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## VT\_BN\_RPT\_PLAN\_LIST- non-leave plans and descr's

This query has no prompts

### VT\_BN\_RPT\_PLAN\_LIST- non-leave plans and descr's

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	Plan	Description
1	BC-NT	Blue Cross/Blue Shld,Not Taxed
2	BC-TX	Blue Cross/Blue Shld, Taxed
3	CAT-NT	SafetyNet, Not Taxed
4	CAT-TX	SafetyNet, Taxed
5	CBC-TX	CU BCBS - Taxed
6	CCATNT	CU for EE w/ CAT NT
7	CCATTX	SafetyNet, Taxed
8	CCHONT	CU for EE w/ CHO-NT
9	CCHOTX	TotalChoice, Taxed
10	CCP-TX	CU Choice Plus Plan - Tax
11	CDENT	CU Dental
12	CHO-NT	TotalChoice, Not Taxed
13	CHO-TX	TotalChoice, Taxed
14	CMVPTX	CU MVP - Tax
15	CP-NT	Choice Plus Plan - Not Taxed
16	CP-TX	Choice Plus Plan - Taxed
17	CPOSNT	CU for EE w/ POS-NT
18	CPOSTX	SelectCare POS, Taxed
19	CPPONT	CU for EE w/ PPO NT
20	CPPOTX	HealthGuard PPO, Taxed
21	CVHPTX	CU Vermont Health Plan - Tax

## VT\_GL\_RPT\_VALID\_SAL\_COMBO\_CD - Salary Combo Codes Setid-Depts

Prompts are:

Set ID which is the Business Unit code except for corrections which has set id of DOC

Dept ID like which means you can either pick a Dept ID by clicking on the magnifying glass or enter wildcard % to get all, or enter partial number followed by wildcard (for example: 1120%)

---

### VT\_GL\_RPT\_VALID\_SAL\_COMBO\_CD - Salary Combo Codes Setid-Depts

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Set ID:

Dept ID like:  

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	Set ID	Eff Date	Status	GL Combo Code	Acct	Dept ID	Dept Descr	Fund	Fund Descr	Program	Program Descr	Project	Class	Valid
1	01120	07/09/2012	A	000401995	500000	1120010100	Fiscal & Information Mgmt	10000	General Fund					Y
2	01120	07/09/2012	A	000483564	500000	1120010100	Fiscal & Information Mgmt	59600	Human Resource Services			IRENE-DHR		Y
3	01120	07/09/2012	A	000640501	500000	1120010300	Classification	10000	General Fund					Y
4	01120	07/09/2012	A	000024202	500000	1120010400	Labor Relations	10000	General Fund					Y
5	01120	07/09/2012	A	000028092	500000	1120010600	Commissioner's Office	10000	General Fund					Y
6	01120	07/09/2012	A	000207797	500000	1120010700	Legal	10000	General Fund					Y
7	01120	07/09/2012	A	000452696	500000	1120010800	Recruitment	10000	General Fund					Y
8	01120	07/09/2012	A	000126925	500000	1120011000	AoA HR	21500	Inter-Unit Transfers Fund					Y
9	01120	07/09/2012	A	000135226	500000	1120011000	AoA HR	59600	Human Resource Services					Y
10	01120	07/09/2012	A	000580520	500000	1120011000	AoA HR	59600	Human Resource Services			IRENE-DHR	80002	Y
11	01120	07/09/2012	A	000203376	500000	1120012000	HRIS	10000	General Fund					Y
12	01120	07/09/2012	A	000176121	500000	1120016000	Workforce Development - Ops	10000	General Fund					Y

## VT\_HR\_RPT\_ACTION\_REASON\_LIST- All active action reasons

This query has no prompts

### VT\_HR\_RPT\_ACTION\_REASON\_LIST- All active action reasons

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	Action	Reason	Description
1	AWD	BON	Lump Sum Merit Bonus
2	AWD	CSI	Cost Savings Incentive Award
3	AWD	TOA	Time Off Incentive Award
4	DEM	INV	Involuntary Demotion
5	DEM	PRB	Demotion Orig Probation Period
6	DEM	RET	Return from Temporary Assignmt
7	DEM	RIF	Mandatory Hire
8	DEM	TAS	Temporary Assignment Pos Chng
9	DEM	VOL	Voluntary
10	DTA	ALT	Alternate Work Schedule
11	DTA	CON	Conversion Row - 9.1 Upgrade
12	DTA	CPN	Correction-Position Number
13	DTA	CPR	Correction-Pay Rate
14	DTA	CPT	Correction-Position Type
15	DTA	EDA	Employee Default Accounting
16	DTA	PSC	Prior Service Credit
17	DTA	SPG	Data Change Step or Step Date
18	DTA	UPD	Employee Data Update
19	DTA	WKG	Work Group
20	HIR	NEW	New Appointment
21	HIR	NPS	New Position
22	HIR	TAS	Temporary Assignment
23	LOA	ADM	Administrative
24	LOA	EDU	Education
25	LOA	FML	Family and Medical Leave Act
26	LOA	HEA	Health Reasons
27	LOA	MIL	Military Service
28	LOA	SAB	Sabbatical Leave

## VT\_HR\_RPT\_DATES - Hire, step, next step dates

Prompts for Employee ID OR Dept ID Like – so can enter either an employee ID number, or a Dept ID or partial Dept ID

VT\_HR\_RPT\_DATES - Hire, step, next step dates

Employee ID or Dept ID like:

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	Emplid	Last Name	First Name	Position	Title	Business Unit	Pay Status	Dept ID	Department	Division	Agency	Sal Plan	Grade	Step	Next Step Date	Original Hire Date	Last Hire Date	Expected Job End Date	Job Entry Date	Department Entry Date	Position Entry Date	Company Dt	Probation Dates	Location	Descr	Job Code	Reg/Temp
1	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	01120	A	1120011000	Department of Human Resources	AoA HR	Agency of Administration	CLS	20	1	02/12/2013	05/14/2012	05/14/2012		08/12/2012	05/14/2012	08/12/2012	05/14/2012	02/12/2013	05403	So. Burlington	095000	Classified
2	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	01120	A	1120011000	Department of Human Resources	AoA HR	Agency of Administration	CLS	24	6	04/12/2014	04/18/2006	04/18/2006		06/06/2010	06/06/2010	06/06/2010	04/18/2006		05602	Montpelier	095300	Classified
3	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	01120	A	1120011000	Department of Human Resources	AoA HR	Agency of Administration	TMP	22	1					01/13/2013	01/13/2013	01/13/2013	11/09/1987		05602	Montpelier	09510T	Temporary Fill-In

## VT\_HR\_RPT\_EMPL\_ACTIONS - Action - emplid(s) or DeptID

Prompts for Emplid like, so can enter either an employee ID or wildcard character %

Dept ID like, so can enter either a Dept ID number, or partial number followed by % or no number and just wildcard % (examples, 1120012000 or 112001% or %)

Effective date range is effective date of action

Reporting Entity ID like: can enter either reporting entity ID, or wildcard % to not filter by this

### VT\_HR\_RPT\_EMPL\_ACTIONS - Action - emplid(s) or DeptID

Emplid like:

Dept ID like:

Effective Date Start:  

Effective Date End:  

Action like:  

Reporting Entity ID like:

Download results in : [Excel Spreadsheet](#) [CSV Text File](#) [XML File](#) (36 kb)

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	EMPLID	Last Name	First Name	Dept ID	Position	Pay Status	Action	Action Date	Hrly Rate	Rept Id
1	[REDACTED]	[REDACTED]	[REDACTED]	1120012000	[REDACTED]	A	DEM	11/08/2012	[REDACTED]	04
2	[REDACTED]	[REDACTED]	[REDACTED]	1120011000	[REDACTED]	T	TER	10/26/2012	[REDACTED]	04
3	[REDACTED]	[REDACTED]	[REDACTED]	1120011000	[REDACTED]	A	DTA	08/29/2012	[REDACTED]	04
4	[REDACTED]	[REDACTED]	[REDACTED]	1125010000	[REDACTED]	A	PAY	09/12/2012	[REDACTED]	04
5	[REDACTED]	[REDACTED]	[REDACTED]	1125010000	[REDACTED]	A	DTA	08/29/2012	[REDACTED]	04
6	[REDACTED]	[REDACTED]	[REDACTED]	1120011000	[REDACTED]	A	DTA	08/29/2012	[REDACTED]	04
7	[REDACTED]	[REDACTED]	[REDACTED]	1125010000	[REDACTED]	A	XFR	12/17/2012	[REDACTED]	04
8	[REDACTED]	[REDACTED]	[REDACTED]	1120011000	[REDACTED]	A	DTA	08/29/2012	[REDACTED]	04

# VT\_HR\_RPT\_EMPLID\_LOOKUP - Find name for emplid

Prompts for employee ID number

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VT\_HR\_RPT\_EMPLID\_LOOKUP - Find name for emplid

