

# Active Employees Report

“Active Employees by Department” is a key operational report utilized by campus prior to the payroll process to validate that employees have been hired/appointed correctly.

Departments should run this report on Wednesday of a typical payroll calculation week to check that all of their employees are in active status; confirming the effective date, Job Code, Comp Rate, FTE, and funding source(s).

This report may be run at any time. However, verifying the data on this report prior to Time & Labor processing allows corrections to be made in the early stages of the payroll process when the timing is less of a critical factor

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## Overview

1. Log into OBI Reporting and select Active Employees from the HR Reports menu.
2. Select appropriate criteria for the department, pay period, and employee type.
3. Review the Active Employees Reports and verify data.
4. Pay special attention to items in red, yellow, or green and Additional Pay rows.
5. Initiate appointment action(s) or log cases(s) using the FSU Service Center, if required.

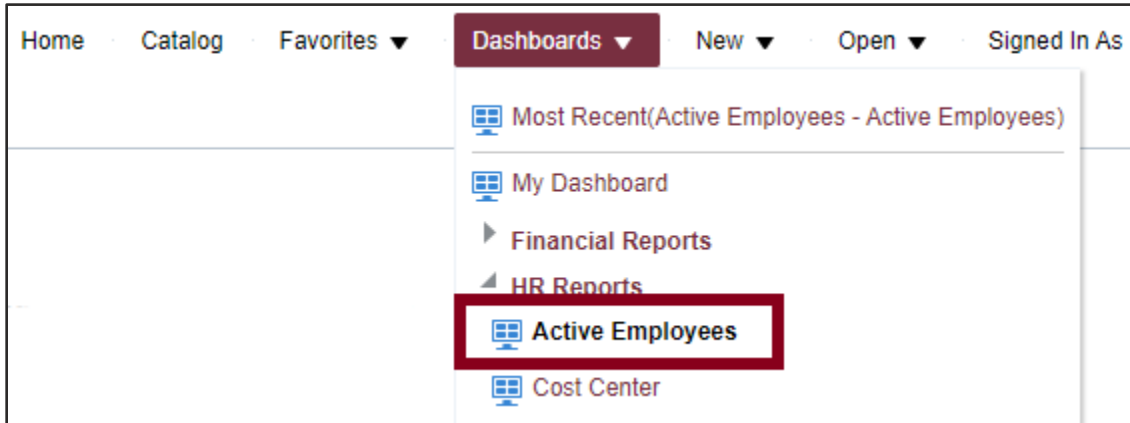
## Navigation

OMNI Portal > BI Reporting > Dashboards > HR Reports > Active Employees

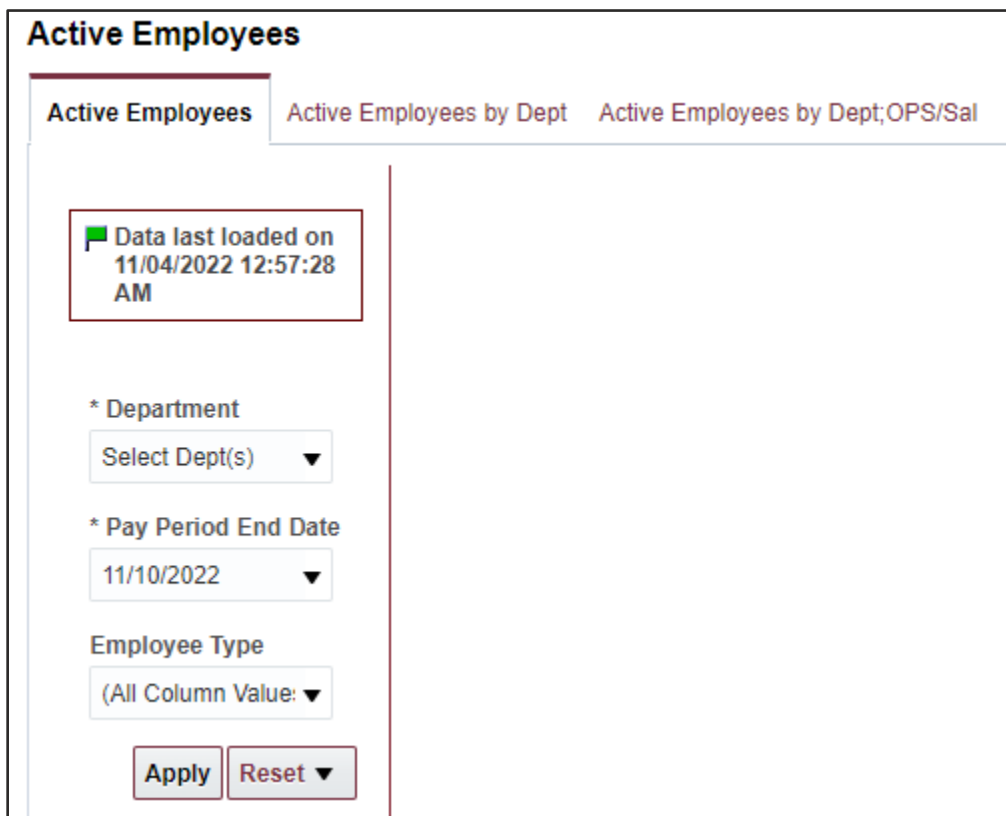


## Process

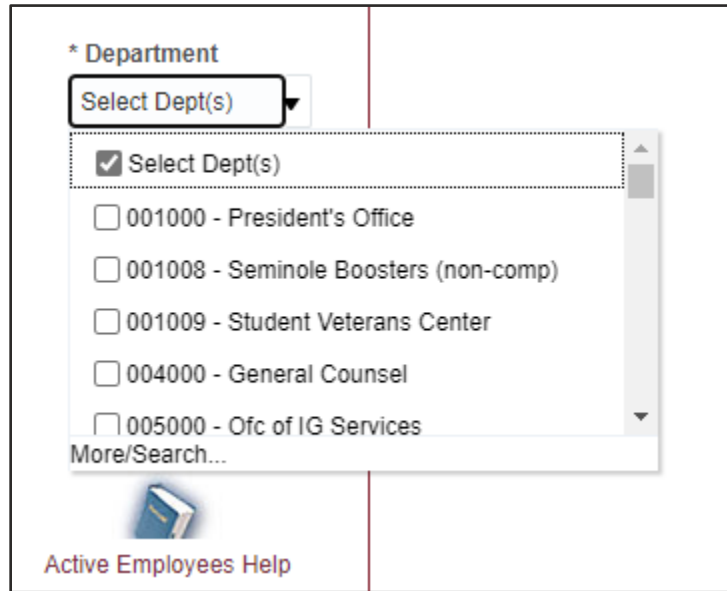
1. Begin by logging into BI Reporting and selecting “Active Employees” under the Dashboards link - HR Reports at the top of the screen.



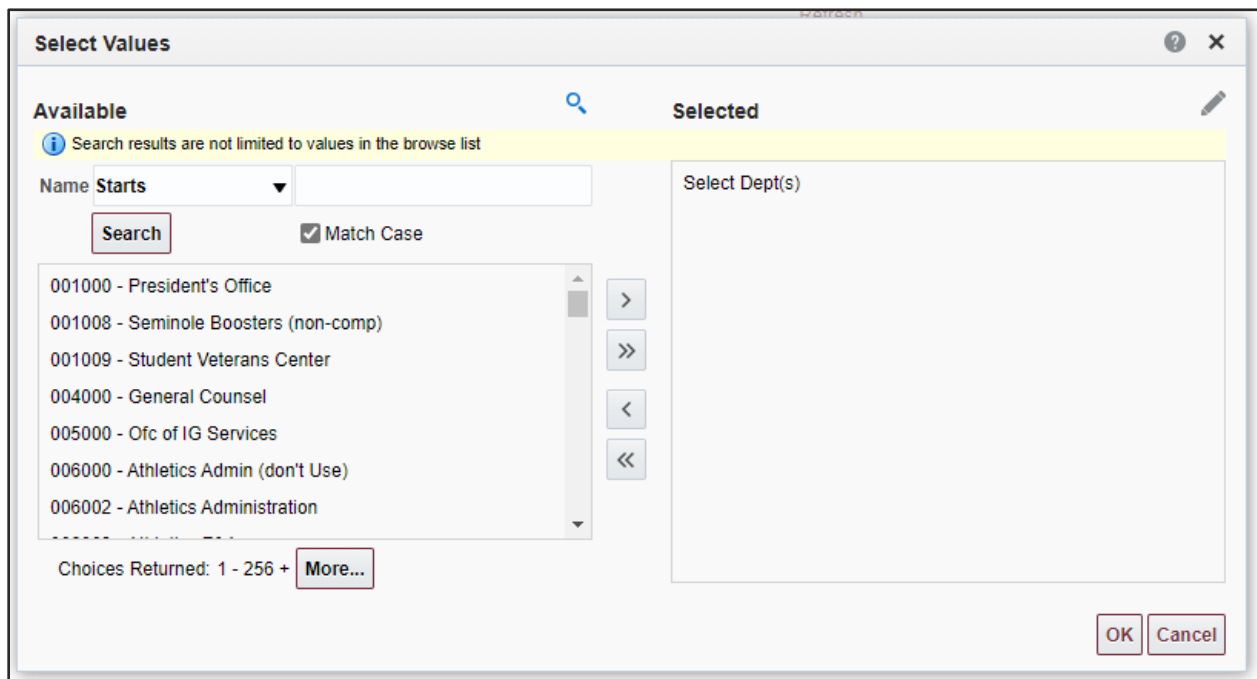
Select the appropriate values for the department, pay period end date, and employee type.

