HR Queries

Navigation Path: NavBar > Navigator > HRMS > Reporting Tools > Query > Query Viewer	
Name	**Description**
UTE_CA_FY_FUND_DATA_BY_CST_CTR	Appointment Download. Search **by cost center** to view position funding data (appointment download) and HR assignment information for positions in your department.
UTE_CA_FY_FUND_DATA_BY_PROJECT	Appointment Download. Search **by project ID** to view position funding data (appointment download) and HR assignment information for positions in your department.
UTZ_CA_FY_FUNDING_DATA_DEPTS	Appointment Download. Search by your **department** to view position funding data (appointment download) and HR assignment information for positions in your department.
UTE_CA_FY_FUND_DATA_BY_POS	Appointment Download. Search by **position** to view position funding data (appointment download) and HR assignment information for positions in your department.
UTZ_HA_TIMEKEEPER	Search **by pay period** to view leave balances, accruals, and deductions for employees in your department. View our Timekeeper Query Codes for code descriptions.
UTZ_HW_ACTIVE_EMP_VISA_PM5064	HR assignment information and VISA expiration information for employees in your department with VISAs.
UTZ_HA_DAILY_ABSENCE_CAMPUS_DT	Search by any time frame you wish to reconcile absence requests to view a list of all absence entries for your department.
UTZ_HA_MONTHLY_ACCRLS	Search for calendar group to view monthly accruals for employees in your department.
UTZ_HA_ABM_EVENTS_DETAILS	Access absence entries by dates requested for employees in your department.
UTE_HR_REPORTS_TO	Provides a list of employees within the department and who they currently Reports To.
UTE_HR_REPORTS_TO_INACTIVE	Provides a list of employees within the department who currently Report To a vacant position.
UTE_POS_DATA_CURRENT	Current position data for department. Provides all position data for filled, vacant, active, & inactive positions.
UTE_POS_DATA_FUTURE	Future position data for department
UTE_CURRENT_JOB_RECORD	Current Job Record for active employees (as of today)
UTE_FUTURE_JOB_RECORD	Future Job Record for employees that begin more than one day after the current day.
UTE_CA_ACADEM_RATE	Provides the current academic rate reflecting on Job Data.

Remember to include underscores when searching for a query name.

If you do not have access to search for HR queries, submit the Request Access to PeopleSoft form for the HR Reviewer role.

Finance Queries

Navigation Path: NavBar > Navigator > Financials > Reporting Tools > Query > Query	
Name	**Description**
UTE_DEPT_RECON_BANNER_COSTCTR	To be used with Account Reconciliation Reports to find Banner Detail for "UTZ" documents for Cost Centers.
UTE_DEPT_RECON_BANNER_PROJECT	To be used with Account Reconciliation Reports to find Banner Detail for "UTZ" documents for Projects.
UTE_DEPT_RECON_IDT_COSTCTR	To be used with Account Reconciliation Reports to find IDT Detail for "SC028" documents for Cost Centers.
UTE_DEPT_RECON_IDT_PROJECT	To be used with Account Reconciliation Reports to find IDT Detail for "SC028" documents for Projects.
UTE_BUDGET_BALANCES_CAO	**Budget balances** for **cost centers** (staff salaries, wages, faculty/TA salaries, payroll related costs, operating expenses, expense transfers, balance forwards, etc.).
UTE_BUDGET_TRANSACTIONS_CAO	**Expense transactions** (vouchers, deposits, travel expenses, etc.) and amounts **for cost centers**.
UTE_BUDGET_BALANCES_GRANTS	**Budget balances** for **projects** (staff salaries, faculty salaries, student salaries, fringe benefits, other direct costs, travel, tuition & fees, construction, office services, mileage expenses, F&A, etc.).
UTE_BUDGET_TRANSACTIONS_GRANTS	**Expense transactions** (vouchers, deposits, travel expenses, etc.) and amounts **for projects**.
UTE_BUDGET_TRANSACTIONS_PAYROL	Payroll transactions and amounts, reference data (employee name, EMPL IDs journal numbers), and payment types (classified, A&P, student, overtime, etc.).
UTZ_KK_GRT_CHILD_OVERDRAFTP	View current grant overdraft balances by grant account.
UTZ_TE_EXP_LOCATIONS	Search for foreign Country Location Codes when processing Travel Documents.
UTZ_TA_WF_AUDIT_ALL_STG	Search for Travel Authorizations pending Approval in a Department, Cost Center or Project.
UTZ_EX_WF_AUDIT_ALL_STG	Search for Expense Reports pending approval in a Department, Cost Center or Project.

UTE_TE_TRAVEL_AUTH_LIST	Search by BU to see TAs and their status.
UTE_TE_CASH_ADV_AGING	View cash advances by date to see their status.
UTE_AP_PAYMENT_INFO_VENDOR	View payment information by voucher per vendor. It may be a good idea to add date parameters if possible.
UTZ_TE_ER_STATUS	View ERs by employee ID or report ID.
UTZ_TE_TRAVEL_AUTH_BY_EMPLID	Search for travel authorizations (closed, approved) by Employee ID or Department

Remember to include underscores when searching for a query name.

If you do not have access to search for Finance queries, submit the [Request Access to PeopleSoft](#) form for the Budget Reviewer role.

The UTE_BUDGET_TRANSACTIONS_PAYROL query does not display the split funding Payroll allocation amounts.

PeopleSoft Reports

Name	Navigation Path	Description
Employee Birthdays	NavBar>Navigator> HRMS> Workforce Administration>Personal Information>Biographical>Birthdays Report	View birthday information (month and day) for employees in your department.
Emergency Contacts	NavBar>Navigator> HRMS> Workforce Administration>Personal Information>Personal Relationships>Emergency Contacts Report	View emergency contact information (name, telephone, and relationship) for employees in your department.
Time Card	NavBar>Navigator>HRMS> UTZ Customizations>Time and Labor>Reports> UTZ Time Report	View hours worked and leave (vacation, sick, etc.) for employees in your department.
Personnel Actions History	NavBar>Navigator>HRMS > Workforce Administration>Job Information>Reports>Personnel Actions History	View HR action information (hires, terminations, pay rate changes, terminations, promotions, etc.) for employees in your department.
Salary Encumbrance Report	NavBar>Navigator>HRMS> UTZ Customizations> Commitment Accounting>Reports> Encumbrance Dtls by Empl ID/Sal	View Fiscal Year Salaries Encumbered and Disencumbered by Cost Center, Project or Department.

All reports have a unique navigation path in PeopleSoft, and need to have a Run Control ID created before the report can be run. Refer to the Queries & Reports training materials for specific instructions.

If you do not have access to search for reports, submit the Request Access to PeopleSoft form.