

## HRMS Department Payroll Queries

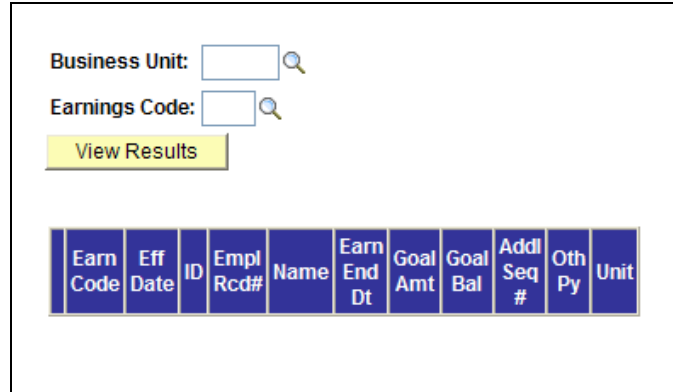
<u>Description of Query</u>	<u>Section</u>
Additional Pays (Multiple) by Earnings Code.....	1
Applicants by Job Requisition and Date – Not Used by UND	
Applicants for a Job Requisition – Not Used by UND	
Campus Addresses, Phone and Email.....	2
Employee Listing including Budget and Funding.....	3
Employee Listing of Basic Job Data.....	4
Employees in Pool Positions.....	5
Employees with Standard Hours Greater Than 40.....	6
Gross and Fringe Report by Fund, EE and/or Accounting Periods.....	7
Home Addresses for Active Employees with Waiver.....	8
Leave by Type and Department.....	9
Leave -Military, Jury and Funeral Taken by Pay Period.....	10
Leave Taken by Earnings Code.....	11
Probationary Employees.....	12
Reversed Paychecks/Advices.....	13


## 1. NDU\_PY\_ADDL\_PAY\_FOR\_EARN\_CODE


Information Provided by Query: Lists multiple Additional Pays for a specific Earnings Code

How to Run Query:

- a. Log into HRMS
- b. Click: Reporting Tools
- c. Click: Query
- d. Click: HE Query Pages
- e. Click: NDU\_PY\_ADDL\_PAY\_FOR\_EARN\_CODE
- f. The following screen will appear:





Business Unit:  


Earnings Code:  

Earn Code	Eff Date	ID	Empl Rcd#	Name	Earn End Dt	Goal Amt	Goal Bal	Addl Seq #	Oth Py	Unit
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- g. Enter Business Unit: UND01
- h. Enter Earnings Code: H\_\_ (For complete list of Earnings Codes, see Payroll website)
- i. Click: View Results



Business Unit:  

Earnings Code:  

No matching values were found.

Earn Code	Eff Date	ID	Empl Rcd#	Name	Earn End Dt	Goal Amt	Goal Bal	Addl Seq #	Oth Py	Unit
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- j. Click on Excel Spreadsheet to download into a spreadsheet, where data can be sorted and/or manipulated for review. You must have the Excel software on your computer to use this feature.

## 2. NDU\_HR\_CAMPUSADDRESSPHONEEMAIL

Information Provided by Query: Listing of active employees for your department, including Campus Address, Campus Phone, Campus Email, Business Phone and Business Email.

How to Run Query:

- a. Log into HRMS
- b. Click: Reporting Tools
- c. Click: Query
- d. Click: HE Query Pages
- e. Click: On Departmental User Queries 2 Tab immediately above the list of queries.
- f. Click: NDU\_HR\_CAMPUSADDRESSPHONEEMAIL

The following screen will appear:

Unit:

Unit ID	Last Name	First Name	Middle Name	Campus Address 1	Campus Address 2	Campus Address 3	Campus Address 4	Campus City	Campus Postal	Campus State	Campus Phone	Campus Email	Business Phone	Business Email
---------	-----------	------------	-------------	------------------	------------------	------------------	------------------	-------------	---------------	--------------	--------------	--------------	----------------	----------------

- g. Enter Business Unit: UND01
- h. Click View Results

The following information appears:

Unit:

Download results in : [Excel Spreadsheet](#) [CSV Text File](#) (16 kb)

[View All](#)

Unit	ID	Last Name	First Name	Middle Name	Campus Address 1	Campus Address 2	Campus Address 3	Campus Address 4	Campus City	Campus Postal	Campus State	Campus Phone	Campus Email	Business Phone
------	----	-----------	------------	-------------	------------------	------------------	------------------	------------------	-------------	---------------	--------------	--------------	--------------	----------------

- i. Click on Excel Spreadsheet to download into a spreadsheet, where data can be sorted and/or manipulated for review. You must have the Excel software on your computer to use this feature.

