University of Victoria

## FAST HR Quick Guide

## **Employee reports**

This quick guide describes the reports available under the FAST HR Employees tab: *Employee Summary* and *Employee Details*. These reports provide information about individuals, not positions, and may be useful for succession planning.

For more resources, including a guide on FAST HR codes, visit www.uvic.ca/hr/fasthr.

| # | Instructions  | Screenshot   |   |  |  |  |  |   |  |  |   |
|---|---|--|---|--|--|--|--|---|--|--|---|
| 1 | The <b>Employee</b><br><b>Summary</b> report<br>provides a summary of<br>your employees at a<br>glance. Key dates<br>include date of first hire<br>(to the university), date<br>of current hire (to<br>current position) and<br>seniority date. | Employees Posi<br>Human Res<br>Filter Op<br>Filter | tions Jobs Leave Pay<br>ource Reporting → Empl<br>pations  Report R<br>Name<br>Rubble, Betty<br>Lane, Lois<br>Doe, Jane<br>employee, test1.<br>Oyl, Olive | roll<br>oyce Summary<br>esuits                               | View<br>Help<br>Gender<br>F<br>F<br>F<br>F | employee :<br>+ Mor<br>Status<br>A<br>A<br>A<br>A<br>A<br>A<br>A | Employee<br>Class<br>PS<br>TS<br>PS<br>TS<br>PS<br>TS<br>TS<br>S<br>S<br>TS    | Employee Group<br>13RG-PEA- Reg<br>15RG-CUPE 917<br>15RG-CUPE 917<br>16RG-CUPE 951    | First Hire<br>19/09/1994<br>24/11/1980<br>06/02/1995<br>16/07/1984<br>19/09/1994 | Current Hire<br>26/06/2000<br>17/03/2015<br>04/11/2013<br>16/07/1984<br>09/11/2009 | Adj Service         Seniority           01/01/2000         26/06/2000           01/01/1989         16/11/1989           01/01/2015         04/11/2013           01/01/1984         16/07/1984           01/01/2009         09/11/2009 |
| 2 | You can email<br>employees individually<br>from this report.<br><b>Tip:</b> FAST HR reports<br>list employees' legal<br>names as recorded in<br>Banner.   | Seniority<br>26/06/2000<br>16/07/1984<br>09/11/2009<br>01/07/1989<br>01/04/2003<br>16/05/2005<br>08/08/2011  | Termination   | Home C<br>35000<br>35000<br>25150<br>27150<br>35000<br>35000 | brg ) ) ) ) ) ) ) ) ) ) ) ) ) ) ) ) ) ) )  | Home<br>Office<br>Office<br>Frenc<br>Bioch<br>Office<br>Office   | e Org D<br>of the<br>of the<br>of the<br>h Opera<br>em & M<br>of the<br>of the | esc<br>Dean - Gra<br>Dean - Gra<br>ations<br>licrobiology<br>Dean - Gra<br>Dean - Gra | ad G<br>ad G<br>ad G<br>ad G<br>y E<br>ad G<br>ad G                              | RAD<br>RAD<br>RAD<br>RAD<br>REN<br>BIOC<br>RAD<br>RAD                              | Email   |
| 3 | To email all employees,<br>choose the <b>Email</b> icon<br>at the bottom of the<br>screen.  | 2007 1001 1  | lotes 🖃 Em  | ail 9  | Sav  | e As   | f <sub>x</sub>   | Dynamic s   | Selection  | n 🛃  |   |
| 4 | The <b>Status</b> column may<br>display the following<br>codes: <b>A</b> (active); <b>F</b><br>(leave with pay/with<br>benefits); <b>B</b> (leave<br>without pay/with<br>benefits): or <b>L</b> (leave<br>without pay/without<br>benefits).     | D Human R<br>Filter<br>Row # UVic<br>1<br>2<br>3   | Coptions<br>ID Na<br>Rui<br>Mo<br>Oyi   | ting > En  | rt Re                                      | ee Suits<br>suits<br>Birth D<br>01/01/<br>31/10/<br>10/04/       | mmary<br>Pate<br>1950<br>1970<br>1979  | View en   | nployee :<br>+<br>Status<br>A<br>A<br>A  | More<br>Employee<br>Class<br>PS<br>PS<br>TS  | First Hire           19/09/1994           16/07/1984           19/09/1994   |

