Common Reports in Finance (1 *of* 2)

S/N	Legacy Term	Workday	Description
1	FMS Payroll Project Grant Summary report	Payroll Summary – Distributed	• List salaries and benefits' expenses for each employee by PG, including deductions from payroll for personal reimbursements • Determine costing for each unit for budgeting
2	FMS Vendors & Vouchers	Find Supplier Invoices by Organization	• View selected supplier invoices by organization • Available only to Cost Centre Managers and Cost Centre Financial Analysts for their assigned Cost Centres
3	FMS Vendor Search	Find Suppliers	• View selected supplier name, supplier ID, status, supplier category, supplier group, address information, tax information. Available to all users "Employee as Self"
4	FMS nQuery – Find Journals	Find Journal Lines Detail – Distributed	• Find one or more journal lines based on criteria indicated in the prompts, such as dates, originated by, journal source, ledger account, organization Worktags • (Example: All journal lines in FY2021 Annual in Cost Centre FINCC001 with Spend Category "Catering")
5	Ledger Summary (FMS nQuery)	Ledger Summary – Distributed	• Access a summary of transactions (Actual Revenue and Expenditures) in a given organization by ledger account for each month and fiscal Year-To-Date-Total, as well as Commitments and Obligations
6	Over / Under Report (FMS)	Over/Under Report by Cost Center Hierarchies	• Review balance available by Cost Centre Hierarchy / Cost Centre / Worktags (equivalent to FMS PGs) for revenue, expenses, transfers, commitments, and obligations
7	FMS Cash Receipt Search	Find Cash Sale Details – Distributed	• Allow users who have access to local organizational Worktag access to view all the details of cheque/cash deposit.
8	Trial Balance	Trial Balance – Distributed	• Ensure entries in General Ledger are balanced. Amounts shown by account for Balance, Activity, YTD Ending Balance, and Variance % between Prior Fiscal YTD Balance and Variance – Current vs Prior Fiscal YTD.

Common Reports in Finance (2 *of* 2)

S/N	Legacy Term	Workday	Description
9	N/A	FDM Cost Centres	• View a list of Cost Centers, related fund/function, manager, hierarchies, and active status
10	N/A	Currency Rates as of Date	• View a list of all currency rates at a specific date and time. Report can be prompted by Effective Timestamp, Source Currencies, Target Currencies and Currency Rate Types
11	N/A	Find Expense Report Lines for Organization	• Find expense report line or itemization for all expense reports for your organization or organization hierarchy. Results don't include personal expenses and parent lines for itemizations. Only Cost Center Managers and Cost Center Financial Analysts can access this report for their assigned Cost Centers
12	N/A	Grants Expired and Expiring in 90 days	• Highlight grants that have expired or are soon expiring, and assist the PI/Grant Manager to finalize and close those grants in a timely manner.
13	N/A	• Portfolio of Grants	• Used by PI/Grant Managers to lookup detailed grant info regarding expenses and salaries life to date, as well as future commitments and obligations for effective management and oversight of all their grants
14	N/A	Find Purchase Order Line and Line Splits for Organization	• Find purchase order line or itemization for all purchase orders for your organization or organization hierarchy. Only Cost Center Managers and Cost Center Financial Analysts can access this report for their assigned Cost Centers

Click Here for more information on Finance Reports

Common Reports in Human Resources (1 *of* 6)

S/N	Legacy Term	Workday	Description
1	201_EMAIL_ADDRESSES	Employee Email Addresses	• Access a list of email addresses of current employees to ensure mailing list email addresses are up to date (excludes employees on disability leave or those who have been terminated).
2	005_JOB_SALARY_AND_ACCT	Job & Account Information - Current and Future Employees	• Find a snapshot of job information, including account information, for current and future employees. • Budget managers can make decisions about salary, correctly assess and assign labor cost for salary increases, and distinguish between grant-funded and operating-funded staff in part or in whole.
3	910_TRAINING_SNAPSHOT	Completion of UBC General Required Training for Onboarding	• View a checklist of employees' (including terminated employees') individual identifiers, job entry date, job code and (Y/Blank) to identify whether they have completed their UBC General onboarding training on: ✓ Bullying and Harassment Training ✓ Privacy Information Security Fundamentals 1 Privacy Information Security Fundamentals 2 ✓ New Worker Safety Orientation and Training ✓ Workplace Violence Prevention ✓ Safety Supervision (for managers only) • Ensure statutory compliance with the various safety requirements and manage risks.
4	CUP 116 Earnings and Dues (pds51600)	Union Dues and Initiation	• Monitor the correct payment of union dues. • Ensure payments to the union office comply with the collective agreement.
5	016_LOA_EMPLOYEES_LISTING	Employees on Leave	• Retrieve job information on paid or unpaid leave for current employees (excludes terminated employees). • Identify employees on Maternity/Paternity leave when this report is merged with other queries in a spreadsheet.

