



Unit HR: Key Report Guide



A Collection of Recommended Reports for Unit HR Activities

Last updated 01/13/2021



ABOUT THE GUIDE

As a Human Resources leader and professional in the 21st century, you are no doubt aware of the continued importance in people analytics and data measurement. Strong and innovative organizations place an emphasis on making data-informed decisions and leaders often look to their HR representative or office to provide that vital information. The ability to respond to these requests quickly and accurately will support Human Resources in being viewed as a critical strategic partner with an important seat at the decision-making table.

This guide provides the Top 20 reports available for use by HR professionals at Michigan State University, as determined by unit HR leaders themselves. As you may have experienced, there are a tremendous amount of reports available to unit HR administrators, which can make finding the correct one feel like a daunting task. This guide seeks to ease that burden and provides detailed information on the listed report, including where to access it, the intended use of the report and a link to further information where available.

Our hope is that this guide greatly reduces the time it takes you to locate a particular report or set of information and allows much greater effort to be focused on the analysis and subsequent story that the data represents – ultimately improving the value add of the HR role in your unit.



IMPORTANT ITEMS OF NOTE

Historical Data

MSU implemented the current reporting mechanisms when the university transitioned to a new Enterprise Business System (EBS) in late 2010. As such, all reports are only able to provide data that dates back to December 17, 2010.

Report Access – Required System Roles

MSU employees currently gain access to certain systems and applications through an [access request process](#) coordinated by MSU Information Technology. Access to a variety of information systems, mainframe data files, and reporting databases for MSU faculty and staff is granted by either electronic (eARM) or hard copy access request memorandum (ARM).

Most Human Resources roles will require these key EBS roles: [HR Unit Administrator](#), [HR Unit Time Administrator](#) and [HR Unit Reporting Administrator](#).

[Access a complete list of EBS roles.](#)

Some of the reports listed require the [Administrator Assistant Replacement role](#).

Be aware of the [guidelines for the segregation of duties](#) for HR/Payroll roles.



ENTERPRISE BUSINESS SYSTEMS (EBS) REPORTS

Enterprise Business Systems is Michigan State University's financial and human resources system.



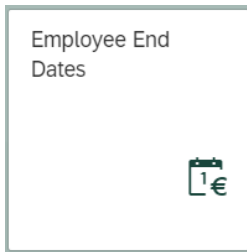
Most helpful reports identified by Unit HR Leaders



Employee End Dates Report

Report Path:

1. Login to [EBS](#).
2. Navigate to **Reports** Tab (at the top of the page and click).
3. Select tile.



Report Use:

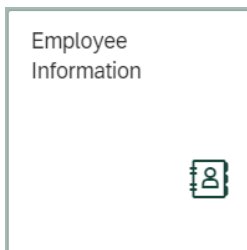
- Used to identify end-dated employees to ensure that extensions or reappointments are submitted in time to prevent issues with employee benefits being discontinued or employees not receiving pay. The report shows employees whose assignment end date falls within 150 days of current day, if period of Today is selected.

[Detailed information](#) for using this report.

Employee Information Report

Report Path:

1. Login to [EBS](#).
2. Navigate to **Reports** Tab (at the top of the page and click).
3. Select tile.



Report Use:

- Find most information on employees by utilizing this report, including: PERNR, ZPID, APID, Personnel Subarea, Employee Group, Employee Subgroup, Work Contract Description,

Organizational Unit, Position ID, Position Title, Job Classification, Primary Assignment End Date, Employment %, Continuous Employment Date, Time in Level, Administrative Title Date, Tenure Status and Tenure Date, among others.

- This report can be easily sorted filtered or exported to MS Excel for further analytics.
- This is a very helpful report to review the employee record with history (back to 12/17/2010).

[Detailed information](#) for using this report.

HR Forms Workflow Report

Report Path:

1. Login to [EBS](#).
2. Navigate to **My Approvals & Workflow** Tab (at the top of the page and click).
3. Select tile.



Report Use:

- Track and monitor the forms that are in the approval process within your unit.
- A very helpful report to identify where a form is at and who to contact in the review process with questions about the status.

[Detailed information](#) for using this report.

Position Details & Relationships Report (View & Update)

Report Path:

1. Login to [EBS](#).
2. Navigate to **Reports** Tab (at the top of the page and click).
3. Select tile.



Report Use:

- View information on employees within your unit(s) including: Position ID, Position Title, Personnel No. (PERNR), Employee Type, Employee Group, Employee Sub-group, Personnel Subarea and Reporting Relationships (supervisory information).

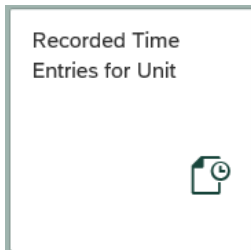
- This is ***the report to update employee reporting relationships*** – which is a responsibility of the unit to maintain.

[Detailed information](#) for using this report.

