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.

   ![Dashboard Screenshot]

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

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

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

Verify that all comp rates and FTEs are accurate.

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.
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.

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

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.

Verify Future Job data (as indicated in green.)

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.
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.