

Department Rep Query Catalog

Query Name	Description	Expanded Description	Prompt
FSU_1X_PAY_BY_DEPT	One time Pay	Shows one time pay employees within a department.	Dept ID
FSU_BA_HEALTH_ENR_BY_DEPTID_1	Employee Health Enrollments	Employees' Health Enrollments by Department.	DeptID
FSU_BA_RTRMNT_ENR_BY_DEPTID	Employee Retire Enrollment	Employee Retirement Enrollment by Department.	DeptID
FSU_COURTESY_BY_DEPT	Courtesy Employees	Lists courtesy employees within one Department.	DeptID
FSU_DEPT_ALL_LIST	All Active employees	Shows all active employees both Salaried and OPS by Department.	Dept ID
FSU_DEPT_EE_CONTACT_INFO	Employee Contact Information	Employee Contact Information by Department in order to reach a group in an emergency.	DeptID
FSU_DEPT_MNGR_REP_BY_DEPT	Managers and Reps by Dept.	Used by Departments to determine who is listed as a Manager or Rep for the Department	DeptID
FSU_DEPT_OPS_LIST	All Active OPS Employees	Shows all active OPS Employees by Department.	Dept ID
FSU_DEPT_SALARIED_LIST	All Active Salaried Employees	Shows all active Salaried Employees by Department.	Dept ID
FSU_DEPT_STAFF_LIST	All Active USPS and A&P employees	Shows all active USPS and A&P employees by Department and shows pay rate, FTE, funding, status, etc.	Dept ID
FSU_DROP_INFO_QRY_BY_DEPT	DROP Employees	Shows employees enrolled in DROP by department	Dept ID
FSU_EARNINGS_TBL	Active Payroll Earnings Codes	Shows all earnings codes and descriptions.	No
FSU_ELR_EE_LEAVE_BY_DEPT_TOTAL	Department Leave Summary Over Time	Shows leave totals by Employee ID by Dept for a particular time frame. Similar to FSU_TL_LEAVE_BY_DEPT_BY_DAY but will contain totals for all employees in a Department.	Date; Dept ID
FSU_EORR_REQUESTS_BY_DEPTID	eORR Requests	Shows eORR Role Requests by Department including when the request was created and who requested the role as well as who it was requested for and the role name.	DeptID; App Suite
FSU_EORR_REQUESTS_BY_EMPLID	eORR Requests	Shows eORR Role Requests by Employee including when the request was created and who requested the role as well as who it was requested for and the role name.	EmplID; Rcd #
FSU_EORR_ROLE_APPR	eORR Approval	Shows who the supervisors are for final approval of roles within different sections.	No
FSU_EORR_ROLE_INFO_FIN	eORR Role Information Financials	Shows all the Financials Roles, a description, and the role supervisor and category.	No
FSU_EORR_ROLE_INFO_HR	eORR Role Information Human Resources	Shows all the Human Resources Roles, description, and the role supervisor and category.	No
FSU_FUND_END_DT_RANGE	Funding end dates	Shows employees whose funding ends in a date range. Helps to plan ahead for reappointing employees.	Dept ID/Date
FSU_FUNDING_HISTORY_COMBO_JOB	History of Funding	Shows a complete historical review per employee of funding history including raises and funding change dates (begins 12/15/06 for employees coming off contract pay).	EmplID

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FSU_FUNDING_HISTORY_RECENT	Look up funding by EMPLID Hist	Modified to return rows dated after 06302008. Too much history prevents the query from running so dividing it into 2 pieces. See also FSU_FUNDING_HISTORY_OLDER. Shows a history of funding effective dates by Employee.	EmplID
FSU_FUNDING_QUERY_BY_GROUP_ID	Funding for Employees	Shows funding for employees by Group ID.	Group ID
FSU_HR_ALL_NEW_HIRE_BY_DEPT	New Hires by Dept	Shows a list of new hires per department over the course of a specified time period. Use to validate new hires.	Date; Dept ID
FSU_HR_JOB_HISTORY	Job Data History	Shows history of Employee Changes in Job Data	EmplID
FSU_HR_SUPERVISOR_QUERY	Supervisors	Lists supervisors for each employee within a department.	DeptID
FSU_MAIL_CODE_BY_DEPTID	Mail Codes by Department	Shows mail codes for employees in a department and includes location and description.	DeptID