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Employee ID:

	ID	Name
--	----	------

## VT\_HR\_RPT\_HIRES\_TERMS\_XFER - Hired, Terminated & Transferred

Prompts for:

From Date (effective date of action)

To Date (effective date of action)

Business Unit Like: can enter full business unit number, or wildcard % or partial number followed by % (for example 011%)

Emplid (optional): can enter employee id number or leave blank

Dept ID like: can enter dept ID number, or wildcard % or partial dept id followed by % (for example 1120%)

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### VT\_HR\_RPT\_HIRES\_TERMS\_XFER - Hired, Terminated & Transferred

---

From Date:

To Date:

Business Unit like:

Emplid (optional):

Dept ID like:

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First  Last

	ID	Last Name	First Name	Dept ID	ACTION	Action Date	Effective Date	Business Unit	Position	Title	Reports To	Reports to Last Name	Reports to First Name	Taskgroup	TskProfID	Location	Location Descr
1	[REDACTED]	[REDACTED]	[REDACTED]	1120012000	XFR	09/18/2012	08/12/2012	01120	[REDACTED]	[REDACTED]	040520	[REDACTED]	[REDACTED]	PSNONTASK		05602	Montpelier
2	[REDACTED]	[REDACTED]	[REDACTED]	1120012000	HIR	10/20/2012	08/12/2012	01120	[REDACTED]	[REDACTED]	040053	[REDACTED]	[REDACTED]	PSNONTASK		05602	Montpelier
3	[REDACTED]	[REDACTED]	[REDACTED]	1120010300	POS/XFR	10/24/2012	08/12/2012	01120	[REDACTED]	[REDACTED]	040037	[REDACTED]	[REDACTED]	PSNONTASK		05602	Montpelier

# VT\_HR\_RPT\_LEAVE\_BUYOUT - Terminated ees with lve buyout

Prompts for date range of effective date

## VT\_HR\_RPT\_LEAVE\_BUYOUT - Terminated ees with lve buyout

From Date: 07/01/2012

To Date: 11/01/2012

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	Position	Action	ID	Eff Date	Check Dt	Name	Government Unit	Department	Hours	Earnings	Hrly Rate
1	[REDACTED]	RIF	[REDACTED]	07/24/2012	08/09/2012	[REDACTED]	[REDACTED]	[REDACTED]	42.36	923.87	21.810000
2	[REDACTED]	TER	[REDACTED]	07/21/2012	08/09/2012	[REDACTED]	[REDACTED]	[REDACTED]	160.00	3443.20	21.520000

## VT\_HR\_RPT\_LEAVE\_USAGE - Leave usage by pay period

Leave usage by pay period from the paycheck data, this is pulling using earnings codes 05, 5F, 5H, 5P(comp time taken) and pay type of LVE, LWO and LWP

Prompts for Employee ID's: you can enter a single ID #, OR enter multiple ID's, but with just a comma between, NO SPACE, so for example 12345,67890 but if you put in 12345, 67890 you will not get the second employee

It also prompts for the check date range the leave was taken

### VT\_HR\_RPT\_LEAVE\_USAGE - Leave usage by pay period

emplid(s) (optional):

Check Dt from:  

Check Date to:  

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	Emplid	Last Name	First Name	Position	Title	Dept ID	Division	Earn Code	Description	Hours	Check Dt	Job Code	Business Unit
1					Systems Analyst III			04	Annual Leave	1.00	08/09/2012	466900	01120
2					Systems Analyst III			04	Annual Leave	8.00	09/06/2012	466900	01120

# VT\_HR\_RPT\_POSITION\_INFO - Positions - Including Temps – All positions prompted by Business Unit, including Temp and Vacant positions

This information is also available in the Position Control report which does not include temporary positions

VT\_HR\_RPT\_POSITION\_INFO - Positions - Including Temps

Business Unit like: 01120

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	Position	Title	Job Code	EmpId	Last Name	First Name	Workgroup	Business Unit	Dept ID	Division	Department	Budgeted	Status	Reg/Temp	Reports To	Location	Std Hrs/Wk	Union Code	FullPart	FLSA Stat	Sal Plan	Grade	Step	Incumbents	Hourly Rate	Next Step Date	FTE	Start Date	Last Start
1	010015	Executive Staff Assistant	005000		Vacant	Vacant	NA	01100	1100020100	SOA Operating	Administration, Agency of	Y	A	C (Classified)	017012	05602	40.00	N00	F	A	CLS 22	1	0	0.000000		0.000000			
2	015001	Special Assistant	02731T		Vacant	Vacant	NA	01100	1100020100	SOA Operating	Administration, Agency of	Y	A	B (Temporary Full-Term)		05602	40.00	E55	F	N	OTH 97	0	0	0.000000		0.000000			
3	015002	Community Liaison	13611T		Vacant	Vacant	NA	01100	1100020100	SOA Operating	Administration, Agency of	Y	A	P (Temporary Part-Time)		05602	40.00	T85	F	A	TWP 24	1	0	0.000000		0.000000			
4	015003	Inrne Recovery Officer	82100T		Vacant	Vacant	NA	01100	1100020100	SOA Operating	Administration, Agency of	Y	A	A (Temporary Emergency)		05602	40.00	E55	F	N	OTH 97	0	0	0.000000		0.000000			
5	020000	Asst Dir Statewide Reporting	030700		Vacant	Vacant	NA	01115	1115001000	Finance & Mgmt - FinOps	Finance & Management, Dept of	Y	A	C (Classified)	020046	05602	40.00	N00	F	A	CLS 28	1	0	0.000000		0.000000			
6	020013	Statewide Fin Reporting Analyst	065800		Vacant	Vacant	NA	01115	1115001000	Finance & Mgmt - FinOps	Finance & Management, Dept of	Y	A	C (Classified)	020046	05602	40.00	N00	F	P	CLS 26	1	0	0.000000		0.000000			
7	020055	Change Management Director	018100		Vacant	Vacant	NA	01115	1115001000	Finance & Mgmt - FinOps	Finance & Management, Dept of	Y	A	C (Classified)	027001	05602	40.00	N00	F	A	CLS 28	1	0	0.000000		0.000000			

## VT\_HR\_RPT\_REPT\_ENTITY\_DEPTID- Rept Entity - Agency – DeptID

Pulls all the Reporting Entity ID codes and shows the DeptID and Agency codes associated

### VT\_HR\_RPT\_REPT\_ENTITY\_DEPTID- Rept Entity - Agency - DeptID

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	Rept Id	ReptEntityID Descr	Agency	Agency Descr	Dept ID	DeptID Descr	Unit
1	01	Administration, Agency of	AOA	Agency of Administration	1100020100	SOA Operating	01100
2	01	Administration, Agency of	AOA	Agency of Administration	1100020500	Connect Vermont	01100
3	01	Administration, Agency of	AOA	Agency of Administration	1100020600	SOA - Health Care Reform	01100
4	02	Finance & Management, Dept of	AOA	Agency of Administration	1110003000	Budget & Management	01110
5	02	Finance & Management, Dept of	AOA	Agency of Administration	1115001000	Finance & Mgmt - FinOps	01115
6	02	Finance & Management, Dept of	AOA	Agency of Administration	1115001800	Finance & Mgmt-Payroll Staff	01115
7	03	Information and Innovation	AOA	Agency of Administration	1105500050	DII Commissioner	01105
8	03	Information and Innovation	AOA	Agency of Administration	1105500090	DII Enterprise Architect	01105
9	03	Information and Innovation	AOA	Agency of Administration	1105500100	DII-Telecommunications	01105
10	03	Information and Innovation	AOA	Agency of Administration	1105500150	DII Broadband	01105
11	03	Information and Innovation	AOA	Agency of Administration	1105500200	DII Enterprise Computing	01105
12	03	Information and Innovation	AOA	Agency of Administration	1105500300	DII Project Management	01105
13	03	Information and Innovation	AOA	Agency of Administration	1105500320	DII-Server & Application Group	01105
14	03	Information and Innovation	AOA	Agency of Administration	1105500400	DII-Customer Support	01105
15	03	Information and Innovation	AOA	Agency of Administration	1105500600	DII Customer Service	01105
16	03	Information and Innovation	AOA	Agency of Administration	1105500700	DII Web Services	01105
17	03	Information and Innovation	AOA	Agency of Administration	1105500800	DII Security	01105
18	03	Information and Innovation	AOA	Agency of Administration	1105501000	Network Engineering	01105
19	03	Information and Innovation	AOA	Agency of Administration	1105501100	DII VISION & HCM Support	01105
20	04	Department of Human Resources	AOA	Agency of Administration	1120010100	Fiscal & Information Mgmt	01120
21	04	Department of Human Resources	AOA	Agency of Administration	1120010300	Classification	01120
22	04	Department of Human Resources	AOA	Agency of Administration	1120010400	Labor Relations	01120
23	04	Department of Human Resources	AOA	Agency of Administration	1120010600	Commissioner's Office	01120

## VT\_HR\_RPT\_TEMP\_EMPLOYEES - Temp Empl by DeptID or RptEnty

Prompts for DeptID like: you can fill in wildcard % or partial number and % or whole DeptID number, you must put in either % or a number

Reporting Entity ID like: you can fill in wildcard % if you already put in a deptID, but you must put in either % or a number

Bus Unit like: you can fill in wildcard % or partial number and % or entire business unit

You cannot leave any of these blank, so if you are filtering by one of them, then put % in the other two.