A screenshot of the 'Active Employees' report configuration page. The page title is 'Active Employees'. Below the title are three tabs: 'Active Employees', 'Active Employees by Dept', and 'Active Employees by Dept,OPS/Sal'. The 'Active Employees' tab is selected. On the left side, there are several configuration fields: a status box indicating 'Data last loaded on 11/04/2022 12:57:28 AM', a '\* Department' dropdown menu with 'Select Dept(s)' selected, a '\* Pay Period End Date' dropdown menu with '11/10/2022' selected, and an 'Employee Type' dropdown menu with '(All Column Value:' selected. At the bottom of the configuration area are 'Apply' and 'Reset' buttons.

Select the department or departments for which you want to review active employees by clicking the drop-down arrow and marking the checkbox for the desired department(s) from the list that displays,



or click on More/Search to display the window below.



From the department criteria “Select Values” window, select the department or departments for which you want to review active employees. If you select multiple departments, they can be sorted within the report once it is run.

Begin searching by typing your department number and clicking **Search**.

Individually select departments by double-clicking or highlighting the row and click on > button. Then click **OK**.

Next, select the **Pay Period End Date** and **Employee Type** that you would like to see by using the drop down boxes and click **Apply** to run the report. There are 4 pay periods to choose from (current, one prior, and two future).

- Review the Active Employee Report and verify data. Note the 3 tab choices and the last update to the data:
  - Active Employees – alphabetical list of everyone within all selected department numbers
  - Active Employees by Dept – alphabetical list of everyone within each of the selected department numbers
  - Active Employees by Dept; OPS/Sal – alphabetical list of everyone within each of the selected department numbers and separated by OPS or Salaried positions

025000 -- Human Resources

**Active Employees for the Selected Department(s)**  
 Shading Legend --- Green: Future Dated Job and Funding data; Yellow: Funding data Ends during the Pay Period; Red: Status code indicates Non-Active or Terminated (Not A,L,P,W,S).  
 Time run: 11/4/2022 11:15:21 AM

Name	Empl Id	Rcd	Job Effdt	Dept Id	Job Code	Posn Nbr	St at	Class	FLSA Stat	Comp Rate	FTE	Account Code	Funding BegDt	Funding EndDt	Dist %
	0		09/02/22	025000	9214	00060161	A	Regular	X	645.18	1.0000	025001 330 S	07/01/22	06/30/23	100.0000
	0		09/02/22	025000	9215	00055564	A	Regular	X	1,770.11	1.0000	025000 110 S	07/01/22		100.0000
	0		01/31/22	025000	9250A	00081660	A	Regular	X	831.42	1.0000	025000 110 S	07/01/22		100.0000
	1		09/02/22	025000	9215	00051538	A	Regular	X	1,508.62	1.0000	025000 110 S	07/01/22		100.0000

- Verify that all active employees are in “A” status and that the job code is correct, and the Job Effdt is as expected.

025000 -- Human Resources

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	0		09/02/22	025000	9215	00055564	A	Regular	X	1,770.11	1.0000	025000 110 S	07/01/22		100.0000
	0		01/31/22	025000	9250A	00081660	A	Regular	X	831.42	1.0000	025000 110 S	07/01/22		100.0000
	1		09/02/22	025000	9215	00051538	A	Regular	X	1,508.62	1.0000	025000 110 S	07/01/22		100.0000

Verify that all comp rates and FTEs are accurate.

025000 -- Human Resources

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	0		09/02/22	025000	9215	00055564	A	Regular	X	1,770.11	1.0000	025000 110 S	07/01/22		100.0000
	0		01/31/22	025000	9250A	00081660	A	Regular	X	831.42	1.0000	025000 110 S	07/01/22		100.0000
	1		09/02/22	025000	9215	00051538	A	Regular	X	1,508.62	1.0000	025000 110 S	07/01/22		100.0000

Verify that all funding information and dates are accurate. Pay special attention to the yellow color coding as those employees have funding ending this pay period.

