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.

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.

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)

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.

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).