



Summary of SPS HR and Timekeeping Reports - Revised 6/1/16

Name of Report	Purpose	Prompts	Security Groups granted access	
Bonus and One-Time Payments	The report will identify the workers in the specified Supervisory Org that have received a Bonus or One-Time Payment during the specified timeframe.	Start Date End Date Supervisory Organization Include Subordinate Organizations External Pay Groups <- no entry required	HR Coordinator HR Partner Appointing Authority Partner Compensation Partner DBM Central Partner	Budget Administrator Budget & Finance Partner Payroll Partner CPB Reviewing Partner
CPBI Job Management Report	The report will identify all workers for a specified Supervisory Org for a CPBI Agency	Supervisory Organization Include Subordinate Organizations	HR Coordinator - CPBI Appointing Authority	
Positions with Overlap	The report will identify all of the Positions that have an overlap as of the Effective Date specified	Effective Date Supervisory Organization Include Subordinate Organizations	HR Coordinator HR Partner Appointing Authority Partner Compensation Partner Central Class Partner Central Class Analyst Central Recruitment Partner DBM Central Partner	Budget Administrator Budget & Finance Partner Recruiter Payroll Partner CPB Reviewing Partner Timekeeping Partner HR Liaison Matrix Liaison
Print I-9 Form for Workers	This report will print the completed I-9 Form for the specified worker(s).	Form I-9s for Printing	HR Coordinator HR Partner Appointing Authority Partner DBM Central Partner	
SPMS Acting Capacity	The report identifies all workers for the specified Supervisory Org who have/had Acting Capacity during the specified timeframe.	Supervisory Organization Include Subordinate Organizations Workflow States (In Progress, Successfully Completed, etc.) Start Date End Date	HR Coordinator HR Partner Appointing Authority Partner Compensation Partner Central Class Partner Central Class Analyst	Budget & Finance Partner HR Liaison Matrix Liaison
SPMS Acting Capacity with SSN	The report identifies all workers (with their SSN) for the specified Supervisory Org who have/had Acting Capacity during the specified timeframe.	Supervisory Organization Include Subordinate Organizations Workflow States (In Progress, Successfully Completed, etc.) Start Date End Date	Payroll Partner Payroll Administrator CPB Reviewing Partner	
SPMS Approve Hours , Scheduled Hours in a Pay Period State/Regular	The report identifies the approved, scheduled hours in a pay period for State/Regular employees.	Cost Center Start Date End Date	DBM Central Partner HR Administrator HR Coordinator HR Liaison HR Partner Matrix HR Liaison	Payroll Partner Timekeeper Timekeeper (Approver)
SPMS ASR	The report will be utilized to identify the workers to be processed for an ASR.	Job Profiles	Compensation Partner	
SPMS Bilingual Pay Request Report	The report identifies staff who have been given bilingual pay.	Cost Center Start Date End Date	DBM Central Partner HR Administrator HR Coordinator HR Liaison HR Partner	Matrix HR Liaison Payroll Administrator



