balances. Report runs biweekly and is indexed by Department Number.

**Updated Highest Accrual Rate for Non-Academic Employees – UMBNU007A**
Displays a list of employees whose accrual rates have changed within the last pay period. Shows service hours and Plan Type. Report runs biweekly and is indexed by Department Number.

**Capped Vacation Balance For Non-Academic Employees – UMBYU007B**
Displays a list of CS/BU employees who have reached their maximum vacation balances. Report runs biweekly and is indexed by Department Number.

**Academic Employees With A Maximum Vacation Balance – UMBNU007C**
Displays a list of Academic/P&A employees who have reached their maximum vacation balances. Report runs biweekly and is indexed by Department Number.

(Note: The highlighted reports are the ones most frequently used.)