

**Introduction**

**Description**

Run this report to view master data for selected employee(s) as of a user-specified Snapshot date. The report can be run for an individual, a department, an entire School/College, an employee group, etc. The data returned will be limited by the security permissions of the person running the report.

**Menu Path**

**BUworks Central portal → Reporting → Human Capital Management (HCM) → Personnel Administration → Employee Master Data Report**

**Help Resources**

The following resource may prove useful in understanding the data in this BW report:

The [HCM Glossary](#) provides definitions of all variables, Characteristics, and Key Figures used in the reports based on the Employee Model.

**Procedure**

Click on the Portal link to start the report. Enter selection criteria via the *Variable Entry* screen.

General Variables			
Variable**	Current Selection		Description
* Snapshot Date	06/12/2020	<input type="checkbox"/>	06/12/2020
Employee		<input type="checkbox"/>	
BU ID		<input type="checkbox"/>	
Organizational Unit		<input type="checkbox"/>	
Master Cost Center		<input type="checkbox"/>	
Personnel Area(s)		<input type="checkbox"/>	
Personnel Sub-Area(s)		<input type="checkbox"/>	
Employment Status	3	<input type="checkbox"/>	3 Active
Employee Group(s)		<input type="checkbox"/>	
Employee Sub-Group(s)		<input type="checkbox"/>	
Main Assignment Ind (X)	X	<input type="checkbox"/>	X
Action Type and Reason		<input type="checkbox"/>	
Action Type(s)		<input type="checkbox"/>	

**Snapshot Date** selects employee data as of the date specified. This is the only required variable. This field is populated initially with today's date. This date can be changed by typing over it.

The report filters **Employment Status** to show only active employees in the initial view. You will need to change this selector in the Variable Entry screen in order to view other status values.

If **Main Assignment Indicator** = X, only records associated with the main assignment will be selected. To see data for all the positions an employee holds, leave the field blank.

**Report Output – Initial View**

Characteristics and Key Figures available in the initial layout include these fields:

Characteristics		Key Figures
Master Cost Center	Leave of absence information	Annual Salary
Organizational Unit	Percent Time and assignment duration	Basic Pay/Period
Personnel Area	Salary Grade	Hourly Rate
Personnel Subarea	Work Schedule Rule	Work Hours/Period
Employee Group	Union Status	
Employee Subgroup	Faculty Accrual Indicator	
Employment Status	Date of Employment	
Position Number and description	Date Last Worked	
Work Location Street Address and mail code	Date of Last Check	
	Termination Date	

**Free Characteristics**

The breadth of employee data in this report is wide. Nearly 200 Free Characteristics are available. Here are some of the categories into which these Characteristics fall:

- Employee hiring and service dates
- Employee demographics
- Personnel action information
- Manager information
- Emergency contact information
- Core information about employee salary/payments
- Faculty data<sup>1</sup>

**Results and Next Steps**

None

<sup>1</sup> Faculty Action Manager reports in the **HCM/Faculty Data** folder remain the go-to source for faculty data