### VT\_HR\_RPT\_TEMP\_EMPLOYEES - Temp Empl by DeptID or RptEnty

Dept ID like:

Rept Id like:

Bus Unit like:

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	Position	Descr	Business Unit	Dept ID	Job Code	Reg/Temp	Location	Std Hrs/Wk	Union Code	Full/Part	FLSA Stat	Sal Plan	Grade	Incumbents	Rept Id	Descr2	Agency	ID	Last Name	First Name
1	045001	Administrative Assistant B	01120	1120011000	05020T	Temporary Intermittent	05602	40.00	T65	F	Nonexempt	TMP	19	1	04	Department of Human Resources	AOA	[REDACTED]	[REDACTED]	[REDACTED]
2	045053	HR Administrator II	01120	1120011000	09510T	Temporary Fill-In	05602	40.00	T65	F	Administrative	TMP	22	2	04	Department of Human Resources	AOA	[REDACTED]	[REDACTED]	[REDACTED]
3	045053	HR Administrator II	01120	1120011000	09510T	Temporary Fill-In	05602	40.00	T65	F	Administrative	TMP	22	2	04	Department of Human Resources	AOA	[REDACTED]	[REDACTED]	[REDACTED]

## VT\_HR\_RPT\_VACANT\_POSITIONS - Classified & Exempt Vacancies

Prompts for Reporting Entity ID like: enter number or wildcard %  
 And Business Unit Like: enter number or partial number and % or just %  
 Need to enter number in one of these prompts and % in the other

### VT\_HR\_RPT\_VACANT\_POSITIONS - Classified & Exempt Vacancies

Reporting Entity ID like:

Bus Unit like:

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	Position	Descr	Unit	Dept ID	Job Code	Status	Reg/Temp	Location	Std Hrs/Wk	Union Code	Full/Part	FLSA Stat	Sal Plan	Grade	Incumbents	Rept Id	Rptng Entity Descr	Agency
1	040016	VSH Ancillary Servs Spec	01120	1120012000	451000	Approved	Classified	05602	40.00		Full-Time	Nonexempt	CLS	18	0	04	Department of Human Resources	AOA
2	040051	Labor Relations Specialist	01120	1120010400	043600	Approved	Classified	05602	40.00	N00	Full-Time	Administrative	CLS	25	0	04	Department of Human Resources	AOA
3	040535	HR Administrator IV	01120	1120011000	095300	Approved	Classified	05403	40.00	N00	Full-Time	Administrative	CLS	24	0	04	Department of Human Resources	AOA
4	040536	HR Manager	01120	1120011000	095500	Approved	Classified	05403	40.00	M00	Full-Time	Administrative	CLS	27	0	04	Department of Human Resources	AOA
5	040538	HR Administrator IV	01120	1120011000	095300	Approved	Classified	05403	32.00	N00	Part-Time	Administrative	CLS	24	0	04	Department of Human Resources	AOA
6	040539	HR Manager	01120	1120011000	095500	Approved	Classified	05403	40.00	M00	Full-Time	Administrative	CLS	27	0	04	Department of Human Resources	AOA
7	040547	HRIS Specialist	01120	1120012000	095600	Approved	Classified	05602	40.00	N00	Full-Time	Nonexempt	CLS	22	0	04	Department of Human Resources	AOA

## VT\_HR\_RPT\_VACANT\_TEMP - Vacant Temp Positions

Prompts for Reporting Entity ID like: enter number or wildcard %  
 And Business Unit Like: enter number or partial number and % or just %  
 Need to enter number in one of these prompts and % in the other

### VT\_HR\_RPT\_VACANT\_TEMP - Vacant Temp Positions

Reporting Entity ID like:

Business Unit like:

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	Position	Eff Date	Status	Job Title	Business Unit	Dept ID	Department	Job Code	Reg/Temp	Location	Std Hrs/Wk	Union Code	Full/Part	FLSA Stat	Sal Plan	Grade	Incumbents	Rept Id	Agency
1	065004	08/12/2012	A	BGS Security Guard	01160	1160551001	Buildings & General Services	86500T	Temporary Seasonal	05602	40.00	T65	Full-Time	Nonexempt	TMP	13	0	06	AOA
2	065005	08/12/2012	A	Administrative Assistant B	01160	1160551001	Buildings & General Services	05020T	Temporary Emergency	05401	40.00	T65	Full-Time	Nonexempt	TMP	19	0	06	AOA
3	065011	08/12/2012	A	Administrative Assistant B	01160	1160551001	Buildings & General Services	05020T	Temporary Emergency	05401	40.00	T65	Full-Time	Nonexempt	TMP	19	0	06	AOA
4	065012	08/12/2012	A	Institutional Maintenance Mech	01160	1160550172	Buildings & General Services	84160T	Temporary Fill-In	05401	40.00	T65	Full-Time	Nonexempt	TMP	17	0	06	AOA
5	065041	08/12/2012	A	Reproduction Machine Oper I	01160	1160100200	Buildings & General Services	00160T	Temporary Seasonal	95918	40.00	T65	Full-Time	Nonexempt	TMP	10	0	06	AOA
6	065052	08/12/2012	A	Custodian I	01160	1160550081	Buildings & General Services	86510T	Temporary Intermittent	05201	40.00	T65	Full-Time	Nonexempt	TMP	09	0	06	AOA
7	065101	08/12/2012	A	Maintenance Mechanic I	01160	1160300200	Buildings & General Services	84000T	Temporary Seasonal	05478	40.00	T65	Full-Time	Nonexempt	TMP	13	0	06	AOA
8	065103	08/12/2012	A	Maintenance Worker	01160	1160550072	Buildings & General Services	84010T	Temporary Seasonal	05641	40.00	T65	Full-Time	Nonexempt	TMP	08	0	06	AOA

**VT\_PY\_RPT\_BU\_PAY\_DTL - BU payroll dtl all chartfields – This includes pay information including earnings codes, chartfields and state shares. Does not include hours worked**

Provides multiple prompts, any that say like have the option of just putting in the wildcard %  
Must put in GL Unit and Accounting Date (check date) from and to

**THIS IS TEST DATA** so some of the earnings codes or state shares showing are not real

VT\_PY\_RPT\_BU\_PAY\_DTL - BU payroll dtl all chartfields

GL Unit:

From Acctg Date:

To Acctg Date:

Acct like:

Dept ID like:

Fund like:

Program like:

Project like:

Class like:

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	GL Unit	Acctg Date	Empl ID	Name	Empl Record	Position	Earnings - State Share Codes	Earnings Descr	Account	Acct Descr	Dept ID	Fund	Program	Project	Class	Amount
1		09/06/2012			0		DBO		504590	Misc Employee Benefits		10000				176.19
2		09/06/2012			0	01		Regular Hours	500000	Salaries		10000				2117.06
3		09/06/2012			0	02		Sick Leave	500000	Salaries		10000				97.72
4		09/06/2012			0	04		Annual Leave	500000	Salaries		10000				130.28
5		09/06/2012			0	12		Overtime Cash Straight	500060	Overtime		10000				48.86
6		09/06/2012			0	EAP		State Share EAP	504000	Employee Assistance Program		10000				1.24
7		09/06/2012			0	LTD		State Share Long Term Disbilty	503500	Long Term Disability		10000				0.13
8		09/06/2012			0	SD		State Share Dental Insurance	502500	Dental Insurance		10000				43.00
9		09/06/2012			0	SF		State Share Social Security	501000	FICA		10000				32.27
10		09/06/2012			0	SF		State Share Social Security	501000	FICA		10000				137.95
11		09/06/2012			0	SH		State Share Medical Insurance	501500	Health Insurance		10000				675.95
12		09/06/2012			0	SL		State Share Group Life Ins	503000	Life Insurance		10000				11.24
13		09/06/2012			0	SR		State Share VSER/RT	502000	Retirement		10000				409.60

**VT\_PY\_RPT\_BU\_PAY\_DTLS - BU payroll dtl all chartfields – This includes pay information including earnings codes, chartfields and state shares. This also has additional position information. Does not include hours worked**

Provides multiple prompts, any that say like have the option of just putting in the wildcard %  
 Must put in GL Unit and Accounting Date (check date) from and to

**THIS IS TEST DATA** so some of the earnings codes or state shares showing are not real

VT\_PY\_RPT\_BU\_PAY\_DTLS - BU payroll dtl all chartfields

GL Unit:

