This manual has been put together to orient new Key Contacts to their roles. We urge Key Contacts to read through the packet to become familiar with the information and resources then reference specific sections as needed.

The HRMS website is a vital source of information for Key Contacts. There you will find a list of Key Contact responsibilities as well as the Key Contact directory, HR business processes, access forms and other important information. Most forms attached in this document are available from our website.
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ROLES & RESPONSIBILITIES / JOB DESCRIPTION GUIDELINES

The following section provides the Roles & Responsibilities for the HRMS Key Contacts as set down by the HRMS Steering Committee. Plus a new section on the Separation of Duties as required by the last Payroll Audit. It also outlines the Roles & Responsibilities for ACES doing the major HRMS Entry roles.

Provided as well are job descriptions developed by Central OHR for individuals performing essential HRMS entry. These can be used as guidelines for producing your own local job descriptions.

Definitions

**Key Contact:** Individual assigned by Dean/V.P./Chancellor to serve as the unit liaison with Central HRMS.

**ACE:** Administrative Coordinator Enterprise System – Individual at the unit level given responsibilities for entry (and inquiry) into HRMS.

**Super ACE:** Individual at local level who oversees or supervises the work of other ACES. Individual is generally considered highly fluent in HRMS and the implications of decision making when entering into the system.
Human Resource Management Systems (HRMS) Roles and Responsibilities:

Key Contact

Primary partner with Office of Human Resources HRMS/Payroll on behalf of the college or administrative unit for the following duties:

- Determining unit access to HRMS, Data Warehouse, ImageNow and EDMS and annually review all unit HRMS access.
- Determining and monitoring competencies of unit personnel with HRMS access.
- Ensuring separation of duties.
- Monitoring and ensuring unit HRMS data integrity.
- Determining unit workflow to ensure timely entry.
- Acting as liaison between unit and central functions as well as between HRMS and unit HR Lead.
- Investigates reported security violations and works in concert with OHR to determine resolution.

- Responsible partner to the Office of Human Resources as gatekeeper to the HRMS, Data Warehouse, and EDMS systems by researching, analyzing and determining unit access needs, approving levels of access and appropriate training. Investigates reported data security violations in the unit and works with central OHR to determine resolution. Ensures that all individuals with system access understand the importance of data security and actively forbids the sharing of passwords or M-Keys. Works with unit supervisors to ensure system access is removed or locked when individuals terminate or go on leave. Serves as support to the local HR Lead on data privacy issues. Annually, reviews local user access profiles by utilizing the provided Key Contact EDMS report "UMCMR014A HRMS USERS BY KEY CONTACT". Participates in or conducts a annual access review of all unit staff with HRMS access. Works closely with central HRMS on assessing and reinforcing the need for training or retraining of local HRMS users.

- Ensures unit compliance with State, Federal, University and local policy for all HRMS entry and develops processes for monitoring accurate entry by providing oversight. Monitors individual staff competencies. Ensures all staff are current on rules, business processes and system changes.

- Monitors unit data integrity by utilizing provided reports and associate data.

- Responsible for the oversight of timely and accurate entry for each of the HRMS functions; job data, biographical data, absence and time administration and ensures all staff HRMS operate consistent with University wide best business practices by putting appropriate unit level workflow and procedures in place and vigilantly monitoring those procedures.

- Guarantees appropriate separation of duties by determining that staff performing Appointment and/or Pay Entry do not approve the Payroll Abstract.

- Acts as the primary contact between central HRMS and the unit on HRMS issues. Provides advice and makes recommendations to Central HRMS and Unit HR Lead on processes and system issues. Serves as the unit point person on data cleanup projects to ensure that cleanup projects are completed accurately and by deadlines.

- Serves as a resource to the unit HR Lead by promoting the usage of reports and HRMS data as a tool for managing workforce and developing employees.
Key Contact
Annual Access Review Instructions

Key Contacts will be responsible for reviewing all Unit HMRS access annually.

- Biannually (on odd numbered years, e.g. 2013) Key Contacts will participate with Central HRMS in conducting a full review of all HRMS access. During these reviews Central HRMS will provide a list of all Unit access Key Contacts are responsible for reviewing. Reports are to be analyzed and returned to Central.

- Biannually (on even numbered years, e.g. 2012) Key Contacts will conduct an internal Unit review of all HRMS access by using the EDMS Report “UMCMR014A HRMS USERS BY KEY CONTACT”.

1. Choose the Key Contact # for your Unit. Reports sort by Entity and then Dept ID. Each DeptID has a separate page. Units may have several pages.

2. Print out all sheets belonging to your area and analyze whether access listed per person is appropriate.

3. If it is determined that access needs to change:
   a. To reduce but not remove all access, use Data Securities form AR002 “Change of Employment Status.” Indicate in the Additional Information section that you want to remove or reduce specific access roles. Be sure to provide the Oprclass Code and Description.
   b. To remove all access from an individual use Data Security form AR002 “Change of Employment Status.”
   c. To add access or increase an access level use the normal process for requesting access and training.

4. Once the Unit review is complete. Sign and date the packet and maintain it in the Unit for three years.

5. Following the review sign and date the Key Contact Compliance Statement and return the hard copy to CJ Madsen, HRMS Production Support, 660 WBOB (mail code 7531D).
Separation of Duties

As a follow-up to the Key Contact message sent on July 11th, we have received a number of inquiries from smaller units where clearly defined separation of duties is not possible. We have included some general guidelines that units can follow to ensure that Appointment Entry, Pay Entry and verification of payroll abstracts is not performed by the same person.