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SPMS Bonus and One-Time Payments with SSN	The report will identify the workers (with their SSN) in the specified Supervisory Org that have received a Bonus or One-Time Payment during the specified timeframe.	Start Date End Date Supervisory Organization Include Subordinate Organizations External Pay Groups <- no entry required	Payroll Partner CPB Reviewing Partner HR Coordinator HR Partner Payroll Administrator Budget & Finance Partner	Compensation Partner Central Class Partner DBM Central Partner DBM Executive Direction
SPMS COLA	The report will be utilized to identify the workers to be processed for a Cost of Living Adjustment (COLA).	Compensation Grade	Compensation Partner	
SPMS COLA-INCR	This report will be utilized to identify the workers to be process for a Cost of Living Adjustment	Effective Date Compensation Grade Employee Type	Compensation Partner Compensation Administrator	
SPMS Compensation Changes	The report identifies all workers for the specified Supervisory Org who have had a compensation change during the specified timeframe. The compensation changes include: Acting Capacity, Salary Adjustment, COLA/Increment Retro Update, Hire, Promotion, Demotion	Start Date End Date Supervisory Organization Include Subordinate Organizations Workflow States (In Progress, Successfully Completed, etc.)	HR Coordinator HR Partner Appointing Authority Partner Compensation Partner Central Class Partner Payroll Administrator	Budget Administrator Budget & Finance Partner Budget Director Budget Analyst Payroll Partner HR Liaison Matrix Liaison
SPMS Compensation Changes with SSN	The report identifies all workers (with their SSN) for the specified Supervisory Org who have had a compensation change during the specified timeframe. The compensation changes include: Acting Capacity, Salary Adjustment, COLA/Increment Retro Update, Hire, Promotion, Demotion	Start Date End Date Supervisory Organization Include Subordinate Organizations Workflow States (In Progress, Successfully Completed, etc.)	Payroll Partner Payroll Administrator CPB Reviewing Partner	
SPMS Contract Employee Details	This report will identify all contractual - fixed term workers with a contract date between the specified Contract Start/End Dates.	Contract Start Date Contract End Date Contract Statuses (Open, Closed, Pending) Contract Types	HR Coordinator HR Partner Appointing Authority Partner Compensation Partner Central Class Partner DBM Central Partner	Budget Administrator/Director Budget & Finance Partner Payroll Partner HR Liaison Matrix Liaison Budget Analyst Payroll Administrator
SPMS Current Employee Detail Report	The report will identify all workers (state/regular, contractual, temporary, and contingent) associated with the specified Supervisory Org and Effective Date.	Supervisory Organization Include Subordinate Organizations Effective Date	HR Coordinator HR Partner Appointing Authority Partner Compensation Partner Central Class Partner Central Class Analyst Budget & Finance Partner Benefits Partner Payroll Partner Payroll Administrator HR Liaison Matrix Liaison	CPB Reviewing Partner DBM Central Partner DBM Executive Direction Budget Administrator Budget Analyst Agency Benefit Coordinator Central Recruitment Partner Recruiter Timekeeper Timekeeper Approver Time Tracking Administrator



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SPMS Current Employee Identified Compressed/Modified Schedule	This report identifies employees currently working compressed or modified schedules.	Organization Include Subordinate Organizations	Appointing Authority Partner DBM Central Partner DBM Executive Direction HR Coordinator HR Partner HR Liaison	Payroll Administrator Payroll Partner Timekeeper Timekeeper Approver Time Tracking Administrator
SPMS Employee Service Awards	The reports determines years of service to identify staff eligible for service awards.	Organization Include Subordinate Organization Effective Date	HR Coordinator HR Partner DBM Central Partner DBM Executive Direction	HR Administrator HR Liaison
SPMS Employees with Multiple Jobs	The report identifies employees who have more than one job.	No constraints	HR Administrator Payroll Administrator Payroll Liaison Timekeeper	Timekeeper (Approver) Time Tracking Administrator
SPMS Errors in Time Entry	The report identifies time entry errors.	Organization Start Date End Date	HR Administrators	
SPMS ETR Exception Report	The report identifies workers who have exceptions.	Organization Start Date End Date	Payroll Partner Payroll Administrator Timekeeper Timekeeper Approver	Time Tracking Administrator HR Administrator
SPMS ETR Pay Hours Report	The report accesses the workers hours within a specific time period.	Organization Start Date End Date	Payroll Partner Payroll Administrator Timekeeper Timekeeper Approver	Time Tracking Administrator HR Administrator
SPMS Expired Probationary Periods	This report identifies workers with a probationary period that has ended.	Supervisory Organization Include Subordinate Organizations Include Managers	HR Coordinator HR Partner Appointing Authority Partner Central Recruiting Partner	DBM Central Partner HR Liaison Matrix HR Liaison HR Coordinator-CPBI Central Benefit Partner
SPMS Find Workers	The tool identifies active workers that meet user-specified criteria.	Search Criteria Available include: Job Profile Age Range Gender Worker Type Worker Sub-Type Management level Supervisory Org Cost Center	HR Coordinator HR Partner Appointing Authority Partner Compensation Partner Central Class Partner Central Class Analyst Central Class Support Central Recruitment Partner DBM Central Partner Agency Benefit Coordinator	Budget Administrator Budget & Finance Partner Benefits Partner Recruiter Payroll Partner Timekeeping Partner HR Liaison Matrix Liaison Time Tracking Administrator Payroll Administrator Executive Manager



