

HCM Report Folders, Data and Training

Report Folder	Type of HCM Data	Associated BW Training	Popular Reports
Personnel Administration	Labor Distribution (Departmental)	Payroll Reporting (Intro)	Labor Distribution - Payroll Inquiry by Employee (PA15)
			Labor Distribution - Fund Center Report
Time Management	Sick & Vacation Time	N/A	Employee Absence Tracking - Historical View
Organization Management	Positions – Occupied & Vacant	N/A	Position Status Report
Employee Data (Distributed)	Employee Master Data (hire date, termination date, percent time, salary grade, etc.)	Advanced Reporting for Payroll Coordinators	Employee Master Data - Snapshot
			Employee Master Data - History Range
			Historical View of Payments
			Faculty & Staff Directory
			Most Recent Occurrence of Payments
Faculty Data	Faculty-specific Data including rank, appointment date, contract information, etc.)	N/A	Faculty Audit PA9001 Report
			Faculty Appointment SAP History