



University of South Carolina
Division of Human Resources
HCM Queries for College/Division & Campus HR Contacts

This document outlines all queries available in PeopleSoft HCM for individuals with College/Division or Campus HR access. **Navigation: NavBar > Classic Home > Main Menu > Reporting Tools > Query > Query Viewer.** Refer to the [Query Viewer Navigation job aid](#) for additional information and system screenshots.

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FUNDING, ACCOUNTING, & COMBINATION CODES

Report Name: SC_HR_DEPT_EE_ACCTG_ROSTER_POS

Description: Review the funding allocation for currently active FTE, RGP, or TL employees.

Selection Criteria: N/A

Data: Data is real time

Row	ID	Empl Record	Dept ID	Position	Empl Class	Unit	Name	Eff Date	Job Code	Operating Unit	Grade	Acct	Dept ID	Fund	Class	Project	Cost Share	PC Bus Unit	Activity	Distrb %	Salary (rate)	Total Account Salary	Max/Annual	FLSA Stat	Name Type	Salary Adj	Shift Diff	Operating Unit
1		0	100000	00004496	FTE	SCCOL		02/22/2024	AM05	CL002	B07	51200	100018	A0001	104					100.000	69796	69796	101712.000	T	PRI			CL002
2		0	100010	00082153	FTE	SCCOL		06/16/2023	AH10	CL062	B05	51200	100010	A0001	456					100.000	45133	45133	70054.000	N	PRI			CL062
3		0	100010	00082628	FTE	SCCOL		07/01/2023	AH10	CL062	B05	51200	100010	A0001	456					50.000	54075	27037	70054.000	N	PRI			CL062
4		0	100010	00082628	FTE	SCCOL		07/01/2023	AH10	CL063	B05	51200	628000	A0001	601					50.000	54075	27037	70054.000	N	PRI			CL062
5		2	100019	00102309	FTE	SCCOL		06/16/2023	CB70	CL002	B05	51200	100019	A0001	101					50.000	46275	23137	70054.000	T	PRI			CL002

Report Name: SC_HR_DEPT_TEMPS_ACCTG_INFO

Description: Review the funding allocation for currently active Temporary Employees.

Selection Criteria: 1) Employee Class, 2) Department ID. NOTE: Leave blank to pull data for all types of employees and departments.

Data: Data is real time

Row	Employee ID	Empl Record	Dept ID	Reg/Temp	Empl Class	Business Unit	Name	Job Code	Operating Unit	Grade	Funding Dept ID	Acct	Fund	Class	Project	Cost Share	PC Bus Unit	Activity	Distrb %	Salary	Total Account Salary	Actual salary payout	Last Asgn Start	Expected End Date	Supv ID	Supervisor Name
1		0	130600	T	STU	SCCOL		SURA	CL071	S00	130675	51400	A0001	101					100.000	5616	5616		02/16/2024	04/19/2024		
2		1	130600	T	STU	SCCOL		SUEA	CL071	S00	130690	51400	A0001	101					100.000	3120	3120		01/15/2024	05/15/2024		
3		0	130600	T	STU	SCCOL		SGTA	CL071	S00	130600	51400	A0001	101					100.000	26666	20000	20000	08/16/2023	05/15/2024		
4		0	130600	T	TFC	SCCOL		UG70	CL071	B00	130600	51600	A0001	101					100.000	40000	15000	15000	01/01/2024	05/15/2024		
5		0	130600	T	STU	SCCOL		SGIA	CL071	S00	121025	51400	A0001	202					16.667	32758	4000	24000	08/23/2023	05/15/2024		

Report Name: SC_PY_COMBO_CODES

Description: All Active Combo Codes Detail

Selection Criteria: 1) Department ID, 2) Operating Unit, 3) Status. NOTE: Leave blank to pull data for all combo codes.

Data: Data is real time

Row	Set ID	Process Group	Eff Date	Status	GL Combo Code	Descr	Acct	Dept ID	Project	Fund	Class	Operating Unit	Cost Share	PC Bus Unit	Activity
1	USC01		01/01/2018	A	9999	Suspense Account	00000	000000		00000		CL000			
2	USC01		07/01/2019	A	A00000000001	CL001601000A0001601	51100	601000		A0001	601	CL001			
3	USC01		07/01/2019	A	A00000000003	AK000911000A0001458	51200	911000		A0001	458	AK000			
4	USC01		07/01/2019	A	A00000000004	AK000911030A0001101	51200	911030		A0001	101	AK000			
5	USC01		07/01/2019	A	A00000000005	AK000911031A0001101	51200	911031		A0001	101	AK000			

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EMPLOYEE PERFORMANCE MANAGEMENT SYSTEM (EPMS)

Report Name: SC_HR_EPMS_ANNUAL

Description: Review upcoming annual EPMS dates for FTE employees to ensure reviews are completed by deadline. Date fields are provided to pull upcoming reviews based on a date range.

