NEW REPORTS FOR BUDGET OFFICERS AND MANAGERS

Presenter

- Nathan Betz, Sr. Systems Analyst
- Cheek 108A – Office Phone 6-6557
- Over 6 plus years experience at the University
- Functional Lead for implementation of Banner Human Resources and Payroll

- Previous life spent 3 three years with a large illusion show as the technical director, illusion builder, truck driver, crew member and pyrotechnic specialist.

My schedule is packed, but I will provide assistance as I am able.
Purpose of Meeting

☐ Review
  ☐ Fund Organization Security as applied to HR and Payroll Information
  ☐ Review newly written reports
  ☐ Explanation of Cube Reports and how it can be used for research

Fund Organization Security

☐ Banner provided Fund and Organization Security to Finance Processes
☐ Relationship between Banner HR / Payroll and Finance
☐ Banner provided Payroll and HR security is complex and varies depending of the processing function.
☐ We built security module that applies the Fund Organization Security to Payroll and HR data.
☐ Budget Officers and Management will see detail about Leave, Payroll and Job Information for individuals paid bases on Finance Fund Organization Security.
Fund Organization Security

- Security Data is refreshed nightly
- Each employee that is paid from a fund organization that is viewable to the budget officer is selected to be seen.
- Changes to security are applicable the next day.

New Reports

- Time Sheet Organization
  - PROD_EmplApproverLocnMismatch
  - PROD_HoursReported by TSORGN
  - PROD_EmployeeReporting to Time Sheet Organization
  - PROD_Approver by Position by JobPosn
  - PROD_TimeSheetOrgnInfo
  - PROD_TimeSheet Orgns by JobLocn
Logging into Argos

From My.MissouriState
   Work Resources Tab
      Other Resources Channel
         Click on MYWORk then select **Argos Query and Reporting Tool** enter Bear
         Pass Login ID and Password (The one you use to log into your PC in the
         morning)

Folder – Finance – Campus Wide Finance

For report names that start with PROD your login ID and Password are the same you use to log
into Internet Native Banner. (Usually first initial and last name)

**PROD_EmplApproverLocnMismatch**
   This lists individuals whose leave or time is approved by someone that does not
   work on their campus. Used by you to determine if the approval is appropriate
   by campus.

**PROD_HoursReported by TSORGN**
   Time sheet and leave information entered by employees. Leave only employees
   will only show leave entered by an employee. Time entry individuals will show
   detail of the time sheet. The printed version of each report presents the
   information one week at a time. This report allows the selection of specific earn
   codes allowing you to focus on such detail as overtime.

**PROD EmployeeReporting to Time Sheet Organization**
   This allows you to get a list of all leave and time entry employees and the time
   sheet organization that they are associated with. If you have a new non-exempt
   employee and you know the organization should be the same as an other
   employee, running this report will let you determine to which the time sheet
   organization they should be assigned.

**PROD_Approver by Position by JobsPosn**
   By entering the Position Number, list of known approver positions, or title of the
   approver, the list of employees that approver approves is displayed.

**PROD_TimeSheetOrgnandFOAPInfo**
   A list of approvers and the FOAP that they are approving by time sheet
   organization.

**PROD_TimeSheet Orgns by JobLocn**
   Quick report that lists approvers.
New Reports

- Leave related information
  - PROD_LeaveBalances
  - PROD_PER_Leave
  - PROD_SKF_Leave

Leave related reports

PROD_LeaveBalances
This report is useful to aid in compliance issues related to overtime. Multiple Leave types may be selected. When an employee enters an earn code related to leave, information about the earn code is passed to the leave processes. Comp Time Taken (CTT) reduces the leave bucket, while comp time earned (CTE) will increase comp time leave bucket. Important note: Leave reductions for exempt employee occurs when the leave is approved. Leave reductions for non-exempt employees occurs as part of the payroll run. All leave accruals occur as part of the payroll run.

PROD_PER_Leave
This report identifies individuals that have posted more than one day to Personal time.

PROD_SKF_Leave
This report identifies individuals that have posted more than 12 days of sick time to family illness.
New Reports

- Pay Information
  - PROD_Earning_Paid
  - PROD_Salary_RPT_4_Budget
  - PROD_HoursReported_by_ORGN
- Budget Book for Budget Officers

Information related to pay
Pay Information
  PROD_Earning_Paid
  Based on time paid this report shows payment information. Research tool for finding out how someone was paid.

PROD_Salary_RPT_4_Budget
  Based on a person's job assignment the reports show how the person will get paid. It displays position and salary information

PROD_HoursReported_by_ORGN
  Time sheet and leave sheet information entered by the employees. Leave only employees will only show leave entered by an employee. Time entry individuals will show detail of the paying organization. The printed version of each report presents the information one week at a time. This report allows the selection of specific earn codes allowing you to focus on such detail as overtime.

Budget Book for Budget Officers
  This cube provides information about employees (Full Time) that are assigned a budget line. Cubes are powerful reports for investigating who and what.
Cube Report

- How to limit selection criteria
- How to add detail to report
- How to save reported information to spreadsheet

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Cube Report

- When a Cube initializes it summarizes all the data
- Most Cubes take a few minutes to load
- How to limit Selection Criteria
  - Limit it to focus on one type of value
  - Options to select all
  - Option not to display
  - Option to deselect all
  - Click on individual attributes to toggle
Limiting Selection Criteria

Cube Report

- How to add detail
  - Want to see break down by division, department, employee class, position or employee
- Drag components from top to lower left
- Expand by clicking the + sign
How to add detail

Add end move detail by moving boxes to end from the top and the left side.

Click + to expand

Cube

- How to save as spreadsheet
  - Right mouse click in data area
  - Select Export to Excel
  - Will export and initialize Excel
Questions

- Nathan Betz, Sr. Systems Analyst
- Cheek 108A – Office Phone 6-6557

- Argos Training
- Open Session
  - Friday Mornings
  - Cheek 100