

Report Title (shown on rept)	WebFocus Name	Description	When to Run	Who?	Latest Version
Payroll Cascading Earn Codes for Leave Processing	HGAW4CSD	Shows a list of employees with at least one cascading earn code (i.e., earn codes that begin with "C") in the specified payroll cycle. The results of the cascading also show on the report. Review the results of the cascading paying special attention to employees who will be docked pay (i.e., earn code 500) and/or have "C" codes with a zero balance, but no numeric earn codes exist as the result of the cascade. NOTE: Docked pay employees can also be reviewed by the Leave Keeper using the PGAW4EDR report.	Run when the monthly pay cycle reaches disposition 40.	HR Leave Coordinator and Payroll Processors	5
Active Employees With No Active Job Report	HGAWAENJ	Lists active employees who do not have an active job as of Today's Date. Also shows their W2 consent flag setting.	Run upon request to monitor this group of employees. Pay special attention to them in January since they will need a printed W2 form.	HR Leave Coordinator	5
Bad Addresses	HGAWBADA	Identifies bad addresses	Run before ACA File is ran	HR/Payroll Staff	1
Active NC Flex and SHP Employee Deductions	HGAWBDFS	Lists active NC Flex and State Health Plan (SHP) deductions for each employee. This report replaces the script called "PDRDEDN Active NC Flex and SHP Deductions and Plan Codes by Employee" so that IT intervention is no longer required.	Run upon request.	HR Benefits Coordinator	4
Compensated Absences Reports	HGAWCABL HGAWCACT HGAWCATR HGAWCAVL	Provides employee details and summaries by FOAP of vacation, bonus leave and comp time current liabilities required for campus Financial Statement Reporting. Compensated Absence Terminations Report	Run yearly after the July pay cycle is complete.	HR Leave Coordinator	17 16 2 14
Employees with Negative COVID Leave	HGAWCONG	This report lists employees with negative COVID leave.	Run after disposition 60	HR/Payroll Staff	1
Covid-19 Hours Worked	HGAWCOVID	This report lists statistics related to COVID-19 hours worked.	Run upon request.	HR/Payroll Staff	2
Course Detail for Temporary Employees	HGAWCRSD	Detail list of the academic courses, labs, etc. taught by temporary employees during specified terms for specified Banner Ids. If no Banner Ids are specified, the course detail for all temporary employees show on the report for the specified terms. This report includes the associated credit hours. This report should be used in conjunction with other standard model reports as a tool to analyze the data in Banner for temporary employees who may qualify for the ACA benefit.	Run upon request.	HR Staff	7
Employee Exit Report	HGAWEXIT	Provides a single page report per employee containing information related to employees who are terminating. This report includes the last work date, job history, active deductions and leave balances. Parameters allow the user to enter either a date range for the last work date or up to 10 Banner ids to run the report for specific employees.	Run upon request.	HR Staff	2
Employees with NBAJOBS Effective Date > or = the 1st Day of Prior Month and Year	HGAWJEDT	Shows a list of active permanent employees with a NBAJOBS and/or Labor Distribution effective date that is greater than the 1st day of the prior month and applicable year. Analyze the report to proactively determine if job changes and/or labor distribution changes may have a negative impact on the upcoming pay cycle so HR can provide instructions to the payroll staff for corrective actions so HR can provide instructions to the payroll staff for corrective actions.	Run prior to the start of a monthly pay cycle.	HR Leave Coordinator	10