### 3. NDU\_HR\_EELISTBYDEPT

Information Provided by Query: Listing of active employees for your department, including Hire Dates, Position #'s, FTE, Reports To, Comp Rate, Budget Amount and ComboCode.

How to Run Query:

- Log into HRMS
- Click: Reporting Tools
- Click: Query
- Click: HE Query Pages
- Click: On Departmental User Queries 2 Tab immediately above the list of queries.
- Click: NDU\_HR\_EELISTBYDEPT

The following screen will appear:

Unit	DeptID	Employee Name	ID	Empl Rcd#	Hire Date	Position	Posn Entry Dt	Reg/Temp	Full/Part	FTE	FLSA Status	Pay Group	Reports To Pos	Comp Freq	Comp Rate	Bud Fiscal Year	Earn Code	Budget	Earnings Combo Code
------	--------	---------------	----	-----------	-----------	----------	---------------	----------	-----------	-----	-------------	-----------	----------------	-----------	-----------	-----------------	-----------	--------	---------------------

- Enter Business Unit: UND01
- Enter Department ID: Enter your four digit department ID
- Enter As of Date: Enter current date (or a previous date can be entered if historical information is needed)
- Click View Results

The following information appears:

Download results in : [Excel Spreadsheet](#) [CSV Text File](#) (10 kb)

[View All](#)

Unit	DeptID	Employee Name	ID	Empl Rcd#	Hire Date	Position	Posn Entry Dt	Reg/Temp	Full/Part	FTE	FLSA Status	Pay Group	Reports To Pos	Comp Freq	Comp Rate	Bud Fiscal Year	Earn Code	Budget	Earnings Combo Code
------	--------	---------------	----	-----------	-----------	----------	---------------	----------	-----------	-----	-------------	-----------	----------------	-----------	-----------	-----------------	-----------	--------	---------------------

- Click on [Excel Spreadsheet](#) to download into a spreadsheet, where data can be sorted and/or manipulated for review. You must have the Excel software on your computer to use this feature.

### 4. NDU\_HR\_ALPHA\_LIST\_FORDEPTS

Information Provided by Query: Listing of active employees for your department, including Hire Dates, Position #'s, Reg/Temp, FTE, Job Family, Job Code, Wrkrs Comp Code, Title, FLSA Status, Reports To, Comp Rate.

How to Run Query:

- a. Log into HRMS
- b. Click: Reporting Tools
- c. Click: Query
- d. Click: HE Query Pages
- e. Click: On Departmental User Queries 2 Tab immediately above the list of queries.
- f. Click: NDU\_HR\_ALPHA\_LIST\_FORDEPTS

The following screen will appear:

Business Unit:

As Of Date:

Unit	Dept #	Dept Name	ID	Last	First	Middle	Position	Reg/Temp	Job Family	Job Code	Wrkrs Comp Cd	Title	Start Date	Start Date	Rehire Dt	Posn Dt	Service Dt	FLSA Stat	FTE	Std Hrs/Wk	Pay Group	Comp Freq	Comp Rate	Annual Rt	Job Eff Date	Future Data from Current Date
------	--------	-----------	----	------	-------	--------	----------	----------	------------	----------	---------------	-------	------------	------------	-----------	---------	------------	-----------	-----	------------	-----------	-----------	-----------	-----------	--------------	-------------------------------

- g. Enter Business Unit: UND01
- h. Enter As of Date: Enter current date (or a previous date can be entered if historical information is needed)
- i. Click View Results

The following information appears:

Business Unit:

As Of Date:

Download results in : [Excel Spreadsheet](#) [CSV Text File](#) (10 kb)

[View All](#)

Unit	Dept #	Dept Name	ID	Last	First	Middle	Position	Reg/Temp	Job Family	Job Code	Wrkrs Comp Cd	Title	Start Date	Start Date	Rehire Dt	Posn Dt	Service Dt
------	--------	-----------	----	------	-------	--------	----------	----------	------------	----------	---------------	-------	------------	------------	-----------	---------	------------

- j. Click on [Excel Spreadsheet](#) to download into a spreadsheet, where data can be sorted and/or manipulated for review. You must have the Excel software on your computer to use this feature.

## 5. NDU\_HR\_EES\_IN\_POOLS

Information Provided by Query: Lists department employees hired into a pool position.