Recommendation:
From the HRMS/Payroll audit, the recommendation states that those HRMS users with entry access should not also have approval responsibilities for payroll abstracts or personnel documents.

Guidelines:

If appointment entry and pay entry is differentiated by employee groups and done by separate end users, each end user should verify the other’s work and include both signatures on the payroll abstract.

If appointment entry and pay entry is done by the same end user, the Payroll Abstract is verified by a second party.

If appointment entry is done by one end user and pay entry is done by another end user, both end users verify the abstract or a third party verifies the abstract. Include all signatures on the payroll abstract.
SAMPLE

Memorandum of Agreement

I__________________________________________________________________________HRMS Key Contact for

Please print

__________________________________________________________________________ hereby certify that I have reviewed and do

attest

Unit Name

that the appropriate separation of duties occurs in this unit.

In addition, I attest that I have performed an annual internal review of all HRMS access for my

unit, and

that I have or will participate in the bi-annual Institutional Review of HRMS access conducted

by OHR.

Signed this ____day of ______________, 201__.

__________________________________________Signature

By signing this document I attest that I have made appropriate arrangements in my unit to ensure

that I have adequate separation of duties, and that annually I will conduct, or participate in, a

review of all HRMS access held in my unit.
Human Resources Management Systems (HRMS) Roles and Responsibilities:

Administrative Coordinator Enterprise System (ACE)

(Reviewed 11/19/2010)

- Participate as appropriate in education and training for processing of data into HRMS.
- Process HRMS data for defined area. Monitor timeliness and accuracy of HRMS processing.
- Keep up to date on policy and procedure changes and additional information provided by unit and central Human Resources.
- Make use of tools and resources (i.e. web reports, EDMS queries) as needed and provide feedback on problems, concerns, and support needs (as well as what functions are operating smoothly and efficiently). Make suggestions to unit and central Human Resources.
- Have working knowledge of information systems comprising the U of MN Enterprise system. Note— the Enterprise System includes PS Student, EDMS, IMS etc.
- Be aware of and adhere to internal control standards and procedures.

NOTE: Individuals may hold one or more of the following HRMS roles.

Appointment ACES

- Have a working to expert knowledge of University policies and procedures related to and impacting appointments for appropriate employee group(s). Keep abreast of HR, Benefit and Payroll changes.
- Have a working knowledge of Federal and state regulations related to human resources and hiring employees.
- Understand the interrelationship of appointment, benefits, and payroll data.
- Have a working knowledge of employee group eligibility for array of benefits available. Make sure new employees are informed of benefits for which they are eligible.
- Ensures timeliness and accuracy of appointment information in HRMS.

Pay Entry ACES

- Have a working knowledge of University policies and procedures related to and impacting payroll for appropriate employee group(s). Keep abreast of changes.
- Have a working knowledge of federal and state regulations affecting pay for work for appropriate employee group(s).
- Ensures timeliness and accuracy of payroll information into the HRMS system as appropriate.

Vacation / Sick ACES

- Have working knowledge of University policies and procedures related to and impacting vacation/sick leave accrual rates and tracking for employee groups as appropriate and keeps abreast of changes.
- Maintain internal tracking system for academic staff within department/division as appropriate.
- Consult unit or central Human Resources as needed.
- Ensures timeliness and accuracy of leave accrual information in HRMS.

Distribution and HSA ACES

- Have working to expert knowledge of University and Federal regulations, policies and procedures related to and impacting accounting and grants management.
- Ensures timeliness and accuracy of accounting, encumbering and grants management information in HRMS.
Appointment ACE Job Description Guidelines
(Reviewed 11/19/2010)

JOB EXPECTATION SUMMARY
Interpret documentation from multiple sources, and process human resources data relating to appointments, payroll accounting, grants management, benefits and vacation/sick leave in the HRMS system. Is a proficient HRMS User who is fluent in system use and knowledgeable regarding the decision making implications of the system.

RESPONSIBILITIES
- Interprets documentation from multiple sources and processes appointments in HRMS for area.
- Identifies problems in interpreting documentation and seeks out appropriate resources to resolve.
- Keeps current on HRMS system changes and is aware of new information as it becomes available.
- Maintains knowledge of relevant human resource and financial university-wide and unit policies, practices and procedures as well as federal regulations to support appropriate and accurate data entry into HRMS for assigned areas of the Enterprise System.

CRITICAL KNOWLEDGE, SKILLS AND ABILITIES
Policy, practice and procedures
Knowledge of relevant university-wide, unit human resource and financial policies, practices and procedures. In addition, knowledge of federal regulations to support appropriate and accurate processing into HRMS. Maintains an understanding of appropriate employee groups and their relevant policies, rules and contracts.

Data translation and inter-relationships
Can interpret and translate information received from various sources and formats and process information into HRMS. Knows and understands the critical function of many HRMS field values, and the direct cause and affect relationship of those values (e.g., correct benefits programs, payments, account information and mailing and campus addresses.) Understands how HRMS field values directly related to human resource policies and programs and the consequences of errors and inconsistencies (e.g. Action/reason, Appointment Terms/types, Earn Codes.)

Technical expertise
Has expert skill in using HRMS and navigating the Web for policies and procedures. Knows the questions to ask to get all the information necessary for completion of HRMS entry and is able to interpret documentation received and translate it into accurate HRMS values. Knows who and when to call for help.

Data manipulation and analysis
Able to generate reports from UM Reports and EDMS. Can effectively interpret and analyze reports and understands how to use reports to effectively oversee data accuracy and system integrity.

Goals, standards and timelines
Able to set goals and organize work to meet critical timelines.