From Acctg Date:

To Acctg Date:

Acct like:

Dept ID like:

Fund like:

Program like:

Project like:

Class like:

Download results in : [Excel Spreadsheet](#) [CSV Text File](#) [XML File](#) (528 kb)

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	GL Unit	Acctg Date	Empl ID	Empl Record	Last Name	First Name	Position	Earnings - State Share Codes	Earnings Descr	Account	Acct Descr	Dept ID	Fund	Program	Project	Class	Amount	Job Code	Reg/Temp	Empl Class	Grade	Step	Hrly Rate	FLSA Stat	FTE	Step Date	Business Title	Reporting Entity ID
1		09/06/2012		0				DBO		504590	Misc Employee Benefits		10000				176.19		C	PER	24	12	33.550000	A	1.000000			04
2		09/06/2012		0			01	Regular Hours		500000	Salaries		10000				2117.06		C	PER	24	12	33.550000	A	1.000000			04
3		09/06/2012		0			02	Sick Leave		500000	Salaries		10000				97.72		C	PER	24	12	33.550000	A	1.000000			04
4		09/06/2012		0			04	Annual Leave		500000	Salaries		10000				130.28		C	PER	24	12	33.550000	A	1.000000			04
5		09/06/2012		0			12	Overtime Cash Straight		500060	Overtime		10000				48.86		C	PER	24	12	33.550000	A	1.000000			04
6		09/06/2012		0			EAP	State Share EAP		504000	Employee Assistance Program		10000				1.24		C	PER	24	12	33.550000	A	1.000000			04
7		09/06/2012		0			LTD	State Share Long Term Disability		503500	Long Term Disability		10000				0.13		C	PER	24	12	33.550000	A	1.000000			04
8		09/06/2012		0			SD	State Share Dental Insurance		502500	Dental Insurance		10000				43.00		C	PER	24	12	33.550000	A	1.000000			04

**VT\_PY\_RPT\_BU\_PAY\_HRS\_DTL - BU payroll dtl hrs no st share - This includes pay information including earnings codes and chartfields. This does NOT include state shares but does show hours worked.**

Provides multiple prompts, any that say like have the option of just putting in the wildcard %  
 Must put in GL Unit and Accounting Date (check date) from and to

**THIS IS TEST DATA** so some of the earnings codes or state shares showing are not real

VT\_PY\_RPT\_BU\_PAY\_HRS\_DTL - BU payroll dtl hrs no st share

GL Unit:

From Acctg Date:

To Acctg Date:

Acct like:

Dept ID like:

Fund like:

Program like:

Project like:

Class like:

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	GL Unit	Acctg Date	Empl ID	Empl Record	Last Name	First Name	Position	Earnings - State Share Codes	Earnings Descr	Account	Acct Descr	Dept ID	Fund	Program	Project	Class	Amount	Hours
1		09/06/2012		0				DBO		504590	Misc Employee Benefits		10000				176.19	0.00
2		09/06/2012		0				01	Regular Hours	500000	Salaries		10000				2117.06	65.00
3		09/06/2012		0				02	Sick Leave	500000	Salaries		10000				97.72	3.00
4		09/06/2012		0				04	Annual Leave	500000	Salaries		10000				130.28	4.00
5		09/06/2012		0				12	Overtime Cash Straight	500060	Overtime		10000				48.86	1.50

**VT\_PY\_RPT\_BU\_PAY\_OT\_DTL - BU payroll OT dtl chartfields - This includes Overtime pay information including earnings codes and chartfields and state shares. This does not show hours worked**

Provides multiple prompts, any that say like have the option of just putting in the wildcard %  
 Must put in GL Unit and Accounting Date (check date) from and to

**THIS IS TEST DATA** so some of the earnings codes or state shares showing are not real

VT\_PY\_RPT\_BU\_PAY\_OT\_DTL - BU payroll OT dtl chartfields

GL Unit:

From Acctg Date:

To Acctg Date:

Dept ID like:

Fund like:

Program like:

Project like:

Class like:

Download results in : [Excel Spreadsheet](#) [CSV Text File](#) [XML File](#) (5 kb)

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	GL Unit	Acctg Date	Empl ID	Last Name	First Name	Empl Record	Position	Earnings - State Share Codes	Earnings Descr	Account	Acct Descr	Dept ID	Fund	Program	Project	Class	Amount
1		09/06/2012				0		12	Overtime Cash Straight	500060	Overtime		10000				48.86
2		09/06/2012				0		2H	Overtime Holiday Cash Straight	500060	Overtime		21500				199.04
3		09/06/2012				0		12	Overtime Cash Straight	500060	Overtime		10000				519.52
4		09/06/2012				0		2H	Overtime Holiday Cash Straight	500060	Overtime		10000				202.32

## VT\_PY\_RPT\_EARNINGS\_MAPPING - Payroll GL Earnings Mapping

Prompts for Business Unit, must put number in

Dept ID like can either be a wildcard for all % or can be a partial number and wildcard % or full number, cannot be left blank

### VT\_PY\_RPT\_EARNINGS\_MAPPING - Payroll GL Earnings Mapping

Unit:

Dept ID like:

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	Co	Unit	Dept ID	Eff Date	Status	Map Level	Eff Date	Group Name	Combo Code	Acct	Dept ID	Fund	Program	Project	Class
1	VT	02140	2140027000	05/06/2012	A	D	05/06/2012	DEFAULT ALL EARNINGS	000041448	500000	2140027000	10000			
2	VT	02140	2140027000	05/06/2012	A	D	05/06/2012	OVERTIME EARNINGS	000262444	500060	2140027000	10000			
3	VT	02140	2140041000	05/06/2012	A	D	05/06/2012	DEFAULT ALL EARNINGS	000497378	500000	2140041000	21901			
4	VT	02140	2140042100	05/06/2012	A	D	05/06/2012	DEFAULT ALL EARNINGS	000499996	500000	2140042100	21901			
5	VT	02140	2140042100	05/06/2012	A	D	05/06/2012	OVERTIME EARNINGS	000268146	500060	2140042100	21901			
6	VT	02140	2140042300	05/06/2012	A	D	05/06/2012	OVERTIME EARNINGS	000261372	500060	2140042300	21901			
7	VT	02140	2140043100	05/06/2012	A	D	05/06/2012	OVERTIME EARNINGS	000018456	500060	2140043100	10000			
8	VT	02140	2140061000	05/06/2012	A	D	05/06/2012	DEFAULT ALL EARNINGS	000508364	500000	2140061000	10000			
9	VT	02140	2140071000	05/06/2012	A	D	05/06/2012	OVERTIME EARNINGS	000203387	500060	2140071000	10000			
10	VT	02140	2140041000	05/06/2012	A	D	05/06/2012	OVERTIME EARNINGS	000512112	500060	2140041000	21901			
11	VT	02140	2140042400	05/06/2012	A	D	05/06/2012	DEFAULT ALL EARNINGS	000529469	500000	2140042400	21901			
12	VT	02140	2140042300	05/06/2012	A	D	05/06/2012	DEFAULT ALL EARNINGS	000600225	500000	2140042300	21901			
13	VT	02140	2140042400	05/06/2012	A	D	05/06/2012	OVERTIME EARNINGS	000659689	500060	2140042400	21901			
14	VT	02140	2140043100	05/06/2012	A	D	05/06/2012	DEFAULT ALL EARNINGS	000345117	500000	2140043100	10000			
15	VT	02140	2140044000	05/06/2012	A	D	05/06/2012	OVERTIME EARNINGS	000340385	500060	2140044000	21125			
16	VT	02140	2140044000	05/06/2012	A	D	05/06/2012	DEFAULT ALL EARNINGS	000200852	500000	2140044000	21125			
17	VT	02140	2140061000	05/06/2012	A	D	05/06/2012	OVERTIME EARNINGS	000194371	500060	2140061000	10000			

## VT\_PY\_RPT\_EMPL\_EARN\_CYTD - Employee Earnings Calendar YTD

Prompts for Employee ID (must be filled in)

Calendar year (need to put in 4 digits) so for example 2012

Thru Month must be filled out with one or two digits (cannot put in a future month if that month has not been paid out yet)

---

### VT\_PY\_RPT\_EMPL\_EARN\_CYTD - Employee Earnings Calendar YTD

---

Employee ID:

Calendar Year:

Thru Month:

Download results in : [Excel SpreadSheet](#) [CSV Text File](#) [XML File](#) (1 kb)

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	ID	Last	First Name	Empl Record	Year	Thru Month	Earn Code	Descr	Hours YTD	Gross YTD
1	██████████	██████████	██████████	0	2012	7	01	Regular Hours	1047.50	24113.37
2	██████████	██████████	██████████	0	2012	7	04	Annual Leave	41.50	970.91
3	██████████	██████████	██████████	0	2012	7	5F	Comp HOLP	8.00	194.16
4	██████████	██████████	██████████	0	2012	7	75	Holiday Not Worked	56.00	1288.00

## VT\_PY\_RPT\_EMPL\_EARN\_FYTD - Employee FYTD EARNINGS

Prompts for Employee ID number (must be filled in) and fiscal year, need to enter 4 digits

### VT\_PY\_RPT\_EMPL\_EARN\_FYTD - Employee FYTD EARNINGS

Employee ID:

Fiscal Year (XXXX):

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	ID	Name	Position	FY	Earn Code	Descr	Hours YTD	Gross YTD
1	██████████	██████████	██████	2013	01	Regular Hours	279.00	6676.13
2	██████████	██████████	██████	2013	04	Annual Leave	20.00	485.40
3	██████████	██████████	██████	2013	12	Overtime Cash Straight	7.00	169.89
4	██████████	██████████	██████	2013	5F	Comp HOLP	8.00	194.16
5	██████████	██████████	██████	2013	75	Holiday Not Worked	13.00	315.51

**VT\_PY\_RPT\_PAYROLL\_REGISTER - Payroll Register** – this replaces the payroll register report that was available in the restricted content folder on the Intranet prior to the 9.1 roll out. Each employee shows on a separate line.