Selection Criteria: From Date and To Date (**required**), 2) Responsibility Code.

Data: Data is real time

Row	Employee ID	Empl Record	Last Name	First Name	Operating Unit	Dept ID	Dept Descr	Job Code	Grade	EPMS Review Dt	Supervisor Name	# Days Before Due Date
1		0			UP000	985115	ATHLETICS COACHES	UH14	B00	01/05/2024		-88
2		0			BF000	925020	ATHLETICS	UH14	B00	01/12/2024		-81
3		0			SA000	951000	SA PALMETTO COLLEGE	UH14	B00	01/16/2024		-77
4		1			BF000	925020	ATHLETICS	UH16	B00	01/31/2024		-62
5		0			CL002	100000	GENERAL INSTRUCTION	AM05	B07	02/01/2024		-61
6		0			CL062	100010	FACULTY SENATE	AH10	B05	02/01/2024		-61

Report Name: SC_HR_EPMS_TRIAL

Description: Review upcoming EPMS dates for employees in a Trial Period to ensure reviews are completed by deadline. Date fields are provided to pull upcoming reviews based on a date range.

Selection Criteria: From Date and To Date (**required**), 2) Responsibility Code.

Data: Data is real time

Row	Employee ID	Empl Record	Last Name	First Name	Operating Unit	Dept ID	Dept Descr	Job Code	Grade	Trial Pr End Dt	Supervisor Name	# Days Before Due Date
1		0			MC000	182000	MDC SURGERY	CB70	B05	01/05/2024		-88
2		0			CL008	708000	HOUSING-RESIDENT SERVICES MGNT	CB70	B05	01/05/2024		-88
3		0			CL037	140000	COLLEGE OF HRSM	BC30	B06	01/16/2024		-77
4		0			UP000	981040	FINE ARTS & COMMUNICATION	AA75	B04	01/16/2024		-77
5		0			CL081	500400	FACILITIES ENERGY PLANT	KC34	B04	01/17/2024		-76
6		0			CL049	225500	RESEARCH INFRASTRUCTURE SUPPOR	UC61	B00	01/31/2024		-62

Report Name: SC_HR_EPMS_PROBATIONARY

Description: Review upcoming EPMS dates for employees in a Probationary Period to ensure reviews are completed by deadline. Date fields are provided to pull upcoming reviews based on a date range.

Selection Criteria: From Date and To Date (**required**), 2) Responsibility Code.

Data: Data is real time

Row	Employee ID	Empl Record	Last Name	First Name	Operating Unit	Dept ID	Dept Descr	Job Code	Grade	Supervisor Name	Probationary Period Review Dt	# Days Before Due Date
1		1			UN000	971000	UN PALMETTO COLLEGE	UH14	B00		01/02/2024	-91
2		0			BF000	925056	CAREER PLANNING	CB80	B07		02/05/2024	-57
3		0			CL003	600200	ATHLETICS	UH16	B00		02/19/2024	-43
4		0			CL010	620499	CONTROLLERS OFFICE	AD25	B06		02/22/2024	-40
5		0			CL017	601200	OFFICE OF CIVIL RIGHTS AND IX	AH45	B07		02/29/2024	-33
6		0			CL017	601200	OFFICE OF CIVIL RIGHTS AND IX	AG40	B06		03/05/2024	-28



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DUAL EMPLOYMENT

Report Name: SC_HR_DEPT_EXTERNAL_DUAL

Description: Listing active External Dual employees within your department(s).

Selection Criteria: N/A

Data: Data is real time

Row	Employee ID	Empl Record	Name	Dept ID	Dept Descr	Job Code	Job Title	Full/Part Time	Std Hrs/Wk	Empl Class	Salary Plan	Last Asgn Start	Expected End Date	Days Before Dual Emp Expires	Supervisor Name
1		1		690000	DLES LAW ENFORCEMENT & SAFETY	JC20	Law Enforcement Officer II	P	5.00	DLE	CLAS	01/01/2024	12/31/2024	273	
2		0		690000	DLES LAW ENFORCEMENT & SAFETY	JC20	Law Enforcement Officer II	P	5.00	DLE	CLAS	04/01/2024	12/31/2024	273	
3		3		690000	DLES LAW ENFORCEMENT & SAFETY	JC20	Law Enforcement Officer II	P	5.00	DLE	CLAS	03/01/2024	12/31/2024	273	
4		1		690000	DLES LAW ENFORCEMENT & SAFETY	JC20	Law Enforcement Officer II	P	5.00	DLE	CLAS	01/01/2024	12/31/2024	273	
5		0		690000	DLES LAW ENFORCEMENT & SAFETY	JC20	Law Enforcement Officer II	P	5.00	DLE	CLAS	02/16/2024	12/31/2024	273	

Report Name: SC_HR_DEPT_INTERNAL_DUAL

Description: Listing active Internal Dual employees within your department(s).