Multi-tasking
Able to handle a number of tasks simultaneously with positive results.
Human Resources Management Systems (HRMS) Roles and Responsibilities:

Super ACE Job Description Guidelines
(Reviewed 11/19/2010)

JOB EXPECTATION SUMMARY
Serves as a unit HRMS expert and is a strong HRMS user. Fluent in system use and knowledgeable regarding the decision making implications of the system. Interprets documentation from multiple sources, and processes human resources data relating to appointments, payroll accounting, grants management, benefits and vacation/sick leave in the HRMS system. May guide the work of others and/or serve as an internal expert resource for HRMS. Works closely with Key Contact to ensure that unit data is accurate, timely and in compliance with policy and regulations and communicates business strategies. Manages or oversees workflow for self and others. Generally does not determine area business organization or data access structure. Basic data access roles generally includes: Appointment Entry, Distribution Correction, and Pay Entry.

Note: Not every Unit or College will have a Super ACE.

RESPONSIBILITIES
- Serves as HRMS expert resource to other area users.
- Interprets documentation from multiple sources and processes appointments in HRMS.
- Keeps current on HRMS system changes, is aware of new information as it becomes available, and communicates with subordinates expectations for the unit.
- Keeps current on relevant human resource and financial university-wide and unit policies, practices and procedures as well as federal regulations to support appropriate and accurate HRMS data.
- Identifies and resolves delays or errors in HRMS appointment information by others in the area, managing workflow of area users and backups.
- Oversees reconciliation of data.
- Develops and communicates area practices for consistent HRMS processing.
- Determines that all area practices are within HRMS business process guidelines.

CRITICAL KNOWLEDGE, SKILLS AND ABILITIES

Policy, practices and procedures
Possesses a working to expert knowledge of HRMS business practices; relevant university-wide, unit human resource and financial policies, practices and procedures; and appropriate federal regulations. Has a general knowledge of other information systems comprising the U of MN Enterprise system in order to advise area on the overall functioning of HRMS, it’s comprehensiveness, and interrelationship, (e.g. reporting, self serve etc.).

Data translation and interrelationships
Can interpret and translate information received from various sources and determine appropriate HRMS values. Knows and understands the critical function of HRMS field values, and the direct cause and affect relationship of those values (e.g.; correct benefits programs, correct payment and account information, as well as mailing and campus addresses.) Understands how HRMS field values directly related to human resource policies and programs and the consequences of errors and inconsistencies (e.g. action/reasons, appointment type/terms, earn codes etc.) Is proficient in relevant policies, practices and procedures that relate to HRMS entry, decision making and maintenance. Maintains an understanding of appropriate employee groups and their relevant policies, rules and contracts.
Technical expertise
Has expert skill in using HRMS and navigating the Web for policies and procedures. Knows the questions to ask to get all the information necessary for completion of HRMS entry and is able to interpret documentation received and translate it into accurate HRMS values. Knows who and when to call for help.

Data Manipulation and analysis
Able to generate reports from UM Reports and EDMS, in order to assist administrators in analysis and decision making. Can effectively interpret and analyze reports and understands how to use reports to effectively oversee data accuracy and system integrity.

Goals, standards & timelines
Able to set goals and organize work to meet critical timelines. Monitors the work of the Unit to ensure adherence to business practices and workflow, making recommendation for changes as necessary.

Multi-tasking
Able to handle a number of tasks simultaneously with positive results
## Position Detail Comparison

<table>
<thead>
<tr>
<th>Job Summary</th>
<th>ACE</th>
<th>SUPER ACE</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Interpret documentation from multiple sources, and process human resources data relating to appointments, payroll accounting, grants management, benefits and vacation/sick leave in the HRMS system. Is a proficient HRMS User who is fluent in system use and knowledgeable regarding the decision making implications of the system.</td>
<td>Serves as a unit HRMS expert and is a strong HRMS user. Fluent in system use and knowledgeable regarding the decision making implications of the system. Interprets documentation from multiple sources, and processes human resources data relating to appointments, payroll accounting, grants management, benefits and vacation/sick leave in the HRMS system. May guide the work of others and/or serve as an internal expert resource for HRMS. Works closely with Key Contact to ensure that unit data is accurate, timely and in compliance with policy and regulations and communicates business strategies. Manages or oversees workflow for self and others. Generally does not determine area business organization or data access structure. Basic data access roles generally include: Appointment Entry, Distribution Correction, and Pay Entry. Note: Not every Unit or College will have a Super ACE.</td>
</tr>
</tbody>
</table>

