

Payroll and Labor Management (PLM) Report Map

Business Process	Related Tasks	Related Business Questions	Old RM1/3 Reports	New OBI Reports	Report Description	Dashboard Tab
Salary Reconciliation	Determine actual pay by employees, Work Assignment Org and earnings type, or PTA for various payments	> From what PTAs and expenditure types were employees actually paid in a specific period of time?	RM3-168, RM3-169, RM3-170, RM1-Gross Pay, OF-LDA-671	Actual Pay	Display Gross Pay for all employees by Owning Organization, PTA, earning type, award type, and expenditure type, filtered as per Prompt Section.	Actual Pay
		> How much was an employee paid individually in specific period of time?	RM3-168, RM3-169, RM3-170, RM1-Gross Pay, OF-LDA-671	Employee Details - Payroll Transaction Details	Display Gross Pay for an employee (by detail payroll transactions)	Actual Pay
		> What employees with work assignments outside my organization are being paid from PTAs within my organization? > In what other organizations are those employees' work assignments?	RM3-168, RM3-169, RM3-170, RM1-Gross Pay (Partial), OF-LDA-671 (Partial)	Actual Pay	Display Gross Pay for all employees by Owning Organization, PTA, earning type, award type, and expenditure type, filtered as per Prompt Section.	Actual Pay
	Determine actual pay by employees with payroll check information	> What check numbers are associated with an employee's earnings amounts, and have the checks been cashed in a specific period of time?	RM1-Gross Pay	Employee Details - Paycheck Details	Display the check numbers which are associated with an employee's earnings amounts	Actual Pay
	Determine actual pay by employees, Work Assignment Org and earnings type for various payments	> What employees with work assignments in my organization are being paid from PTAs outside my organization? > What other organizations are paying those employees?	RM3-168, RM3-169, RM3-170, RM1-Gross Pay (Partial), OF-LDA-671 (Partial)	Actual Pay	Display Gross Pay for all employees by Owning Organization, PTA, earning type, award type, and expenditure type, filtered as per Prompt Section.	Actual Pay
		> Which employees have received or will receive non-base pay (based on Earnings Type/Code) in a specific period of time.	RM3-168, RM3-169, RM3-170, RM1-Gross Pay, OF-LDA-671	Actual Pay	Display Gross Pay for all employees by Owning Organization, PTA, earning type, award type, and expenditure type, filtered as per Prompt Section.	Actual Pay
	Determine actual pay for all employees by Organization in a specific period of time	> At the summary level, how much are my employees being paid by organization, or PTA and by different groupings such as paygroup, classified indicator, earnings category, earnings type, expenditure type, and award type?	RM3-168, RM3-169, RM3-170, RM1-Gross Pay, OF-LDA-671	Actual Pay Overview	Display Gross Pay for ALL employees by Organization filtered as per Prompt Selection.	Summary
		> How much were my employees paid (e.g., by employee group or award type or pay type or pay category) in a specific period of time?	RM3-168, RM3-169, RM3-170, RM1-Gross Pay, OF-LDA-671	Actual Pay Overview	Display Gross Pay for ALL employees by Organization filtered as per Prompt Selection.	Summary
		> How were payroll transactions distributed, for a particular period, for all employees in my Org?	RM3-168, RM3-169, RM3-170, RM1-Gross Pay, OF-LDA-671	Actual Pay Overview	Display Gross Pay for ALL employees by Organization filtered as per Prompt Selection.	Summary
	Examine the details of labor distribution adjustments, including amounts, earnings types and batch description	> How much were my employees paid individually in specific period of time? > Is there any adjusted amount being posted to from LDA?	RM3-173, RM3-247	Employee Details - Labor Distribution Adjustments Batch Details	Display detail information regarding Distribution Adjustments entries	Actual Pay
Salary Budgeting and Planning	Find out if planned employee schedules are on target	> As a glance, how many full time employees are within an Org, and how many employees have multiple assignments?	RM3-167, RM3-172, OF-LDA-671	Labor Schedule Details	Display labor schedule details for all employees by Organization filtered as per Prompt Selection	Labor Schedule
		> From what PTAs did we plan to pay our employees, and from what PTAs were they actually paid in a specific period of time?	OF-LDA-671	Labor Schedule Details by Employee - labor schedule details	Display labor schedule details for specific employee(s) filtered as per Prompt Selection.	Labor Schedule
		> What are the scheduled earnings amounts for employees in an assignment org?	RM3-167, RM3-172, OF-LDA-671	Scheduled v Actual Labor Expenditure	Display in Summary of the planned employee schedules on target by Organization filtered as per Prompt Selection.	Summary
				Scheduled Labor Expenditures and Actual	Display scheduled labor schedule amounts and actuals for all employees by Organization filtered as per Prompt Selection.	Scheduled v Actual
		> Where were my salaried employee charges supposed to be distributed?	RM3-167, RM3-172	Scheduled v Actual Labor Expenditure	Display in Summary of the planned employee schedules on target by Organization filtered as per Prompt Selection.	Summary
		Scheduled Labor Expenditures and Actual	Display scheduled labor schedule amounts and actuals for all employees by Organization filtered as per Prompt Selection.	Scheduled v Actual		