**Prompts for check date**

VT\_PY\_RPT\_PAYROLL\_REGISTER - Payroll Register

Check Date: 09/06/2012 

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	ID	Empl Record	Position	Rept Id	Dept ID	Pay Period End	Check Dt	Name	Reg Sal	Overtime	Holiday	Shift	Alt Rate	Other Sal	FICA	Retire	Health	Life Ins.	Dental	EAP	LTD	Annual Lv	Sick Lv	Comp Lv	Pers Lv	Admin Lv	Educ Lv	Military Lv	Office Allow	Cloth Allow	Total	Hrly Rate
1	[REDACTED]	0	[REDACTED]	64	[REDACTED]	08/25/2012	09/06/2012	[REDACTED]	3133.73	431.52	380.15	0.00	0.00	0.00	290.49	690.95	965.59	17.54	61.43	1.77	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	92.85	0.00	6066.02	28.770000
2	[REDACTED]	0	[REDACTED]	33	[REDACTED]	08/25/2012	09/06/2012	[REDACTED]	872.14	111.34	148.45	0.00	0.00	37.11	110.72	247.64	0.00	6.40	61.43	1.77	0.00	185.56	92.78	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1875.34	12.990000
3	[REDACTED]	0	[REDACTED]	62	[REDACTED]	08/25/2012	09/06/2012	[REDACTED]	1865.91	0.00	319.30	0.00	0.00	0.00	244.26	546.32	0.00	13.77	61.43	1.77	0.00	0.00	688.49	319.30	0.00	0.00	0.00	0.00	0.00	0.00	4060.55	27.940000

**VT\_PY\_RPT\_PAY\_DTL\_AOT - AOT payroll dtl all CFs - This includes pay information including earnings codes, chartfields and state shares. Does not include hours worked.**

Provides multiple prompts, any that say like have the option of just putting in the wildcard %

Must put in GL Unit and Accounting Date (check date) from and to

**THIS IS TEST DATA** so some of the earnings codes or state shares showing are not real

VT\_PY\_RPT\_PAY\_DTL\_AOT - AOT payroll dtl all CFs

GL Unit:

From Acctg Date:

To Acctg Date:

Acct like:

Dept ID like:

Fund like:

Program like:

User\_1 like:

User\_2 like:

User\_5 like:

Download results in : [Excel Spreadsheet](#) [CSV Text File](#) [XML File](#) (5713 kb)

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	GL Unit	Acctg Date	ID	Empl Record	Position	Earnings - State Share Codes	Earnings Code Descr	Account	Acct Descr	Dept ID	Fund	Program	User_1	User_2	User_5	Amount
1	08100	09/06/2012	[REDACTED]	0		DBO		504590	Misc Employee Benefits	[REDACTED]	20105	59190				151.20
2	08100	09/06/2012	[REDACTED]	0		POS		504590	Misc Employee Benefits	[REDACTED]	20105	59190				245.81
3	08100	09/06/2012	[REDACTED]	0	[REDACTED]	01	Regular Hours	500000	Salaries	[REDACTED]	20105	59190				1540.80
4	08100	09/06/2012	[REDACTED]	0	[REDACTED]	02	Sick Leave	500000	Salaries	[REDACTED]	20105	59190				256.80
5	08100	09/06/2012	[REDACTED]	0	[REDACTED]	04	Annual Leave	500000	Salaries	[REDACTED]	20105	59190				51.36
6	08100	09/06/2012	[REDACTED]	0	[REDACTED]	75	Holiday Not Worked	500000	Salaries	[REDACTED]	20105	59190				205.44
7	08100	09/06/2012	[REDACTED]	0	[REDACTED]	EAP	State Share EAP	504000	Employee Assistance Program	[REDACTED]	20105	59190				1.24
8	08100	09/06/2012	[REDACTED]	0	[REDACTED]	SD	State Share Dental Insurance	502500	Dental Insurance	[REDACTED]	20105	59190				12.34
9	08100	09/06/2012	[REDACTED]	0	[REDACTED]	SF	State Share Social Security	501000	FICA	[REDACTED]	20105	59190				29.79
10	08100	09/06/2012	[REDACTED]	0	[REDACTED]	SF	State Share Social Security	501000	FICA	[REDACTED]	20105	59190				127.38
11	08100	09/06/2012	[REDACTED]	0	[REDACTED]	SL	State Share Group Life Ins	503000	Life Insurance	[REDACTED]	20105	59190				8.86
12	08100	09/06/2012	[REDACTED]	0	[REDACTED]	SR	State Share VSER/RT	502000	Retirement	[REDACTED]	20105	59190				351.51

**VT\_PY\_RPT\_PAY\_SUM - Payroll dtl chartfields SUM** - This includes pay information summarized by account showing chartfields.

Provides multiple prompts, any that say like have the option of just putting in the wildcard %  
 Must put in GL Unit and Accounting Date (check date) from and to

THIS IS TEST DATA so some of the earnings codes or state shares showing are not real

**VT\_PY\_RPT\_PAY\_SUM - Payroll dtl chartfields SUM**

GL Unit:

From Acctg Date: 08/25/2012

To Acctg Date: 09/08/2012

Acct like:

Dept ID like:

Fund like:

Program like:

Project like:

Class like:

Download results in : [Excel SpreadSheet](#) [CSV Text File](#) [XML File](#) (241 kb)

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First

	GL Unit	Check Date	Empl ID	Name	Empl Record	Position	Account	Acct Descr	Dept ID	Fund	Program	Project	Class	Sum Amount
1		09/06/2012			0		504590	Misc Employee Benefits		10000				176.19
2		09/06/2012			0		500000	Salaries		10000				2345.06
3		09/06/2012			0		500060	Overtime		10000				48.86
4		09/06/2012			0		501000	FICA		10000				170.22
5		09/06/2012			0		501500	Health Insurance		10000				675.95
6		09/06/2012			0		502000	Retirement		10000				409.60
7		09/06/2012			0		502500	Dental Insurance		10000				43.00
8		09/06/2012			0		503000	Life Insurance		10000				11.24
9		09/06/2012			0		503500	Long Term Disability		10000				0.13
10		09/06/2012			0		504000	Employee Assistance Program		10000				1.24

## VT\_PY\_RPT\_POSITION\_EARN\_FYTD - Position FYTD EARNINGS

Prompts for Position number and fiscal year 4 digit number, must enter both

---

### VT\_PY\_RPT\_POSITION\_EARN\_FYTD - Position FYTD EARNINGS

---

Position:

[REDACTED]

Fiscal Year (XXXX):

2013

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	Position	Dept ID	Position Descr	FY	SpclBalnc	Earn Code	Descr	Hours YTD	Gross YTD	ID	Last Name	First Name
1	[REDACTED]	[REDACTED]	Systems Analyst III	2013	N	01	Regular Hours	279.00	6676.13	[REDACTED]	[REDACTED]	[REDACTED]
2	[REDACTED]	[REDACTED]	Systems Analyst III	2013	N	04	Annual Leave	20.00	485.40	[REDACTED]	[REDACTED]	[REDACTED]
3	[REDACTED]	[REDACTED]	Systems Analyst III	2013	N	12	Overtime Cash Straight	7.00	169.89	[REDACTED]	[REDACTED]	[REDACTED]
4	[REDACTED]	[REDACTED]	Systems Analyst III	2013	N	5F	Comp HOLP	8.00	194.16	[REDACTED]	[REDACTED]	[REDACTED]
5	[REDACTED]	[REDACTED]	Systems Analyst III	2013	N	75	Holiday Not Worked	13.00	315.51	[REDACTED]	[REDACTED]	[REDACTED]

