A listing of Reports and Queries currently available for use by Department Administrators and Financial Administrative Managers for Mosaic Human Resources
# Table of Contents

Mosaic Human Resources ..........................................................................................................................................2

**Job, Employee & Recruitment Queries for Department Managers** .................................................................2

- Department Employee Info.................................................................................................................................2
- Employees on Leave..............................................................................................................................................2
- Department Position Query.................................................................................................................................2
- Work Study Data Query .......................................................................................................................................2

**Time Management Queries for Managers, Time Reporters & Approvers** .........................................................3

- Payable Time Run of Hours.................................................................................................................................3
- Reported Time Audit & Reported Absence Audit...............................................................................................3
- Reported Absence Audit.......................................................................................................................................3
- Reported Absence & Reported Time Summary..................................................................................................3
- Calculated Absence Summary..............................................................................................................................3
- Absence Balances: Vacation Entitlement & Balance; Sick Balance.......................................................................4
- CTO Balances: As of Date CTO Bank Balance...................................................................................................4

**GL Funding Setup Queries for Department Administrators & Financial Managers** .........................................4

- Current Labour-Benefit Acct Map........................................................................................................................4
- All Active Earns Combo Setup; All Active Benefit Combo Setup........................................................................4
- Current Position Level – by Po; Current Appointment Level-by ID......................................................................5
- All Position Level – by Posn; All Appointment Level – by ID.............................................................................5

**Payroll Reports & Queries for Department Administrators & Financial Managers** ..........................................5

- Department Payroll Register...............................................................................................................................5
- Cost Centre Register ...........................................................................................................................................6
- Sums per GL Confirmed Pay.................................................................................................................................6
- Sums per Dept Confirmed Pay................................................................................................................................6

**Data Warehouse** ..............................................................................................................................................8

**Reports & Queries Linked to Labour Distribution Security** ...........................................................................8

- Labour Dist and Sal Commit Rpt...........................................................................................................................8
- Labour Distribution Report (aka: Labour Distribution by Account).......................................................................8
- Labour Distribution – Project; Labour Distribution - Program...............................................................................8
- Labour Dist by Dept – Project; Labour Dist by Dept – Program...........................................................................9
- Labour Dist – all Projects; Labour Dist – All Programs.....................................................................................9
- Labour Dist – Faculty............................................................................................................................................9
Mosaic Human Resources

Job, Employee & Recruitment Queries for Department Managers

Department Employee Info

*Main Menu > Manager Self Service > Job and Personal Information > Reports*

- Provides position/job based information for employees in your department.
- Some fields included:
  - Position, Job Code, Job Title, Status (Active/Leave, etcetera), Expected End Date, Expected Return Date, Standard Hours
- Report is based on employees as of the day the report is run

✓ Very useful for Department Administrators
✓ Report can be run as many times as needed and can be run at any time throughout the day

Employees on Leave

*Main Menu > Manager Self Service > Job and Personal Information > Reports*

- Provides information of employees on leave for employees in your department
- Provides a quick view for managers to determine which employees are on leave and when they are expected to return
- Provides the type of leave

✓ Very useful for Department Administrators
✓ Report can be run as many times as needed and can be run at any time throughout the day

Department Position Query

*Main Menu > Recruiting > Reports > Recruitment Queries*

- Provides information on positions within a department with Job Family and department prompt, and includes current incumbent information
- Primarily developed to assist Department Administrators determine position numbers for creating Job Openings
  - HINT: Knowing your Department Code in Mosaic will greatly simplify the running of this report as it will save you time looking up the code for the prompt.

✓ Very useful for Department Administrators
✓ Report can be run as many times as needed and can be run at any time throughout the day

Work Study Data Query

*Main Menu > Recruiting > Reports > Recruitment Queries*

- Provides information for tracking and determining funding for Job Opening requests (Work Study)
Time Management Queries for Managers, Time Reporters & Approvers

Payable Time Run of Hours

_Manager Self Service > Time Management > View Time > Payable Time Run of Hours_
- Date fields (mandatory), all other parameters are optional
- Can be used to validate payable time (reported time that has been processed by the system rules)
- Will show GL Combo Codes for time entered from TL
- Can be exported as XLS or PDF

✓ Very useful for Department Administrators
✓ Can be run the day after the administrator approved the time

Reported Time Audit & Reported Absence Audit

_Manager Self Service > Time Management > View Time > Time Management Audit_
- Date Range Prompt (mandatory); Employee ID and Department ID (optional prompts)
- Audit related information for time and absence reporting (who entered the time, when it was entered, etc.)