	0		10/15/22	025000	0711	00083016	A	Regular	N	1,200.00	1.0000	025000 110 S	07/01/22		100.0000
	0		09/02/22	025000	1012	00055854	A	Regular	N	1,287.36	1.0000	025000 110 S	07/01/22	11/03/22	100.0000
			11/04/22	025000	9215	00055850	A	Regular	X	1,494.25	1.0000	025000 110 S	11/04/22		100.0000

**NOTE:** Sort any column by clicking on the column header. Do not “Hide” a column, there is no “Restore” option. You must exit the report, then open it again to see the column.

4. Pay special attention to the following:

Any rows highlighted in **yellow** indicate that the funding is ending during this pay period. Unless funding is updated, this employee will not appear on the next Active Employee report and will not be paid. In addition, if the funding end date is prior to the last day of the current pay period, the employee will not receive a full paycheck.

10/14/22	227000	9082AS	00063863	A	Research	X	4,492.39	1.0000	227000 520 S 100921	08/11/22	12/31/22	50.0000
09/30/22	227000	M9182		A	OPS	X	1,005.96	0.5000	227000 520 O 038653	10/01/22	10/31/22	50.0000
09/30/22	227000	M9182		A	OPS	X	1,005.96	0.5000	227011 520 O 032288	10/01/22	10/31/22	50.0000
09/30/22	227000	M9182		A	OPS	X	1,005.96	0.5000	227000 520 O 038653	11/01/22	12/31/22	50.0000

Employees with a status highlighted in **red** have been moved to a non-pay status during this pay period.

10/29/21	227000	9224	00062962	A	Regular	X	2,542.80	1.0000	227000 110 S
05/01/22	227000	9224	00062962	U	Regular	X	2,542.80	1.0000	219004 560 S 025744
05/01/22	227000	9224	00062962	U	Regular	X	2,542.80	1.0000	227000 110 S

Verify Future Funding (as indicated in **green**.) As soon as the funding is in the system, it will show here. For example, an Actives Report run 11/04/22 will show the following future dated row.

09/30/22	227000	M9182		A	OPS	X	938.09	0.5000	227013 110 O	08/06/22	12/20/22	100.0000
09/30/22	227000	M9182		A	OPS	X	938.09	0.5000	227013 110 O	12/21/22	06/30/23	100.0000
09/02/22	227000	9252R	00057046	A	Regular	X	3,620.69	1.0000	227000 550 S 003597	10/14/22	12/31/22	20.0000

Verify Future Job data (as indicated in **green**.)

1	09/16/22	227000	9081AS	00055739	A	Regular	X	4,079.80	1.0000	227000 110 S	08/11/22	12/31/22	50.0000
	09/16/22	227000	9081AS	00055739	A	Regular	X	4,079.80	1.0000	227000 520 S 038653	08/11/22	12/31/22	50.0000
	10/14/22	227000	9081AS	00055739	A	Regular	X	4,114.68	1.0000	227000 110 S	08/11/22	12/31/22	50.0000
	10/14/22	227000	9081AS	00055739	A	Regular	X	4,114.68	1.0000	227000 520 S 038653	08/11/22	12/31/22	50.0000

Additional Pay Supplements, if present, will be in a separate box at the bottom of the screen. In the account code field, “Same as Above” indicates that the employee’s additional pay is funded from the same source as their regular earnings listed in the top section.

Additional Pay																
Time run: 11/4/2022 11:50:37 AM																
Name	Empl Id	Rcd	Effdt	Dept Id	Job Code	Posn Nbr	St at	Comp Rate	FTE	Earnings Code	Effective Date	End Date	Amount	Goal Balance	Goal Amount	Account Code
		4	05-13-22		9081AS	80546	A	4,980.84	1.0000	ADS	1/21/2022		191.57	3831.40	5000.00	
			09-16-22		9081AS	80546	A	5,134.91	1.0000	ADS	1/21/2022		191.57	3831.40	5000.00	
			10-14-22		9081AS	80546	A	5,337.75	1.0000	ADS	1/21/2022		191.57	3831.40	5000.00	

5. Initiate appointment actions and/or log a case using the FSU Service Center, if needed. For example, if the funding is ending and should not be, create an ePAF to extend the funding period.