

Active Employees Report

Purpose

“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 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 timing is less of a critical factor.

Overview

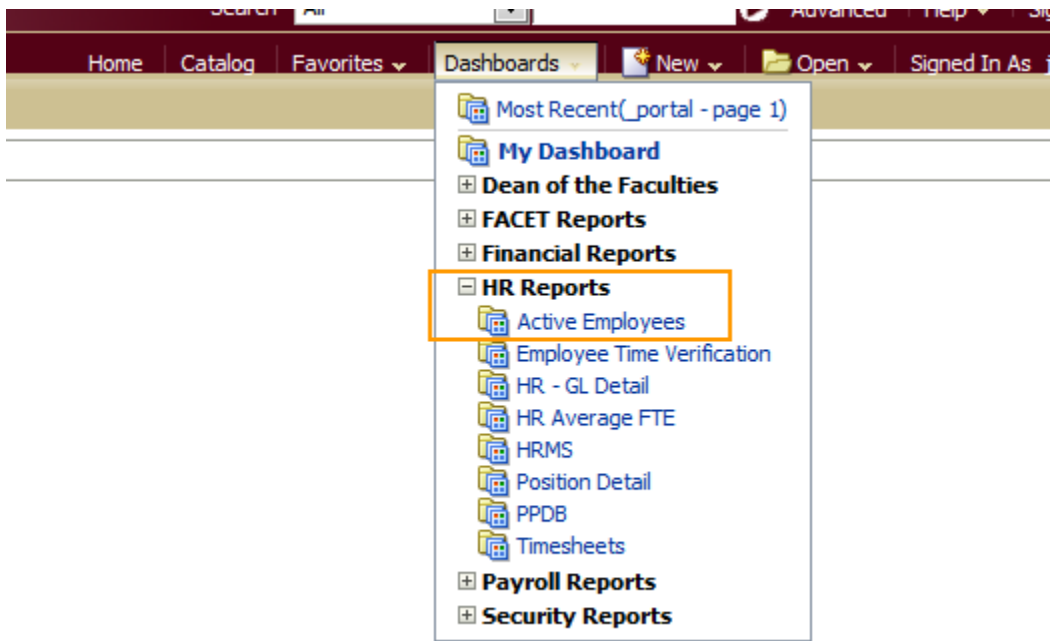
1. Log into OBI Reporting and select Active Employees from the HR Reports menu.
2. Select appropriate criteria for department, pay period, and employee type.
3. Review the Active Employees Reports and verify data.
4. Pay special attention to items in red, yellow, or green and Additional Pay rows.
5.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

Navigation

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

Step 1

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



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

Active Employees

Home Catalog Favorites Dashboards New Open Signed In

Active Employees Active Employees by Dept Active Employees by Dept;OPS/Sal

Data contained within this report was last loaded on 6/20/2012 01:49:01 AM

Department Pay Period End Date Employee Type

Select Dept(s) 06/21/2012 (All Column Value) Apply Reset

No data was found for these prompts.
Enter or verify correct data in each prompt, and click the "Apply" button.
[Refresh](#)

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,

Data contained within this report was last loaded on 6/20/2012 01:49:01 AM

Department Pay Period End Date Employee Type

Select Dept(s) 06/21/2012 (All Column Value) Apply Reset

Select Dept(s)

001000 - President's Office

001008 - Seminole Boosters (non-comp)

001009 - The FSU Veteran's Center

004000 - General Counsel

005000 - Ofc of IG Services

006000 - Athletics Admin (don't Use)

006002 - Athletics Administration

More/Search...

No data was found for these prompts.
Enter or verify correct data in each prompt, and click the "Apply" button.
[Refresh](#)

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

Select Values

Available Selected

Search results are not limited to values in the browse list

Name Starts

Search Match Case

001000 - President's Office

001008 - Seminole Boosters (non-comp)

001009 - The FSU Veteran's Center

004000 - General Counsel

005000 - Ofc of IG Services

006000 - Athletics Admin (don't Use)

006002 - Athletics Administration

010000 - Sr VP Finance & Administration

011000 - Enterprise Resource Planning

012000 - Administrative Services

013000 - Business Services

014000 - Bookstore

015000 - Computer Store

016001 - Athletics Administration

Choices Returned: 1 - 256 + More...

Move

Move All

Remove

Remove All

OK Cancel

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 **> Move** button. Then click OK.

Pay Period End Date **Employee Type**

Next, select the and 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, two future).