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		> Which employees have Labor Schedules total less than 100% or no Labor Schedule at all in a specific period of time?	RM3-167, RM3-172, OF-LDA-671	Scheduled v Actual Labor Expenditure Labor Schedule Summary	Display in Summary of the planned employee schedules on target by Organization filtered as per Prompt Selection. Display labor schedule summary for all employees by Organization filtered as per Prompt Selection.	Summary Labor Schedule
				Scheduled v Actual Details by Employee - Labor Schedule Percentages	Display labor schedule summary for specific employee(s) filtered as per Prompt Selection.	Scheduled v Actual
	Find out if planned employee schedules are on target, and conduct variance analyses	> From what PTAs did we plan to pay our employees, and from what PTAs were they actually paid in a specific period of time?	RM3-167, RM3-172	Scheduled Labor Expenditures and Actual	Display scheduled labor schedule amounts and actuals for all employees by Organization filtered as per Prompt Selection.	Scheduled v Actual
		> Which employees received earnings that were not scheduled?	RM3-168, RM3-169, RM3-170, RM1-Gross Pay, OF-LDA-671	Scheduled v Actual Details by Employee - Sch Labor Expenditures and Actual Scheduled Labor Expenditures and Actual	Display scheduled labor schedule amounts and actuals for specific employee(s) filtered as per Prompt Selection. Display scheduled labor schedule amounts and actuals for all employees by Organization filtered as per Prompt Selection.	Scheduled v Actual Scheduled v Actual
	Manage Labor schedule and make sure employees' pay are charged to the correct PTAs	> What lines or PTAs in an employees' current Labor Schedule are ending or will become invalid within a given time frame?	RM3-167, RM3-172, OF-LDA-671	Labor Schedule Details	Display labor schedule details for all employees by Organization filtered as per Prompt Selection	Labor Schedule
				Scheduled v Actual Details by Employee - Labor Schedule Percentages	Display labor schedule summary for specific employee(s) filtered as per Prompt Selection.	Scheduled v Actual
				Labor Schedule Details by Employee - labor schedule details	Display labor schedule details for specific employee(s) filtered as per Prompt Selection.	Labor Schedule
Clear OSA Balances	Isolate Org Suspend PTA charges for clearing	> To what PTAs and earning types was an employee's earnings charged?	RM3-173, RM3-170	Employee Details - Payroll Transaction Details	Display Gross Pay for an employee (by detail payroll transactions)	Actual Pay
		> What are the current balances of our Org Suspend PTAs without using 279 detailed transactions report?	RM3-173, RM3-170	Charges Currently Remaining on Org Suspend Account	Display Org Suspend accounts for all employees by Organization filtered as per Prompt Selection.	Scheduled v Actual
		> What transactions remained uncleared on our Org Suspend Account?	RM3-173, RM3-170	Charges remaining on Org Suspend Accounts	Display in Summary what amounts remain in Org Suspend accounts by Organization filtered as per Prompt Selection.	Summary
		> What was the reason the payroll transaction went into OSA?	RM3-247	Charges Currently Remaining on Org Suspend Account	Display Org Suspend accounts for all employees by Organization filtered as per Prompt Selection.	Scheduled v Actual
		> Which employees' actual pay hit an Org Suspend PTA (by Org or Suspend PTA)?	RM3-173, RM3-170	Charges Currently Remaining on Org Suspend Account	Display Org Suspend accounts for all employees by Organization filtered as per Prompt Selection.	Scheduled v Actual
		> Which employees have Labor Schedules whose lines total less than 100% in a specific period of time?	RM3-167, RM3-172	Charges remaining on Org Suspend Accounts	Display in Summary what amounts remain in Org Suspend accounts by Organization filtered as per Prompt Selection.	Summary
		> Which employees have no Labor Schedule in a specific period of time?	RM3-167, RM3-172	Employee Assignments with Incomplete Labor Schedules	Display in Summary which employee have incomplete labor schedule by Organization filtered as per Prompt Selection. This report excludes the retirees and students.	Summary
				Employee Assignments with Incomplete Labor Schedules	Display in Summary which employee have incomplete labor schedule by Organization filtered as per Prompt Selection. This report excludes the retirees and students.	Summary
Review Labor Distribution Adjustments	Examine the details of labor distribution adjustments, including amounts and reasons	> What was the reason the payroll transaction went into OSA?	RM3-247	Labor Distribution Adjustment Batches - All Statuses	Display Labor Distribution Adjustment Batches summary, details, and approval history information	Actual Pay
				Employee Details - Labor Distribution Adjustments Batch Details	Display detail information regarding Distribution Adjustments entries	Actual Pay
	Examine the details of labor distribution adjustments, including amounts, destinations, sources, status and approval history	> When and by whom were Labor Distribution Adjustments originated and approved for my employees?	RM3-247	Labor Distribution Adjustment Batches - All Statuses	Display Labor Distribution Adjustment Batches summary, details, and approval history information	Actual Pay

