Human Resources TOAD for Data Analysts (TDA) Query Master List

Query Name	Shared Folder Location	Description	Revision Date
BDG_Active_Assign_LD_by_TKL	Budget	Listing of current labor distribution for active jobs, by TKL. Query prompts for TKL range.	3/21/2013
BDG_Active_Authorized_PCNs_SW	Budget	Listing of all positions belonging to SW where PCN is equal to the Budget Authorization "Authorized By" field. List will pull positions that start with "1".	1/21/2015
BDG_Active_Authorized_PCNs_UAA	Budget	Listing of all positions belonging to UAA where PCN is equal to the Budget Authorization "Authorized By" field. List will pull positon numbers that start with 3, 50, 54, 58, or 62.	1/21/2015
BDG_Active_Authorized_PCNs_UAF	Budget	Listing of all positions belonging to UAF where PCN is equal to the Budget Authorization "Authorized By" field. List will pull position numbers that start with 2 or 4.	1/21/2015
BDG_Active_Authorized_PCNs_UAS	Budget	Listing of all positions belonging to UAS where PCN is equal to the Budget Authorization "Authorized By" field. List will pull position numbers starting with 52, 64 or 8.	1/21/2015
BDG_FBB2SBD_ACTUAL_YR	Budget	Listing of appropriation balances by SBS budget code and ABS budget code. *NOTE: On Query tab, must update FROM clause for desired fiscal year table.*	
BDG_labor_by_posn.tsm	Budget	A list of budgeted positions with the labor distribution breakdown. Query will prompt for fiscal year and position number range.	12/3/2009
BDG_pool_profile_errors.tsm	Budget	Identifies non-terminated positions that are designated as a "Pool" position type, but the budget profile field does not contain a "Pool" definition. Query will prompt for a maximum end date for open positions.	12/3/2009
BDG_posn_acct_code_mismatch.tsm	Budget	A list of non-pooled positions that have budget labor to an account code that does not match the intended employee class.	6/22/2011
BDG_posn_incumbents_by_tkl_range.tsm	Budget	List of incumbents in all positions within a TKL range (PCNs listed in numerical order). Prompts for TKL range.	11/12/2010
BDG_Posn_Select_by_orgn.tsm	Budget	A list of all positions for a specific fiscal year that are charging a specific orgn code.	10/22/2010
BEN_HR_address_for_act_ben_elig_emps.tsm	Benefits	Lists HR addresses for benefit-eligible employees with an active job record. Prompts for TKL range.	4/3/2012
International_active_deductions.tsm	International	A list of International F1 and J1 visa employees with a specified payroll deduction.	1/6/2010
PAY_active_dedns_like.tsm	Payroll	Lists employees with active deductions using an "BDCA code like" parameter.	
PAY_active_dedns_list_w_email_addr.tsm	Payroll	Lists the name and email account address of employees with an active deduction entered for the query.	4/18/2011

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PAY_active_dedns_range.tsm	Payroll	Shows employees with active deductions in a BDCA code range.	