✓ Used to track source of modifications or updates
✓ Can be run any time

Reported Absence Audit

_Manager Self Service > Time Management > View Time > Time Management Exceptions_
- Date prompt (mandatory)
- Any High or Low severity Time Reporting exceptions (or errors) that are encountered during time reporting
- High severity exceptions which are not resolved will prevent payment for any earnings for that ID for that day

✓ If unsure of the nature of the error message, please contact your area HR Advisor
✓ Can be run any time

Reported Absence & Reported Time Summary

_Manager Self Service > Time Management > View Time > Reporter Time and Absence_
- Date prompt (mandatory)
- These queries provide a summary of time or absences that have been entered

✓ Can be run any time

Calculated Absence Summary
Manager Self Service > Time Management > View Time > Reporter Time and Absence

- Date prompt (mandatory)
- This query provides a summary of the calculated absence amounts for any reported absences

✓ Can be run only on Monday of the pay week

Absence Balances: Vacation Entitlement & Balance; Sick Balance

Manager Self Service > Time Management > View Time > Absence Balance

- Prior Pay period end date prompt (mandatory)
- Displays Vacation and Sick bank values as of the last confirmed pay (not entries on the current pay)

✓ Can be run any time

CTO Balances: As of Date CTO Bank Balance

Time & Labor > Reports > CTO Balance > As of Date CTO Bank Balance

- As-of date prompt (mandatory); employee ID and Department ID optional (optional)
- Displays CTO bank values as of the date indicated (including within the current pay)
- Some examples of CTO banks: Overtime Bank; Flex Time Bank; Snow Day Bank (where applicable); Deferred Stat Holiday Bank

✓ Can be run any time

GL Funding Setup Queries for Department Administrators & Financial Managers

Current Labour-Benefit Acct Map

Main Menu > Human Resources > Set Up HCM > Product Related > Commitment Accounting > Budget Information > DBT Department Queries

- Shows all Salary Accounts in use in Mosaic HR and the corresponding Fringe Account each will map to if no override is indicated on the Department Budget Table Deductions or Taxes tabs

✓ Very useful for Department Administrators in conjunction with Queries listed below
✓ Can be run at any time; always shows up to date results

Results in the 6 Queries listed below are limited by Row Level security, and will only return department(s) the Manager or Administrator has been granted rights to view in Mosaic HR.

All Active Earns Combo Setup; All Active Benefit Combo Setup

Main Menu > Human Resources > Set Up HCM > Product Related > Commitment Accounting > Budget Information > DBT Department Queries

- Specify Fiscal Year; Option to select single Department
- Show all current Fringe Distribution (or Salary Distribution) for Position Level and Appointment Level for the Department(s) you have Row Level security to view in HR
  ▪ Position Level funding is indicated by lines with Position field populated

Prepared for the November 2015 Financial Forum. See also the Documentation Tab in Mosaic portal.
Appointment (or EE) Level funding is indicated by lines with Empl_ID field populated

HINT: when the Combo showing is the same for both Salary and Benefit for the same Position or Empl_ID, then there is no override set up for Fringe for that entry, and the Salary to Benefit GL Mapping table will be used in creating Pay to GL records

- Large-scale review of Department-wide funding setup
- Can be run at any time; shows current results

Current Position Level – by Po; Current Appointment Level-by ID

Main Menu > Human Resources > Set Up HCM > Product Related > Commitment Accounting > Budget Information > DBT Department Queries
- Specify Position code [or Employee ID + Employee Record]
- Shows current Salary, Fringe, and Taxes GL Combo setup for the Position [or Appointment] funding for each Department + Position [or Department + Employee ID + Employee Record] combination
  - HINT: shows both Effective Date and Date Entered, to enhance understanding of when each funding record would have begun to be reflected in GL and Labour Distribution
- Quick (targeted) search for single current Position (or ID + Employee Record) funding
- Can be run at any time

Payroll Reports & Queries for Department Administrators & Financial Managers

Results in the Reports and Queries listed below are limited by Row Level security, and will only return department(s) the Manager or Administrator has been granted rights to view in Mosaic HR.