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SPMS Frozen Pins	This report will identify all of the Positions currently frozen for the specified Supervisory Org. The report will identify the freeze reason including, DBM Budget Frozen, DBM CAS Frozen and Agency Frozen.	Supervisory Org Include Subordinate Organizations?	Central Class Partner Central Class Analyst Central Class Support Central Recruitment Partner DBM Central Partner	Budget Administrator Budget Analyst Budget & Finance Partner Compensation Partner
SPMS Increment Report	The report will be utilized to identify the workers to be processed for an Increment	Compensation Grade Increment Month	Compensation Partner Compensation Administrator	
SPMS Job Catalog	The report identifies all active Job Profiles (Class Codes) along with the attributes of each Job Profile, including: Bargaining Unit Job (Service) Category Management Level Exempt/Non-Exempt Status NCP Series Vacancy Downgrade Series Benchmark or Special Conditions EEO Code Work Area Compensation Grade Profile	None	HR Coordinator HR Partner Appointing Authority Partner Compensation Partner Central Class Partner Central Class Analyst Central Class Support Central Recruitment Partner DBM Central Partner Payroll Administrator Budget Analyst Budget Director	Budget Administrator Budget & Finance Partner Recruiter CPB Reviewing Partner Reviewing Partner Timekeeper Timekeeper Approver Time Tracking Admin HR Liaison Matrix Liaison
SPMS Leave Without Pay Report	The report identifies all employees who have posted leave without pay within a specific time period.	Organization Start Date End Date	Payroll Partner Payroll Administrator Timekeeper Timekeeper Approver	Time Tracking Administrator HR Administrator
SPMS MD Supervisory Organization	The report identifies all of the Supervisory Org nodes within a specified Supervisory Org.	Supervisory Organization Include Subordinate Organizations	HR Administrator Agency Organization Assigner Agency Organization Editor	
SPMS Most Recent Completed Emergency Contact	The report identifies all employees who have recently completed the update of emergency contact information.	Organization Include Subordinate Organizations	Appointing Authority Partner HR Coordinator HR Coordinator - CPBI HR Partner DBM Central Partner	DBM Executive Direction HR Liaison Matrix HR Liaison HR Administrator
SPMS Name Change	The report is used to identify employees with a name change within a specific period of time.	Organization Include Subordinate Organization Start Date End Date	Appointing Authority Partner HR Coordinator HR Partner DBM Central HR Partner	HR Administrator HR Liaison Matrix HR Liaison
SPMS Next PEP Due	This report is used to identify future PEPs needed.	Supervisory Organization Include Subordinate Organizations Effective Date	HR Coordinator HR Partner Appointing Authority Partner DBM Central Partner DBM Executive Direction	Managers HR Liaison Matrix HR Liaison Executive Manager



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SPMS No Time Entered Contractual	The report identifies all contractual employees who have not entered time for a specific time period.	Organization Start Date End Date	Payroll Partner Payroll Administrator Timekeeper Timekeeper Approver	Time Tracking Administrator HR Administrator
SPMS No Time Entered State/Regular	The report identifies all State regular employees who have not entered time for a specific time period.	Organization Start Date End Date	Payroll Partner Payroll Administrator Timekeeper Timekeeper Approver	Time Tracking Administrator HR Administrator
SPMS Not Completed Emergency Contact	The report identifies all employees who have recently completed the update of emergency contact information.	Organization Include Subordinate Organizations	Appointing Authority Partner HR Coordinator HR Coordinator - CPBI HR Partner DBM Central Partner	DBM Executive Direction HR Liaison Matrix HR Liaison HR Administrator
SPMS Overtime Report	The report identifies all workers who reported overtime within a specific time period.	Organization Start Date End Date	Payroll Partner Payroll Administrator Timekeeper Timekeeper Approver	Time Tracking Administrator HR Administrator
SPMS Position Budget Data by Organization	The report will identify all Open, Filled and Frozen Positions as of an Effective Date along with Cost Center, Fund/Fund% and RSTARS designations.	Supervisory Org Include Subordinate Organizations? Effective Date Budget Status (Budgeted, Non-Budgeted)	HR Coordinator HR Partner Appointing Authority Partner Compensation Partner Central Class Partner Central Class Analyst Central Recruitment Partner DBM Central Partner DBM Executive Direction	Budget Administrator Budget Analyst Budget & Finance Partner Payroll Partner CPB Reviewing Partner Timekeeping Partner HR Liaison Matrix HR Liaison Payroll Administrator Time Tracking Administrator
SPMS Position Count	The report identifies the count of Filled and Open Positions by Job Profile and Bargaining Unit. The report provides the ability to drill-down into the worker details for each position count.	Supervisory Organization Include Subordinate Organizations Budget Status	HR Coordinator HR Partner Appointing Authority Partner Compensation Partner Central Class Partner Central Class Analyst Central Recruitment Partner DBM Central Partner DBM Executive Direction	Budget Administrator Budget Director Budget Analyst Budget & Finance Partner HR Liaison Matrix Liaison
SPMS Position Description (MS-22) for Worker(s)	The report will print a MS-22 Position Description for one or more workers or Positions.	Worker Filled Positions Unfilled Positions Note: You may specify one of more Workers or Positions at a time	HR Coordinator HR Partner Appointing Authority Partner Compensation Partner Central Class Partner Central Class Analyst Central Class Support Central Recruitment Partner DBM Central Partner	Budget Administrator Budget Director Budget Analyst Budget & Finance Partner Recruiter HR Liaison Matrix Liaison Payroll Partner Payroll Administrator