FSU_TERM_EMPL_BY_DEPT_DATE	Employees Terminated	Shows employees Terminated in a particular date range in a particular Department.	Dept ID; Date
FSU_TERM_EMPLOYEE_LIST	Employees Terminated in the last 6 months	Shows employees Terminated in the past 6 months by Department.	Dept ID
FSU_TERM_EMPLOYEE_LIST_PROMPT	Employees Terminated	Shows employees Terminated in the last specified number of years by Department.	Dept ID; Number of Years
FSU_TL_ALL_LEAVE_BY_DT_RANGE	EE's Leave Taken By Date Range	Shows total amount of all leave types by EE within date range (sick, vacation, personal holiday, comp, FMLA). Useful for analyzing usage over a particular	EmplID; Begin Date; End Date
FSU_TL_AUDIT_REVERSAL_VAC_SCK	Negative leave	Shows employees who have negative vacation or sick leave, by department, with report date. Goes back in time to 4-6-06. If you put % in DeptID you get the entire university. Should show employees who have changed their own leave entries back to hours worked.	Date; Dept ID
FSU_TL_AUDIT_REVERSAL_LV_W_REG	Negative Leave	Shows employees who have negative vacation or sick leave with Regular Hours on that day, by department, with report date. Goes back in time to 4-6-06. If you put % in DeptID you get the entire university. Should show employees who have changed their own leave entries back to hours worked.	Date; Dept ID
FSU_TL_AUDIT_RPT_APPR_TIME_DEP	Audit of reported time entered	Shows a report similar to reported time audit in a specified date range. Shows a date and time stamp of when it was modified by employee and last column is when created by employee. The second column shows date and time stamp for entry and approval.	Dept #, Date
FSU_TL_AUDIT_RPT_APPR_TIME_EE	Audit of reported time entered	Shows a report similar to reported time audit in a specified date range. Shows a date and time stamp of when it was modified by employee and last column is when created by employee. The second column shows date and time stamp for entry and approval.	EmplID, Rcd #, Date
FSU_TL_COMP_AND_PD_OT_BY_DEPT	Overtime Comp and Paid	Shows all Overtime Compensatory Leave and Paid Overtime in a department in a date range.	DeptID; Date

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FSU_TL_COMP_BAL_BY_DEPT	Compensatory Leave Balances	Compensatory Leave Balances by Department. Excludes Terminated employees.	Dept ID
FSU_TL_COMP_BAL_BY_EMPLID	Check Compensatory Leave Balance.	Shows Straight Time and Overtime Compensatory Leave Balances for an Employee.	EmplID and Rcd #
FSU_TL_COMP_EARN_TAKEN_DEPT	Compensatory Leave Balances	Shows a history of (Straight Time and Overtime) Compensatory Leave earned, used, paid out, XCOMP, and the current balance by Department.	DeptID, Date
FSU_TL_COMP_OT_USED_BY_DEPT	Overtime Compensatory Time Used	Overtime Comp (OTCCU) used by a department since the last payout.	Dept ID
FSU_TL_COMP_OT_USED_BY_EE	Overtime Compensatory Time Used	Overtime Comp (OTCCU) used by an employee since the last payout. Use before compensatory leave payout in order to verify what the employee has used and if they need to use more before payout.	EmplID and Rcd #
FSU_TL_COMP_PAYOUT_0613_BY_DEP	Compensatory Leave Payouts June 2013	Employees that are being paid out as of 06/13 including the time reporting code (TRC) and amount of hours being paid.	DeptID
FSU_TL_COMP_PAYOUT_1212_BY_DEP	Verify Compensatory Leave Payout	List of employees receiving Compensatory Leave payouts as of 12/31/12 in a particular dept	DeptID
FSU_TL_COMP_USED_BY_DEPT	Compensatory Leave time Used	Shows dates and how much Straight Time Compensatory Leave (COMPU) was used by a particular department since the last payout.	DeptID
FSU_TL_COMP_USED_BY_EE	Compensatory Leave time Used	Shows dates and how much Straight Time Compensatory Leave (COMPU) was used by an employee and the total amount used since the last payout. Use in conjunction with FSU_TL_WINTER_HOL_COMP_EE to check for Winter Compensatory Time forfeits.	EmplID and Rcd #