Report Title (shown on rept)	WebFocus Name	Description	When to Run	Who?	Latest Version
Jobs for Temporary Employees	HGAWJOB	Provides a list of all jobs (both temporary and permanent) for temporary employees during a specified date range (i.e., the look back period) for specified Banner Ids. If no Banner Ids are specified, all temporary employees show on the report for the specified date range. This report should be used in conjunction with other standard model reports as a tool to analyze the data in Banner for temporary employees who may qualify for the ACA benefit.	Run upon request.	HR Staff	4
Leave Age Report	HGAWLAGE	Lists comp time balances and adverse weather balances that exceed the maximum time limit for EPA and SPA permanent employees with an active job.	Run monthly after each payroll to determine which employees are due comp time payouts, have comp time that has expired and is therefore lost (for exempt employees) and/or who have expired adverse weather hours.	HR Leave Coordinator	15
Leave Balances	HGAWLBAL	Provides a list of active EPA and SPA employees with their current leave balances. This report can be used to monitor comp time balances that exceed 240 * FTE, unused Special Leave balances, etc.	Run upon request .	HR Leave Coordinator	5
Leave Flag Maintenance Report	HGAWLFRM	Provides a list of active employees who are flagged with a less than twelve month LCAT. This report is used to determine when to uncheck and recheck the leave accrual flag on the base job record for these employees. NOTE: This report assumes that the LCAT descriptions match the standard model LCAT descriptions. If a campus has modified these descriptions, they may need to make a copy of this report and modify it to match their LCAT descriptions.	Run upon request to monitor this group of employees.	HR Leave Coordinator	2
SPA Employees Eligible for Longevity Pay	HGAWLNGE	HR should run this report in advance of a pay cycle to see a list of employees who should receive longevity pay in the specified pay cycle. This list and the pay amounts should match the list on the PGAW6EDR report for the 900 earn code (i.e., longevity pay) when the payroll runs.	Run prior to the start of a monthly pay cycle.	HR SPA Salary Administrator	3
Leave Report Detail	HGAWLRDT	This report lists detailed leave report information.	Run upon request.	HR/Payroll Staff	3
Leave Reporting Hours Report	HGAWLRHR	Lists active employees who recorded Leave Report hours on a specified date, date range or Leave Report cycle. Optionally, up to 4 Leave Report earn codes can be specified for analysis.	Run monthly to monitor the Leave Report earn codes that were utilized by employees.	HR Leave Coordinator	7
Leave Reports Not Started or Not Completed	HGAWLRNC	Provides a list of permanent employees for the specified Leave Report cycle who have an active permanent job, but have either not started a Leave Report or have a Leave Report that is not complete. Includes the employee's approver (if the status is one of the "not completed" statuses) or the employee's supervisor (if the status is "not started") as well as proxy names (where applicable) and email address for employees, supervisors/approvers and proxies. Also show who the next approver is, when applicable.	Run monthly during and/or after the Leave Report period closes to see a list of employees who have not provided a Leave Report for the upcoming pay cycle.	HR Leave Coordinator	16
Parental & Family Leave Detail	HGAWLVD	Detail list of all parental and family leave taken and accrued	Run upon request.	HR/Payroll Staff	1
Mandatory Status List	HGAWMAND	This report lists employees with a mandatory designation in NWABPAD (Additional Position Data) or PWABEAD (Employee Additional Data)	Run upon request.	HR/Payroll Staff	2
Paid Parental Leave	HGAWPPLV	This report lists paid parental leave taken.	Run upon request.	HR/Payroll Staff	2

Report Title (shown on rept)	WebFocus Name	Description	When to Run	Who?	Latest Version
Permanent LT .75 FTE Employees' Jobs and Hours	HGAWPPTH	Detail list of permanent < .75 FTE employees' jobs and hours worked. The report shows all jobs worked during the specified lookback period. It also shows overtime/comptime (for hourly jobs) from the payroll history during this period. This report should be used in conjunction with other standard model reports as a tool to analyze the data in Banner for temporary employees who may qualify for the ACA benefit.	Run upon request.	HR Staff	5
Parental & Family Leave 13+ old	HGAWPRLV	List of all employees whose parental and/or family leave is 13+ months old.	Run upon request.	HR/Payroll Staff	1
SPED Report	HGAWSPED	Identifies Employee Stability Period End Date	Run each month upon request		1