<p>| Responsibilities     | • Interprets documentation from multiple sources and processes appointments in HRMS for area. • Identifies problems in interpreting documentation and seeks out appropriate resources to resolve. • Keeps current on HRMS system changes and is aware of new information as it becomes available. • Maintains knowledge of relevant human resource and financial university-side and unit policies, practices and procedures as well as federal regulations to support appropriate and accurate data entry into HRMS for assigned areas of the Enterprise System. | • Serves as HRMS expert resource to other area users. • Interprets documentation from multiple sources and processes appointments in HRMS. • Keeps current on HRMS system changes, is aware of new information as it becomes available, and communicates with subordinates expectations for the unit. • Keeps current on relevant human resource and financial university-wide and unit policies, practices and procedures as well as federal regulations to support appropriate and accurate HRMS data. • Identifies and resolves delays or errors in HRMS appointment information by others in the area, managing workflow of area users and backups. • Oversees reconciliation of data. • Develops and communicates area practices for consistent HRMS processing. • Determines that all area practices are within HRMS business process guidelines. |</p>
<table>
<thead>
<tr>
<th>ACE</th>
<th>SUPER ACE</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Critical Knowledge, Skills and Abilities:</strong></td>
<td></td>
</tr>
<tr>
<td>Policy, practices and procedures</td>
<td>Knowledge of relevant university-wide and unit human resource and financial policies, practices and procedures as well as federal regulations to support appropriate and accurate processing into HRMS. Maintains an understanding of appropriate employee groups and their relevant policies, rules, and contracts.</td>
</tr>
<tr>
<td>Data Translation &amp; Interrelationships</td>
<td>Can interpret and translate information received from various sources and formats and process information into HRMS. Knows and understands the critical function of many HRMS field values, and the direct cause and effect relationship of those values (e.g., correct benefits programs, payments, account information and mailing and campus addresses.) Understands how HRMS field values directly related to human resource policies and programs and the consequences of errors and inconsistencies (e.g. Action/reason, Appointment Terms/types, earn codes.</td>
</tr>
<tr>
<td>Technical Expertise</td>
<td>Has expert skill in using HRMS and navigating the Web for policies and procedures. Knows the questions to ask to get all the information necessary for completion of HRMS entry and is able to interpret documentation received and translate it into accurate HRMS values. Knows who and when to call for help.</td>
</tr>
<tr>
<td>Data Manipulation and Analysis</td>
<td>Able to generate reports from UM Reports and EDMS. Can effectively interpret and analyze reports and understands how to use reports to effectively oversee data accuracy and system integrity.</td>
</tr>
<tr>
<td>Goals, Standards and Timelines</td>
<td>Able to set goals and organize work to meet critical timelines.</td>
</tr>
</tbody>
</table>
HRMS DATA ACCESS & TRAINING

Data access is one of those areas that confuses, confounds and frustrates most end users.

This section will hopefully provide assistance to the Key Contact in helping your HRMS end users navigate through these procedures.

Section outline:
- Training & Security workflow – (how training and security requirements go hand in hand).
- Access Roles & Training Requirements – overview of each access role, who should have the role, training requirements and basic information access grants to the user.

An EDMS report developed specifically for Key Contacts that provides a list of all HRMS End Users in their area with their access roles. Access to this report is automatically given by HRMS when Key Contact assignments are made. (See Report UMCM014A, “HRMS Users by Key Contact”).

Central HRMS conducts a centralized review of all HRMS users on a bi-annual basis. In the off years HRMS Key Contacts are required to run their own review.

One of the purposes of the review is to ensure separation of duties.
Training and Data Access Work Flow

All HRMS Data Access and Training requires Key Contact Authorization.

**Guidelines:**

- The Data Access Request Form (ARF) is electronically available at: [https://www1.umn.edu/datasec/security/Requestingaccess.html](https://www1.umn.edu/datasec/security/Requestingaccess.html)

**NOTE:** Key Contacts are NOT authorized to waive HRMS training courses or prerequisites!

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**Work Flow Chart**

- Key Contact Approves
  - ServiceNow Access Request Form (ARF)
  - Ulearn HRMS Training Authorization Form
  - OIT Data Security
  - Training Services
  - Holds request for training verification. No access is granted until the appropriate assessment is passed.
  - Training records are updated when the assessment is passed.

---

**Unit Responsibilities:**

- Determine appropriate data access.
- Complete the electronic Access Request Form (ARF), plus any appropriate PeopleSoft Attachment(s).
- Complete the Training Authorization Form & fax to HRMS.
- Key Contact approves both training and access.

**Data Security Responsibilities:**

- OIT monitors all requests for HRMS data access for Key Contact approval.
- OIT holds request forms and grants access when appropriate training assessment is passed.
- If appropriate training is not completed within 14 days the data access form is cancelled.

**HRMS Responsibilities:**

- Central HRMS monitors all training classes to ensure all trainees have Key Contact approval.
HRMS Training Courses Summary

HRMS Introduction

This online course provides the foundational knowledge that is needed to understand HRMS as a system and is a prerequisite for all subsequent HRMS-related training. Topics covered include HRMS System General Information, Roles and Responsibilities, Access, Navigation, and Searching for People.

Time Commitment: Online course (30 minutes)
Pre-requisite: None (prior authorization required)
Assessment: None

Appointment Inquiry

This online course will provide specific information on appointments, the type of information that is accessible in an inquiry capacity, and what the information means. HRMS topics that will be discussed include Private Data, Job and UM Employee Summary, Job Data, Combination Code Table, Campus Community, Action/Reason Codes and Earnings Codes overview.

Completion of this course and assessment makes the participant eligible for access to:
- Appointment Inquiry

Time Commitment: Online course (1 hour)
Pre-requisite: HRMS Introduction
Assessment: Yes

Appointment Entry

This instructor-led course will provide specific information on entering and maintaining the appointment records for various types of employee groups. Specific topics include Appointment Hires, Appointment Maintenance, Position Management, Distribution Maintenance, Action/Reason Codes and Earning Codes.

Completion of this course and assessment makes the participant eligible for access to:
- Appointment Entry
- Work Study Placement

Time Commitment: Instructor-led (2 days)
Pre-requisite: HRMS Introduction, Appointment Inquiry
Assessment: Yes
Training frequency: Bi-monthly
**HSA and Distribution Correction**

This **instructor-led course** will provide detail instructions for managing an employee’s payroll from a Correction stand point. This course covers Timing of the Payroll Cycle, Corrections, Fiscal Years, and Sponsored and Non-sponsored HSAs.