Selection Criteria: N/A

Data: Data is real time

Row	Employee ID	Empl Record	Name	Dept ID	Dept Descr	Job Code	Job Title	Full/Part Time	Std Hrs/Wk	Empl Class	Salary Plan	Last Asgn Start	Expected End Date	Days Before Dual Emp Expires	Supervisor Name
1		2		171006	PALMETTO PATHWAYS	UG70	Instructor	P	10.00	DLI	UNCL	01/08/2024	04/22/2024	14	
2		1		941000	LAN PALMETTO COLLEGE	AH20	Administrative Manager I	P	10.00	DLI	CLAS	08/31/2023	05/03/2024	25	
3		2		691000	UNIVERSITY POLICE DEPARTMENT	JC40	Law Enforcement Officer IV	P	5.00	DLI	CLAS	01/01/2024	12/31/2024	267	
4		3		986105	INSTITUTIONAL EVENTS AND FACIL	JD15	Security Specialist III	P	2.00	DLI	CLAS	07/01/2023	06/30/2024	83	
5		1		971000	UN PALMETTO COLLEGE	UG70	Instructor	P	20.00	DLI	UNCL	01/08/2024	05/01/2024	23	

APPOINTMENT END DATES & ADDITIONAL PAY TRACKING

Report Name: SC_HR_MONITOR_END_DATES

Description: Monitor upcoming auto-terminations for current RGP, TL, and Temporary employees. Use this query to plan reappointment and rehire actions.

Selection Criteria: 1) Start and End Date (**required**), 2) Employee Class, 3) Salary Plan (classified, unclassified, etc.). 4) Responsibility code. NOTE: Leave Empl Class blank to pull all types of employees.

Data: Data is real time

Row	Last Name	First Name	Employee ID	Dept ID	Descr	Empl Record	Reg/Temp	Empl Class	Auto End Job	Expected End Date	Job Indicator	Days Before End Date	Operating Unit	Description
1				115400	HEALTH PROMO EDU AND BEHAVIOR	0	T	STU	Y	03/29/2024	P	1	CL034	Arnold School of Public Health
2				156000	SCH OF JOURN & MASS COMMUN	0	T	STU	Y	03/29/2024	P	1	CL070	College of Information and Communications
3				126100	LANG, LIT, AND CULTURES	1	T	STU	Y	03/29/2024	S	1	CL071	College of Arts and Sciences
4				981052	HISTORY POLITICAL SCIENCE PHIL	1	T	DLI	Y	03/29/2024	S	1	UP000	USC Upstate
5				981052	HISTORY POLITICAL SCIENCE PHIL	0	T	STU	Y	03/29/2024	P	1	UP000	USC Upstate



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Report Name: SC_HR_MONITOR_FAC_APPT_DATES

Description: Monitor upcoming end-dates for FTE Faculty.

Selection Criteria: 1) Start and End Date based on expiration of appointment **(required)**, 2) Tenure Status

Data: Data is real time

Row	Last Name	First Name	ID	Empl Record	Dept ID	Job Code	Rate Code	Group	Auto End Job	Planned Exit	Indicator	Tenure St	Days Before End Date
1					3 115600	UG79	SC12	P12	N	04/30/2024	P	Professional Track	33
2					0 115600	UG80	SC12	C12	N	04/30/2024	P	Professional Track	33
3					1 155901	UG70	SC12	C12	N	04/30/2024	P	Professional Track	33
4					0 125300	UG70	SC9	P09	N	05/15/2024	P	Professional Track	48
5					2 135800	UG70	SC9	P09	N	05/15/2024	P	Professional Track	48

Report Name: SC_HR_MONITOR_SUPPLEMENTAL_PAY

Description: Monitor end-dates on existing additional pay.

Selection Criteria: Earnings End Dates (From) and (To) **(required)**.

Data: Data is real time

Row	Name	Employee ID	Empl Record	Business Unit	Dept ID	Operating Unit	Job Code	Job Code Title	Position	Reg/Temp	Empl Class	Full/Part Time	Salary	Addtl Pay Effective Date	Addtl Pay End Date	Earnings	Earnings Code	Reason	Combo Code	Ok to Pay
1			0	SCCOL	460001	CL008	AD25	Accountant/Fiscal Analyst III	00003903	R	FTE	F	62000.00	04/01/2023	03/31/2024	235.92	TSA	Not Specified	A00000003338	Y
2			0	SCUNI	971000	UN000	AD32	Accounting/Fiscal Manager III	00123337	R	FTE	F	87231.00	03/01/2023	02/29/2024	187.50	TSA	Not Specified	A00000003871	Y
3			0	SCCOL	440000	CL086	AA75	Administrative Assistant	00090800	R	FTE	F	34540.00	04/01/2023	03/31/2024	133.50	TSA	Not Specified	A00000003338	Y
4			0	SCUPS	981050	UP000	AA75	Administrative Assistant	00001962	R	FTE	F	38848.09	01/16/2023	01/15/2024	73.37	TSA	Not Specified	A00000003917	Y
5			0	SCSAL	951000	SA000	AH10	Administrative Coordinator I	00005352	R	FTE	F	62063.00	04/01/2023	03/31/2024	208.33	SAP	Not Specified	A00000003795	Y

Report Name: SC_HR_BONUS_LIST_BYUNIT

Description: View bonuses for your department(s) between specified dates.

