### ACADEMIC AFFIRMATIVE ACTION SUMMARY

**Headcount Academic Personnel**
- Monthly headcount of all academic personnel by gender and ethnicity.

**Headcount Academic Personnel (Present Org Structure)**
- Monthly headcount of all academic personnel by gender and ethnicity. (Uses present org tree)

**Headcount - Ladder-Rank Faculty**
- Monthly headcount of ladder-rank faculty by gender and ethnicity.

**Headcount - Ladder-Rank Faculty (Present Org Structure)**
- Monthly headcount of ladder-rank faculty by gender and ethnicity. (Uses present org tree)

### CASE TRACKING

**Budget Case Tracking Fiscal Close Report**
- Report only to be used by Budget Committee Office

**Case Listings**
- Listing of Cases by Academic Year or Date Range

**Case Listings with Affirmative Action Fields**
- Case Listings Report with Affirmative Action Fields

### EMPLOYEE VERIFICATION

**Employee Verification**
- Provides verification of employment status for all UCB employees. Intended for departments that provide services to campus employees. Data elements include Name, Appointment Type, Job Code, Appointment Begin and End Dates.

### MAILING LIST

**Campus Mailing List**
- Provides Name and Campus Address data of Employee and Non Employees that can be used for authorized mass mailings to the campus community.

### RECRUITMENT

**Recruiter Activity**
- Provides recruiter workload, including number of requisition currently assigned to each recruiter by Service Level, Control Unit, Department, and Job Type.

**Requisition Detail**
- Provides requisition detail and summary data by job type, Appointment Type, Status, Recruiter, Department, and Control Unit.

### STAFF AFFIRMATIVE ACTION DETAIL: Job Detail

**AA Job Detail Headcount by Primary Appointment with affirmative action protected group data**
- Headcount by Primary Appointment with affirmative action protected group data.

**AA Job Detail (Download only) Headcount by Primary Appointment**
- Headcount by Primary Appointment (Download Only) with affirmative action protected group data.

### STAFF AFFIRMATIVE ACTION DETAIL: Personnel Transactions

**Personnel Transactions with affirmative action protected group data**
- Personnel Transactions with affirmative action protected group data.
<table>
<thead>
<tr>
<th>Folder Name</th>
<th>Report Name</th>
<th>Description</th>
<th>HRMS Fact Table Views</th>
<th>HRMS Dimension Table Views</th>
</tr>
</thead>
<tbody>
<tr>
<td>HRMS Report Inventory</td>
<td>STAFF AFFIRMATIVE ACTION DETAILS - Personnel Transactions</td>
<td>Personnel Transactions (Download only) with affirmative action protected groups</td>
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<td>STAFF AFFIRMATIVE ACTION DETAILS - Personnel Transactions</td>
<td>Personnel Transactions (Download only) with Prior Row</td>
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<td>STAFF AFFIRMATIVE ACTION DETAILS - Personnel Transactions</td>
<td>Personnel Transactions (Download only) with Prior Row (Download only)</td>
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<tr>
<td></td>
<td>STAFF AFFIRMATIVE ACTION SUMMARY</td>
<td>California Headcount by job group, gender, and ethnicity</td>
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<tr>
<td></td>
<td>STAFF AFFIRMATIVE ACTION SUMMARY</td>
<td>California Headcount by job group, gender, and ethnicity (Uses present org tree)</td>
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<tr>
<td></td>
<td>STAFF AFFIRMATIVE ACTION SUMMARY</td>
<td>California Headcount by job group, gender, and ethnicity (Uses present org tree)</td>
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<tr>
<td></td>
<td>STAFF AFFIRMATIVE ACTION SUMMARY</td>
<td>California Headcount by org node level 2</td>
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<tr>
<td></td>
<td>STAFF AFFIRMATIVE ACTION SUMMARY</td>
<td>California Headcount by org node level 2 (Present Org Structure)</td>
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<td>X</td>
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<tr>
<td></td>
<td>STAFF AFFIRMATIVE ACTION SUMMARY</td>
<td>California Headcount by org node level 3</td>
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<td></td>
<td>STAFF AFFIRMATIVE ACTION SUMMARY</td>
<td>California Headcount by org node level 3 (Present Org Structure)</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td></td>
<td>STAFF AFFIRMATIVE ACTION SUMMARY</td>
<td>California Headcount by org node level 4</td>
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<td>STAFF AFFIRMATIVE ACTION SUMMARY</td>
<td>California Headcount by org node level 4 (Present Org Structure)</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td></td>
<td>WORKFORCE DETAIL - Earnings Distribution Data</td>
<td>Earnings Distribution Detail (Distribution View)</td>
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<tr>
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<td>WORKFORCE DETAIL - Earnings Distribution Data</td>
<td>Earnings Distribution Detail (Global View)</td>
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<tr>
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<td>WORKFORCE DETAIL - Earnings Distribution Data</td>
<td>Earnings Distribution Detail (Employee View)</td>
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<tr>
<td></td>
<td>WORKFORCE DETAIL - Earnings Distribution Data</td>
<td>Earnings Distribution Detail (Job View)</td>
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<td>X</td>
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</tbody>
</table>