Completion of this course makes the participant eligible for access to:

- HSA Inquiry
- HSA Entry
- Distribution Correction

HSA and Distribution Correction (continued)

**Time Commitment:** Instructor-led (1 day)
**Pre-requisite:** HRMS Introduction, Appointment Inquiry
**Assessment:** Yes
**Training frequency:** Bi-monthly (Attempt is made to alternate months with HRMS Entry.)

**Pay Entry**

This **instructor-led course** will provide users with information for entering specific pay and ChartField strings (combo codes) into Pay Entry. Other topics that will be covered include Roles and Responsibilities, Source Documentation, Audits Policy, Life Cycle of Payroll, COA Lite, Combination Code Table and Combo Codes, and Earnings Codes.

Completion of this course makes the participant eligible for access to:

- Pay Entry

**Time Commitment:** Instructor-led (1 day)
**Pre-requisite:** HRMS Introduction, Appointment Inquiry
**Assessment:** Yes
**Training frequency:** Bi-monthly (Attempt is made to alternate months with HRMS Entry.)
Access Role & Training Course Requirements

Access Role:

For Department Administrators (etc.) who need the ability to review individual employees job data records, without the need to update information.

Attention: If an individual is responsible for data integrity, EDMS and IMS reports should also be considered as essential tools.

Training Course Required:

Appointment Inquiry

This online course will provide specific information on appointments, the type of information that is accessible in an inquiry capacity, and what the information means. HRMS topics that will be discussed include Private Data, Job and UM Employee Summary, Job Data, Combination Code Table, Campus Community, Action/Reason Codes and Earnings Codes overview.

Time Commitment: Online course (1 hour)
Pre-requisite: HRMS Introduction
Assessment: Yes

Panel Access Granted:

Appointment Inquiry

View to Personal Data, Job Data, Additional Pay, Address, Names, Leave Plans, Identification Data (Visa information), Display Pay Entry and a number of miscellaneous panels such as Honors and Awards, Education etc.
Access Role:
This is the most important access role for HRMS, and its assignment must be carefully considered. This role requires accurate and insightful appointment entry for correct payroll and benefit administration as well as reporting and strategic planning. Individuals assigned to this role are expected to be extremely knowledgeable about UMN Human Resources policy and practices. It is strongly encouraged that Appointment Entry be assigned to and supervised by the unit HR office.

Attention: Appointment Entry access includes Work Study Placement, Addresses, and Employee Review Tracking.

Training Course Required:
Appointment Entry
This instructor-led course provides hands-on instruction for entering and updating appointment information in HRMS. Participant will understand how to analyze appointment information in the system in addition to entering and updating appointments. Particular emphasis is placed on the codes used by the system and the employment rules associated with each employee group.

Time Commitment: 2 Days
Pre-requisite: HRMS Introduction, Appointment Inquiry
Assessment: Yes

Panel Access Granted:
Appointment Entry/Update
Entry to Personal Data, Job Data, Additional Pay, Work Study Placement, Names, Addresses, Employee Review Tracking, Identification Data (VISA information) Leave Plans as well a numerous additional pages such as Education, Languages, Honor and Awards etc.
**Access Role:**

For departmental accountants and other staff working with accounts and reconciliation. These are the staff members who need to change or correct distribution information after it is entered.

Timing is a critical element of using Distribution Correction. While accounts are entered initially into Earnings Distribution through Workforce Administration, they can be changed in Distribution Correction up until the close of the Pay Entry window to avoid the need for an HSA.

**Attention:** Distribution Correction is considered an independent role from those doing Appointment Entry. Distribution Correction access is NOT granted automatically with the Appointment Entry/Update.

**Training Course Required:**

**HSA/Distribution Correction**

This *instructor-led course* provides hands-on instruction for managing departmental accounts at the employee salary level. Participant will understand how to view appointment information in the system. Particular emphasis is placed on the codes used by the system. Participants will explore Salary Adjustments and the importance of timing on when and where to make changes. Completion of this course makes the participant eligible for Distribution Correction and Historical Salary Adjustment Entry and Inquiry.

**Time Commitment:** 1 day  
**Pre-requisite:** HRMS Introduction, Appointment Inquiry  
**Assessment:** Yes

**Panel Access Granted:**

**Distribution Correction**

Correction to Earnings Distribution, Inquiry to Job Data, Salary Distribution and Salary Adjustments.

**Attention:** This role does NOT give access to view the Personal Data pages.
Access Role:

For departmental staff entering time sheets or making one-time pay period adjustments for exception hourly and salary staff.

Training Course Required:

Pay Entry

This instructor-led course will provide users with information for entering specific pay and ChartField strings (combo codes) into Pay Entry. Other topics that will be covered include roles and responsibilities, source documentation, audits policy, life cycle of Payroll, COA Lite, combination code table; combo codes and earnings codes.

Time Commitment: 1 day
Prerequisite: HRMS Introduction, Appointment Inquiry
Assessment: Yes

Panel Access Granted:

Pay Entry

Entry to Pay Entry page, plus Inquiry to Additional Pay, Check Distribution and Salary Distribution; Salary Adjustments.
Access Role:

For departmental administrators who need to monitor Leave Entry, but do no Leave Entry themselves.

Training Course Required:

Absence Recording

This online course provides information on leave plan eligibility per employee group and how to enter vacation, sick, and compensatory time by processing absence cards and other source documentation. This course also covers manual enrollments, corrections, and other as-needed procedures.