Selection Criteria: Earnings End Dates (From) and (To) **(required)**.

Data: Data is real time

Row	ID	Empl Record	Last	First Name	Dept ID	Description	Resp Code	Description	Empl Class	Job Code	Descr	Faculty/Staff	Eff Date	Earn Code	Reason	Oth Py
1		1			925004	USC Beaufort	BF000	BFT School of Humanities & Social Sciences	FTE	UG70	Instructor	FACL	05/02/2022	BON	OC	1200.00
2		0			925012	USC Beaufort	BF000	BFT Libraries	FTE	UL01	Affiliate Librarian	FACL	05/02/2022	BON	OC	1200.00
3		0			925020	USC Beaufort	BF000	BFT Athletics	FTE	UH14	Athletics Coach	STAF	06/30/2022	BON	OC	500.00
4		0			925112	USC Beaufort	BF000	BFT Comp. Science	FTE	UG74	Assistant Professor	FACL	01/01/2022	BON	OC	300.00
5		0			925112	USC Beaufort	BF000	BFT Comp. Science	FTE	UG74	Assistant Professor	FACL	01/01/2022	BON	OC	400.00
6		0			925112	USC Beaufort	BF000	BFT Comp. Science	FTE	UG75	Associate Professor	FACL	01/01/2022	BON	OC	400.00



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EMPLOYEE INFORMATION

Report Name: SC_HR_EMERGENCY_CONTACTS

Description: Provides a listing of emergency contact information for current employees. Employees can update this information through employee self-service.

Selection Criteria: N/A

Data: Data is real time

Row	Dept ID	USCID	Empl Name	Contact Name	Relation	Prim Cntct	Phone	Secondary Phone	Address 1	Address 2	City	State	Postal
1	100000				O	Y							
2	100000				O	Y							
3	100010				O	Y							
4	100010				P	Y							

Report Name: SC_HR_EMP_BIRTHDAY_RPT

Description: Provides a listing of employee birthdays (month and day)

Selection Criteria: 1) Responsibility Code, 2) Department. NOTE: Leave blank to pull all employees in your security scope.

Row	Unit	Operating Unit	Oper Unit Descr	Dept ID	Dept Descr	Last	First Name	Middle	Empl Class	Birth Date
1	SCAIK	AK000	USC Aiken	911030	AK DEPT OF EXERCISE SCIENCE				TFC	01/03
2	SCAIK	AK000	USC Aiken	911030	AK DEPT OF EXERCISE SCIENCE				FTE	02/05
3	SCAIK	AK000	USC Aiken	911030	AK DEPT OF EXERCISE SCIENCE				FTE	02/14
4	SCAIK	AK000	USC Aiken	911030	AK DEPT OF EXERCISE SCIENCE				FTE	02/23
5	SCAIK	AK000	USC Aiken	911030	AK DEPT OF EXERCISE SCIENCE				TFC	03/29

Report Name: SC_HR_EMP_CONTACT_INFO

Description: Roster of currently active employees with their contact information. Employees can update this information through employee self-service.

Selection Criteria: N/A

Data: Data is real time

Row	Dept ID	Descr	Name	Address 1	Address 2	City	State	Postal	Busn	Cell	Home	County	EMPLID
1	125300	ENGLISH				Cayce	SC	29033				Lexington	
2	600200	ATHLETICS				Cayce	SC	29033				Lexington	
3	925640	CHEMISTRY				Bluffton	SC	29910				Beaufort	
4	500005	WORK MANAGEMENT				Columbia	SC	29205				Richland	
5	160000	MDG SCHOOL OF MEDICINE GREENVI				Easley	SC	29642					



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Report Name: SC_HR_ACTION_SUMMARY

Description: Overview of employee actions which have been entered in the system for a specified date range. Monitor and report on actions such as: New hires, rehires, data changes, retirements, etc.

Selection Criteria: 1) From and To Date (**required**), 2) Action, 3) Reason, 4) Department ID. NOTE: Leave all fields other than dates blank to pull data for all actions and departments within specified date range.

