ONEUSG CONNECT QUERIES

OneUSG Connect Queries Quick Reference Guide

System Managers can run queries in OneUSG Connect on the System Manager Reporting Page. To access the System Manager Reporting page, login to OneUSG Connect, then navigate to the **Manager Self Service** page, click the **System Manager Reporting** tile. The queries described are described below to help you easily locate the query you need.

Time and Labor		
Query Name	**Technical Name**	**Functional Description**
TL & ABS Enrolled Employees	**180_TL_ABS_ENROLLED**	Shows current Time and Labor settings for Employees incl Time & Absence Approver and Time Entry Method.
Missed or Incomplete Punch	**180_TL_INCOMPLETE_PUNCHTIME**	Shows incomplete punches. Incomplete punches must be corrected so that employees are paid correctly.
No Time Keyed	**180_TL_NO_TIME_KEYED**	Should be run at the end of the pay period to identify employees with no reported time.
Reported Time Biweekly	**180_TL_REPORTED_TIME_BWK**	Identifies all Reported Time (actual hours worked) for employees. The hours are shown as a sum of a range of dates. Can be limited by department and/or employee.
Payable Time Biweekly	**180_TL_PYTM_BWK**	Lists Payable Time transactions for a specified pay cycle. Pay Groups C, E, H, J, T, V, W
Reported Time Not Approved	**180_TL_REPORTED_TIME_NA_BWK**	Shows reported time for biweekly employees in a *Needs Approval* status. Used to identify supervisors that have not signed off on timesheets or total hours that have not been approved.
Reported Time and Absence	**180_TL_RPTD_ABS_MERGED_BWK**	Identifies both absences and reported hours for the biweekly pay cycle, along with comments visible on the timesheet.
Web Clock IP Address Audit	**180_TL_WEBCLOCK_IP_ALL**	Shows Webclock entries and the IP address from which the punch was made. Used for location auditing of punches.
TL Reconciliation Report	**180_TL_RECONCILIATION**	Shows the hours that have been taken by payroll after the first payroll run on Monday. This is a snapshot of what the employee will be paid.
Reported Time&Abs w Comments	**180_TL_RPTD_ABS_MERGED_BWK_COM**	Shows Reported Time and Absences, along with comments that were left on the timesheet.

ONEUSG CONNECT QUERIES

Query Name	Technical Name	Functional Description
Mealtime with Deduction	**180_TL_MEAL_DED**	Shows employees who are set up with an automatic meal deduction who also clock in/out for lunch. These employees may need to have time manually added back onto the timesheet to counteract the deduction.
TL Exceptions	**180_TL_EXCEPTIONS**	Shows employees with exceptions on their timesheet, and what those exceptions are.
Time Clock Status	**180_TCD_STATUS**	Shows the Kaba Clock information, and whether the clock is online or offline.
Reported Time Audit	**180_TL_AUDIT_RPTD_TIME_CHNG**	Shows employees whose timesheets have been changed after the hours were originally submitted, and who changed those hours.
Batch Approved Rptd	**180_TL_COMPLIANCE_DATA_BW**	Shows hours that were picked up in the central batch approval of time. These hours are now in the Compliance Component and will need to be approved out of compliance.
Time Clock Punches	**180_TL_BW_PUNCHTIME**	Shows the specific in and out punches each day for an employee, along with the entry source. Can be limited by department and/or employee.
Absence Management		
Employee Absence Activity	**180_ABS_ACTIVITY**	Shows results of all absence activities within a given time frame.
Employee Absence Balances	**180_ABS_CURRENT_BALANCES**	Displays sick and vacation leave balances for employees as of pay end date. Search can also be run on a specific HR Department or employee.
Employee Absences Not Approved	**180_ABS_NOT_APPROVED**	Shows absences needing approval from supervisors.
Unpaid Absences	**180_ABS_UNPAID_ABSENCES**	Shows regular absence requests that will be uncompensated.
All Balances Detail	**180_ABS_BALANCES_DETAIL**	Shows detailed information concerning an employee's leave balances- including YTD granted and takes.
Vacation Payout Payment Detail	**180_ABS_PY_VPO_DETAIL**	Shows vacation payout payment detail including hours paying out and amount.

ONEUSG CONNECT QUERIES

Query Name	Technical Name	Functional Description
Commitment Accounting		
Combo Codes	**180_CA_COMBO_CODES_PROMPT**	Shows Combo Codes for UGA and their associated financial Chartfields. Can be run for all Combo Codes or limited by Financial Department, Combo Code, or Project ID.
Positions Funded by Suspense	**180_CA_DIST_LINES_SUSPENSE**	Displays funding lines from payroll that charged against the Suspense Combo Codes due to invalid funding during a payroll run. Not limited by HR Department row level security to allow for visibility on employees funded from multiple employees.
Payroll Expenses Detail	**180_CA_PERS_SERV_BOR**	Provides a view of payroll accounting charges with multiple optional prompts. Accounting begin and end dates are required prompt values.
Personal Serv Encumbrance Dtl	**180_CA_BUD_ACTUALS_SUM_POS**	Provides a breakdown of personal service encumbrances by employee based on the criteria value entered. Company is a required prompt value. HR department, finance department and combo code are optional prompts.
Vacant position funding	**180_CA_VACANT_POS_FUND**	Provides funding information for vacant position. Effective date, fiscal year, and set ID are required prompt values; HR department and Finance Department are optional prompts.
Vacant position no funding	**180_CA_VACANT_POS_NO_DBT**	Provides a listing of vacant positions that are not funded. Effective date, fiscal year, and set ID are required prompt values while HR department is an optional prompt.
Vacant Pos by Dept	**180_CA_VACANT_POSITIONS**	Provides a listing of vacant positions for the HR department entered in the Dept ID prompt field.
Position Funding Details	**180_CA_POSITION_FUNDING_V3**	Provides details on the funding for positions with multiple optional prompts. SetID and Fiscal Year are required prompt values.
PSB Data for retro	**BOR_CA_EDR_DATA_FOR_EDR**	Shows the current distribution of employee paycheck(s) and used to validate the expenditure distribution of a paycheck(s) after an express direct retro processes. Business unit and from/to pay period are required values. All other prompt values are optional.

