

SOLAR HR DATA WAREHOUSE QUICK GUIDE

(Please **PRINT** in **LANDSCAPE** Format)

ACCESS:

<http://www.csun.edu/>
Link to CSUN Portal

TYPES OF EMPLOYEES IN THE DATA WAREHOUSE

- Active Staff, MPP, Faculty, Students and Special Pay positions as of 1/1/2005 and forward.
- Employees terminated on or after 1/1/2005.
- Non-active FERP members with FERP End Dates on or after 1/1/2005.

SEARCH VALUES:

<p><u>DIVISION: IT</u></p> <p>ACAD_TECH FIN_ADM_SV INFRA_SVCS IT_INFOSYS IT_VPO</p> <p><u>DIVISION: PRESIDENT</u></p> <p>PRES_OFF</p> <p><u>DIVISION: VP_UNV_ADV</u></p> <p>ALUM_REL PUBLIC_REL UNIV_ADV UNIV_DEVEL</p>	<p><u>DIVISION: VP_ACAD_AF</u></p> <p>ACAD_RES EXL ADM&REC FAC_AFFAIR ARTS_NORTH CAMC CECS CHHD DNCBE CSBS CSUN_CI CTRL_ACAD ED_OPP_PRG EDUCATION EXL FAC_AFFAIR FAC_SENATE GRAD_STU HUMANITIES INST_RES PR_VP_ACAD SCI_MATH UNGRAD_ST UNIV_LIB</p>	<p><u>DIVISION: VP_ADMN_FIN</u></p> <p>ADMIN_FIN ATHLETICS BUDGET_PLAN FACIL_PLAN FIN_SVCS HUMAN_RES INTRL_AUD POLICE_SVC</p> <p><u>DIVISION: VP_STU_AFF</u></p> <p>CAREER_CTR COD COUNL_SVCS DIS_RES FIN_AID INTL_EXCH NCOD RES_LIFE ST_AFF_TEC ST_AFF_VP ST_DEVELOP ST_HLTH_CT ST_OUT_REC</p>	<p><u>EMPLOYEE CATEGORY:</u></p> <p>FACULTY MPP STAFF TEACHING ASSOC GRAD ASSISTANT SPECIAL PAY STUDENT</p> <p><u>EMPLOYEE STATUS:</u></p> <p>ACTIVE: ACTIVE, LEAVE, SHORT WORK BREAK AND SUSPENDED</p> <p>INACTIVE: TERMINATED, RETIRED AND DECEASED</p>
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QUERY	DESCRIPTION	QUERY NAME
1. AVERAGE SALARY*	AVERAGE & MEDIAN SALARY BY JOB CODE	NR_HRED_AVERAGE_SALARY
2. DEPARTMENT LIST	LIST OF ALL ACTIVE DEPARTMENTS WITH CORRESPONDING MAIL DROP.	NR_HRED_DEPARTMENT_LIST
3. EMPLOYEE ACTIVITY*	LIST OF NEW HIRES, REHIRS, JOB CHANGES, TERMINATIONS AND DEPARTMENT TRANSFERS.	NR_HRED_EMPLOYEE_ACTIVITY
4. EMPLOYEE LIST-BASIC*	COMPLETE LIST OF ACTIVE EMPLOYEES.	NR_HRED_EMPLOYEE_LIST_BASIC
5. EMPLOYEE LIST-DETAIL*	LIST OF ACTIVE EMPLOYEES WITH ADDITIONAL JOB-RELATED INFORMATION.	NR_HRED_EMPLOYEE_DETAIL
6. FACULTY LIST	LIST OF ACTIVE FACULTY, TEACHING ASSOCIATES, GRADUATE ASSISTANTS, AND INSTRUCTIONAL STUDENT ASSISTANTS.	NR_HRED_FACULTY_LIST
7. FACULTY FERP REPORT	LIST OF FERP PARTICIPANTS WITH UNEXPIRED FERP END DATES.	NR_HRED_FACULTY_FERP_LIST
8. FACULTY SABBATICAL/DIP LIST	LIST OF ALL FACULTY MEMBERS WHO ARE ELIGIBLE FOR SABBATICAL/DIFFERENTIAL IN PAY LEAVE.	NR_HRED_FACULTY_SAB_DIP_ELIG
9. FTE AUDIT (Over 1.25)	LIST OF EMPLOYEES WHOSE TOTAL FTE IS OVER 1.25.	NR_HRED_MORE_THAN_125_FTE
10. HEADCOUNT (All Jobs)*	EMPLOYEE COUNT AND FTE (An employee will be counted more than once if they hold multiple positions) AS OF PROMPTED DATE. SPECIAL PAY JOBS ARE NOT INCLUDED IN THE COUNT.	NR_HRED_HEADCOUNT_ALL
11. HEADCOUNT (Primary Job Only)*	EMPLOYEE COUNT AND FTE (For employees with multiple jobs, only their Primary job is counted). SPECIAL PAY JOBS ARE NOT INCLUDED IN THE COUNT.	NR_HRED_HEADCOUNT_PRIMARY
12. LEAVE OF ABSENCE	LIST OF ALL EMPLOYEES CURRENTLY ON A LEAVE OF ABSENCE.	NR_HRED_LEAVE_OF_ABSENCE
13. OVERTIME REPORT	SUMMARY OF OVERTIME HOURS DURING SPECIFIED PERIOD BY EMPLOYEE, BY DIVISION/DEPARTMENT.	NR_HRED_OVERTIME
14. OVER-ALLOCATED POSITIONS	LIST OF POSITIONS THAT HAVE EXCEEDED THE MAXIMUM HEADCOUNT.	NR_HRED_OVERALLOCATED_POSNS
15. SCO PAYROLL DATA:CURRENT	LIST OF PAYMENTS ISSUED BY THE SCO FOR THE CURRENT MONTH. DATA IS AVAILABLE THE DAY AFTER PAYROLL CUTOFF FOR SALARIED EMPLOYEES AND AFTER THE 15TH OF THE MONTH FOR ALL OTHER EMPLOYEES	NR_HRED_SCO_PAY_CURRENT