Department Payroll Register

Main Menu > Human Resources > Payroll for North America > Payroll Processing CAN > Pay Period Reports
- Specify Pay Run ID; option to specify single Department
- Shows amounts per Earning / Deduction / Tax Code, per Pay Period
- Includes earnings from Job (Salaried employees), Time Management, Additional Pay, and Payline manual entry
  - Results from Job and Additional pay changes will be reflected after Payroll Calculation
Results from Time & Labour entries will be reflected after TL is loaded to paylines
Results from Absence entries will update after AM is run by HRSC and loaded to paylines
Payline manual entries will be reflected right away

- **Row Level Security based on Department linked to Position on Pay Advice**
  - Constraint: not all employees will be shown in cases where secondary appointments exist, and multiple Jobs are being paid on a single paycheque (due to single paycheque concept in use at McMaster); in such cases, the Cost Centre Register is used instead
  - Full funding details (including splits on Corp Costs) are represented only after Pay to GL has been completed (prior to Pay to GL; will show only partial funding details, and no split costs)
    - *E.g.: prior to Pay to GL, Fringe and Taxes will show full amounts only in this Report*
  - **Prior** to Pay to GL, this reports also shows worked hours information; after Pay to GL no hours

✓ Very useful for Department Administrators and Financial Administrative Managers
✓ Can be run at any time, as often as desired

**Cost Centre Register**

*Main Menu > Human Resources > Payroll for North America > Payroll Processing CAN > Pay Period Reports*
- Specify Pay Run ID; option to specify single Department
- Shows amounts per Earning / Deduction / Tax Code, per *Pay Period*
- Includes earnings from Job (Salaried employees), Time Management, Additional Pay, and Payline manual entry
- **Row Level Security based on Department portion of Combo Code**
- Shows all employees *FUNDED* by your Department, regardless of Department on Job

✓ Very useful for Department Administrators and Financial Administrative Managers
✓ Can be run after Pay to GL process has completed

**Sums per GL Confirmed Pay**

*Main Menu > Human Resources > Payroll for North America > Payroll Processing CAN > Pay Period Reports > Department Payroll Queries*
- Specify Pay Run ID; option to specify single Department
- Row Level Security based on *Department portion of Combo Code*
- **Earnings only**, no Fringe or Tax Corp Costs; no employee data
- Sums by Fiscal Year, Fiscal Period, Combo Code + Dept + Earning Code for the whole Pay Run ID
- Subtotals by Combo per Fiscal Year and Period; Total for the Report by FY + Period
  - *HINT: Can be used as an easy way to check for any costs hitting Department Suspense or Department Default accounts*

✓ Snapshot summary of costs per GL Combo + Earning Code for the whole Pay Run
✓ Can be run after Pay to GL process has completed

**Sums per Dept Confirmed Pay**

*Main Menu > Human Resources > Payroll for North America > Payroll Processing CAN > Pay Period Reports > Department Payroll Queries*
- Specify Pay Run ID; option to specify single Department
- Row Level Security based on *Department portion of Combo Code*
• Earnings only; no Fringe or Tax Corp Costs; **no Combo Code information**; no employee data
• Sums by Fiscal Year, Fiscal Period, Dept + Earning Code for the whole Pay Run ID
• Subtotals by Department per Fiscal Year and Period; Total for the Report by FY + Period

✓ **Snapshot summary of costs per Department for the whole Pay Run ID**
✓ **Can be run *after* Pay to GL process has completed**
Data Warehouse

Reports & Queries Linked to Labour Distribution Security

*Results in all the Queries and Reports listed below are limited by the custom security table for Labour Distribution reporting in the Data Warehouse.*

*Where an optional Department prompt is left blank, the results will contain all Departments to which the user has access. Where an optional Fiscal Period prompt is left blank, the whole Fiscal Year (to date) results will be returned.*

