

## 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 <b>by cost center</b> 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 <b>by project ID</b> 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 <b>department</b> 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 <b>position</b> to view position funding data (appointment download) and HR assignment information for positions in your department.
UTZ_CA_POSITIONS_NO_BUDGET1	Positions in your department with no assigned funding data.
UTZ_HA_TIMEKEEPER	Search <b>by pay period</b> to view leave balances, accruals, and deductions for employees in your department. View our <a href="#">Timekeeper Query Codes</a> for code descriptions.
UTZ_HW_ACT_FAC_STAFF_PM5069B	Biographical and HR assignment information for employees in your department.
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_CA_VACANT_POS	To view Vacant positions in Departments.
UTE_CA_JOB_DATA	Search for Job Data Information by Department including Empl Class, Position and Job Code.
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.



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	<b>Budget balances for cost centers</b> (staff salaries, wages, faculty/TA salaries, payroll related costs, operating expenses, expense transfers, balance forwards, etc.).
UTE_BUDGET_TRANSACTIONS_CAO	<b>Expense transactions</b> (vouchers, deposits, travel expenses, etc.) and amounts <b>for cost centers</b> .
UTE_BUDGET_BALANCES_GRANTS	<b>Budget balances for projects</b> (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	<b>Expense transactions</b> (vouchers, deposits, travel expenses, etc.) and amounts <b>for projects</b> .
UTE_BUDGET_TRANSACTIONS_PAYROL	<b>Payroll transactions</b> 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.



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
Account Reconciliation	NavBar >Navigator>Financials>UTZ Customizations>General Ledger>Reports >Reconciliation Report	Financial reports used to reconcile monthly expenditures for cost centers and projects.
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.