Data: Data is real time

Row	Employee ID	Empl Record	Name	Action	Reason	Effective Date	Dept ID	Job Code	Job Title	Reg/Temp	Empl Class	Pay Group	Full/Part Time	Job Indicator	Salary Plan	Grade	Salary	Years of State Service	Years of USC Service	Position #	Last Asgn Start	Expected Job End Date
1		0		Pay Rate Change	Salary Increase-Time Limited	01/06/2024	150115	AA75	Administrative Assistant	Time Limited	TML	C12	F	P	CLAS	B04	51426		5.7	T0005384	06/25/2018	01/05/2025
2		0		Position Change	FLSA Change	03/02/2024	150115	AH10	Administrative Coordinator I	Time Limited	TML	P12	F	P	CLAS	B05	45133		0.0	T0007051	03/01/2024	02/28/2025
3		0		Position Change	Position Update	02/16/2024	652000	AG35	Instructor/Tng Coordinator II	Time Limited	TML	P12	F	P	CLAS	B05	51119		0.1	T0007044	02/16/2024	02/15/2028
4		0		Position Change	Position Update	02/01/2024	652000	AG35	Instructor/Tng Coordinator II	Time Limited	TML	P12	F	P	CLAS	B05	45133		0.1	T0007043	02/01/2024	01/31/2028
5		0		Separation	Employed Outside of State Govt	03/12/2024	130100	ED45	Laboratory Technologist III	Time Limited	TML	C12	F	P	CLAS	B06	57643		10.4	T0005288	10/16/2013	

Report Name: SC_HR_EXEMPT_NON_EXEMPT_FTE

Description: Roster of FTE classified employees with general position information and salary averages by class. Averages are based on employee salaries which user has security authorization.

Selection Criteria: Job Code

Data: Data is updated nightly

Row	Job Code	Class Title	Grade	Position #	FLSA Status	EEO-4 Cat	Dept ID	Dept. Description	Employee ID	Last Name	First Name	Full/Part Time	Hours/Week	Weeks Per Year	Comp Rate Code	Salary (Rate)	Annualized Salary	Average Salary	USC Hire Date	
1	CB75	TOTAL	B06										0.00	0		0	0	58559		
2	CB75	Student Services Manager I	B06		T	2	470000	UNDERGRAD ADMISSIONS				F	37.50	52	SC12	54165	54165		0	03/17/2016
3	CB75	Student Services Manager I	B06		T	2	470000	UNDERGRAD ADMISSIONS				F	37.50	52	SC12	49396	49396		0	06/12/2023
4	CB75	Student Services Manager I	B06		T	2	251001	GLOBAL CAROLINA				F	37.50	52	SC12	59500	59500		0	08/16/2021
5	CB75	Student Services Manager I	B06		T	2	100019	UNIVERSITY ADVISING CENTER				F	37.50	52	SC12	54459	54459		0	01/04/2022

Report Name: SC_HR_PAY_FOR_PERFORMANCE

Description: Listing of current FTE employees who received a pay for performance increase in a specified date range.

Selection Criteria: Effective Date (From) and (To) (**required**)

Data: Data is real time

Row	Last Name	First Name	Action	Reason Descr	Job Code	Job Title	Employee ID	Empl Record	Effective Date	Grade	Salary	Changed Amount	Percent Change	Business Unit	Operating Unit	Description	Dept ID	Descr
1			PAY	Performance Increase	JC50	Law Enforcement Officer V			0 02/16/2024	B08	77093.00	208.333333	6.935	SCAIK	AK000	USC Aiken	911640	AK UNIVERSITY POLICE
2			PAY	Performance Increase	JC50	Law Enforcement Officer V			0 02/16/2024	B08	77093.00	208.333333	6.935	SCAIK	AK000	USC Aiken	911640	AK UNIVERSITY POLICE
3			PAY	Performance Increase	JC50	Law Enforcement Officer V			0 02/16/2024	B08	77093.00	208.333333	6.935	SCAIK	AK000	USC Aiken	911640	AK UNIVERSITY POLICE
4			PAY	Performance Increase	AD32	Accounting/Fiscal Manager III			0 03/16/2024	B09	130410.00	402.500000	8.000	SCCOL	CL034	Arnold School of Public Health	115000	ARNOLD SCHOOL OF PUBLIC HEALTH
5			PAY	Performance Increase	AH15	Administrative Coordinator II			0 04/01/2024	B06	72347.00	274.041666	10.000	SCCOL	CL034	Arnold School of Public Health	115000	ARNOLD SCHOOL OF PUBLIC HEALTH
6			PAY	Performance Increase	BC60	Media Resources Specialist II			0 01/01/2024	B04	48782.50	39.855000	2.000	SCCOL	CL078	Communications and Marketing	646010	BRAND STRATEGY

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EMPLOYEE COUNT

Report Name: SC_HR_HIRES_PER_MONTH

Description: Track the number of hires processed in a particular month or date range by employee class.

Selection Criteria: From and To Date (*required*).