PAY_active_dedns_wo_plans.tsm	Payroll	Lists employees with active non plan code deductions using an "BDCA" code like parameter. Query will prompt for an as-of-date, TKL range, and part of or all of a deduction code.	1/21/2015
PAY_all_emp_retire_dedn_taken_by_pay_period	Payroll	List of all retirement dedns taken for a specified employee, including PERS, TRS, ORP, Pension and Escrow since the implementation of Banner. Query will prompt for a singular employee ID and display the results in Year and Pay period order. Caution: When making criteria changes in the query grid screen the "Global Where Clause," content may need to be replaced to accommodate the multiple ranges of dedn codes desired in the results.	2/4/2016
PAY_Chk_annl_lv_cashin_individual.tsm	Payroll	A full listing of periods when an employee has requested annual leave cash-in hours.	1/20/2010
PAY_Chk_annl_lv_cashin_list.tsm	Payroll	A listing of all employees within a TKL range who have participated in the annual leave cash-in program for a fiscal year date range.	1/20/2010
PAY_deduction_taken_by_pay_period.tsm	Payroll	Employees with a selected deduction taken in specific pay period.	10/28/2009
PAY_direct_deps_wo_amt_or_percent.tsm	Payroll	Employees with a zero or null value in their Active or Prenote GXADIRD Amount & Percent fields.	3/21/2011
PAY_earning_code_keyed_by_calendar_year.tsm	Payroll	Employees who have a selected earnings code within the calendar year.	10/28/2009
PAY_earning_code_keyed_by_pay_period.tsm	Payroll	Employees with a selected earnings code in a specific pay period.	10/28/2009
PAY_emp_dedn_taken_by_pay_range.tsm	Payroll	Shows payroll information for a specific deduction for a range of payroll runs, per employee.	12/28/2011
PAY_faculty_ovrld_sec_assigns_by_dept.tsm	Payroll	A list of faculty on secondary overload assignments by department.	10/18/2010
PAY_Leave_Accrual_over_240.tsm	Payroll	A list of employees that had annual leave hours reduction during the annual leave roll process. Query will prompt for a TKL begin and end range and a begin and end date for leave accrual history records. The date range to use should be a begin date of when the annual leave roll process actually occurred and the end date should be one day later.	5/29/2014
PAY_Leave_History_Detail_by_TKL_range.tsm	Payroll	A list of leave history for all employees by TKL range, effective date range, and leave code. Revision on 3/21/16 - added a calculated field for available leave and the comment description for the leave bucket update.	3/21/2016
PAY_Leave_History_Detail_by_TKL_range_for_emp.tsm	Payroll	A list of an employee's leave history by TKL range, effective date range, and leave code.	7/11/2011

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PAY_Leave_usage_by_code.tsm	Payroll	Produces a list of employees with the desired leave code, along with the amount of leave accrued, leave taken, and leave available at the time of running the query. The query will prompt for TKL range, Leave Code, and display the calculated leave amount based on the information in the PERLEAV table.	3/21/2016
PAY_Non_Reduct_Leave_of_reg_pay_w_job_hrs.tsm	Payroll	Listing of employees who are being paid with leave earnings that may not reducing regular pay hours entry.	4/13/2011
PAY_pay_history_no_staff_bene.tsm	Payroll	Shows the pay history of an employee in a payroll run (without staff benefits).	
PAY_pay_history_only_staff_bene.tsm	Payroll	Shows the staff benefit pay history for an employee in a payroll run.	
PAY_pay_history_w_staff_bene.tsm	Payroll	Shows the pay history for an employee in a payroll run, including staff benefits.	
PAY_payroll_by_department.tsm	Payroll	Shows payroll information for a range of payroll runs by department.	
PAY_payroll_by_employee.tsm	Payroll	Shows payroll information for a range of payroll runs by employee.	
PAY_retro_pay_detail.tsm	Payroll	Shows retro pay detail by employee.	