Recorded Time Entries for Unit Report

Report Path:

1. Login to [EBS](#).
2. Navigate to **Reports** Tab (at the top of the page and click).
3. Select tile.



Report Use:

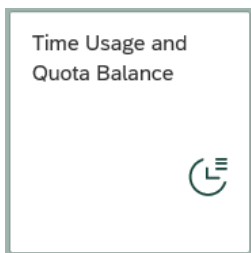
- Displays all time recorded in EBS for employees based on selection date(s).
- Is very useful to cross-reference CT leave entries with CT time tracking recordings.
- It is also very useful to cross-reference time off requests and usage with actual system entries.

[Detailed information](#) for using this report.

Time Usage and Quota Balance Report

Report Path:

1. Login to [EBS](#).
2. Navigate to **Reports** Tab (at the top of the page and click).
3. Select tile.



Report Use:

- Very useful for supervisors and HR staff to view where employees' accruals are with regards to personal, vacation and sick leave.

[Detailed information](#) for using this report.



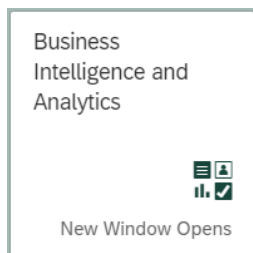
COGNOS BUSINESS INTELLIGENCE (BI) REPORTS

IBM Cognos Business Intelligence is an integrated business intelligence suite that provides a wide range of functionality to help you understand your organization's data. Everyone in the organization can use IBM Cognos BI to view or create business reports, analyze data, and monitor events and metrics so that they can make effective business decisions.

IBM Cognos BI integrates business intelligence activities in one Web-based solution. Before you use IBM Cognos BI, you should understand how each of the components that make up the IBM Cognos BI user interfaces can help you do your job. [Search for a training session via Organizational & Professional Development.](#)

[HR Business Intelligence Report Help](#)

Once you have been granted access to BI at MSU, a tile will appear in your personalized EBS section.



After selecting the tile a new tab will open with Cognos Analytics.



Most helpful reports identified by Unit HR Leaders



AAR011 – MSU Email & ZPID (Administrator's Assistant Folder Access Required)

Report Path:

1. Login to [EBS](#).
2. Under Enterprise Business Systems tab select Business Intelligence and Analytics tile (shown on Page 6).
3. Utilizing the Search function enter the report code (AAR011) and hit enter.
4. Find report in results and select; proceed to report to enter your desired information.

Report Use:

- Displays MSU email address and ZPID information for employees within the selected unit(s).

HRP018 – Labor Distribution Report

Report Path:

1. Login to [EBS](#).
2. Under Enterprise Business Systems tab select Business Intelligence and Analytics tile (shown on Page 6).
3. Utilizing the Search function enter the report code (HRP018) and hit enter.

4. Find report in results and select; proceed to report to enter your desired information.

Report Use:

- Displays payroll information for time period selected for individual employees. This can be used to review/verify payroll data by organizational unit, account, sub-account, person name or finance/HR document number.

HRP063 – Labor Distribution by Payroll Fund

Report Path:

1. Login to [EBS](#).
2. Under Enterprise Business Systems tab select Business Intelligence and Analytics tile (shown on Page 6).
3. Utilizing the Search function enter the report code (HRP798) and hit enter.
4. Find report in results and select; proceed to report to enter your desired information.

Report Use:

- Displays payroll information by employee; search options include: by **Organization**, by **Person** or by **Payroll Fund**.

HRP062 – Labor Distribution by Person

Report Path:

1. Login to [EBS](#).
2. Under Enterprise Business Systems tab select Business Intelligence and Analytics tile (shown on Page 6).
3. Utilizing the Search function enter the report code (HRP062) and hit enter.
4. Find report in results and select; proceed to report to enter your desired information.

Report Use:

- Displays payroll information for time period selected for individual employees. This can be used to verify that an employee was paid; to verify/review the breakdown in costs and funding accounts associated with an employee; and to use as a reference for retroactive pay corrections.

HRP053 – Active Employee Listing

Report Path:

1. Login to [EBS](#).
2. Under Enterprise Business Systems tab select Business Intelligence and Analytics tile (shown on Page 6).
3. Utilizing the Search function enter the report code (HRP053) and hit enter.
4. Find report in results and select; proceed to report to enter your desired information.

Report Use:

- Displays current employee list for the unit; this can be helpful for new employee onboarding, event invitations, formulating/comparing lists of employees in total or by employee group and more.

HRP943 – All Active and Inactive Employees in an Organization

Report Path:

1. Login to [EBS](#).
2. Under Enterprise Business Systems tab select Business Intelligence and Analytics tile (shown on Page 6).
3. Utilizing the Search function enter the report code (HRP943) and hit enter.
4. Find report in results and select; proceed to report to enter your desired information.

Report Use:

- Similar to report HRP053, this report not only includes **Active** employees within a unit, but also **Inactive** employees (e.g. those on a leave).