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				Employee Details - Labor Distribution Adjustments Batch Details	Display detail information regarding Distribution Adjustments entries	Actual Pay
Timecard Maintenance	Find out timecard punch details for non-exempt, hourly, and those exempt employees who are eligible for paid leave	> Which non-exempt or hourly employee timecards are missing out-punches in a specific period of time?	RM1 - Time and Leave	Timecard Punch Details	Display time punch details for all employees by Organization filtered as per Prompt Selection. The Timecard Punch Details report only applies to non-exempt and hourly employees.	Timecard
	Find out timecard earnings details for non-exempt, hourly, and those exempt employees who are eligible for paid leave	> What employees have not recorded paid leave for a specified number of pay periods?	RM1 - Time and Leave	Timecard Hour Details	Display employee timecard hours for all employees by Organization filtered as per Prompt Selection. The Salary Grade and Step information are only applicable for bargaining unit employees. This report applies to non-exempt, hourly, and those exempt employees who are eligible for paid leave.	Timecard
		> Which employee timecards include premium pay or out-of-class adjustments in a specific period of time?	RM1 - Time and Leave	Timecard Hour Details	Display employee timecard hours for all employees by Organization filtered as per Prompt Selection. The Salary Grade and Step information are only applicable for bargaining unit employees. This report applies to non-exempt, hourly, and those exempt employees who are eligible for paid leave.	Timecard
		> Which of my non-exempt or hourly employees have blank timecards in a specific period of time?	RM1 - Time and Leave	Timecard Punch Details	Display time punch details for all employees by Organization filtered as per Prompt Selection. The Timecard Punch Details report only applies to non-exempt and hourly employees.	Timecard
		> Which timecard entries will result in earnings being debited to my organization suspense account in a specific period of time?	RM1 - Time and Leave	Timecard Hour Details	Display employee timecard hours for all employees by Organization filtered as per Prompt Selection. The Salary Grade and Step information are only applicable for bargaining unit employees. This report applies to non-exempt, hourly, and those exempt employees who are eligible for paid leave.	Timecard
Manage Leave	Manage accurate recording to leave by employees	> What paid leave did my employee take during a specific period of time?	RM1 - Time and Leave	Leave Details by Employee - Leave History	Provides Leave History details as to which date the employee has taken leave or has accrued leave.	Leave
	Manage Leave accrual liability and balance	> How much vacation have employees in my organization taken this fiscal year, compared to the amount they have accrued? > What is the current monetary value of the vacation balances for employees in my organization? > What are our employees' vacation balances, and are they near or above the applicable vacation cap? > What is the Leave Balance accrual and usage history for my employees and/or organization? > What paid leave did my employee take during a specific period of time?	RM1 - Time and Leave	Summary of Leave Balance	Display employee leave information for all except casual employees by Organization filtered as per Prompt Selection.	Leave
			RM1 - Time and Leave	Summary of Leave Balance	Display employee leave information for all except casual employees by Organization filtered as per Prompt Selection.	Leave
			RM1 - Time and Leave	Summary of Leave Balance	Display employee leave information for all except casual employees by Organization filtered as per Prompt Selection.	Leave
			RM1 - Time and Leave	Summary of Leave Balance	Display employee leave information for all except casual employees by Organization filtered as per Prompt Selection.	Leave
Employee Detail Review	Find out job information such as FTE and Paygroup by employees by Work Assignment Org	> What are the work assignment and position details of that employee?	RM1-Print-a-person	Employee Details - Employee/Position Details	Display Employee Details for the selected employee per Prompt Selection	Actual Pay
				Scheduled v Actual Details by Employee - employee details Labor Schedule Details by Employee - employee details	Display employee details, such as assignments and positions information, for specific employee(s) filtered as per Prompt Selection. Display employee details, such as assignments and positions information, for specific employee(s) filtered as per Prompt Selection.	Scheduled v Actual Labor Schedule
Manage PTA Attributes	Find out Award attributes	> What is the Award attributes of my charged PTA?	RM3-229	Award Details	Provides award details relating to status, org, owner, manager, budget unit, purpose, type, level of restriction, level of control, donor, funding source, and start and end date.	Actual Pay
	Find out Project attributes	> What is the Project attributes of my charged PTA?	RM3-229	Project Details	Provides project details relating to the status, org, owner, manager, budget unit, type, start and end date.	Actual Pay
	Find out Task attributes	> What is the Task attributes of my charged PTA?	RM3-229	Task Details	Provides task details relating to the org, owner, manager, budget unit, type, availability for charges, and start and end date.	Actual Pay