PAY_SN_GM_taxable_earnings	Payroll	Lists SN and GN employees with earnings other than: 050, 055, 060, 305, 306, 731, 736. Query prompts for TKL range, pay year, and run number.	3/21/2013
PAY_SN_GN_non-zero_FICA	Payroll	Shows 030 and 040 deductions for SN and GT employees at are not 0. Query prompts for TKL range, pay year, and run number.	3/21/2013
PAY_system_cascaded_earn_by_calendar_year.tsm	Payroll	Employees who have a series of selected cascade earnings codes within the calendar year.	10/28/2009
PAY_system_cascaded_earn_by_pay_period.tsm	Payroll	Employees who have a selected cascaded earnings code for a specific pay period.	10/28/2009
PAY_system_cascaded_multiple_earns_by_calendar_year.tsm	Payroll	Employees who have any cascaded earnings codes within the calendar year.	10/28/2009
PAY_Temp_to_bene_elig_hire.tsm	Payroll	Produces a list of employees who have been paid in a temporary job as an NT, NX, XT or XX based on the "temporary pay processing date" range, and has also been paid as either an NR or XR based on the " Benefit Eligible pay processing date" range. The query will prompt for both date ranges. Note: Dates to use for the date ranges should be the actual days when the pay processing occurred.	3/21/3016

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Query Name	**Shared Folder Location**	**Description**	**Revision Date**
PAY_WRB_wo_end_date_or_wrong_end_date.tsm	Payroll	A list of employees that have an active "WRB" deduction set-up with either no end date on the deduction or the end date is after the plan year. The query will prompt for a TKL range and a deduction plan year end date. The plan year end date should be entered as the pay period end date of the last payroll period in the plan benefit year.	1/20/2015
PAY_WTE_AL_cash_in.tsm	Payroll/WTE	Listing of employees who recorded Annual Leave Cash-in (515) through their online timesheet for a specific pay year and pay period. Query will prompt for pay year, number, and TKL range.	9/29/2011
PAY_WTE_Apprvr_originated_and_entered_work_time_for_emp.tsm	Payroll/WTE	A list of Approvers who start an employee time sheet, enter work time, and then approve the time sheet (by payroll year and run).	1/16/2013
PAY_WTE_current_EC_and_hours.tsm	Payroll/WTE	Listing of all employees with a summary of time hours recorded through their online timesheet for a specific pay year and pay period. Query will prompt for pay year, pay number, and TKL range.	9/29/2011
PAY_WTE_FML601.tsm	Payroll/WTE	Listing of employees who recorded Family Medical Leave (601) through their online timesheet for a specific pay year and pay period. Query will prompt for pay year, pay number, and TKL range.	9/29/2011
PAY_WTE_hrs_by_day_on_timesheet.tsm	Payroll/WTE	This report will produce a list of the individual hours per day per earnings code entries an employee has made on their online timesheet. The query will prompt for an individual employee's ID number, Payroll year, a starting payroll number, and an ending payroll number. The list of data will be presented in chronological order, for each position number for the employee. Please note: if using this query to pull multiple employee's records may result in a large data set returned.	10/5/2015
PAY_WTE_NBRJQUE_setup_by_emp.tsm	Payroll/WTE	List of entries set-up for specified employee in NBAJQUE form.	10/7/2011
PAY_WTE_NBRJQUE_setup_non_ts_or_super_apprs.tsm	Payroll/WTE	List of all Approvers set-up in NBAJQUE who are not the employee's Time Sheet Approver or Supervisor.	10/7/2011
PAY_WTE_Overtime_Hrs.tsm	Payroll/WTE	Listing of employees who recorded overtime hours (300 or 305) through their online timesheet for a specific pay year and pay period. Query will prompt for pay year, pay number, and TKL range.	9/29/2011
PAY_WTE_Proxy_count_w_appvr_email.tsm	Payroll/WTE	List of Time Sheet Approvers with their email address and the number of proxies that are set-up for each Approver.	1/9/2013

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Query Name	**Shared Folder Location**	**Description**	**Revision Date**
PAY_WTE_Proxy_Setup_List.tsm	Payroll/WTE	Listing of all the web time entry Participants, Approvers, and FYIs. Includes employees to whom they set-up proxy ability on their accounts and when. The query does not prompt for any parameters and does not supply any employee location information.	10/14/2011