16. SCO PAYROLL DATA – HISTORY (FACULTY & STAFF)	SCO PAYMENTS ISSUED TO FACULTY & STAFF FROM 1/2005 FORWARD. THIS INFORMATION IS BASED ON THE MONTHLY PAY TAPE LOAD. NEW DATA IS AVAILABLE 1-3 BUSINESS DAYS AFTER THE FIRST OF EACH MONTH.	NR_HRED_SCO_PAY_HISTORY_A
17. SCO PAYROLL DATA – HISTORY (STUDENTS)	SCO PAYMENTS ISSUED TO STUDENTS FROM 1/2005 FORWARD. THIS INFORMATION IS BASED ON THE MONTHLY PAY TAPE LOAD. NEW DATA IS AVAILABLE 1-3 BUSINESS DAYS AFTER THE FIRST OF EACH MONTH.	NR_HRED_SCO_PAY_HISTORY_B
18. SCO PAYROLL DATA – HISTORY (SPECIAL PAY EMPLOYEES)	SCO PAYMENTS ISSUED TO SPECIAL PAY EMPLOYEES FROM 1/2005 FORWARD. THIS INFORMATION IS BASED ON THE MONTHLY PAY TAPE LOAD. NEW DATA IS AVAILABLE 1-3 BUSINESS DAYS AFTER THE FIRST OF EACH MONTH.	NR_HRED_SCO_PAY_HISTORY_C
19. PERFORMANCE APPRAISALS – NEEDED	LIST OF EMPLOYEES WHO ARE DUE AN ANNUAL REVIEW..	NR_HRED_PERF_APPRAISAL
20. POSITION LIST	LIST OF ALL ACTIVE POSITIONS WITH GENERAL POSITION-RELATED INFORMATION.	NR_HRED_POSITION_DATA
21. REHIRED ANNUITANT – OVER 800 HOURS	LIST OF ALL REHIRED ANNUITANTS WHO HAVE WORKED MORE THAN 800 HOURS IN THE CURRENT FISCAL YEAR (Max allowable is 960)	NR_HRED_REHIRED_ANNUITANT_MAX
22. SEPARATION REPORT	LIST OF ALL EMPLOYEES WHO ARE SEPARATED FROM THE CAMPUS. (No active jobs)	NR_HRED_SEPARATED_EMPLOYEES
23. STUDENT HOURS OVER MAX	LIST OF STUDENT EMPLOYEES WHO WORKED MORE THAN THE ALLOWABLE NUMBER OF HOURS PER MONTH.	NR_HRED_STUDENT_HOURS
24. TEMPORARY APPOINTMENTS	LIST OF ALL ACTIVE TEMPORARY EMPLOYEES BY DIVISION.	NR_HRED_TEMP_APPTS
25. TEMPORARY APPOINTMENTS – EXPIRED	LIST OF ALL ACTIVE TEMPORARY EMPLOYEES WITH EXPIRED APPOINTMENTS BY DIVISION.	NR_HRED_TEMP_APPTS_EXPIRED
26. T & L DATA	LIST OF T & L-RELATED HOURS REPORTED WITHIN PROMPTED PERIOD. DATA ONLY AVAILABLE FROM 7/1/2007 AND FORWARD.	NR_HRED_TL_DATA

**Query available by various groupings*

(Rev. 7/8/2014)