*Requests for new users to have access to specified Funds, Departments, Programs or Projects for LD reporting are sent via email to Chris Sylvester in Budgeting Services.*

Labour Dist and Sal Commit Rpt

*Main Menu > Data Warehouse > Mosaic Custom > Labour and FTE Reports*

- Specify Fund + Dept + Program (or Project) + Calendar Year + Month
- Shows all Corp Costs, summed by Combo Code + Fiscal Period, for all Earnings and all Fringe, per *Fiscal Year (either by University FY or by Project FY if available in Mosaic HR)*
- Actual and Commitment amounts on same report; with full fiscal year displayed on single line per unique combination
- Provides Sum of Actuals; sum of Commitments; and sum of both on each reported line
- Subtotals per unique Combo Code for Earnings and for Benefits; report Grand Total

☑ Very useful for Department Administrators and Financial Managers
☑ Can be run *after* Labour Distribution, Encumbrance, and ETL processes have completed

Labour Distribution Report (aka: Labour Distribution by Account)

*Main Menu > Data Warehouse > Mosaic Custom > Labour and FTE Reports*

- Specify Fiscal Year + Account; Optional prompt for single Department
- Shows all Corp Costs, summed by Combo Code and *Fiscal Period*, for all Earnings and all Fringe in the *University Fiscal Year (regardless of Program or Project)*
- Subtotals per unique Combo Code for Earnings and for Benefits; report Grand Total
- Actuals only (no commitments); displayed by University Fiscal Year only

☑ Full fiscal year Actuals summed by month, displayed across one line, with sum for the year
☑ Can be run *after* Labour Distribution and ETL processes have completed

Labour Distribution – Project; Labour Distribution - Program

*Main Menu > Data Warehouse > Mosaic Custom > Labour and FTE Reports > Labour Distribution Reports*

- Specify Fund + Dept + Project (or Program) + Fiscal Year; option to specify Fiscal Period
  - Returns results for the specified combination: Fund + Dept + Project (or Program)
- Shows all Corp Costs, summed by Combo Code + *Pay Period* for Earnings, Fringe
- Actuals, Percent Distribution (all lines); sum of Worked Hours (Earnings lines)
• Actuals only (no commitments)

✓ Can be run after Labour Distribution and ETL processes have completed

Labour Dist by Dept – Project; Labour Dist by Dept – Program

Main Menu > Data Warehouse > Mosaic Custom > Labour and FTE Reports > Labour Distribution Reports
• Specify Dept + Project + Fiscal Year; option to specify Fiscal Period
  ▪ Returns all Projects (or all Programs) for a single Department
• Shows all Corp Costs, summed by Combo Code + Pay Period for Earnings, Fringe
• Actuals, Percent Distribution (all lines); sum of Worked Hours (Earnings lines)
• Actuals only (no commitments)

✓ Top pick for users who require single Department Actuals on a report
✓ Can be run after Labour Distribution and ETL processes have completed

Labour Dist – all Projects; Labour Dist – All Programs

Main Menu > Data Warehouse > Mosaic Custom > Labour and FTE Reports > Labour Distribution Reports
• Specify Fiscal Year + Accounting Period
  ▪ Returns all Departments and all Projects (or all Programs) the user has access to
• Shows all Corp Costs, summed by Combo Code + Fiscal Period for Earnings, Fringe
• Actuals, Percent Distribution (all lines); sum of Worked Hours (Earnings lines)
• Actuals only (no commitments)

✓ Top pick for users who require multiple Department Actuals returned on a report
✓ Can be run after Labour Distribution and ETL processes have completed

Labour Dist – Faculty

Main Menu > Data Warehouse > Mosaic Custom > Labour and FTE Reports > Labour Distribution Reports
• Specify Fiscal Year + Accounting Period; option to specify Department
  ▪ Results limited to Account ranges: 500001 to 500141 and 510001 to 510150
• Shows all Corp Costs, summed by Combo Code + Fiscal Period for Earnings, Fringe
• Actuals (all lines); sum of Worked Hours (Earnings lines)
• Programs only (no Project-funded results)
• Actuals only (no commitments)

✓ Can be run after Labour Distribution and ETL processes have completed