Common Reports in Human Resources (2 *of* 6)

S/N	Functional Area	Report ID	Report Name
1	Absence	COM-RPT-225	Expected Return Date
		COM-RPT-773	Employees on Leave
		COM-RPT-778	Staff Hourly Vacation Balance Info
2	Academic	COM-RPT-6	Faculty Increase Spreadsheet
		COM-RPT-25	Faculty Associations Dues Report
		COM-RPT-70	UBCV Faculty List
		COM-RPT-74	PDFs for Grad Stds-Visa Info
		COM-RPT-157	Faculty Salary Increase Data by Employee ID
		COM-RPT-180	Fac Inc – Career Progress Points
		COM-RPT-788	Current Faculty – Tenure and Tenure Track Including Grant Equivalents
		COM-RPT-2008	Unpaid Faculty Appointments Eligible for Reappointment
		COM-RPT-2033	Faculty Teaching Report for President
		COM-RPT-2105	Fac Inc – Length of Service (LOS)
		COM-RPT-2400	Find Emeriti as List
3	Benefits	COM-RPT-44	AAPS Health Benefit Enrollment
		COM-RPT-45	Employees Approaching Normal Retirement
		COM-RPT-83	Spousal Optional Life Remittance
		COM-RPT-89	RSB Monthly Benefit Enrollment and Premium Report
		COM-RPT-96	Faculty Pension Over Contribution
		COM-RPT-1763	BCGEU Pension Deductions
		COM-RPT-1799	Staff and Faculty Pension Adjustment
		COM-RPT-1806	Staff Pension Adjustment EIB Summary
		COM-RPT-1965	RSB EFAP Premiums Report – Summary
		COM-RPT-1966	RSB Sun Life Overview of Enrollees – Summary

Common Reports in Human Resources (3 *of* 6)

S/N	Functional Area	Report ID	Report Name
3	Benefits (Contd.)	COM-RPT-1968	RSB Dependent Children Upcoming Birthdays
		COM-RPT-2030	Hourly Employee Benefits Eligibility
		COM-RPT-2327	Retiree in Retiree With Benefits Org with No RSB Benefits
		COM-RPT-2494	Pension Primary Beneficiaries Who Are Not Spouse
		COM-RPT-2532	Faculty Pension follow up List
		COM-RPT-2553	Total Earning Summary Report by Pay Code
		COM-RPT-2554	Total FTE by Job Category
4	Compensation	PT-58	Salary Compression Report
		COM-RPT-831	Staff M&P Current Job Info
		COM-RPT-2448	Merit Increase Spreadsheet for Staff
		COM-RPT-2568	UBC Workers on Salary Continuance – Action Required
5	Payroll / Time Tracking	OM-RPT-62	Pending Termination
		COM-RPT-306	FMS nQuery – Payroll
		COM-RPT-846	Current & Future Clinical Employees – Job Information
		COM-RPT-1738	Year to Date Edits (proc. sched.)
		COM-RPT-1749	Payroll Register
		COM-RPT-1756	Confirmation of Changes (CUPE 116)
		COM-RPT-1759	Union Dues and Initiation Fees
		COM-RPT-1762	Gross Pay over 10000
		COM-RPT-1764	Monthly Basic Life Insurance Remittance
		COM-RPT-1766	Monthly Spousal Life Ins Report
		COM-RPT-1768	Compare Totals
		COM-RPT-1769	On cycle Pay Run Balance Report
		COM-RPT-1770	Cheque Reversal Pay Run Balancing Report
		COM-RPT-1771	Express Cheque Pay Run Balancing Report
		COM-RPT-1773	Direct Bank Deposit

Common Reports in Human Resources (4 *of* 6)