Time Commitment: Online
Pre-requisite: HRMS Introduction
Assessment: Yes

Panel Access Granted:

Leave Inquiry

Inquiry to Leave Entry, Leave Plans, Leave Accruals, Leave Entry Summary, Personal data, plus Work Location and Job Information tabs from the Job Data page series.
Vacation/Sick Entry

Access Role:
For departmental staff who do Leave Entry.

Training Course Required:

Absence Recording
This online course provides information on leave plan eligibility per employee group and how to enter vacation, sick, and compensatory time by processing absence cards and other source documentation. This course also covers manual enrollments, corrections, and other as-needed procedures.

Time Commitment: Online
Pre-requisite: HRMS Introduction
Assessment: Yes

Panel Access Granted:

Leave Entry
Update to Leave Entry, Plans and Accruals, Inquiry to Leave Entry Summary, Inquiry to Personal data, and inquiry to Work Location and Job Information from the Job Data page series.
**Access Role:**

For departmental administrators and auditors responsible for reviewing/monitoring HSA's.

**Training Course Required:**

**HSA/Distribution Correction**

This *instructor-led course* will provide detail instructions for managing a unit's accounting of employee salaries from a correction stand point. This course covers timing of the Payroll Cycle, Corrections, Fiscal Years, and Sponsored and Non-sponsored HSAs.

**Time Commitment:** 1 day  
**Pre-requisite:** HRMS Introduction, Appointment Inquiry  
**Assessment:** Yes

**Panel Access Granted:**

**HSA Inquiry**

View to Encumbering Pages, Salary Distributions, and Salary Adjustment pages.
Access Role:
For departmental staff responsible for entering HSA's.

Training Course Required:

HSA/Distribution Correction
This instructor-led course will provide detail instructions for managing a unit’s accounting of employee salaries from a correction standpoint. This course covers timing of the Payroll Cycle, Corrections, Fiscal Years, and Sponsored and Non-sponsored HSAs.

Time Commitment: 1 day
Pre-requisite: HRMS Introduction, Appointment Inquiry
Assessment: Yes

Panel Access Granted:

HSA Entry
Entry into HSA Inquiry, Entry and Distribution Correction.
Address Entry and Maintenance

Access Role:

This access is built in automatically to Appointment Entry. For departmental staff responsible for entering addresses (home, campus, mailing, etc.)

Training Course Required:

This online course provides guidelines and processes for entering and editing addresses in HRMS. Participants will learn Address Importance, Roles and Responsibilities, Address Types, Effective Dates, Postal Guidelines, Entering and Editing a Home (Permanent Address), Entering and Editing a Campus Mail Delivery Address, Entering and Editing Campus Office Locations, Mailing, and Business Addresses.

Time Commitment: Online
Prerequisites: None. (Prior Authorization is required.)
Assessment: Yes

Panel Access Granted:

Workforce Administration/Personal Information
Employee Review Update

**Description:** Designed to allow departments to roll Employee Review tracking out beyond their main HR users.

**Access Role:**

*This access is built in automatically to Appointment Entry.* However, for those departments that may wish to roll this access out to other users, this access may be requested separately. Note: User must have Appointment Inquiry access.

**Training Course Required:**

This access has NO training requirement. A business process is available on the HRMS website: [http://www1.umn.edu/ohr/hrms/processaid/index.html](http://www1.umn.edu/ohr/hrms/processaid/index.html)

**Panel Access Granted:**

Workforce Administration/Job Information/UM Job/Employee Review UM
REPORTING

The decentralization of HRMS entry across the University makes the responsibility for data integrity a local issue. Utilization of EDMS and UM Reports is an integral tool in guaranteeing accurate data, reduction of over and under payments, adherence to Labor laws and Regents policy. Each reporting system offers different types of information:

- **Enterprise Data Management (EDMS)** is an Enterprise Reports archiving and delivery system used to provide standard (static) reports from central/Enterprise systems.

- **Information Management Systems (IMS) or UM Reports** is a collection of reports from the Data Warehouse that can be individualized to fit specific needs. Many of the reports are close to real-time.

Between EDMS & IMS, a plethora of reports are available to units to assist in the management of their workforce.

To access these reports go to OneStop: [http://onestop.umn.edu/onestop/staff/index.html](http://onestop.umn.edu/onestop/staff/index.html) (Scroll down the page to find “Reporting”)
EDMS Report Descriptions
12/2/05 (Updated 10/26/10)

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 Department 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 Empid 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.*
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.

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.

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.

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.

Note: The highlighted reports are the ones most frequently used.
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.
HRMS Reports

Custom Campus Mailing and Email List
Allows units to create and customize campus mailing and e-mail lists for dissemination of materials to U or MN faculty and staff.

Degree and Honors
Displays degrees and honors tracked for employees in the PeopleSoft system. (Academics are required to provide educational background prior to hire, but HRMS records degrees and honors for any employee who chooses to provide the information.)

Employee Current Jobs and Related Information
Displays comprehensive data on an individual employee's current active jobs; active combo code and account strings, degrees and honors, training, University contact information, and vacation, sick, and comp information.

Employee Job History
Displays all rows of data (current and history) per employment record for an individual employee. An excellent report for analyzing the history of an individual.

Employee Review Tracking
Displays current, historical, late and pending performance reviews entered into PeopleSoft by departments. An excellent report for monitoring who has performance reviews due.

Entry Activity
Displays job data entered into HRMS for a specified period of time. An excellent report for administrators who need to monitor appointment changes and/or oversee the work of HRMS ACES.

Job Code Average Salary
Allows users to enter or select a job code(s) and view the average salary university wide or by college. One of the most popular UM reports available.