FSU_TL_DISABILITY_LV_DEPT	Disability Leave Reported by Department	Shows all disability leave by department. Used for time reporting analysis of disability used.	DeptID, Date
FSU_TL_DISABILITY_USED_BY_EE	Disability leave used by employee	Shows all disability leave by employee. Used for time reporting analysis of disability used by employee.	EmplID
FSU_TL_EE_CONTACT_INFO	Employee Contact Information	Master contact information used for employees, supervisors, and reports-to managers.	EmplID/Rcd #
FSU_TL_FWS_FALL_HRSBYDEPT	Federal Work Study total hours worked	Shows Federal Work study hours worked during Fall Semester by Department after they are approved and processed through time administration. Similar to looking at payable time.	DeptID
FSU_TL_FWS_SPRING_HRSBYDEPT	Federal Work Study total hours worked	Shows Federal Work study hours worked during Spring semester by department after they are approved and processed through time administration. Similar to looking at payable time.	Dept ID
FSU_TL_GROUP_ACTIVE_PUNCH	Employees change from Punch to Elapsed	Shows employees that are on punch reporting in a department. Departments can request to switch employees to elapsed time for ease of reporting.	Group ID
FSU_TL_GRP_SUPERVIS_REPORTS_TO	Find an employee's Dynamic Group and Supervisor / Reports To	Shows Supervisor (for OPS) or Reports To (for non OPS), DeptID and all Dynamic Group IDs for an employee including the name of the group and the name of the Supervisor or Reports to.	EmplID

Query Name	Description	Expanded Description	Prompt
FSU_TL_HOLIDAY_RPTD_REG	Employees reporting REGHP on Holiday	Check to make sure employee was not supposed to work on a holiday to make up time (equal to 32 hours for the week) or that they are not on a Facilities or Kronos Schedule. In most cases, it should be REGCE if the employee <u>physically worked on a holiday, no more than 8 hours.</u>	Date of Holiday
FSU_TL_HR_JOB	Employee Job History	All Job Data history for an individual employee.	EmplID
FSU_TL_LEAVE_ACC_BY_EMPL_ANLYS	Employee Leave Accrual Analysis	Shows leave earned, taken, balances for sick, vacation, Family Medical Leave, and Personal Holiday. Pulls from the Leave Accrual Table, not the Comp Leave Table.	By EmplID
FSU_TL_LEAVE_ACCR_AND_USAGE	Accruals and Usage by Plan Type	Shows all leave accruals and usage for an employee in a date range by plan type. For every pay period there are two rows, one for off-cycle accrual date and one for on-cycle accrual date. The leave end balance is on the on-cycle row, which should always match the pay period end date. Mimics the old BO report. <u>Shows only active leave plans.</u>	EmplID; Plan; Date
FSU_TL_LEAVE_ACCR_BY_EMPLID	Employee Leave Accruals	Leave accrual and usage history by Employee both active and terminated.	EmplID
FSU_TL_LEAVE_ACCRS_BY_EE	Employee Leave Accrual Analysis by EMPLID	Leave accrual analysis for use with auditing leave accruals and balances. Shows leave earned, taken, balances for Sick, Vacation, FMLA, and Personal Holiday. Pulls from the Leave Accrual Table not the Comp Leave Table.	EmplID
FSU_TL_LEAVE_ACCRUAL_RATES_EE	Calculated Leave Accrual Rates	Shows the leave accrual rates for each plan for an employee.	EmplID
FSU_TL_LEAVE_BALS_BY_DEPT	Employee Leave Accruals	Mimics the old Business Objects report. Shows Name, EmplID, Rcd#, Dept ID, Plan Type, Accrual Date, and Balance Amount only.	Date; Dept ID
FSU_TL_LEAVE_BALS_BY_GROUP_ID	All employees leave balances	Shows all employees' leave balances for each plan type by Group ID.	Group ID
FSU_TL_LEAVE_BALS_EE	Leave Balances	Shows leave balances for a particular employee and history. Includes accrual dates, hours earned and taken by calendar year.	EmplID
FSU_TL_LEAVE_BALS_LOW	Low Leave Balances by department not including FMLA	Shows all employees in a department with low sick and vacation leave balances by plan type but excludes those employees on FMLA. Enter the department number and how many hours of balance and below you'd like to see.	DeptID; Hours