S/N	Functional Area	Report ID	Report Name
5	Payroll / Time Tracking (Contd.)	COM-RPT-1778	Earnings and FTE Summary Report by Employee Group
		COM-RPT-1785	Clear Direct Deposit Info
		COM-RPT-1788	UBCO BCGEU Union Dues
		COM-RPT-1790	Create United Way File
		COM-RPT-2553	Total Earning Summary Report by Pay Code
		COM-RPT-2554	Total FTE by Job Category
		COM-RPT-1842	Daily Calculation of Payroll Error Messages
		COM-RPT-1947	OPT Expense Recovery
		COM-RPT-1948	Successive OT
		COM-RPT-1949	Taxable Parking and Taxable Rent
		COM-RPT-1950	Hiring Solutions Tax Costs
		COM-RPT-1951	Hiring Solutions Benefits Costs
		COM-RPT-1952	Building Operations Vacation Accruals
		COM-RPT-1953	Parking Deductions
		COM-RPT-1955	CUPE 2950 Overtime
		COM-RPT-1956	CUPE 2950 PT FT Stats
		COM-RPT-1957	CUPE 116 Overtime
		COM-RPT-1958	Employees with Deduction Code FHPIRL and TAXFHL
		COM-RPT-1959	Annual Benefits Review for Hourly CUPE 116 and BCGEU/Non-Union Childcare Workers
		COM-RPT-2373	Benefits Arrears
		COM-RPT-2375	Audit Payroll Input
		COM-RPT-2479	Seniority Hours Manual Adjustments Report 1 of 3 Rehires
		COM-RPT-2574	Seniority Hours Manual Adjustments Report 2 of 3 Partial Leaves
		COM-RPT-2575	Seniority Hours Manual Adjustments Report 3 of 3 EEs on LOA

Common Reports in Human Resources (5 *of* 6)

S/N	Functional Area	Report ID	Report Name
6	Professional Development Funding (PD Funding)	COM-RPT-104	PD Fund – Replenish EIB for Non Continuing Sessionals
		COM-RPT-105	PD Fund – PD Expense Data for Non Continuing Sessionals
		COM-RPT-111	PD Fund – Faculty with Exempt Status
		COM-RPT-112	PD Fund – Hours Worked by Hourly Employees
		COM-RPT-217	PD Fund – PD Expense Data for Regular Faculty
		COM-RPT-2019	PD Fund – Replenish Amounts for Hourly Employees (Annuals)
		COM-RPT-2020	PD Fund – Replenish EIB for Faculty & Continuing Sessionals
		COM-RPT-2512	PD Fund – Regular Faculty Maintenance
7	Recruiting	COM-RPT-216	Staff New Hires
8	Workforce Analytics	COM-RPT-838	Employee Headcount by Union Code
		COM-RPT-1979	Current Employee Information for Email List
		COM-RPT-1988	Program Eligibles for Managing at UBC
		COM-RPT-2000	Vacant Positions
9	HR Core	OM-RPT-2	Recall Candidate List
		COM-RPT-21	AAPS Monthly Employee Data
		COM-RPT-144	Workflow Pending Approval – Offers
		COM-RPT-152	Appointment Activities in a Period
		COM-RPT-166	Historical FAC No Account Information
		COM-RPT-169	Historical Employee All, With Account Information
		COM-RPT-191	Faculty New Hires Report
		COM-RPT-192	Find Terminated and Retired Faculty as List
		COM-RPT-211	CUPE 2950 Postings
		COM-RPT-780	Seniority Hours (BCGEU OK, CUPE 116 AC, and CUPE 2950)

Common Reports in Human Resources (6 *of* 6)

S/N	Functional Area	Report ID	Report Name
9	HR Core (Contd.)	COM-RPT-782	Employees With Workday Access
		COM-RPT-787	Job & Account Information – Current and Future Employees
		COM-RPT-809	Employees Without Direct Deposit
		COM-RPT-825	Master Query List
		COM-RPT-826	Current Employee Name & ID List
		COM-RPT-842	Employees Paid From a Specific Account
		COM-RPT-847	Employee Personal Information
		COM-RPT-849	Employee Email Address
		COM-RPT-850	Employee Emergency Contacts
		COM-RPT-851	Employee Business Addresses
		COM-RPT-852	Work Permit Expiry Information (Central)
		COM-RPT-873	Address Changes During Specific Period
		COM-RPT-2549	Tenured Faculty Promotion Review Dates Professor & POT

Click Here for more information on HR Reports