**VT\_TL\_RPT\_BUS\_TIME\_TSKPROFILE - BU Deptid EMPL TSK PROFILE – pulls all Time reported, “Reported Status” shows whether the time has been approved or distributed (paid). Also displays task profile ID and description**

Prompts for Business Unit – need to enter number

Dept ID and Empl ID are both like fields, so can enter number, or enter wildcard %, but must enter something

Pay period start and end date must also be entered

VT\_TL\_RPT\_BUS\_TIME\_TSKPROFILE - BU Deptid EMPL TSK PROFILE

Business Unit:

Dept ID like:

Empl ID like:

From Pay Per Ending:

To Pay Per Ending:

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	Empl ID	Empl Record	Name	Rpt Dt	Taskgroup	TskProfID	Task Profile Descr	Quantity	TRC	Cash/Comp	Officer Cd	Empl Class	Position	Job Title	Unit	Dept ID	Reported Status	Last Updated By	Datetime Created	Datetime Modified	Last Up DtTm	Pay Period End Date
1	[REDACTED]	0	[REDACTED]	08/27/2012	HRTSTSPLT	HRXBUTST	HR Cross BU TST 1	8.000000	WORK	CASH	Non-Manage	PER	040007	Compensation&Workforce Analyst	01120	1120010100	Submitted	MARYG	12/17/2012 3:32:24PM	12/17/2012 3:32:24PM	12/17/2012 3:32:25PM	09/08/2012
2	[REDACTED]	0	[REDACTED]	08/27/2012	HRTSTSPLT	HRXBUTST	HR Cross BU TST 1	8.000000	WORK	CASH	Non-Manage	PER	040007	Compensation&Workforce Analyst	01120	1120010100	Submitted	MARYG	12/17/2012 3:32:24PM	12/17/2012 3:32:24PM	12/17/2012 3:32:25PM	09/08/2012
3	[REDACTED]	0	[REDACTED]	08/28/2012	HRTSTSPLT	HRXBUTST	HR Cross BU TST 1	8.000000	WORK	CASH	Non-Manage	PER	040007	Compensation&Workforce Analyst	01120	1120010100	Submitted	MARYG	12/17/2012 3:32:24PM	12/17/2012 3:32:24PM	12/17/2012 3:32:25PM	09/08/2012

# VT\_TL\_RPT\_BU\_TIME\_CF\_DTL - BU Time Chartfields Date Dtl – shows hours worked by day and chartfields.

Prompts for pay period end date and Business Unit (to look up code, click on magnifying glass)

## VT\_TL\_RPT\_BU\_TIME\_CF\_DTL - BU Time Chartfields Date Dtl

Period End Date:  

Unit:  

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	Unit	ID	Empl Record	Name	TRC	Descr	Rpt Dt	Quantity	Payable Status	Acct	Dept ID	Fund	Program	Project	Class
1	01120	[REDACTED]	0	[REDACTED]	SICK	Sick	08/13/2012	4.000000	PD						
2	01120	[REDACTED]	0	[REDACTED]	WORK	Hours Worked	08/13/2012	4.000000	PD						
3	01120	[REDACTED]	0	[REDACTED]	WORK	Hours Worked	08/14/2012	8.000000	PD						
4	01120	[REDACTED]	0	[REDACTED]	WORK	Hours Worked	08/15/2012	8.000000	PD						
5	01120	[REDACTED]	0	[REDACTED]	HOL	Holiday	08/16/2012	8.000000	PD						
6	01120	[REDACTED]	0	[REDACTED]	ANNL	Annual/Vacation Leave	08/17/2012	8.000000	PD						
7	01120	[REDACTED]	0	[REDACTED]	WORK	Hours Worked	08/20/2012	8.000000	PD						
8	01120	[REDACTED]	0	[REDACTED]	WORK	Hours Worked	08/21/2012	6.000000	PD						
9	01120	[REDACTED]	0	[REDACTED]	WRKOT	Hours Worked Over Schedule	08/21/2012	2.000000	PD						
10	01120	[REDACTED]	0	[REDACTED]	WORK	Hours Worked	08/22/2012	8.000000	PD						
11	01120	[REDACTED]	0	[REDACTED]	WORK	Hours Worked	08/23/2012	8.000000	PD						
12	01120	[REDACTED]	0	[REDACTED]	WORK	Hours Worked	08/24/2012	8.000000	PD						

**VT\_TL\_RPT\_BU\_TIME\_CF\_SUM - BU Time Chartfields Summary – summarizes hours worked by Time Reporting Code and by pay end date**

Prompts for pay period end date and Business Unit (to look up code, click on magnifying glass)

**VT\_TL\_RPT\_BU\_TIME\_CF\_SUM - BU Time Chartfields Summary**

Period End Date: 08/25/2012 

Unit: 01120 

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	Unit	ID	Empl Record	Name	TRC	Descr	Sum Quantity	Sum Labor Distribution Amount	Payable Status	Acct	Dept ID	Fund	Program	Project	Class
1	01120	[REDACTED]	0	[REDACTED]	ANNL	Annual/Vacation Leave	4.000000	130.280000	PD						
2	01120	[REDACTED]	0	[REDACTED]	SICK	Sick	3.000000	97.720000	PD						
3	01120	[REDACTED]	0	[REDACTED]	WORK	Hours Worked	65.000000	2117.060000	PD						
4	01120	[REDACTED]	0	[REDACTED]	WRKOT	Hours Worked Over Schedule	1.500000	48.860000	PD						
5	01120	[REDACTED]	0	[REDACTED]	HOL	Holiday	8.000000	228.080000	PD						
6	01120	[REDACTED]	0	[REDACTED]	PERS	Personal Leave	8.000000	228.080000	PD						
7	01120	[REDACTED]	0	[REDACTED]	SICK	Sick	8.000000	228.080000	PD						
8	01120	[REDACTED]	0	[REDACTED]	WORK	Hours Worked	24.000000	684.240000	PD						

**VT\_TL\_RPT\_HRS\_AND\_PAY\_BIWKLY - Time and pay by pay end date – Only pulls those records that have been processed and paid by Payroll. Earnings codes are also displayed.**

Prompts for Employee id as an optional field (can leave blank)

Pay end date range must be filled out

Business Unit, Dept ID and Program Code are all like fields, so can be used to narrow search or can have a wildcard % entered, but must have some data entered to run query!

VT\_TL\_RPT\_HRS\_AND\_PAY\_BIWKLY - Time and pay by pay end date

---

Emplid (optional):

Begin Pay End Date:

End Pay End Date:

Business Unit like:

Dept id like:

Program Code like:

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	Workgroup	Employee ID	Empl Record	Last Name	First Name	Position	Title	Reg/Temp	Combo Code	Unit	Account	Dept ID	Fund Code	Program	Project id	Class fld	TRC	TRC Description	Earn Code	Earnings Description	Pay End Date	Hours Reported	Amount	Payable Status
1	P38EX840S	[REDACTED]	0	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	C		01120		1120012000					ANNL	Annual/Vacation Leave	04	Annual Leave	08/25/2012	4.000000	130.280000	PD
2	P38EX840S	[REDACTED]	0	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	C		01120		1120012000					SICK	Sick	02	Sick Leave	08/25/2012	3.000000	97.720000	PD
3	P38EX840S	[REDACTED]	0	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	C		01120		1120012000					WORK	Hours Worked	01	Regular Hours	08/25/2012	65.000000	2117.060000	PD
4	P38EX840S	[REDACTED]	0	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	C		01120		1120012000					WRKOT	Hours Worked Over Schedule	01	Regular Hours	08/25/2012	1.500000	48.860000	PD

**VT\_TL\_RPT\_HRS\_AND\_PAY\_DTWRKD - Time and pay by date worked – Only pulls those records that have been processed and paid by Payroll. Earnings codes are also displayed.**

Prompts for Employee id as an optional field (can leave blank)

Pay end date range must be filled out

Business Unit, Dept ID and Program Code are all like fields, so can be used to narrow search or can have a wildcard % entered, but must have some data entered to run query!