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SPMS Reclassifications Awaiting Action	The report will identify all In Progress Edit Position Restriction > Reclassification events.	None	HR Coordinator HR Partner Appointing Authority Partner Compensation Partner Central Class Partner Central Class Analyst Central Recruitment Partner DBM Central Partner	Budget Administrator Budget Director Budget Analyst Budget & Finance Partner Recruiter HR Liaison Matrix HR Liaison
SPMS Reclassifications Completed	The report will identify all In Progress Edit Position Restriction > Reclassification events that were completed during the specified timeframe.	Start Date End Date	HR Coordinator HR Partner Appointing Authority Partner Compensation Partner Central Class Partner Central Class Analyst Central Class Support Central Recruitment Partner DBM Central Partner	Budget Administrator Budget Director Budget Analyst Budget & Finance Partner Recruiter HR Liaison Matrix HR Liaison
SPMS Reported Time Blocks for Worker	The report identifies time blocks for workers.	Cost Center Start Date End Date Worker	DBM Central Partner HR Administrator HR Coordinator HR Liaison HR Partner	Matrix HR Liaison Payroll Partner Timekeeper Timekeeper (Approver)
SPMS Salary Schedules	This report will display the specified salary schedule.	Compensation Grades	HR Coordinator HR Partner Appointing Authority Partner Compensation Partner Central Class Partner Central Class Analyst Central Class Support Central Recruitment Partner DBM Central Partner Compensation Administrator	Budget Administrator Budget Director Budget Analyst Budget & Finance Partner Recruiter Reviewing Partner HR Liaison Matrix Liaison Time Tracking Administrator Payroll Administrator
SPMS SSN Lookup	The report will identify if a specified SSN is linked to an active or terminated worker.	SSN/ITIN	HR Administrator Central Benefits Central Recruitment DBM Central Partner	DBM Executive Direction
SPMS Supervisor by Employee (Active Employees)	The report identifies the supervisor of active employees.	Cost Center	Appointing Authority Partner DBM Central Partner HR Administrator HR Coordinator HR Liaison HR Partner Payroll Administrator	Payroll Liaison Payroll Partner



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SPMS Supervisory Organization Structure - Validation	Report identifies workers associated with an organization and the manager associated with each organization. Includes: Organization, Manager, Manager PIN, Employee, Employee PIN, Position Status, Employee ID, Location, and Employee working title.	Supervisory Organization Include Subordinate Organizations Include Manager	HR Administrator DBM Central Partner DBM OPSB Executive Direction Time Tracking Administrator Payroll Administrator Benefit Administrator	
SPMS Supervisory Organization Structure - Validation-ALL	Report identifies workers associated with an organization and the manager associated with each organization. Includes: Organization, Manager, Manager PIN, Employee, Employee PIN, Position Status, Employee ID, Location, Employee working title and cost center.	Supervisory Organization Include Subordinate Organizations Include Manager	Budget Administrator Budget Director Budget Analyst	
SPMS Time Off Report	The report identifies time off requests for workers.	Cost Center Start Date End Date Time Off	Absence Administrator DBM Central Partner HR Administrator HR Coordinator HR Liaison HR Partner	Matrix HR Liaison Time Tracking Administrator
SPMS Title Rate	This report will display the Title Rate File.	None	HR Coordinator HR Partner Appointing Authority Partner Compensation Partner Central Class Partner Central Class Analyst Central Class Support Central Recruitment Partner DBM Central Partner Timekeeper Timekeeper (Approver)	Budget Administrator Budget Director Budget Analyst Budget & Finance Partner Recruiter Reviewing Partner HR Liaison Matrix Liaison Time Tracking Administrator Payroll Partner Payroll Administrator
SPMS Unapproved Time and Time Off in a Period - State/Regular	The report identifies all State/Regular employees who have unapproved time off posted in a specific time period.	Organization Start Date End Date	Payroll Partner Payroll Administrator Timekeeper Timekeeper Approver	Time Tracking Administrator HR Administrator
SPMS Unsubmitted Time and Time Off in a Period -Contractual	The report identifies all contractual employees who have unsubmitted time within a specific time period	Organization Start Date End Date	Payroll Partner Payroll Administrator Timekeeper Timekeeper Approver	Time Tracking Administrator HR Administrator