FSU_TL_LEAVE_BALS_LOW_1	Low Leave Balances by department including FMLA	Shows employees in a department with low sick and vacation leave balances by plan type. Enter the department number and how many hours of balance and below you'd like to see.	DeptID; Hours
FSU_TL_LEAVE_BALS_LOW_SHIFT	Low Leave Balances by Dept and shift	Shows employees in a department by shift with low sick and vacation leave balances by plan type, but not on FMLA. Enter the department number and how many hours of balance and below you'd like to see.	DeptID; Hours
FSU_TL_LEAVE_BY_DEPT_BY_DAY	Employee leave details	Shows all employees in a given department; detail of leave taken, per leave type, per day.	DeptID
FSU_TL_LEAVE_BY_DEPT_DT_RANGE	Leave Taken in a Department	Shows all leave taken in a particular department in a specified date range and leave type.	DeptID; Date; Plan

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FSU_TL_LEAVE_BY_DT_RANGE	Employee's Leave Taken by Date Range	Shows leave taken in a specified date range for a particular employee. Includes Sick, Vacation, Personal Holiday, and Compensatory Leave. Useful for analyzing usage over a particular time period.	EmplID
FSU_TL_LEAVE_BY_EE_BY_DAY	Employee leave details	Shows employee detail of leave taken, per leave type, per day.	EmplID
FSU_TL_LWOP_HIST_BY_EMPLID	Leave without Pay History	Shows a history of Leave Without Pay (LWOP) reported for an employee in a specified date range.	Date; EmplID
FSU_TL_MILITARY_USED_BY_DEPT	Military leave used by DEPTID	History of military leave entered for a department including all emplid's and record numbers; useful for tracking 17 or 30 day limits.	DeptID & Date
FSU_TL_MILITARY_USED_BY_EE	Military leave used by employee	History of military leave entered for an individual employee including all record numbers; useful for tracking 17 or 30 day limits.	EmplID
FSU_TL_ONCALL_BETWEEN_DATES	On-Call Reported between dates	Used to look up TRC's used between dates; enter DEPTID and DURs; payable time; ties to position description.	DeptID & DUR
FSU_TL_ONCRP_ONCWP_BY_DEPT	On-Call Reported	On-Call (ONCRP or ONCWP) hours reported for the Current Period	Date
FSU_TL_OVERTIME_EARNED_BY_DEPT	Overtime Earned Comp & Paid by Dept	Shows employees earning Overtime Pay (OVRHP/OVMHP), Straight Time Compensatory Leave (REGCE), and Overtime Compensatory Leave (OTCCE) in a particular department in the specified date range.	Date; Dept ID
FSU_TL_PARENTAL_PAID_BY_EE	Faculty paid Parental Leave by EMPLID	Shows all paid Parental Leave taken by a Faculty employee; Works ib PRLHP in payable time.	EMPLID & rec
FSU_TL_PAYABLE_TIME	Payable Time by Employee	Payable time history by Employee ID and Record Number.	EmplID and Rcd #
FSU_TL_PAYABLE_TIME_BY_DEPT	Payable Time History	Used for time reporting analysis by a department. Includes EMPLID, Rcd #, name, report date, TRC, quantity, and workgroup.	Dept ID; Date
FSU_TL_PERHOL_NOT_TAKEN_DEPT	Unused Personal Holidays	Employees who have not used their Personal Holidays, by department.	DeptID
FSU_TL_PERHOL_NOT_TAKEN_FT	Personal Holidays Not Taken	Shows all Full Time Employees who have not taken their Personal Holiday.	No
FSU_TL_PERHOL_NOT_TAKEN_GRP	Personal Holidays Not Taken	Employees who have not used their Personal Holiday by Group ID.	Group ID
FSU_TL_PERHOL_NOT_TAKEN_PT	Personal Holidays Not Taken	Shows all Part Time Employees who have not taken their Personal Holiday.	No
FSU_TL_PERHOL_PHOLT_ANALYSIS	Personal Holidays Accrued or Taken	History of Personal Holiday accrual and usage by employee.	EmplID
FSU_TL_PERHOL_USED_BY_EE	Personal Holidays Used by EE by FY dates	Personal Holidays taken by an employee by the fiscal year. Enter dates for prior fiscal years.	EmplID

Query Name	Description	Expanded Description	Prompt