Data: Data is real time

Row	Dept ID	Descr	FTE Classified Hires	FTE Unclassified Hires	RGP Hires	Time Limited Hires	Temp Staff Hires	Temp Faculty Hires	Student Hires
1	100000	GENERAL INSTRUCTION					1		
2	100000	OFFICE OF THE PROVOST					1		
3	100019	UNIVERSITY ADVISING CENTER	6						
4	100022	MCNAIR INSTITUTE					1		
5	100022	MCNAIR INST ENTREPRENEURISM					2		
6	100025	RULE OF LAW COLLABORATIVE			2		2		2

Report Name: SC_HR_EMPLOYEE_COUNT_BY_TYPE

Description: Provides a current count of employees by employee type by department.

Selection Criteria: N/A

Data: Data is real

Row	Dept ID	# of Classified FTE Employees	# of Unclassified FTEs	Total FTEs	# of RGPs	# of Time Limited	# of Temporary Staff	# of Temporary Faculty	# of Students	Total Employees
1	100000	1	0	1	0	0	1	0	0	2
2	100010	2	0	2	0	0	0	0	0	2
3	100019	93	1	94	0	0	2	0	0	96
4	100022	0	0	0	0	0	4	0	1	5
5	100025	1	0	1	11	0	1	0	3	16

Report Name: SC_HR_ON_LEAVE_WITH_PAY

Description: Listing of current employees who are on leave with pay.

Selection Criteria: N/A

Data: Data is updated nightly

Row	Name	Job Code	Action	Empl Class	Full/Part Time	Dept ID	Dept Descr	Comp Rate Code	Effective Date	Expected Return Date
1		UG75	Paid Leave of Absence	FTE	F	135400	GEOGRAPHY	SC9	08/16/2023	05/16/2024
2		UG75	Position Change	FTE	F	126100	LANG, LIT, AND CULTURES	SC9	09/20/2023	05/16/2024
3		UG75	Paid Leave of Absence	FTE	F	152300	EDUC LEADRSHP & POLICIES	SC9	01/01/2024	05/15/2024
4		UG75	Paid Leave of Absence	FTE	F	125100	SCHOOL OF VISUAL ART DESIGN	SC9	08/16/2023	05/16/2024
5		UG76	Paid Leave of Absence	FTE	F	150116	MANAGEMENT SCIENCE	SC9	03/16/2024	05/16/2024

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Report Name: SC_HR_ON_LEAVE_WITHOUT_PAY

Description: Listing of current employees who are on leave without pay.

Selection Criteria: N/A

Data: Data is updated nightly

Row	Name	Job Code	Action	Reason	Empl Class	Full/Part	Dept ID	Dept Name	Comp Rate Code	Effective Date	Expected Return Date	Pay Status
1		KC23	Leave of Absence	Family and Medical Leave Act	FTE	F	500400	FACILITIES ENERGY PLANT	SC12	02/20/2024		Leave of Absence
2		AM62	Leave of Absence	Leave w/o Pay - MIL	FTE	F	462334	STUDENT LIFE	SC12	10/16/2023	05/17/2024	Leave of Absence
3		UG76	Leave of Absence	Leave w/o Pay -Other	FTE	F	150119	INTERNATIONAL BUSINESS	SC9	08/16/2023	05/16/2024	Leave of Absence
4		CC20	Leave of Absence	Family and Medical Leave Act	FTE	F	641000	DEVELOPMENT OPS AND PERSONNEL	SC12	02/22/2024	04/17/2024	Leave of Absence
5		CB70	Leave of Absence	Leave w/o Pay - MIL	FTE	F	462334	STUDENT LIFE	SC12	04/03/2024	07/17/2024	Leave of Absence

Report Name: SC_HR_SABBATICALS

Description: Listing of Faculty who have taken Sabbatical Leave.

Selection Criteria: N/A

Data: Data is real time

Row	ID	Empl Record	Name	Sabbatical Date	Return Date	Campus	OU	Operating Unit	Dept ID	Dept Description	Job Code	Job Title	USC Business Title	Empl Class	Action Descr	Comp Rate	% of Pay if Partial	Salary if Partial Pay
1		0		08/16/2023	05/16/2024	SCCOL	CL071	College of Arts and Sciences	135400	CAS Geography	UG75	Associate Professor	Associate Professor	FTE	Sabbatical Leave - Partial Pay		65.00	
2		0		01/01/2022	05/16/2022	SCCOL	CL071	College of Arts and Sciences	130200	CAS Chemistry and Biochemistry	UG76	Professor	Professor	FTE	Sabbatical Leave - Full Pay		0.00	0.0000
3		0		08/16/2019	01/01/2020	SCCOL	CL071	College of Arts and Sciences	130100	CAS Biological Sciences	UG76	Professor	Professor	FTE	Sabbatical Leave - Full Pay		0.00	0.0000
4		0		08/16/2022	09/16/2022	SCCOL	CL038	Darla Moore School of Business	150119	DMSB International Business	UG75	Associate Professor	Associate Professor	FTE	Sabbatical Leave - Full Pay		0.00	0.0000

EFORM TRACKING

Report Name: SC_HR_GT_WORKFLOW_COLLEGE_DEPT

Description: Tracking of ePAF actions within your College/Division or Campus. *Note this query is NOT available to Department HR Contacts; you can filter and sort for departmental distribution.*

Selection Criteria: 1) Form ID can be entered to inquire on a specific action, 2) Form Type will pull all pending actions on that eForm. NOTE: Leave all fields blank to pull all pending actions.

