PEOPLESOFT
THE UNIVERSITY OF TEXAS AT EL PASO

UT SHARE

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.

PEOPLESOFT
THE UNIVERSITY OF TEXAS AT EL PASO

UT SHARE

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
THE UNIVERSITY OF TEXAS AT EL PASO

UT SHARE

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.