VT\_TL\_RPT\_HRS\_AND\_PAY\_DTWRKD - Time and pay by date worked

Emplid (optional):

Begin Pay End Date: 08/25/2012

End Pay End Date: 09/08/2012

Business Unit like: %

Dept id like: 1120%

Program Code like: %

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	Workgroup	Employee ID	Empl Record	Last Name	First Name	Position	Title	Reg/Temp	Combo Code	Unit	Account	Dept ID	Fund Code	Program	Project id	Class fld	TRC	TRC Description	Earn Code	Earnings Description	Pay End Date	Date Worked	Hours Reported	Amount	User	Approved at	Payable Status	Hrly Rate
1	P38EX840S	[REDACTED]	0	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	C		01120		1120012000					WORK	Hours Worked	01	Regular Hours	08/25/2012	08/13/2012	8.000000	260.560000	MELISSAB	10/25/2012 11:32:37AM	PD	[REDACTED]
2	P38EX840S	[REDACTED]	0	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	C		01120		1120012000					SICK	Sick	02	Sick Leave	08/25/2012	08/14/2012	1.500000	48.860000	MELISSAB	10/25/2012 11:32:40AM	PD	[REDACTED]
3	P38EX840S	[REDACTED]	0	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	C		01120		1120012000					WORK	Hours Worked	01	Regular Hours	08/25/2012	08/14/2012	6.500000	211.710000	MELISSAB	10/25/2012 11:32:40AM	PD	[REDACTED]
4	P38EX840S	[REDACTED]	0	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	C		01120		1120012000					WORK	Hours Worked	01	Regular Hours	08/25/2012	08/15/2012	8.000000	260.560000	MELISSAB	10/25/2012 11:32:40AM	PD	[REDACTED]
5	P38EX840S	[REDACTED]	0	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	C		01120		1120012000					ANNL	Annual/Vacation Leave	04	Annual Leave	08/25/2012	08/17/2012	4.000000	130.280000	MELISSAB	10/25/2012 11:32:41AM	PD	[REDACTED]
6	P38EX840S	[REDACTED]	0	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	C		01120		1120012000					WORK	Hours Worked	01	Regular Hours	08/25/2012	08/17/2012	4.000000	130.280000	MELISSAB	10/25/2012 11:32:41AM	PD	[REDACTED]
7	P38EX840S	[REDACTED]	0	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	C		01120		1120012000					WORK	Hours Worked	01	Regular Hours	08/25/2012	08/20/2012	8.000000	260.560000	MELISSAB	10/25/2012 11:32:42AM	PD	[REDACTED]
8	P38EX840S	[REDACTED]	0	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	C		01120		1120012000					SICK	Sick	02	Sick Leave	08/25/2012	08/21/2012	1.500000	48.860000	MELISSAB	10/25/2012 11:32:42AM	PD	[REDACTED]
9	P38EX840S	[REDACTED]	0	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	C		01120		1120012000					WORK	Hours Worked	01	Regular Hours	08/25/2012	08/21/2012	6.500000	211.710000	MELISSAB	10/25/2012 11:32:42AM	PD	[REDACTED]

**VT\_TL\_RPT\_HRS\_AND\_PAY\_OT\_BWKLY - OT and Comp by pay end date – Only pulls those records that have been processed and paid by Payroll. Pulls comp time and overtime together**

Prompts for Employee id as an optional field (can leave blank)

Pay end date range must be filled out

Business Unit, Dept ID and Program Code are all like fields, so can be used to narrow search or can have a wildcard % entered, but must have some data entered to run query!

VT\_TL\_RPT\_HRS\_AND\_PAY\_OT\_BWKLY - OT and Comp by pay end date

Emplid (optional):

Begin Pay End Date:

End Pay End Date:

Business Unit like:

Dept id like:

Program Code like:

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	Workgroup	Employee ID	Empl Record	Last Name	First Name	Position	Title	Reg/Temp	Combo Code	Unit	Account	Dept ID	Fund Code	Program	Project id	Class fld	TRC	TRC Description	Earn Code	Earnings Description	Pay End Date	Hours Reported	Amount	Hrly Rate
1	P11EX840P	[REDACTED]	0	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	C		01120		1120011000					HOLST	Holiday Overtime Straight	2H	Overtime Holiday Cash Straight	08/25/2012	8.000000	199.040000	25.630000
2	P11EX840P	[REDACTED]	0	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	C		01120		1120011000					OT	Overtime 1.5	2P	Overtime Cash Premium	08/25/2012	0.000000	0.000000	25.630000
3	P11EX840P	[REDACTED]	0	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	C		01125		1125010000					HOLST	Holiday Overtime Straight	2H	Overtime Holiday Cash Straight	08/25/2012	1.000000	14.150000	14.570000
4	P11EX840P	[REDACTED]	0	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	C		01125		1125010000					OT	Overtime 1.5	2P	Overtime Cash Premium	08/25/2012	0.000000	0.000000	14.570000
5	P26EX040S	[REDACTED]	0	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	C		01120		2140013121					OTST	Overtime Straight	12	Overtime Cash Straight	08/25/2012	13.000000	422.110000	33.450000

**VT\_TL\_RPT\_HRS\_AND\_PAY\_OT\_BYDAY - OT and Comp by date worked – Only pulls those records that have been processed and paid by Payroll. Pulls comp time and overtime together**

Prompts for Employee id as an optional field (can leave blank)

Pay end date range must be filled out

Business Unit, Dept ID and Program Code are all like fields, so can be used to narrow search or can have a wildcard % entered, but must have some data entered to run query!

VT\_TL\_RPT\_HRS\_AND\_PAY\_OT\_BYDAY - OT and Comp by date worked

Emplid (optional):

Begin Pay End Date: 08/25/2012

End Pay End Date: 09/08/2012

Business Unit like: %

Dept id like: 1120%

Program Code like: %

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	Workgroup	Employee ID	Empl Record	Last Name	First Name	Position	Title	Reg/Temp	Combo Code	Unit	Account	Dept ID	Fund Code	Program	Project id	Class fld	TRC	TRC Description	Earn Code	Earnings Description	Pay End Date	Date Worked	Hours Reported	Amount	User	Approved at	Payable Status	Hrly Rate
1	P11EX840P	[REDACTED]	0	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	C		01120		1120011000					HOLST	Holiday Overtime Straight	2H	Overtime Holiday Cash Straight	08/25/2012	08/16/2012	8.000000	199.040000	BILL.VANSTEINBERG	11/30/2012 11:55:43AM	PD	25.630000
2	P11EX840P	[REDACTED]	0	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	C		01120		1120011000					OT	Overtime 1.5	2P	Overtime Cash Premium	08/25/2012	08/16/2012	-8.000000	0.000000	BILL.VANSTEINBERG	11/30/2012 11:55:43AM	PD	25.630000
3	P11EX840P	[REDACTED]	0	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	C		01120		1120011000					OT	Overtime 1.5	2P	Overtime Cash Premium	08/25/2012	08/16/2012	8.000000	0.000000	MELISSAB	11/09/2012 5:24:15PM	PD	25.630000
4	P26EX040S	[REDACTED]	0	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	C		01120		1120012000					OTST	Overtime Straight	12	Overtime Cash Straight	08/25/2012	08/16/2012	3.000000	72.810000	MELISSAB	10/25/2012 11:32:41AM	PD	25.010000
5	P26EX040S	[REDACTED]	0	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	C		01120		1120012000					OTST	Overtime Straight	12	Overtime Cash Straight	08/25/2012	08/24/2012	4.000000	97.080000	MELISSAB	10/25/2012 11:32:42AM	PD	25.010000

**VT\_TL\_RPT\_HRS\_AND\_PY\_CORR\_COMP - CorrectionComp by pay end date – Only pulls those records that have been processed and paid by Payroll. Pulls Corrections comp time**

Prompts for Employee ID which is optional and can be left blank

Must fill in pay period begin and end date

Dept ID is a like field so can either be filled in, partially entered 1120% or just a wildcard % but cannot be left blank

VT\_TL\_RPT\_HRS\_AND\_PY\_CORR\_COMP - CorrectionComp by pay end date

Emplid (optional):

Begin Pay End Date: 08/25/2012

End Pay End Date: 09/08/2012

Dept ID like: %

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	Workgroup	Employee ID	Empl Record	Last Name	First Name	Position	Title	Reg/Temp	Combo Code	Unit	Account	Dept ID	Fund Code	Program	Project id	Class fld	TRC	TRC Description	Earn Code	Earnings Description	Pay End Date	Hours Reported	Rpt Dt	Amount	Hrly Rate
1	P12CR880P	[REDACTED]	0	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	Classified		03480		3480004260					CORS3	Corr Comp Supplement 35.00	R3	Corrections Comp Supplement	08/25/2012	4.000000	08/13/2012	140.000000	22.440000
2	P12CR880P	[REDACTED]	0	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	Classified		03480		3480004260					CORS3	Corr Comp Supplement 35.00	R3	Corrections Comp Supplement	08/25/2012	4.000000	08/21/2012	140.000000	23.090000
3	P12CR880P	[REDACTED]	0	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	Classified		03480		3480004270					CORS3	Corr Comp Supplement 35.00	R3	Corrections Comp Supplement	08/25/2012	1.000000	08/22/2012	35.000000	23.030000

## VT\_TL\_RPT\_LVE\_BALANCE - Leave Balances

Prompts for Business Unit – click on magnifying glass to search for code

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### VT\_TL\_RPT\_LVE\_BALANCE - Leave Balances

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Business Unit:  

