

# HCM Report Folders, Data and Training

| Report Folder               | Type of HCM Data   | Associated BW Training                      | Popular Reports   |
|-----------------------------|--|---|---|
| Personnel Administration    | Labor Distribution (Departmental)  | Payroll Reporting (Intro)                   | Labor Distribution - Payroll Inquiry by Employee (PA15) |
|                             |  |   | Labor Distribution - Fund Center Report                 |
| Time Management             | Sick & Vacation Time   | N/A   | Employee Absence Tracking - Historical View             |
| Organization Management     | Positions – Occupied & Vacant  | N/A   | Position Status Report                                  |
| Employee Data (Distributed) | Employee Master Data (hire date, termination date, percent time, salary grade, etc.) | Advanced Reporting for Payroll Coordinators | Employee Master Data - Snapshot                         |
|                             |  |   | Employee Master Data - History Range                    |
|                             |  |   | Historical View of Payments                             |
|                             |  |   | Faculty & Staff Directory                               |
|                             |  |   | Most Recent Occurrence of Payments                      |
| Faculty Data                | Faculty-specific Data including rank, appointment date, contract information, etc.)  | N/A   | Faculty Audit PA9001 Report                             |
|                             |  |   | Faculty Appointment SAP History                         |