Data: Data is real time

Row	Form ID	Form Type	Employee ID	Empl_Rcd	Last Name	First Name	Pay Group	Requested Effective Date	Form Initiated Date	DEPTID	Dept Descr	Form Status	Currently With	Days with Current Approver	Last Date
1	132244	STATUSCHG		0			C09	01/01/2020	01/10/2020	126100	CAS Languages, Literatures, and Cultures	Partially Approved		1535	01/14/2020
2	131919	STATUSCHG		0			T12	01/02/2020	01/10/2020	125100	CAS School of Visual Art and Design	Partially Approved		1534	01/15/2020
3	131910	STATUSCHG		0			T12	01/02/2020	01/10/2020	125100	CAS School of Visual Art and Design	Partially Approved		1534	01/15/2020
4	135298	STATUSCHG		0			HRL	01/07/2020	01/16/2020	251001	PROV Global Carolina	Saved		1533	01/16/2020
5	138182	STATUSCHG		0			T12	01/18/2020	01/24/2020	112000	CON College of Nursing	Partially Approved		1525	01/24/2020
6	138592	STATUSCHG		0			C12	01/02/2020	01/25/2020	126100	CAS Languages, Literatures, and Cultures	Partially Approved		1513	02/05/2020
7	131931	STATUSCHG		0			C09	01/01/2020	01/10/2020	135500	CAS History	Partially Approved		1501	02/17/2020
8	138874	STATUSCHG		0			HRL	12/21/2019	01/27/2020	925021	BFT Recreation and Fitness	Partially Approved		1500	02/18/2020
9	138879	STATUSCHG		0			HRL	01/25/2020	01/27/2020	925021	BFT Recreation and Fitness	Partially Approved		1500	02/18/2020
10	138886	STATUSCHG		0			HRL	01/14/2020	01/27/2020	925021	BFT Recreation and Fitness	Partially Approved		1500	02/18/2020

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AFFILIATES

Report Name: SC_HR_AFFILIATES_BY_DEPT

Description: Roster of active and/or inactive affiliates by department.

Selection Criteria: Active or Inactive. NOTE: Leave blank to pull data for all affiliates.

Data: Data is real time

Row	ID	HR Status	Eff Date	Last Name	First Name	Middle	Prefix	Suffix	Dept ID	Dept Description	Job Code	Job Code Description	First Start Date	Last Assign Start Date	Expected End Date	Auto End Job	Days Before Expected End Date	Empl Record	Full/Part	Indicator	Unit	Supv ID	
1		Inactive	05/13/2019						112000	COLLEGE OF NURSING	UG70	Instructor		05/13/2019	08/11/2019	Y		-1699	2	P	P	SCCOL	
2		Inactive	05/16/2019						112000	COLLEGE OF NURSING	VSUM	Summer		05/16/2019	08/15/2019	Y		-1695	2	F	S	SCCOL	
3		Inactive	03/16/2020						130200	CHEMISTRY & BIOCHEMISTRY	XN05	Research Affiliate	04/01/2019	04/01/2019	03/31/2020	N		-1466	0	F	P	SCCOL	
4		Inactive	03/23/2020						130200	CHEMISTRY & BIOCHEMISTRY	XN05	Research Affiliate	01/13/2020	01/13/2020	05/31/2020	Y		-1405	0	F	P	SCCOL	
5		Inactive	05/19/2020						130600	MATHEMATICS	XN05	Research Affiliate	04/01/2020	04/01/2020	06/30/2020	Y		-1375	1	F	P	SCCOL	
6		Inactive	06/05/2020						160000	MCG SCHOOL OF MEDICINE GREENM	YA01	Academic Affiliate	12/04/2015	12/04/2015	06/30/2020	Y		-1375	0	F	P	SCCOL	

POSITION INFORMATION

Report Name: SC_HR_POSITION_DATA

Description: Roster of active positions (position numbers) within your College/Division or Campus.