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SPMS Unsubmitted Time and Time Off in a Period -State/Regular	The report identifies all State employees who have unsubmitted time within a specific time period.	Organization Start Date End Date	Payroll Partner Payroll Administrator Timekeeper Timekeeper Approver	Time Tracking Administrator HR Administrator
SPMS Upcoming Probationary Periods	This report identifies workers who have an open probationary period.	Supervisory Organization Include Subordinate Organizations Include Managers Effective Date	HR Coordinator HR Partner Appointing Authority Partner DBM Exec Direction	DBM Central Partner HR Liaison Matrix HR Liaison HR Administrator
SPMS View All Positions	The report will identify all Closed, Open, Filled and/or Frozen Positions as of an Effective Date.	Supervisory Organization Include Subordinate Organizations Position Status (Closed, Filled, Frozen, Open) Include Open Positions Available On or Before	HR Coordinator HR Partner Appointing Authority Partner Compensation Partner Central Class Partner Central Class Analyst Central Class Support Central Recruitment Partner DBM Central Partner DBM Exec Direction	Budget Administrator Budget Director Budget Analyst Budget & Finance Partner Recruiter Payroll Partner Timekeeper Approver Timekeeper HR Liaison Matrix Liaison OLA Auditor
SPMS View Payroll Input by Worker (S)	The report identified the payroll input for a worker.	Cost Center Period for Pay Input Pay Group	DBM Central Partner HR Administrator HR Liaison HR Partner Matrix HR Liaison	Payroll Partner Timekeeper Timekeeper (Approver)
SPMS Worker Change History Report	This report will identify workers who have had a Business Process, Supervisory Org, Job Profile, Manager, Cost Center, Time Type or Compensation change during the specified timeframe.	Supervisory Organization Include Subordinate Organizations Include Managers Start Date End Date	HR Coordinator HR Partner Appointing Authority Partner Compensation Partner Central Class Partner Central Class Analyst DBM Central Partner	Budget & Finance Partner HR Liaison Matrix HR Liaison OLA Auditor DBM Executive Direction
SPMS Workers on Leave	The report identifies all workers currently on leave within a specific time period.	Organization Include Subordinate Organization Start Date End Date Include Workers Returned from Leave Include Pending Events	HR Administrator HR Coordinator HR Partner Absence Administrator DBM Central Partner DBM Executive Direction HR Liaison Matrix Liaison	Timekeeper Timekeeper Approver Payroll Partner Time Tracking Administrator Payroll Administrator
SPMS Workers Returning from Leave	The report identifies those workers who are returning from Leave.	Organization Include Subordinate Organization Start Date End Date Include Pending Events	HR Administrator HR Coordinator HR Partner Absence Administrator DBM Central Partner DBM Executive Direction HR Liaison	Timekeeper Timekeeper Approver Payroll Partner Time Tracking Administrator Payroll Administrator Matrix HR Liaison



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SPMS Workers Returning from Leave	The report identifies all workers returning from leave within a specific time period.	Organization Include Subordinate Organization Start Date End Date Include Pending Events	HR Administrator HR Coordinator HR Partner Absence Administrator DBM Central Partner DBM Executive Direction	Timekeeper Timekeeper Approver Payroll Partner Time Tracking Administrator Payroll Administrator