HRP798 – Faculty, Academic Staff and Executive Managers in an Organization

Report Path:

1. Login to [EBS](#).
2. Under Enterprise Business Systems tab select Business Intelligence and Analytics tile (shown on Page 6).
3. Utilizing the Search function enter the report code (HRP798) and hit enter.
4. Find report in results and select; proceed to report to enter your desired information.

Report Use:

- Displays a list of all faculty, academic staff, and executive managers within a unit for reporting purposes; includes recorded degrees and institutions.

[Detailed information](#) for using this report.

HRP1125 – Employee Demographics Report

Report Path:

1. Login to [EBS](#).
2. Under Enterprise Business Systems tab select Business Intelligence and Analytics tile (shown above).
3. Utilizing the Search function enter the report code (HRP1125) and hit enter.
4. Find report in results and select; proceed to report to enter your desired information.

Report Use:

Displays key demographic data (age, gender, race, protected veteran status, disability status) of the workforce while also including other key indicators including: job classification, pay scale level, annual salary, FTE salary, employment %, years in level, years of service, union affiliation and supervisor name.

HRP1066 – Salary Comparison Report

Report Path:

1. Login to [EBS](#).
2. Under Enterprise Business Systems tab select Business Intelligence and Analytics tile (shown above).
3. Utilizing the Search function enter the report code (HRP1066) and hit enter.
4. Find report in results and select; proceed to report to enter your desired information.

Report Use:

- Tool to compare salary information based on job classification title and level across the university. This should be used as resource when making decisions around new hire starting salary, salary increases and any other base salary decisions.
- View salary information on job classifications including: Average FTE salary, Median FTE salary, Minimum FTE salary, Maximum FTE salary, Standard Deviation of FTE salary, Average Years of Service, Average Time in Level (Years) and Total Incumbents.

[Detailed information](#) for using this report.

HRP991 – Performance Excellence Annual Evaluation Analysis

Report Path:

1. Login to [EBS](#).
2. Under Enterprise Business Systems tab select Business Intelligence and Analytics tile (shown above).
3. Utilizing the Search function enter the report code (HRP991) and hit enter.
4. Find report in results and select; proceed to report to enter your desired information.

Report Use:

- Provides metrics (evaluations completed on-time, late, not-yet-completed, due; evaluation rating breakdown) on support staff performance evaluations, including: a university overview, unit breakdowns and the ability to drill down and analyze data to the individual level.

[Detailed information](#) for using this report.

HRP1103 – Employee Years of Service

Report Path:

1. Login to [EBS](#).
2. Under Enterprise Business Systems tab select Business Intelligence and Analytics tile (shown on Page 6).
3. Utilizing the Search function enter the report code (HRP1103) and hit enter.
4. Find report in results and select; proceed to report to enter your desired information.

Report Use:

- Displays current employee years of service, time in position, time in level and more service-related data for use in sending anniversary wishes, reporting on service by employee type, providing reports to administration and more.

[Detailed information](#) for using this report.

HRP1095 – Employee Service Record

Report Path:

1. Login to [EBS](#).
2. Under Enterprise Business Systems tab select Business Intelligence and Analytics tile (shown on Page 6).

3. Utilizing the Search function enter the report code (HRP1095) and hit enter.
4. Find report in results and select; proceed to report to enter your desired information.

Report Use:

- Displays employee information by unit selected to include the following fields: job title, employment %, annual salary, level, employee group, union/non-union, employment status, continuous service date, time in position, time in level, retirement eligibility, and email address.

[Detailed information](#) for using this report.

HRP962 – Supervisors and Staff

Report Path:

1. Login to [EBS](#).
2. Under Enterprise Business Systems tab select Business Intelligence and Analytics tile (shown above).
3. Utilizing the Search function enter the report code (HRP962) and hit enter.
4. Find report in results and select; proceed to report to enter your desired information.

Report Use:

- Displays all supervisors (with job information: title, position number, employment %, union group, level, email) and their direct reports (with job information) in the selected unit.

HRP1046 – Employee Address and Phone Number w/ Emergency Contact Info

Report Path:

1. Login to [EBS](#).
2. Under Enterprise Business Systems tab select Business Intelligence and Analytics tile (shown on Page 6).
3. Utilizing the Search function enter the report code (HRP1046) and hit enter.
4. Find report in results and select; proceed to report to enter your desired information.

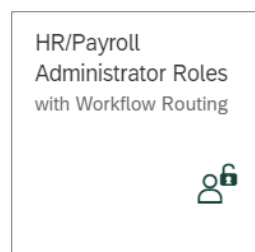
Report Use:

- Displays employee home address and emergency contact information; this is very helpful to quickly find the emergency contact for an employee.



NEW: BONUS EBS REPORT

HR/Payroll Administrator Roles with Workflow Routing



- New tile available in 'My Approvals & Workflow' section
- Quickly find who is assigned key EBS roles within your organization, including: HR/Payroll Approver, HR Unit Administrator, HR Unit TOC Form Initiator, HR Unit Time Administrator, HR Unit Time Entry Specialist, HR Unit Reporting Admin and Manager Self-Service.