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<table>
<thead>
<tr>
<th>HRMS Report Inventory</th>
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</thead>
</table>

**WORKFORCE DETAIL: Earnings**

Data elements from the Earnings Distribution Data Job view. Selection criteria include Unit Code and SAP.

**WORKFORCE DETAIL: Job Data**

- Employee Classification - Earnings Job view:
  - Data elements from the Job Data pages of the HRMS job record. Selection criteria include Unit Code and SAP.

**WORKFORCE DETAIL: Job Data**

- Job Detail (Employee View):
  - Data elements from the Job Data pages of the HRMS job record, for all employees where the user's Org Code appears on at least one distribution line.

**WORKFORCE DETAIL: Job Data**

- Job Detail (Job View):
  - Data elements from the Job Data pages of the HRMS job record, for all employees' jobs where the Job Department is in the user's approved organization tree nodes.

**WORKFORCE DETAIL: Job Data**

- Non-Employee Job Detail (Employee View):
  - Data elements from the Job Data pages of the HRMS non-employee (affiliate) record, where the Job Department is in the user's approved organization tree nodes.

**WORKFORCE DETAIL: Salary History Data**

- Salary History Employee View:
  - Provides employee compensation history, including Effective Date, personnel action, Annual Rate, Monthly/Hourly Rate Change Amount, and Change Percent.

**WORKFORCE DETAIL: Transaction Data**

- Job Data Employee Classification / Job Information Data Job view: Provides employee classification data. Selection criteria include Unit Code and SAP.
### HRMS Report Inventory

**WORKFORCE DETAIL: Transaction Data**

- Transaction Detail (Distribution View)
  - HRMS personnel transaction detail for all employees with the user's Org Code appearing on at least one distribution code.
- Transaction Detail (Employee View)
  - HRMS personnel transaction detail for all employees where the Job Department in the user's approved organization tree nodes, as well as the employee's job in other departments.
- Transaction Detail (Global View)
  - HRMS personnel transaction detail for all employees on the UCB campus.

**WORKFORCE DETAIL: Workforce Detail Global**

- Earnings Distribution Report (Study Program - Job View)
  - Earnings distribution report with distribution program
- Workforce Detail Global
  - Workforce detail global with no break in service, to identify employees who may need to re-enroll in Benefits. (For users with global access only.)

**WORKFORCE SUMMARY: Compensation Averages**

- Compensation Averages (Org Node Level 1-4)
  - Compensation averages with Job and FTE count, for Org Node Levels 1-4. Sort options: Campus, Control Unit, Division, and Department.
- Compensation Averages (Org Node Level 2-6 (Present Org Structure))
  - Compensation averages with Job and FTE count, for Org Node Levels 2-6. Sort options: Job Code, CTO Code, Salary Grade, Unit Code, Appointment Type, and Org Node.
- Compensation Averages (Org Node Level 2-6 (Present Org Structure))
  - Compensation averages with Job and FTE count, for Org Node Levels 2-6 (Present Org Structure). Sort options: Job Code, CTO Code, Salary Grade, Unit Code, Appointment Type, and Org Node (Uses present org tree).