How to Run Query:

- a. Log into HRMS
- b. Click: Reporting Tools
- c. Click: Query
- d. Click: HE Query Pages
- e. Click: NDU\_HR\_EES\_IN\_POOLS
- f. The following screen will appear:

The screenshot shows a web interface for a query. At the top, there is a label "Business Unit:" followed by a text input field and a magnifying glass icon. Below this is a yellow button labeled "View Results". Underneath the button is a table header with the following columns: Unit, DeptID, Descr, Position, Descr, Job Code, Wrkrs Comp Cd, Max Head Cnt, ID, LN, FN, Title, and Group.

- g. Enter Business Unit: UND01
- h. Click: View Results
- i. The following information appears

The screenshot shows the results page of the query. At the top, the "Business Unit:" field now contains "UND01". Below it is the "View Results" button. Underneath the button, there is a link to download the results: "Download results in : [Excel Spreadsheet](#) [CSV Text File](#) (1 kb)". At the bottom of the page, there is a table header with the following columns: Unit, DeptID, Descr, Position, Descr, Job Code, Wrkrs Comp Cd, Max Head Cnt, ID, LN, FN, Title, and Group. The page also shows "View All" on the left and "First 1-3 of 3 Last" on the right.

- j. Click on [Excel Spreadsheet](#) to download into a spreadsheet, where data can be sorted and/or manipulated for review. You must have the Excel software on your computer to use this feature.

## 6. NDU\_HR\_STD\_HRS\_40

Information Provided by Query: Lists active department employees that have total standard hours greater than 40.

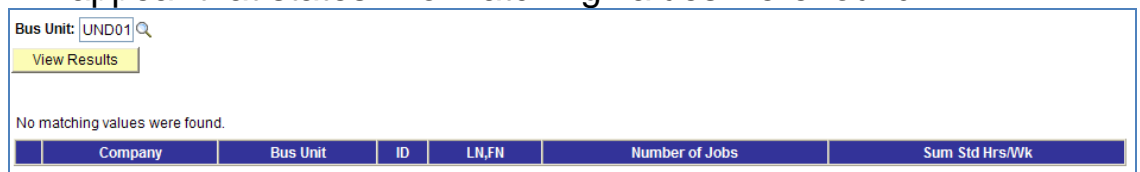
How to Run Query:

- a. Log into HRMS
- b. Click: Reporting Tools
- c. Click: Query
- d. Click: HE Query Pages
- e. Click: NDU\_HR\_STD\_HRS\_40
- f. The following screen will appear:



The screenshot shows a web interface for a query. At the top, there is a search box labeled "Bus Unit:" with a magnifying glass icon. Below the search box is a yellow button labeled "View Results". Below the button is a table header with the following columns: Company, Bus Unit, ID, LN, FN, Number of Jobs, and Sum Std Hrs/Wk.

- g. Enter Business Unit: UND01
- h. Click: View Results
- i. Information appears with department employees that are on currently on probation. If your department has no employees with total standard hours greater than 40, the following screen will appear that states "No matching values were found".



The screenshot shows the same web interface as above, but the search box now contains "UND01". Below the "View Results" button, the text "No matching values were found." is displayed. The table header remains the same: Company, Bus Unit, ID, LN, FN, Number of Jobs, and Sum Std Hrs/Wk.

- j. Click on Excel Spreadsheet to download into a spreadsheet, where data can be sorted and/or manipulated for review. You must have the Excel software on your computer to use this feature.

## 7. NDU\_CA\_GROSS\_FRNG\_TFUND\_ACCPER

Information Provided by Query: Listing of active employees for your department, including Campus Address, Campus Phone, Campus Email, Business Phone and Business Email.

How to Run Query:

- a. Log into HRMS
- b. Click: Reporting Tools
- c. Click: Query
- d. Click: HE Query Pages
- e. Click: On Departmental User Queries 2 Tab immediately above the list of queries.
- f. Click: NDU\_CA\_GROSS\_FRNG\_TFUND\_ACCPER

The following screen will appear:

The screenshot shows a query interface with the following fields:

- Co:  (with a search icon)
- Pay Period Begin Date:  (with a calendar icon)
- Pay Period End Date:  (with a calendar icon)
- FROM DeptID:
- TO DeptID:
- Optional FROM Proj/Grt:
- Optional TO Proj/Grt:
- Optional EMPLID:  (with a search icon)
- 

Below the form is a table header with the following columns:

DeptID	Fund	Proj/Grt	Program	Period	Pay Period End	ID	Name	Job Code	Position	Total Salary	Total Fringe	Total Taxes	Earn Code	Reversed	Distribution Status	Retro Change
--------	------	----------	---------	--------	----------------	----	------	----------	----------	--------------	--------------	-------------	-----------	----------	---------------------	--------------

- g. Enter Company: UND
- h. Enter Pay Period Begin Date: MM/DD/YYYY for the first pay period end date that you want to review
- i. Enter Pay Period End Date: MM/DD/YYYY for the last pay period end date that you want to review
- j. Enter From DeptID: Enter your first 4-digit department ID
- k. Enter To DeptID: Enter your last 4-digit department ID (If you only have access to one department or only want to review one department, enter the same DeptID for both From and To.
- l. Optional: Enter From Proj/Grt: Enter first Proj/Grant number you want to review.
- m. Optional: Enter To Proj/Grt: Enter last Proj/Grant number you want to review. If you only want to review one Proj/Grant number enter the same number as From Proj/Grt.
- n. Optional: Enter EMPLID: If you only want to review funding for one employee, enter their EmplID. If you want to review multiple employees' funding, leave this field blank.



o. Click View Results

The following information appears:

Co:

Pay Period Begin Date:

Pay Period End Date:

FROM DeptID:

TO DeptID:

Optional FROM Proj/Grt:

Optional TO Proj/Grt:

Optional EMPLID:

Download results in : [Excel Spreadsheet](#) [CSV Text File](#) (28 kb)

View All First 1-70 of 70 Last

DeptID	Fund	Proj/Grt	Program	Period	Pay Period End	ID	Name	Job Code	Position	Total Salary	Total Fringe	Total Taxes	Earn Code	Reversed	Distribution Status	Retro Change
--------	------	----------	---------	--------	----------------	----	------	----------	----------	--------------	--------------	-------------	-----------	----------	---------------------	--------------


p. Click on [Excel Spreadsheet](#) to download into a spreadsheet, where data can be sorted and/or manipulated for review. You must have the Excel software on your computer to use this feature.

## 8. NDU\_HR\_HOME\_ADDRESS

Information Provided by Query: Lists home addresses for active department employees that have waived their privacy.

How to Run Query:

- a. Log into HRMS
- b. Click: Reporting Tools
- c. Click: Query
- d. Click: HE Query Pages
- e. Click: NDU\_HR\_HOME ADDRESS
- f. The following screen will appear:



Business Unit:  

[View Results](#)

Bus Unit	Job Code	ID	Addr Type	Last	First	Middle	Country	Address 1	Address 2
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- g. Enter Business Unit: UND01
- h. Click: View Results
- i. The following information appears with employee home address information (Only those employees with privacy waiver)



Business Unit:  

[View Results](#)

Download results in : [Excel Spreadsheet](#) [CSV Text File](#) (13 kb)

View All First  1-14 of 14  Last

Bus Unit	Job Code	ID	Addr Type	Last	First	Middle	Country	Address 1	Address 2	Address 3	Address 4	City	County	State	Postal	Pay Status
----------	----------	----	-----------	------	-------	--------	---------	-----------	-----------	-----------	-----------	------	--------	-------	--------	------------

- j. Click on Excel Spreadsheet to download into a spreadsheet, where data can be sorted and/or manipulated for review. You must have the Excel software on your computer to use this feature.

## 9. NDU\_BN\_DEPT\_LEAVE

Information Provided by Query: Listing of leave reported by employees within your department for a specified pay period.

How to Run Query:

- a. Log into HRMS
- b. Click: Reporting Tools
- c. Click: Query
- d. Click: HE Query Pages
- e. Click: NDU\_BN\_DEPT\_LEAVE

The following screen will appear:

The screenshot shows a query interface with the following elements:

- Company:
- Accrual Process Date:
- SetID:
- DeptID:
- View Results button
- Table header with columns: ID, Empl Rcd#, DeptID, Name, Co, Plan Typ, Accrual Date, Jan1-Beginning Bal, YTD Hrs Earned, YTD Hrs Taken, YTD Hrs Adjusted, Current Balance

- f. Enter Company: UND
- g. Enter Accrual Process Date: Enter the Pay Period End Date (MM/DD/YYYY) for the report you want to run. The Pay Period End Date cannot be later than the last confirmed Pay Period End Date.
- h. Enter SetID: UND01
- i. Enter DeptID: Enter your four digit department ID
- j. Click View Results.