Leaves
Displays current, historical and future paid or unpaid leave information.

New Hires and Transfers In
Displays list of new employees in the unit(s) since a specified date – a good report for identifying who may need orientation materials, etc.

Notice of Appointments
The Notice of Appointment report displays current, historical and future dated appointments for employees who have academic professional/administrative and faculty appointments.

Note: The highlighted reports are the ones most frequently used.
**Personnel Basic Information**

Allows users to view personnel information by individual or employee group. Provides links to related detail information for the group. Similar to the Personnel Detail Information report with a few less categories.

**Personnel Detail Information**

Allows users to view detailed appointment information by individual or employee group. Can create a comprehensive report on groups of employees by job codes, status, entry date, comp rate etc.

**Position Management Organizational Charts**

Allows users to view positions and their hierarchical structure by supervisor position or unit.

**Position Management Position List**

Allows users to view a list of positions for a group of or a single department. Contains incumbent information as well as supervisor name and title.

**Position Management Vacant Position List**

Provides users with a list of vacant positions for one or many departments. Allows users to see previous incumbents and supervisor information.

**Step Discrepancies (Off Step and No Step)**

The Step Discrepancies report allows you to audit data entered into HRMS for bargaining unit employees who are:
- Off step (comprate/step in PeopleSoft is not equal to the negotiated comprate/step)
- No step (step = 0)
An important report for administrators to monitor.

**Terminations and Transfers Out**

Displays a list of employees who have left the University or a University unit due to termination, retirement, layoff or transfer. Generally paired with the New Hires and Transfers in report.

**Training History**

Displays the courses which are tracked in the HRMS which have been taken by a single employee or a group.

**University Contact Information**

Provides campus contact information for current unit personnel including office location, phone, mailing address and e-mail address.

**Vacation Payout by Area Class (Historical until 2008)**

Provides a summary of vacation dollars paid out by the University to employees who have terminated or dollars transferred to departments due to an employee transfer. Provides drill through to area and area-org detail. (Report went through 2008 and was not updated following EFS Conversion.)

**Vacation, Sick and Comp Balances**

Displays current sick, vacation and compensation time for an employee or department. This report includes balances, liabilities, hours used, comprate and hours away from vacation max accrual.

**Note:** The highlighted reports are the ones most frequently used.
Payroll Reports

Biweekly Overtime Report With YTD Totals
This report displays the overtime paid for the current pay period as well as the fiscal year to date totals. It does not include payroll adjustments.

Current Month YTD Encumbrance Payroll Summary
Displays current month, year-to-date and encumbered payroll for either one EMPLID or selected Area, Funds, Sponsored or Non-sponsored accounts. This report includes payroll adjustments. It is refreshed monthly (similar to accounting fiscal close calendar).

Employee Multi Year Payroll Detail
Allows you to display payroll detail across fiscal years for one employee. You can customize the report to look at salary and/or fringe and optionally view payroll adjustments. You can choose to view one pay period or multiple pay periods and one account string or multiple account strings for fiscal years 2001 to present.

Employees with Change of Status in Pay Period
This report prompts for department and current pay period and displays employees who have had a status change on their job record during that pay period. An excellent report for monitoring payroll activity.

Pay Change Report
Displays employees whose pay amount has changed, when comparing it to the previous pay period. An excellent report for monitoring compensation changes.

Payroll Transactions
Displays salary fringe, HSA, work study etc. for current or previous two years, either for one emplid or transaction number.

Pre-Payroll Distributions
This report is intended to be used as a tool to estimate current and future salary payments and payroll distributions for employees whose status is active or on paid leave. The report combines job and payroll distribution data and lists payroll distributions for current and future pay periods as well as the current pay period’s pay entry amounts. A critical report for individuals whose job is to monitor payroll and want information prior to the payroll abstract.

Salary Fringe Detail by Pay Period
Displays the distributions and amounts for salary and fringe charges for the pay period selected, by area-org or by department.

Salary Distribution
The report displays salary adjustments for the selected fiscal year or effort period. It displays the distribution of salary and calculates the percent of salary paid on each account. This is a useful tool for the effort certification process.

YTD Employee Distributions
Displays employee salary and fringe distributions to date. This report does not include payroll adjustments.

Note: The highlighted reports are the ones most frequently used.
**Work Study**

*Employed Students with Maxed Work Study Awards and Unmet Needs*
Displays students who have used up their work study awards, but may still have eligibility to increase their award amount according the parameters used by the Financial Aid Office. *This Report requires access to private student data.*

*Employed Students with Unused Work Study Awards (Fall/Spring)*
Identifies employed students who have work study awards which are not being used. *This Report requires access to private student data.*

*Work Study Reconciliation*
The work study report provides information on work study transactions that have been moved from one account to another.

*Work Study Reimbursements*
Displays students paid on work study budget with a summary of pay and adjustments for the account. Calculates the percent of reimbursement received and displays the expected percent reimbursement based on the item type. *This Report requires access to private student data.*

**Collegiate Personnel Plans**

*Teaching Appointment Plan*
This report displays the planned job codes, corresponding titles, and appointment types that the college said would hire in the collegiate personnel plan. This report is used as a reference against the Teaching Appointment Summary report.

*Teaching Appointment Summary*
This report displays actual job codes, corresponding titles, and appointment types hired in the college as compared to the planned job codes, titles and appointment types that the college said they would hire in the collegiate personnel plan (refer to Teaching Appointment Plan report).