**WORKFORCE SUMMARY: Headcount**

- Headcount (Org Node Levels 1-4)
  - Headcount and Job FTE (Present Org Structure) by month for Org Node Levels 1-4. Sort options: Campus, Control Unit, Division, and Department.
- Headcount (Org Node Levels 1-4 (Present Org Structure))
  - Headcount and Job FTE (Present Org Structure) by month for Org Node Levels 1-4 (Present Org Structure). Sort options: Campus, Control Unit, Division, and Department (Uses present org tree).
### WORKFORCE SUMMARY:

- **Headcount**
  - Org Node Levels: 2-6
  - Uses present org tree.

- **Personnel Actions**
  - Org Node Levels: 1-4
  - Monthly summary of personnel actions and Job FTE (Principal and Budgetary job rows) by Action/Reason, for Org Node Levels 1-4. Sort options: Campus, Control Unit, Division and Department, plus Action/Reason.
  - Uses present org tree.

- **Personnel Actions**
  - Org Node Levels: 2-6

- **Turnover**
  - Org Node Levels: 1-4
  - Monthly turnover with separation count and population average, for Org Node Levels 1-4. Sort options: Campus, Control Unit, Division, and Department.
  - Uses present org tree.
  - (Uses present org tree).

- **Turnover**
  - Org Node Levels: 2-6
  - Monthly turnover with separation count and population average, for Org Node Levels 2-6. Sort options: Job Code, CTO Code, Salary Grade, Unit Code, Appointment Type and Org Node, plus Action/Reason.

### WORKFORCE SUMMARY:

- **Headcount**
  - Org Node Levels: 2-6
  - Headcount and Job FTE (Principal job rows) by month for Org Node Levels 2-6, Unit Code, Appointment Type, CTO Code, CTO Code/Job Code, and Org Node/Job Code/Salary Step.
  - Uses present org tree.

- **Personnel Actions**
  - Org Node Levels: 1-4
  - Monthly summary of personnel actions and Job FTE (Principal and Budgetary job rows) by Action/Reason, for Org Node Levels 1-4. Sort options: Campus, Control Unit, Division and Department, plus Action/Reason.
  - Uses present org tree.

- **Personnel Actions**
  - Org Node Levels: 2-6

### WORKFORCE SUMMARY:

- **Personnel Actions**
  - Org Node Levels: 1-4
  - Monthly summary of personnel actions and Job FTE (Principal and Budgetary job rows) by Action/Reason, for Org Node Levels 1-4. Sort options: Campus, Control Unit, Division, and Department.
  - Uses present org tree.

- **Personnel Actions**
  - Org Node Levels: 2-6

### WORKFORCE SUMMARY:

- **Turnover**
  - Org Node Levels: 1-4
  - Monthly turnover with separation count and population average, for Org Node Levels 1-4. Sort options: Campus, Control Unit, Division, and Department.
  - Uses present org tree.

- **Turnover**
  - Org Node Levels: 2-6
  - Monthly turnover with separation count and population average, for Org Node Levels 2-6. Sort options: Job Code, CTO Code, Salary Grade, Unit Code, Appointment Type and Org Node, plus Action/Reason.
### WORKFORCE SUMMARY: Turnover

#### Turnover - Org Node Levels 1-4

Annual turnover with separation count and population average, for Org Node Levels 1 - 4. Sort options: Campus, Control Unit, Division, and Department.

#### Turnover - Org Node Levels 2-6

Annual turnover with separation count and population average, for Org Node Levels 2 - 6, Sort options: Job Code, CTO Code, Salary Grade, Unit Code, Appointment Type, and Org Node.

#### Turnover - Org Node Levels 2-6 (Present Org Structure)

Annual turnover with separation count and population average, for Org Node Levels 2 - 6, Sort options: Job Code, CTO Code, Salary Grade, Unit Code, Appointment Type, and Org Node. (Uses present org tree).

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### HRMS Report Inventory

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#### Turnover Monthly Org Node Levels 2-6

Monthly turnover with separation count and population average, for Org Node Levels 2 - 6. Sort options: Job Code, CTO Code, Salary Grade, Unit Code, Appointment Type, and Org Node.

#### Turnover Monthly Org Node Levels 2-6 (Present Org Structure)

Monthly turnover with separation count and population average, for Org Node Levels 2 - 6, Sort options: Job Code, CTO Code, Salary Grade, Unit Code, Appointment Type, and Org Node. (Uses present org tree).

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