The following information will appear:

The screenshot shows the query results interface with the following elements:

- Company:
- Accrual Process Date:
- SetID:
- DeptID:
- View Results button
- Download results in: [Excel Spreadsheet](#) [CSV Text File](#) (14 kb)
- View All First 1-38 of 38 Last
- Table header with columns: ID, Empl Rcd#, DeptID, Name, Co, Plan Typ, Accrual Date, Jan1-Beginning Bal, YTD Hrs Earned, YTD Hrs Taken, YTD Hrs Adjusted, Current Balance

- k. Click on Excel Spreadsheet to download into a spreadsheet, where data can be sorted and/or manipulated for review. You must have the Excel software on your computer to use this feature.

**10. NDU\_BN\_MIL\_JURY\_FNRL\_LV**

Information Provided by Query: Lists military, jury and funeral leave for active department employees.

How to Run Query:

- a. Log into HRMS
- b. Click: Reporting Tools
- c. Click: Query
- d. Click: HE Query Pages
- e. Click: NDU\_BN\_MIL\_JURY\_FNRL\_LV

The following screen will appear:

The screenshot shows a query interface with the following elements:

- Bus Unit:
- Calendar Year:
- From Month (Jan-Dec/1-12):
- To Month (Jan-Dec/1-12):
- 
- Table header with columns: Co, Short Desc, Earn Code, Period, Employee name, ID, Empl Rcd#, DeptID, Dept Name, Hours Mtd, Hours YTD

- f. Enter Business Unit: UND01
- g. Enter Calendar Year:
- h. Enter From Month: Enter the beginning month as a number. For example January = 1, December = 12.
- i. Enter To Month: Enter the ending month as a number. For example January = 1, December = 12.
- j. Click: View Results. Information appears with department employees that have reported military, jury and/or funeral leave for each month within the period specified and the number of hours per leave type, month-to-date and year-to-date.

The screenshot shows the query results interface with the following elements:

- Bus Unit:
- Calendar Year:
- From Month (Jan-Dec/1-12):
- To Month (Jan-Dec/1-12):
- 
- Download results in : [Excel Spreadsheet](#) [CSV Text File](#) (1 kb)
- View All First  Last
- Table header with columns: Co, Short Desc, Earn Code, Period, Employee name, ID, Empl Rcd#, DeptID, Dept Name, Hours Mtd, Hours YTD

- k. Click on Excel Spreadsheet to download into a spreadsheet, where data can be sorted and/or manipulated for review. You must have the Excel software on your computer to use this feature.

## 11. NDU\_BN\_LEAVE\_TKN\_BY\_ERNCD

Information Provided by Query: Lists leave for active department employees by specified Earnings Code.

How to Run Query:

- a. Log into HRMS
- b. Click: Reporting Tools
- c. Click: Query
- d. Click: HE Query Pages
- e. Click: NDU\_BN\_LEAVE\_TKN\_BY\_ERNCD

The following screen will appear:

The screenshot shows a query interface with the following fields and options:

- Co:
- Pay Period End:
- Plan Type (50,51,5X,5D):
- [View Results](#)

Co	Name	ID	Empl Rcd#	Pay Period End	Plan Typ	DeptID	Dept	Earn Code	Hours Taken
----	------	----	-----------	----------------	----------	--------	------	-----------	-------------

- f. Enter Company: UND
- g. Enter Pay Period End. The last day of the pay period, NOT pay date.
- h. Enter Plan Type: The plan type options are:
  1. 50 = Sick Leave
  2. 51 = Annual Leave
  3. 53 = FMLA
  4. 5D = Comp Time
  5. 5X = Dependent Sick Leave
- i. Click: View Results. Information appears with department employees that have reported the specified type of leave for the pay period specified and the number of hours.

The screenshot shows the query interface with the following fields and options:

- Co:
- Pay Period End:
- Plan Type (50,51,5X,5D):
- [View Results](#)

Download results in : [Excel Spreadsheet](#) [CSV TextFile](#) (1 kb)

View All First  1-7 of 7  Last

Co	Name	ID	Empl Rcd#	Pay Period End	Plan Typ	DeptID	Dept	Earn Code	Hours Taken
----	------	----	-----------	----------------	----------	--------	------	-----------	-------------

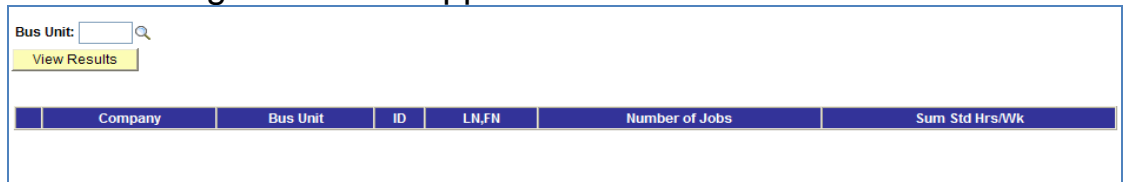
- j. Click on Excel Spreadsheet to download into a spreadsheet, where data can be sorted and/or manipulated for review. You must have the Excel software on your computer to use this feature.