Step 2

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

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)

Name	Empl Id	Rcd	Job Effdt	Dept Id	Job Code	Posn Nbr	St at	Class	FLSA Stat	Comp Rate	FTE	Account Code	Funding BegDt	Fi
Nole, Number1	000074608	0	11/25/11	025000	9253	00051530	A	Regular	X	2,912.41	1.0000	025000 110 S	07/01/11	
Nole, Number2	000073414	1	11/25/11	025000	9215	00055841	A	Regular	X	1,353.60	1.0000	025000 110 S	07/01/11	
Nole, Number3	000074404	0	11/25/11	025000	9215	00051162	A	Regular	X	1,263.08	1.0000	025000 110 S	07/01/11	
Nole, Number4	000077137	0	03/02/12	025000	9215	00060668	A	Regular	X	1,516.88	1.0000	025001 330 S	08/08/11	
Nole, Number5	000003464	0	11/25/11	025000	9214	00060161	A	Regular	X	2,056.38	1.0000	025001 330 S	08/08/11	

Step 3

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

Name	Empl Id	Rcd	Job Effdt	Dept Id	Job Code	Posn Nbr	St at	Class	FLSA Stat
Nole, Number1	000074608	0	11/25/11	025000	9253	00051530	A	Regular	X
Nole, Number2	000073414	1	11/25/11	025000	9215	00055841	A	Regular	X
Nole, Number3	000074404	0	11/25/11	025000	9215	00051162	A	Regular	X
Nole, Number4	000077137	0	03/02/12	025000	9215	00060668	A	Regular	X
Nole, Number5	000003464	0	11/25/11	025000	9214	00060161	A	Regular	X
					9215	00056570	A	Regular	X

Verify that all comp rates and FTEs are accurate.

Name	Empl Id	Rcd	Job Effdt	Dept Id	Job Code	Posn Nbr	St at	Class	FLSA Stat	Comp Rate	FTE
Nole, Number1	000074608	0	11/25/11	025000	9253	00051530	A	Regular	X	2,912.41	1.0000
Nole, Number2	000073414	1	11/25/11	025000	9215	00055841	A	Regular	X	1,353.60	1.0000
Nole, Number3	000074404	0	11/25/11	025000	9215	00051162	A	Regular	X	1,263.08	1.0000
Nole, Number4	000077137	0	03/02/12	025000	9215	00060668	A	Regular	X	1,516.88	1.0000

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

Doe, John	000072861	0	11/01/07	030000	9311	00058190	A	16	X	1,858.24	1.0000	010003 110 S	07/01/07	03/02/08	100.0000
										1,858.24	1.0000			03/03/08	06/30/09

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.

Step 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

Doe, John	000072405	0	01/23/08	030000	0189	00056837	A	16	N	1,057.85	1.0000	030000 110 S	07/01/07		100.0000
Doe, John	000072861	0	11/01/07	030000	9311	00058190	A	16	X	1,858.24	1.0000	010003 110 S	07/01/07	03/02/08	100.0000
										1,858.24	1.0000		03/03/08	06/30/09	100.0000

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

Doe, John	000045243	0	08/13/07	131000	T003		A	15	N	10.00	0.2500	131011 510 O	08/13/07	02/15/08	100.0000
			02/16/08	131000	T003		U	15	N	10.00	0.2500	131011 510 O	08/13/07	02/15/08	100.0000
		1	10/04/07	131000	T003		A	15	N	8.59	0.5000	131016 610 O	08/17/07	02/15/08	100.0000
			02/16/08	131000	T003		U	15	N	8.59	0.5000	131016 610 O	08/17/07	02/15/08	100.0000

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 2/07/08 will show the following future dated row.

Doe, John	000007429	0	11/01/07	157000	9121AS	00063076	A	10	X	2,896.97	1.0000	157000 520 S 022007	09/21/07	02/22/08	100.0000
										2,896.97	1.0000		02/23/08	08/31/08	100.0000

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

Doe, John	000002843	0	11/01/07	026000	8519	00055284	A	16	N	2,011.98	1.0000	026000 110 S	07/01/07		100.0000
			02/26/08	026000	8519	00055284	A	16	N	2,162.88	1.0000	026000 110 S	07/01/07		100.0000

Additional Pay Supplements, if present, will be located 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																
Name	Empl Id	Red	Effdt	Dept Id	Job Code	Posn Hbr	St at	Cls Cd	FLSA Stat	Comp Rate	FTE	Earnings Code	Effective Date	End Date	Amount	Account Code
Doe, John	000001894	0	08-10-07	131000	9018BS	62720	A	16	X	2,588.79	1.0000	DRA	09-21-2007	06-04-2008	21.74	Same as Above
Doe, John	000001949	1	08-10-07	131000	9019AS	64661	A	16	X	2,495.33	1.0000	DRS	09-07-2007	06-04-2008	103.09	131019610S
Doe, John	000002498	1	08-10-07	131000	9019BS	62725	A	16	X	2,593.46	1.0000	DRS	09-07-2007	06-04-2008	113.40	131019610S
Doe, John	000003537	0	08-10-07	131000	9018BS	62797	A	16	X	2,670.56	1.0000	DRA	08-24-2007	06-04-2008	175.09	Same as Above

Step 5

Step 4

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.