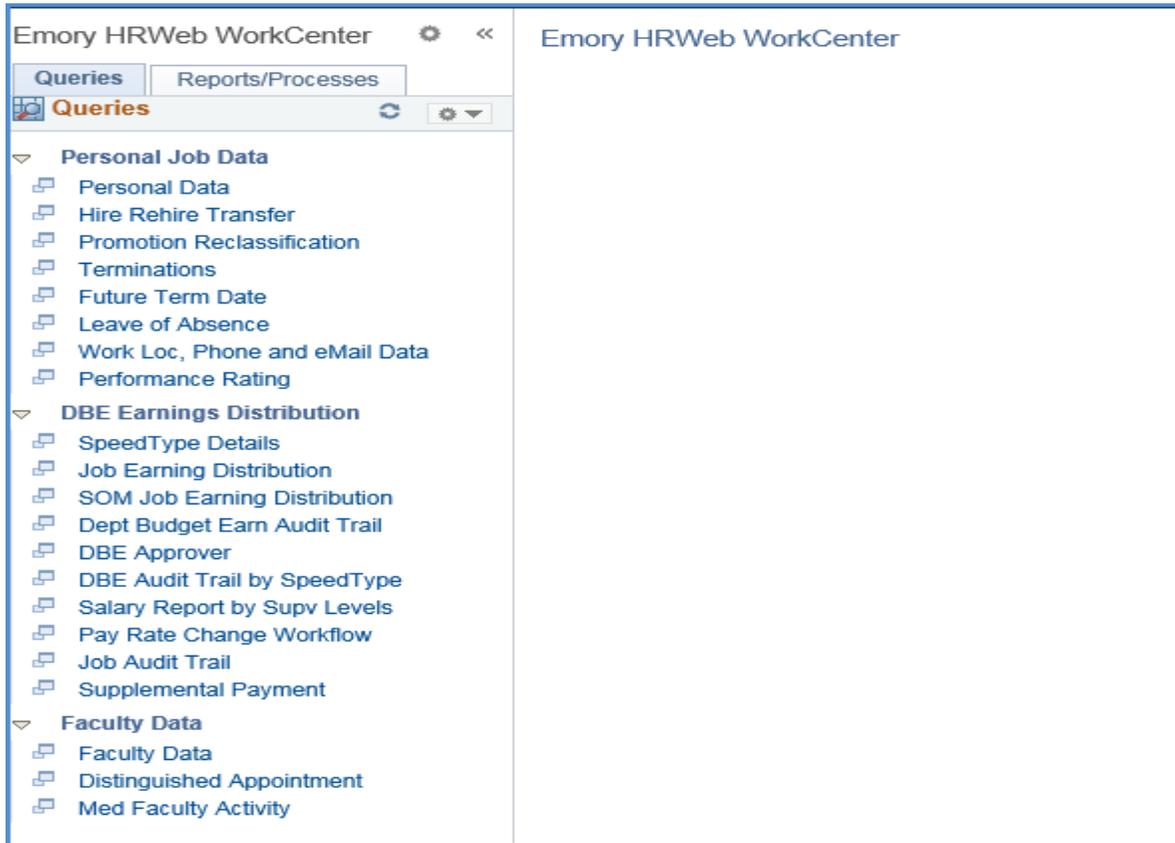## HRWEB Queries

To run a basic report you will look under HRWEB>Reports.

Select the query you want to run and enter the data needed to run the query.

Faculty Data

This report returns the following fields: name, employee Id, record, department Id, department, job code, title, regular/temporary, full/part time, class, employee class, hire date, rehire date, sex, ethnic, rank date, faculty rank, track date, tenure track, and status.

Hire, Rehire, Transfer

This report returns the following fields: department, name, employee Id, record, title, grade, effective date, hire date, rehire date, action, reason, regular/temporary, full/part time, category, fte, compensation rate, annual rate, sex, race, from date, and to date.

Job Earning Distribution

This report returns the following fields: name, employee Id, record, department Id, department, job code, title, grade, status, regular/temporary, full/part time, class, empl class description hire date, rehire date, frequency, fte, compensation rate, annual rate, speedtype, percentage, % compensation rate, and % annual rate.

Personal Data

This report returns the following fields: name, Id, record, department Id, department, job code, title, start date, last start date, pay status, employee class, employee class description, regular/temporary, full/part time, group, grad, compensation frequency, fte, compensation rate, annual rate, sex, ethnic, date of birth, supervisor name, and highest education level.