## 12. NDU\_HR\_PROBATIONARY\_EE

Information Provided by Query: Lists active department employees that are on probation.

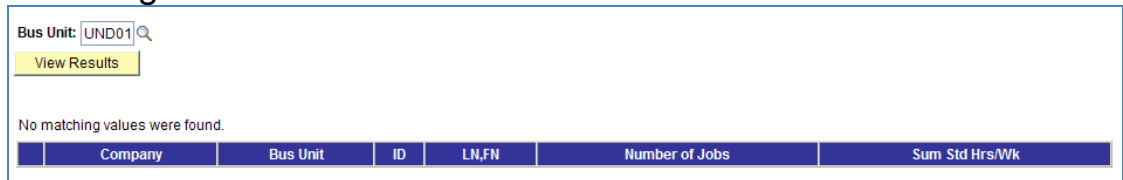
How to Run Query:

- a. Log into HRMS
- b. Click: Reporting Tools
- c. Click: Query
- d. Click: HE Query Pages
- e. Click: NDU\_HR\_PROBATIONARY\_EE
- f. The following screen will appear:



The screenshot shows a web interface for running a query. At the top, there is a search box labeled "Bus Unit:" with a magnifying glass icon. Below the search box is a yellow button labeled "View Results". Below the button is a table with a dark blue header and a white body. The header row contains the following columns: "Company", "Bus Unit", "ID", "LN, FN", "Number of Jobs", and "Sum Std Hrs/Wk". The table body is currently empty.

- g. Enter Business Unit: UND01
- h. Click: View Results
- i. Information appears with department employees that are on currently on probation. If your department has no employees on probation, the following screen will appear that states "No matching values were found".



The screenshot shows the same web interface as above, but with the search box containing the text "UND01". Below the search box is a yellow button labeled "View Results". Below the button, the text "No matching values were found." is displayed. Below the text is a table with a dark blue header and a white body. The header row contains the following columns: "Company", "Bus Unit", "ID", "LN, FN", "Number of Jobs", and "Sum Std Hrs/Wk". The table body is currently empty.

- j. Click on Excel Spreadsheet to download into a spreadsheet, where data can be sorted and/or manipulated for review. You must have the Excel software on your computer to use this feature.

### 13. NDU\_PY\_REVERSED\_PAYCHECKS

Information Provided by Query: Lists cancelled paychecks/advices that were issued, cancelled and funding returned to department.

How to Run Query:

- a. Log into HRMS
- b. Click: Reporting Tools
- c. Click: Query
- d. Click: HE Query Pages
- e. Click: NDU\_PY\_REVERSED\_PAYCHECKS

The following screen will appear:

The screenshot shows a web form with the following fields and buttons:

- Company:
- From Reversal Pay End Date:
- To Reversal Pay End Date:
- View Results (yellow button)

Below the form is a table header with the following columns:

Check #	Check Dt	Check Pay End Date	Net Pay	Reversal Check Pay End Date	Form ID	Name	ID
---------	----------	--------------------	---------	-----------------------------	---------	------	----

- f. Enter Company: UND
- g. Enter From Reversal Pay Period End. The last day of the first pay period, NOT pay date, the reversal was processed.
- h. Enter To Reversal Pay Period End Date. The last day of the final pay period, NOT pay date, the reversal was processed. Click: View Results. Information appears with the checks/advices that have been reversed (cancelled) for the specified period.

The screenshot shows the query results page with the following elements:

- Company:
- From Reversal Pay End Date:
- To Reversal Pay End Date:
- View Results (yellow button)
- Download results in : [Excel Spreadsheet](#) [CSV Text File](#) (21 kb)
- View All (link)
- Page navigation: First  1-80 of 80  Last

Below the page content is a table header with the following columns:

Check #	Check Dt	Check Pay End Date	Net Pay	Reversal Check Pay End Date	Form ID	Name	ID
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- i. Click on Excel Spreadsheet to download into a spreadsheet, where data can be sorted and/or manipulated for review. You must have the Excel software on your computer to use this feature.