*Teaching Supplemental Plan Summary*
Each college, entity (if >=FY09), or department summary of total FTE by employee group e.g. Tenured, Contract, Grad Asst. etc.
**EOAA Reports**

**Availability Data for Faculty by Department**
This document provides a list of sources used by the EOAA Office to determine Faculty availability as reflected in the Faculty Goals reports.

**Description of Employee Racial/Ethnic Category, Citizen Status, Disability Status and Veteran Status**
This concise document summarizes the University's responsibilities for data collection, then provides definitions and commentary helpful in the interpretation of the Workforce sections of the EOAA reports.

**EOAA History Cube**
This cube provided point-in-time snapshots of University workforce characteristics.

**FCE014-1 Faculty Workforce and Goals by Department**
The Faculty goals reports contain department summary counts of workforce, availability and goals by tenure status, gender, racial/ethnic group and residency status.

**FCCE015-1 Civil Service Workforce Analysis by Department**
This report contains department summary counts by EEO job Group and Job Code, by gender, racial, ethnic group and residency status.

**FCE055-1 Civil Service Workforce and Goals by IPEDS/Job Group Code**
This report contains college or administrative unit summary counts of workforce, availability, and goals for groups of similarly related job titles, by gender, racial/ethnic group, unknown racial/ethnic group, and nonresident alien.

**FCE055-1 Civil Service Workforce and Goals by Campus/IPEDS Job Group Code**
This report contains campus level summary counts of workforce, availability, and goals for groups of similarly related EEO job Group Descriptions by gender, racial/ethnic group, unknown racial/ethnic group and nonresident alien.

**List of Job Classifications/Titles by IPEDS Category/Job Group**
This report is the most up-to-date combined source for HRMS and EOAA job classifications used in UM Reports.

**Memorandum: Web Workforce and Goal Reports (EOAA Reports), January 2006**
Here is an introduction to all of the EOAA UM Reports, including basic terminology and content, how the reports are created, and how the reports may be used along with EOAA resources to meet staffing goals.

**Summary of Academic Non-Faculty Goals**
These reports contain University-wide workforce, availability, and goals summaries for similarly related academic administrative and professional employee groups. The “List of Academic (P/A) Numbers and Titles” reports are also available here.
## EDMS and UM Reports Combined List

**Updated 9-16-2010**

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PUBLIC & PRIVATE DATA

The University collects and maintains a variety of information, including information about its students, faculty, staff and others. This information is collected in order to conduct University business. Information is classified as private or public based on federal and state law.

Private information can only be released to the subject of the information and to those within the university who have a legitimate need-to-know, outside entities with the subject's written permission, and others as allowed by law.

Public information is available to anyone who requests it, except in the case of student data, when the student has requested that no public information about him/her be released without express written permission.

The Privacy and Data Security Guide identifies departmental contacts to assist with maintaining the privacy and security of information.

There are also a number of U of MN resources on public and private data:

- Examples of Public, Private and Confidential Information

- Managing University Records and Information

- Understanding & Identifying Private and Public Information
  [http://www.ahc.umn.edu/privacy/what/home.html](http://www.ahc.umn.edu/privacy/what/home.html)

- University Policies on Privacy and Data Security
  [http://www.ahc.umn.edu/privacy/policies/home.html](http://www.ahc.umn.edu/privacy/policies/home.html)
Change of Employment Status

http://www1.umn.edu/datasec/security/ChangeofEmploymentStatus.html

A large problem for the Institution is the removal/change of access when individuals transfer, leave the institution or change job duties. Supervisors often forget to have system access removed or changed when individuals leave or change jobs. Key Contacts can assist with this issue by reminding supervisors to submit a change of employment status form to OIT Data Security.

Requests for access to Enterprise systems are granted to employees based upon their current job requirements. The assignment of individual Access or an Access Role is employee and job specific; access privileges may not be assigned or transferred to another person at any time.

If an employee has a change of employment status, the Change of Employment Status Form should be used to provide the notification to OIT Data Security. Please follow the applicable procedure below.

Employee Terminations

The department which loses and employee through termination is responsible for notifying OIT Data Security of the termination. If the terminated employee was in possession of an M Key, it should be returned to OIT Data Security at:

OIT Data Security
2221 University Ave. SE, 400 UOffP
Campus Mail Code: 2718
Minneapolis, MN 55414

Transfer of Change of Department

A department which loses an employee through transfer or change of department is responsible for notifying OIT Data Security. If the transferred employee was in possession of a SecurID token (MKey), this token should be returned to OIT Data Security. Note that all applicable security charges will continue until OIT Data Security receives notification.

The hiring/new department is responsible for submitting an Access Request Form for the employee’s new position. Because access privileges are employee and job specific, they must be requested by the hiring department, even in those situations where the employee may have had similar privileges in a previous position.

Note: The employee should take their MKey with them to their new department.

Leave of Absence (LOA)

Leaves in excess of six (6) weeks indicate that an employee’s access privileges should be suspended. Notification to OIT Data Security may be made through the Change of Employment Status Form. This form need not be submitted for LOAs or vacations consisting of six weeks or less.

Employees returning from an LOA can have their access resumed by contacting the OIT Technology Helpline at: 612-301-HELP (4357).

Since another employee may not use the access privileges of an employee on leave, departments may wish to assess access needs as part of the planning for an LOA.

Partial Delete of Access Due to Changes in Job Requirements

The Change of Employment Status Form may be used in those circumstances where an employee determines that his or her current position no longer requires access to a particular Enterprise system or its data. In this case, the employee may indicate which access rights should be deleted.
APPENDIX

Key Contact List

For the most current listing of all the Key Contacts, see:

http://www1.umn.edu/ohr/hrms/index.html