FSU_TL_REGCE_EARNED_NOT_32	Non-Exempt employees reporting Regular Compensatory Time earned.	Use during Holiday weeks and run by the week.. Shows all Non-exempt employees reporting REGCE who have not reported 32 hours of REGHP or REGCP. Only need to check positive values that haven't been cancelled out. Non-exempt employees should only use REGCE in the following conditions: <ul style="list-style-type: none"> ▪To compensate a USPS employee when the employee observed the holiday and worked 40 hours in the week during which the holiday occurred. ▪When the holiday falls on the employee's regularly scheduled day off and they worked 40 hours in the week during which the holiday occurred. ▪When the employee is required to work on the holiday and worked 40 hours in the week during which the holiday occurred. ▪For administrative leave for jury duty or court appearance when the employee worked 40 hours the week during which the jury duty or court appearance occurred. ▪If an employee is required to perform essential duties during an emergency closing for the hours worked during the closing. (In a holiday week if the employee worked over 32 hours they earn REGCE up to 40 and then can earn overtime if eligible). 	Date
FSU_TL_REGCE_EARNED_NOT_40	Non-Exempt employees reporting Regular Compensatory Time earned.	Use during non-holiday weeks and run by the week. Shows all Non-exempt employees reporting REGCE who have not reported 40 hours of REGHP or REGCP. Only need to check positive values that haven't been cancelled out. NON-exempt employees should only use REGCE in the following conditions: <ul style="list-style-type: none"> ▪To compensate a USPS employee when the employee observed the holiday and worked 40 hours in the week during which the holiday occurred. ▪When the holiday falls on the employee's regularly scheduled day off and they worked 40 hours in the week during which the holiday occurred. ▪When the employee is required to work on the holiday and worked 40 hours in the week during which the holiday occurred. ▪For administrative leave for jury duty or court appearance when the employee worked 40 hours the week during which the jury duty or court appearance occurred. ▪If an employee is required to perform essential duties during an emergency closing for the hours worked during the closing. 	Date

Query Name	Description	Expanded Description	Prompt
FSU_TL_REPORTING_REGCE_NE	Non-Exempt employees reporting Regular Compensatory Time earned.	Non-exempt employees should only use REGCE in the following conditions: <ul style="list-style-type: none"> ▪To compensate a USPS employee when the employee observed the holiday and worked 40 hours in the week during which the holiday occurred. ▪When the holiday falls on the employee's regularly scheduled day off and they worked 40 hours in the week during which the holiday occurred. ▪When the employee is required to work on the holiday and worked 40 hours in the week during which the holiday occurred. ▪For administrative leave for jury duty or court appearance when the employee worked 40 hours the week during which the jury duty or court appearance occurred. ▪If an employee is required to perform essential duties during an emergency closing for the hours worked during the closing. (AKA in a holiday week if the employee worked from over 32 hours they earn REGCE up to 40 and then can earn overtime if eligible). 	Date
FSU_TL_REPORTS_TO_BY_DEPT	Reports to List	Shows who employees report to in a Department.	DeptID
FSU_TL_SCHED_ASSIGN_BY_DEPT	Employees' Schedules	Shows current schedules for all employees in a Department.	DeptID
FSU_TL_SICK_ADJUST_DEPTID	Sick Leave Adjustment by DEPTID	History of sick leave adjustments in a Department.	Dept ID
FSU_TL_SICK_ADJUST_EMPLID	Sick Leave Adjustment by EMPLID	History of sick leave adjustments for all employees sorted by Employee ID.	No
FSU_TL_SICKPOOL_ADJUST_DEPTID	Sick Pool Adjustment by DEPTID	History of sick leave pool adjustments by Department.	Dept ID