Promotion, Reclassification

This report returns the following fields: department, name, employee id, record, title, effective date, action, reason, code, regular/temporary, full/part time, category, hire date, rehire date, grade, fte, compensation rate, change percentage, rating, sex, ethnic, from date, and to date.

Termination

This report returns the following fields: department, name, employee id, record title, reason, term date, regular/temporary, full/part time, category, hire date, rehire date, rating, sex, ethnic, from date, and to date.

Work Loc, Phone and eMail Data

This report returns the following fields: name, department, work location, location, work phone, e-mail, mailstop, and mailstop description.

Leave of Absence

This report returns the following fields: name, Id, record number, status, effective date, action reason, department, title, hire date, length in job, regular/temporary, full/part time, compensation frequency, leave hours balance, and return date.

Future Terminations

This report returns the following fields: name, id, employee, department Id, department, description, employee class, description, future term date, future term reason, and supervisor name.

Performance Rating

This report returns the following fields: name, id, employee, supervisor name, supervisor id, department name, title, start date, last start date, entry date, regular/temporary, full/part time, comp type; review rating, review date, next review date, and percentage.

Job Audit Trail

This report returns the following fields: operator name, date/time, action, employee name, id, effective date, sequence, dept id, job code, pay status, action, action date, reason, location, entry date, dept date, regular/temporary, full/part time, company, pay group, benefits eligibility, comp type, standard hours per week, comp frequency, comp rate, annual rate, FLSA status, FTE, supervisor level, supervisor id, start date, last start date, term date.

DBE Audit Trail by SpeedType

This report returns the following fields: audit operator id, operator name, operator employee id, time stamp, action, dept id, year, employee name, employee id, employee record, job effective date, speedtype, distribution %.

Med Faculty Activity

This report returns the following fields: id, name, primary dept id, primary dept name description, category, speedtype, speedtype description, speedtype GL bus unit, speedtype oper unit; speedtype operating unit description, speedtype dept id, speedtype department description, speedtype fund, speedtype fund description; speedtype project, speedtype project description, project end date, clinical activity, educational act; research act, other activity, emory med total, overall employee activity; activity %, distribution %, annual salary, fte updated by, fte updated.

SpeedType Details

This report returns the following fields: speedtype ref, description, effective date, status, department, project, fund, program, class, operating unit, event, pc business unit, activity, set id.

Dept Budget Earn Audit Trail

This report returns the following fields: operator name, audit stamp, action, set id, department id, year, employee name, id, employee record, effective date, sequence, earn code, budget sequence, combo code, budget amt, allow overspend, distribution %, % effort, funding end date, distributed.

DBE Approver

This report returns the following fields: id, employee record, effective date, name, requester name, approver name, processed ?, combo code, distribution %.

SOM Job Distribution

This report returns the following fields: name, id, primary dept. id, primary dept description, company, pay group, job empl record, job dept description, faculty appointment status, primary faculty appointment record, primary faculty appointment department description, primary job-admin dept flag, primary job dept id, highest education level, gender, ethnic group, job code, job title, job grade, faculty rank, rank date, tenure track, track date, tenure status, pay status, job employee class, job employee class description, job start date, job last start, service date, job entry date, dept entry date, max promotion date, immune date, immune status, supv id, supervisor name, employee e-mail, job reg/temp, job full/part, job comp freq, job fte, job comp rate, job annual rate, total empl id annual rate SOM and TEC records, smartkey, job distribution %, job distribution comp rate dollars, job distribution annual rate dollars, total empl id distribution % SOM and TEC Records, smartkey dept id, smartkey dept description, smartkey operating unit, smartkey operating unit description, project, project description, fund, fund description, funding end date, future term date.

Distinguished Appointments

This report returns the following fields: id, name, dept., dept. name, administrative post, appointment type, appointment title, from date, end date, actual end date, reason, and comments.

Supplemental Payment

This report returns the following fields: company, group, pay period, check date, off cycle, dept. id, division, id, name, earn, description, combo code and sum other earns.

Salary Report by Supv Levels

This report returns the following fields: name, id, employee record, department id, department, job code, job title, reg/temp, full/part, pay status, employee class, group, grade, comp freq, fte, comp rate, annual rate, supervisor, supervisor id, level.

Pay Rate Change Workflow

This report returns the following fields: division, department, department id, name, id, employee record, title, effective date, action, reason, comp freq, requested pct change, requested comp rate, current comp rate, current annual rate, request date, requestor, requestor email, requestor phone, next approver, approver email, approver phone.