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	Emplid	Last Name	First Name	Position	Reg/Temp	Unit	Officer Cd	Dept ID	Sick Leave	Annual Leave	Personal Leave	Current Yr Comp	Current Yr Hol Comp	Prior Year Comp	FLSA Comp
1	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	Classified	01120	Non-Management	1120012000	1379.20	275.92	34.75	5.50	0.00	0.00	
2	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	Classified	01120	Management	1120011000	163.84	28.31	8.00	0.00	0.00	0.00	
3	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	Classified	01120	Non-Management	1120011000	146.12	151.19	16.00	0.00	8.00	0.00	0.01
4	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	Classified	01120	Non-Management	1120011000	1513.11	287.01	24.00	0.00	0.00	0.00	
5	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	Temporary Intermittent	01120	Non-Management	1120011000	902.74	300.16	39.50	0.00	0.00	0.00	0.03
6	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	Classified	01120	Management	1120010400	4567.66	360.00	79.00	0.00	0.00	0.00	8.00

## VT\_TL\_RPT\_NEEDS\_APPROVAL - Payable Needs Apprv Time Rpt G – Prompts for Time reporting group as a like field, can put in % to get all

Prompts for begin and end date of reported time to review, must fill in these dates

Also prompts for Time reporting Group like – can enter either code or partial code (psk%) and wildcard or just wildcard % to see all of your time reporting groups

---

### VT\_TL\_RPT\_NEEDS\_APPROVAL - Payable Needs Apprv Time Rpt G

---

Begin Date:  

End Date:  

Time Reporting Group like:

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	ID	Empl Record	Last	First Name	TRC	Descr	Sum Quantity	Workgroup	Time Reporting Group	Rpt Dt	Payable Status
1	[REDACTED]	1	[REDACTED]	[REDACTED]	SICK	Sick	8.000000	P38EX840S	04DHR02	08/27/2012	NA
2	[REDACTED]	1	[REDACTED]	[REDACTED]	WORK	Hours Worked	8.000000	P38EX840S	04DHR02	08/27/2012	NA
3	[REDACTED]	1	[REDACTED]	[REDACTED]	SICK	Sick	8.000000	P38EX840S	04DHR02	08/28/2012	NA
4	[REDACTED]	1	[REDACTED]	[REDACTED]	WORK	Hours Worked	8.000000	P38EX840S	04DHR02	08/28/2012	NA
5	[REDACTED]	1	[REDACTED]	[REDACTED]	SICK	Sick	8.000000	P38EX840S	04DHR02	08/29/2012	NA
6	[REDACTED]	1	[REDACTED]	[REDACTED]	SICK	Sick	8.000000	P38EX840S	04DHR02	08/30/2012	NA
7	[REDACTED]	1	[REDACTED]	[REDACTED]	SICK	Sick	8.000000	P38EX840S	04DHR02	08/31/2012	NA

## VT\_TL\_RPT\_TASK\_GROUP\_EMPLOYEES - Lists Employees in Task Group

Prompts for Taskgroup – click on magnifying glass to pick code to view

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## VT\_TL\_RPT\_TASK\_GROUP\_EMPLOYEES - Lists Employees in Task Group

---

Taskgroup:  

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	Taskgroup	Taskgroup Descr	Eff Date	Time Reporter Status	ID	Empl Record	Name	Empl Default Task Profile
1	PSNONTASK	Non Task Taskgroup	08/19/2012	Inactive	[REDACTED]	0	[REDACTED]	
2	PSNONTASK	Non Task Taskgroup	08/12/2012	Active	[REDACTED]	0	[REDACTED]	
3	PSNONTASK	Non Task Taskgroup	08/12/2012	Active	[REDACTED]	0	[REDACTED]	
4	PSNONTASK	Non Task Taskgroup	08/13/2012	Inactive	[REDACTED]	0	[REDACTED]	

## VT\_TL\_RPT\_TASK\_GROUP\_PROFILES - Task Groups & assigned Profile

Prompts for Taskgroup like – can either select code or enter wildcard % to pull all

### VT\_TL\_RPT\_TASK\_GROUP\_PROFILES - Task Groups & assigned Profile

Taskgroup like:  

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	Taskgroup	Task Group Descr	TskProfID	Task Profile Descr
1	CCDADMIN5	ACCD Adm-HP/VT Made/PTAC/AGATE	ACCDADMIN	ACCD Administration
2	JBTEST5	TEST5	JBTEST1	JB TEST 1
3	JBTEST3	JBTEST3	JBTEST1	JB TEST 1
4	CJSVCIC	CJS VT Crime Info Ctr	STA_VCIC	Criminal Justice Info Centr
5	SPSSS1	VSP SS Admin Sworn	STA_VSP_SS	SP Support Services
6	SPSSC1	VSP SS Admin Civilian	STA_VSP_SS	SP Support Services
7	MPD001	Test Taskgroup	MPD001-1	Test
8	ANR IT TSK	ANR IT Projects & Programs	IT GENERAL	ANR/IT general coding
9	ADMIN	AFM Admin	ADMIN IT	AFM Admin IT SF FSF
10	SPGHSP	VSP Governor's Hwy Safety	FEDNOPG05	Federal No Project
11	EMHSHSGP	EMHS HSGP	FEDNOPG06	Federal No Project (HS)
12	EMHSEMPG	EMHS EMPG	FEDPSEMPG1	EMPG Personnel & Fringe
13	EMHSHMGP	EMHS Hazard Mitigation	FEDPSHMGP	HMGP DR4022 MC VEM

## VT\_TL\_RPT\_TASK\_PROFILE\_DETAIL - Task Profile with Chartfields

Prompts for task profile description like – can enter partial description followed by wildcard % or just enter % to get all

### VT\_TL\_RPT\_TASK\_PROFILE\_DETAIL - Task Profile with Chartfields

Task Profile Descr like:

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	TskProfID	Eff Date	Status	Descr	AllocType	Allocation	Unit	Combo Code Eff Date	Combo Code Status	Acct	Dept ID	Fund	Program	Project	Class
1	FEDPSGHS10	03/01/2013	A	164 AL GMU Grants Manager	Percentage	100.000000	02140	07/01/2012	A	500000	2140061000	22005		1113-5060	
2	FEDOTGHS6	03/01/2013	A	164 VSP Trffc Sfty - Overtime	Percentage	100.000000	02140	07/01/2012	A	500000	2140013100	22005		1113-5041	
3	3480TST	07/01/2012	A	3480 Test	Percentage	100.000000	03480	07/01/2012	A	500000	3480001010	10000			
4	3480TST	07/01/2012	A	3480 Test	Percentage	100.000000	03480	07/01/2012	A	500000	3480001010	10000			
5	3480TST1	07/01/2012	A	3480 Test 1	Percentage	100.000000	03480	07/01/2012	A	500000	3480001010	10000			
6	3480TST1	07/01/2012	A	3480 Test 1	Percentage	100.000000	03480	07/01/2012	A	500000	3480001010	10000			
7	FEDTRGHS1	03/01/2013	A	402 CP Partners Train - Travel	Percentage	100.000000	02140	07/01/2012	A	500000	2140015000	22005		1213-2531	
8	FEDPSGHS6	03/01/2013	A	402 CP Program Coordinator	Percentage	100.000000	02140	07/01/2012	A	500000	2140015000	22005		1213-2500	
9	FEDOTGHS2	03/01/2013	A	402 CP VSP - Overtime	Percentage	100.000000	02140	07/01/2012	A	500000	2140013100	22005		1213-2513	
10	FEDPSGHS7	03/01/2013	A	402 PA Admin Assistant	Percentage	100.000000	02140	07/01/2012	A	500000	2140015000	22005		1213-0001	
11	FEDPSGHS1	03/01/2013	A	402 PA GHSP Chief	Percentage	100.000000	02140	07/01/2012	A	500000	2140015000	22005		1213-0000	
12	FEDPSGHS9	03/01/2013	A	402 PA Grants Mgt Unit Supp	Percentage	100.000000	02140	07/01/2012	A	500000	2140061000	22005		1213-0002	
13	FEDPSGHS8	03/01/2013	A	402 PT HS Program Assistant	Percentage	100.000000	02140	07/01/2012	A	500000	2140015000	22005		1213-2391	
14	FEDPSGHS3	03/01/2013	A	402 PT HS Program Coordintr	Percentage	100.000000	02140	07/01/2012	A	500000	2140015000	22005		1213-2390	
15	FEDPSGHS4	03/01/2013	A	402 PT HS Program Coordintr	Percentage	100.000000	02140	07/01/2012	A	500000	2140015000	22005		1213-2392	

## VT\_TL\_RPT\_TSKPROFILE\_EMPL\_DFLT - List Empl TaskProfile Default

Prompts for task profile ID – search for code by clicking on magnifying glass icon

### VT\_TL\_RPT\_TSKPROFILE\_EMPL\_DFLT - List Empl TaskProfile Default

TskProfID:  

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	Empl Default Task Profile	Task Profile Descr	Taskgroup	Task Group Descr	Eff Date	Time Reporter Status	ID	Empl Record	Name
1	PSNONTASK	Non Task Profile	PSNONTASK	Non Task Taskgroup	03/10/2013	Active	28028	0	CompenPlan Test