FSU_TL_SICKPOOL_ADJUST_EMPLID	Sick Pool Adjustment by EMPLID	History of sick leave pool adjustments by Employee.	No
FSU_TL_SICKPOOL_MEMBERS_5Z_DEP	List of Sick Pool Members in Dept	List of all SLP Members in plan type 5Z on leave plan table by DEPTID.	DeptID
FSU_TL_SICKPOOL_USED_BY_EE	Sick Pool Leave Used by an Employee	History of SCKCP/SCKHP used by an Employee	EmplID
FSU_TL_SUPERVISORS_EE_LIST	Supervisors' direct reports	Shows who directly reports to a supervisor by Employee ID but does not include OPS Employees.	EmplID (of supervisor)
FSU_TL_TIME_APPR_CURR_DEPT	Time Approval by Department	Shows who approved time in a department for the current pay period.	Dept ID/Date
FSU_TL_TIME_APPR_CURR_EE	Time Approval by Employee	Shows who approved time by employee for the current pay period	EmplID/Rcd #/Date
FSU_TL_TIME_APPR_HISTORY_EE	Time Approval History by Employee	Shows the history of time entry approvals. Who, When, and How Much.	EmplID and Rcd #
FSU_TL_TIME_DENIED_BY_DEPTID	Reported time that has been denied by department	Use to check for all reported time that has been denied during the current pay period. Delete the time and correct.	DeptID
FSU_TL_TIME_RPTD_HISTORY_EE	Reported Time	Historical record of all reported time for an employee including who entered the time. Does not show approvals.	EmplID

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FSU_TL_TLREP_BY_DEPT	Look up a department's Time and Labor Representative and Supervisors	Shows all approvers and representatives within a particular department and whether they are terminated or active. Helpful for identifying employees who may have left the department or had a change of duties that require their security to be updated. Use eORR Online Role Request to delete or create groups.	DeptID
FSU_TL_TLREP_BY_DEPT_W_EMPL	Dept's TL Groups and Employees	Shows all employees' approvers and representatives plus Group ID within a particular department. Keep in mind that the list will be very long for large departments	Dept ID
FSU_TL_TLREP_BY_EMPLID	Look up an employee's Time and Labor Representative	Shows the Time and Labor Representative/Supervisor for a particular employee along with the contact information. Pulls from Time and Labor Groups. If a time entry person does not appear, they may need to request a group via eORR.	EmplID and Rcd #
FSU_TL_USE_OF_ORC_DEPT	Look to see when override reason codes are used	Search by Override Reason Codes to see who used and when for a particular time period in a specified department.	ORC; Date; DeptID
FSU_TL_VACHT_W_COMP_BAL	Used to find employees who have entered Vac and have a Comp balance. Comp leave must be used first.	Employees with VACHT used between prompt dates that have a current comp leave balance; Run for current pay period and look backwards one pay period at a time. Excludes COMPLAW and COMPOVTLAW which are exempt from the rule.	DeptID; Date
FSU_TL_WINTER_COMP_BY_EE	Winter Holiday Compensatory Leave Earned	Shows all Winter Holiday Compensatory Leave Hours earned by employee.	EmplID
FSU_TL_WINTER_COMP_EARNED	Winter Holiday Compensatory Leave Earned	Shows all Winter Holiday Compensatory Leave Hours earned in a department.	Dept ID
FSU_TL_WORKERS_COMP_BY_DEPT	Workers comp by dept	Shows all worker's comp reported in a department in a specified date range.	Date; DeptID
FSU_TL_WORKERS_COMP_USED_BY_EE	Workers compensation used	History of all workers compensation (WKCHT or WKCCT) reported by an employee. Includes all record numbers.	EmplID
FSU_TL_WORKGROUP_BY_DEPTID	Look up employees' workgroup	Shows all employees in a specified department with their workgroup.	DeptID
FSU_USERROLES_BY_DEPT		Shows all Security Roles for members of a department	DeptID
FY_LEAVE_SUMS_BY_EE_DEPTID	Shows dollar amounts for leave paid	Shows dollar amounts for all leave paid for a specified date range by department. Shows all types (VAC,SCK,VSP,VSD,SLT,SLD) and not just payouts.	DeptID; Date