Query Name	Technical Name	Functional Description
Approved, not processed	**BOR_CA_EDR_APPR_NOT_PROCESSED**	Shows express direct retro transactions that have been approved by central Commitment Accounting but have not yet been processed by the express direct retro batch job. Business unit is a required prompt value.
Denied but still locked	**BOR_CA_EDR_DENIED_LOCKED**	Provides a list of denied express direct retro transactions that are still locked.
All locked EmplID Positions	**BOR_CA_EDR_LOCKS**	Shows all positions and paychecks that are locked due to a pending express direct retro transaction.
Status of EDRs	**BOR_CA_EDR_STATUS**	Provides the status of all express direct retro transactions. Business unit, from/to accounting date are required prompts. HR department and creator employee id are optional prompts.
Compare Before & After EDR	**BOR_CA_EDR_COMPARE**	Shows the before and after results of an express direct retro. Business unit, from/to accounting date are required prompts. All other prompt values are optional.
Look up EDR Transaction by JE	**BOR_CA_EDR_LOOKUP_BY_JRNAL_ID**	Allows a user to enter a UGA Finance express direct retro journal entry number and see the actual EDR transactions that are a part of the journal entry. In UGA Finance, retro journal entry numbers start with 'RD'.
Submitted, not approved	**BOR_CA_EDR_NOT_APPROVED**	Shows all express direct retro transactions that have been submitted but have not reached final approval. Business unit is a required prompt value whereas department ID, employee ID, position, Creator ID, and transaction number are all optional prompts.
Workforce Administration		
Compensation History	**180_HR_COMP_HIST**	Run to identify employee compensation rates including historical data within OneUSG Connect.
Compensation	**180_HR_COMP**	Run to identify employee compensation rates.
Employee Job Data	**180_HR_JOB_DATA**	Run to view Employee Job Data Record; may return multiple rows for an employee if they have more than one position (subject to row-level security)

ONEUSG CONNECT QUERIES

Query Name	Technical Name	Functional Description
Employees with Additional Pay	180_EE_ADDL_PAY	Run to identify employees receiving additional pay.
Future Dated Job Records	180_HR_FUTURE_DATED_ACT_RSN	Run to view employees with future effective dated (based on the date the query is run) job actions
Student Positions Info	180_HR_STUDENT_POSITIONS_QRY	Run to view information regarding student employees with multiple positions.
Campus Address for Employee	180_HR_EMPL_CAMP_ADDRESS	Run to view campus address information. Prompts are available for run for HR Dept ID and EmplID.
Job Compensation Queries	180_HR_COMPENSATION_QUERIES	Run to view queries available to return job compensation data.
Manage Faculty Events		
Faculty Degrees	180_MFE_FAC_DEGREES	Used to identify terminal degrees of faculty members.
On Track Faculty	180_MFE_ON_TRACK_FACULTY	Run to identify on track records of faculty members.
Faculty Contract Dept Review	180_MFE_CONTRACT_DEPT_REVIEW	Run to view the Contract Status and MFE related data based on the Year and Cycle entered in the prompts.
Self Service Contracts Status	180_MFE_CONTRACTS_FDSS_STATUS	Run to view the Self-Service Contract Status based on the Year and Cycle entered in the prompts.
Payroll		
Additional Pay Review	180_PY_ACTIVE_ADDL_PAY	Run to identify employees with active additional pay.
Validate Monthly Pay	180_PY_MO_PAYROLL_VALIDATION	Run to validate payroll for monthly employees. This query only returns data for payrolls that have pay sheets already created.
Estimated Monthly Payroll	180_PY_FUNDING_BY_DEPTID_VER02	Used to provide an estimate of a monthly pay amount based on current Job data. Use this query to review employee pay to ensure the proper effective dates have been used for job actions. The Number of Working Days in the month (Monday through Friday) is a required prompt to enable certain calculations.

ONEUSG CONNECT QUERIES

Query Name	Technical Name	Functional Description
Paycheck Options	**180_PY_DDP_PAYCK_OPTION**	Run this query to identify the employee paycheck option for a payroll.
Summer Pay Queries	**180_PY_SUMMER_PAY_QUERIES**	Group of queries and resources related to Faculty Summer Pay
Security		
Departmental Approvers	**180_SEC_DEPT_APPROVERS**	Shows employees with Security Roles of Approver Level 1 and 2 workflow approvers by Department group.
System Manager Access	**180_SEC_ROW_BY_DEPARTMENT**	Used to identify which individuals have the System Manager Initiator role and permissions.
MSS Transactions	**180_WF_MSS_TRANS**	Used to return data and workflow regarding Manager Self Service transactions.
Position Funding Change Trans	**180_WF_MSS_POS_FUND_TRANS**	Used to return data and workflow regarding Position Funding Changes transactions.
MSS Security Requests	**180_WF_MSS_SECURITY_REQ_TRANS**	Used to return data and workflow regarding Security Request transactions.

Additional Information:

- Training on the queries and reports listed above can be found in the OneSource Training Library under OneUSG Connect Topics > Reporting and Queries in OneUSG Connect.

- For assistance, contact the OneUSG Support Desk at oneusgsupport@uga.edu or at 706-542-0202 (option 1).