PAY_WTE_Routing_data_by_appr.tsm	Payroll/WTE	A list of all routing queue entries for a specified Time Sheet Approver (includes entries not seen on NBAJQUE).	10/7/2011
PAY_WTE_Routing_data_by_emp.tsm	Payroll/WTE	A list of all routing queue entries for a specified Employee (includes entries not seen on NBAJQUE).	10/7/2011
PAY_WTE_Routing_history_by_person.tsm	Payroll/WTE	A list of all routing queue entry changes for a specified ID (includes entries not seen on NBAJQUE).	10/7/2011
PAY_WTE_SN_total_hours.tsm	Payroll/WTE	Listing of student non-taxable employees with a summary of time hours recorded through their online timesheet for a specific pay year and pay period. Query will prompt for pay year, pay number, and TKL range.	9/29/2011
PAY_WTE_Student_Temp_Holiday_Hours_entered	Payroll/WTE	Listing of holiday hours entered on the web time sheet for student and temporary employees. Query prompts for payroll year, run number, holiday date (DD-MMM-YYYY), and TKL range.	3/21/2013
PAY_WTE_Time_Sheet_Actions_by_emp_&_pay_num	Payroll/WTE	Listing of Time Sheet Actions for a specified employee and a pay year and run. This query will open in TOAD Editior and will not have the graphic display. However, when selecting to run the query via the "Run SQL" button, the user will be prompted for the Employee ID, Payroll Year in YYYY format, and the Payroll Run number in ## format.	6/17/2014
PAY_WTE_Unusual_Earn_Codes	Payroll/WTE	Listing of all employees [and their earn code(s)] using earn codes other than: 010, 400, 500, 550, 050, 070, 020. Query prompts for TKL range, payroll year and run number.	3/21/2013
PAY_WTE_Workers_Comp.tsm	Payroll/WTE	Listing of employees who recorded Workers Compensation (621) through their online timesheet for a specific pay year and pay period. Query will prompt for pay year, pay number, and TKL range.	9/29/2011
PER_Active_employee_demographics_w_addr.tsm	Personnel	Demographic and HR address information for active employees.	10/21/2009
PER_Active_employees_in_PCLS_2020.tsm	Personnel	Lists all active employees who have a PCLS of 2020 (Post Doctoral Fellow) on their job assignment.	9/27/2013
PER_Active_jobs.tsm	Personnel	All Employees with an active job, in a specific TKL range, for a specific date.	10/18/2010
PER_Active_jobs_w_race.tsm	Personnel	A list of employee active jobs as of a specified date, with race and district information.	1/20/2010

Query Name	Shared Folder Location	Description	Revision Date
PER_Adjunct_Emp_Bank.tsm	Personnel	Listing of Tuition Credit Banking History for a speciifc employee.	1/25/2011
PER_Approver_Info.tsm	Personnel	Master list of Time Sheet Approvers by TKL.	3/6/2013
PER_Approver_Info_w_email.tsm	Personnel	Master list of Time Sheet Approvers with MAU email address.	3/6/2013
PER_Benefit_Elig_NewHires.tsm	Personnel	A list of benefit-eligible new hires.	10/18/2010
PER_benefit_elig_non_term_funded_terminations.tsm	Personnel	A list of benefit-eligible non-term funded employees ending employment within a TKL range.	11/11/2009
PER_Benefit_Elig_Terminations.tsm	Personnel	A list of benefit-eligible terminating employees.	10/18/2010
PER_Completed_individual_review_code.tsm	Personnel	Active employees from Banner Review table with physical address.	10/28/2009
PER_Completed_individual_training.tsm	Personnel	Lists employees who have completed a single selected training course; includes their physical address.	10/28/2009
PER_Completed_multi_trainings.tsm	Personnel	Active employees who have completed a series of training courses.	10/28/2009
PER_conf_ee_ec_labor_acct.tsm	Personnel	A list of employees using the faculty contract extension job change reason where the earnings code used does not match the labor account charged.	1/6/2010
PER_Emeriti.tsm	Personnel	Emeriti employees within a TKL range.	10/28/2009
PER_Empl_to_Job_Ecls_mismatch.tsm	Personnel	List of employees who have a different employee class on a job assignment (NBAJOBS) versus the employee class on their employment (PEAEMPL) set-up.	11/11/2009
PER_employee_dept_by_MAU.tsm	Personnel	Lists employee departments by MAU.	
PER_employee_job.tsm	Personnel	Lists employee jobs.	