Selection Criteria: N/A

Data: Data is updated nightly

Row	Position	Business Title	Action Date	Action Reason	Eff Date	Status	Job Code	USC Title Cd	Dept ID	Location	Reg/Temp	FLSA Status	Salary Plan	Employee ID	Name	Grade	Minimum	Midpoint	Maximum	Weeks Per Year	Hours/Week	Base Hours	Faculty/Staff	Grievance Ind	Annual Leave	Sick Leave Elig	Insurance Elig	USC Positio SOC Code	
1	00000024	Post-Doctoral Fellow	02/09/2023	POS NEW	03/16/2023	A	UK63	UK63HE02	180600	Med School V.A. #1	Research Grant	T	UNCL			B00	0.000	0.000	0.000	52	37.50	1950.00							19-1021
2	00000029	Assistant Scientist	12/20/2023	POS NEW	12/19/2023	A	UK03	UK03VLR1	180800	Med School V.A. #1	Research Grant	T	UNCL			B00	0.000	0.000	0.000	52	37.50	1950.00							19-1042
3	00001560	Clinical Assistant Professor	06/06/2022	POS	06/01/2022	A	UG80		181400	5 Richland Medical Park Drive	Regular	T	UNCL			B00	0.000	0.000	0.000	52	40.00	2080.00	FACL	FACL	Y	Y	Y	25-1071	
4	00001562	Student Account Manager	02/29/2024	POS RCU	02/16/2024	A	AD30	AD30AR01	700000	Patterson Hall	Regular	T	CLAS			B08	66892.000	95327.500	123763.000	52	37.50	1950.00	STAF	COVR	Y	Y	Y	11-3031	
5	00001563	Senior Instructor	07/26/2023	POS SUP	07/21/2023	A	UG71		156000	Sch of Journalism & Mass Comm.	Regular	T	UNCL			B00	0.000	0.000	0.000	39	37.50	1462.50	FACL	FACL	N	Y	Y	25-1000	

SUMMER COMPENSATION

Report Name: SC_HR_PENDING_SUMMER_FORMS

Description: Provides key details on the Summer hire and the Summer Job Change eForms initiated for employees in the VSUM Summer job code that are pending in the workflow.

Selection Criteria: EMPL ID. NOTE: Leave blank to pull all eForms.

Data: Data is real time

Row	Form ID	Form Type	Form Status	Currently Pending Approval by	Summer Instr or Research	EMPLID	EMPL_RCD	Employee Name	Dept ID	Supervisor ID	Supervisor Name	Effective Date	Expected Job End Date	Total Salary	Summer Session Code	Course Number	Credit Hours	Std Hours	ECOM Hours per Day	# Days of Assignment	Form Initiated Date	Last Action Date
1		SUMMER_HIR	Saved		Summer Research				115200			05/16/2023	08/15/2023	28431.00			0.00	40.00	8.00	66.00	04/10/2023	04/10/2023
2		SUMMER_HIR	Saved		Summer Research				152300			05/16/2023	05/19/2023	750.00			0.00	15.00	3.00	4.00	04/12/2023	04/12/2023
3		SUMMER_HIR	Saved		Summer Research				100100			05/16/2023	08/15/2023	0.00			0.00	0.00	0.00	66.00	04/28/2023	04/28/2023
4		SUMMER_HIR	Saved		Summer Instruction				130100			06/19/2023	07/29/2023	7500.00	3S2	303	3.00	10.00	0.00	30.00	05/01/2023	05/01/2023
5		SUMMER_HIR	Saved		Summer Research				155401			05/16/2023	06/15/2023	17439.06			0.00	37.50	7.50	23.00	05/05/2023	05/05/2023

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Report Name: SC_HR_APPROVED_SUMMER_FORMS

Description: Provides key job data and funding information for active summer hires.

Selection Criteria: EMPL ID. NOTE: Leave blank to pull all eForms.

Data: Data is real time

Row	Form ID	Form Type	Summer Instr or Research	EMPLID	EMPL_RCD	Employee Name	Dept ID	Supervisor ID	Supervisor Name	Effective Date	Expected Job End Date	Total Salary	Summer Session Code	Course Number	Credit Hours	Std Hours	ECOM Hours per Day	# Days of Assignment	Form Initiated Date	Approval Date	Distrb %	Operating Unit	Dept ID	Fund	Acct	Class	Unit	Project	Combo Code
1	589275	SUMMER_HIR	Summer Research		0		130600			07/16/2023	08/15/2023	15520.00			0.00	37.50	7.50	22.00	06/09/2023	06/21/2023	100.000	CL071	130600	EN700	51300	202	USCIP	80000102	A00000006984

Report Name: SC_HR_SUMMER_TOTAL_COMP

Description: Provides the total current year summer comp on file for your employees as well as their 33.xx% limit and their FTE base salary.

Selection Criteria: EMPL ID. NOTE: Leave blank to pull all eForms.

Data: Data is real time

Row	EMPLID	Last Name	First Name	Total Summer Comp	33% Base Pay (33.85 or 33.33)	Base salary
1				9000.00	65895.795000	194670.00
2				35496.70	35500.526000	104876.00
3				5500.00	19377.432500	57245.00
4				8173.05	23228.885500	68623.00
5				13311.00	24390.279000	72054.00