PER_Job_Form_Data_with_Supervisor_Info_without_Labor.tsm	Personnel	A listing of job form information that includes the employee's designated supervisor information for the date entered (as prompt). Also prompts for TKL range.	3/10/2011
PER_job_hrs_ne_default_hrs.tsm	Personnel	A listing of employees who have a different hours set-up in their NBAJOBS effective date record versus their default earnings set-up.	1/6/2010

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Query Name	**Shared Folder Location**	**Description**	**Revision Date**
PER_longevity.tsm	Personnel	Employees within a selected adjusted service date and TKL range.	10/28/2009
PER_Miss_LV_Accrue_Ind_SW	Personnel	Listing of SW employees, working more than 40 hrs per pay period, whose job has begun this year, in the following ECLSs: NR, NX, CR, XR, XX, EX, FN, F9, FR, A9; who have their NBAJOBS Leave Accrual maked "N". Query prompts for first day of calendar year.	3/21/2013
PER_Miss_LV_Accrue_Ind_UAA	Personnel	Listing of UAA employees, working more than 40 hrs per pay period,whose job has begun this year, in the following ECLSs: NR, NX, CR, XR, XX, EX, FN, F9, FR, A9; who have their NBAJOBS Leave Accrual maked "N". Query prompts for first day of calendar year.	3/21/2013
PER_Miss_LV_Accrue_Ind_UAF	Personnel	Listing of UAF employees, working more than 40 hrs per pay period,whose job has begun this year, in the following ECLSs: NR, NX, CR, XR, XX, EX, FN, F9, FR, A9; who have their NBAJOBS Leave Accrual maked "N". Query prompts for first day of calendar year.	3/21/2013
PER_Miss_LV_Accrue_Ind_UAS	Personnel	Listing of UAS employees, working more than 40 hrs per pay period,whose job has begun this year, in the following ECLSs: NR, NX, CR, XR, XX, EX, FN, F9, FR, A9; who have their NBAJOBS Leave Accrual maked "N". Query prompts for first day of calendar year.	3/21/2013
PER_Performance_review_list.tsm	Personnel	List of employees that have one or more of the performance codes entered and dated in Banner PEAREVW after a specified date.	11/11/2009
PER_Retirement_list.tsm	Personnel	Lists retirees in the Banner Review table; includes their physical address.	10/28/2009
PER_Step_Date.tsm	Personnel	Listing of employee step dates for specific TKLs and specific time frames.	10/18/2010
PER_Supervisor_Info.tsm	Personnel	Master list of Supervisors by TKL.	3/6/2013
PER_Supervisor_Info_w_email.tsm	Personnel	Identifies active Supervisors and their MAU email address. An effective date for the supervisory position and a TKL range can be specified for the query.	3/6/2013
PER_Temporary_NewHires.tsm	Personnel	Lists temporary new hires by TKL range and hire date ranges.	10/18/2010
PER_tkl_current.tsm	Personnel	Listing of current TKLs, their names, and effective dates.	10/18/2010
PER_Training_Count_Report_by_TKL	Personnel	Listing of grouped employees by training/cerfication code and report the **number** of employees in each TKL that have completed the designated training.	9/30/2014

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Query Name	**Shared Folder Location**	**Description**	**Revision Date**
PER_Training_Report_by_TKL_&_employee	Personnel	Listing of grouped employees by training/cerfication code and report **each employee** in each TKL that have completed the designated training.	9/30/2014
PER_Training_Report_Non_Completed_by_code.tef	Personnel	Lists employees within a TKL range that have not completed a specified training code. User will be prompted for TKL begin and end range and the desired training code.	10/16/2014
PER_WTE_nonexempt_emps_wo_peaempl_wkpr_setup.tsm	Personnel	Lists non-exempt employees who have a WTE job record, but are missing a selection in the FLSA Work Period (WKPR) field on the PEAEMPL U.S. Regulatory tab. The WKPR code affects how the UAOnline web timesheet functions & calculates hours entered by the employee. Query prompts for TKL range and an as-of job effective date.	3/21/2013
TDA_Active_employee_demographics.tsm	Toad_Training	Demographic information for active employees.	9/29/2009
TDA_Active_jobs.tsm	Toad_Training	Active Jobs information with Max Effective Date for job assignment.	9/30/2009
TDA_Employee_dlevels_and_Tkls.tsm	Toad_Training	Every Dept/Dlevel assignment under each TKL.	9/28/2009
TDA_Tkl_current.tsm	Toad_Training	Master TKL Listing	9/29/2009