Created May 2015. Updated October 2015.

| #        | Instructions   | Screenshot  |  |  |  |  |  |  |  |
|----------|--|---|--|--|--|--|--|--|--|
|          | able to view<br>information for<br>employees who no<br>longer work in your<br>department.  |   |  |  |  |  |  |  |  |
| 5        | To access detailed<br>information about an<br>individual employee,<br>click on the hyperlink in<br>the UVic ID column. The<br><b>Employee Detail</b> | Image: Second |  |  |  |  |  |  |  |
|          |  | Kow # Over 10 Name Differ Date Gender Status Class  |  |  |  |  |  |  |  |
|          |  | 1 V00 Rubble, Betty 01/01/1950 F A PS   |  |  |  |  |  |  |  |
|          | screen win open.   | 2 <u>V00</u> Mouse, Minnie 31/10/1970 F A PS  |  |  |  |  |  |  |  |
|          |  | Return to Employee Summary (10:37:03 AM)  |  |  |  |  |  |  |  |
|          |  | Employees Positions Jobs Leave Payroll  |  |  |  |  |  |  |  |
|          | Alternatively, choose<br>the <b>Employee Details</b><br>report from the<br>Employees tab.  | Employee Summary b View employee Summary information  |  |  |  |  |  |  |  |
| 6        |  | Employee Summary View employee summary information  |  |  |  |  |  |  |  |
| Ŭ        |  | Report Results ? Help + More  |  |  |  |  |  |  |  |
|          |  | Row #         UVic ID         Name         Birth Date         Gender         Status         Employee<br>Class         Employee Group  |  |  |  |  |  |  |  |
|          |  | 1 V00 Rubble, Betty 02/02/1971 F A PS 13RG-PEA- Reg   |  |  |  |  |  |  |  |
|          | Enter the employee's<br>UVic ID on the   | Employees Positions Jobs Leave Payroll  |  |  |  |  |  |  |  |
|          |  | D Human Resource Reporting > Employee Detail Information > View employee detail information   |  |  |  |  |  |  |  |
|          |  | Filter Options ? Help   |  |  |  |  |  |  |  |
|          |  |   |  |  |  |  |  |  |  |
| 7        | following screen, or use   | Employee ID   |  |  |  |  |  |  |  |
| <b>'</b> | the magnifying glass   |   |  |  |  |  |  |  |  |
|          | icon to search for   |   |  |  |  |  |  |  |  |
|          | someone by name.   |   |  |  |  |  |  |  |  |
|          |  | Page Notes  |  |  |  |  |  |  |  |
|          |  | Individual employee information   |  |  |  |  |  |  |  |
|          |  | Human Resource Reporting > Employee Detail Information > View employee detail information   |  |  |  |  |  |  |  |
|          |  | P Filter Options Report Results P Help + More   |  |  |  |  |  |  |  |
|          | The <b>Employee Details</b>  | UVic ID =   |  |  |  |  |  |  |  |
|          | report provides key  | Employee Info Name Wilma Eliotstope Employee ID Employee Class TS   |  |  |  |  |  |  |  |
| 8        | dates, date of birth,  | Division WEB EGRP Code 16RG Service Date 01-Jan-2008  |  |  |  |  |  |  |  |
|          | phone number.  | Address Info  |  |  |  |  |  |  |  |
|          |  | Address Type Address City   |  |  |  |  |  |  |  |
|          |  | MA 123 Anywhere Street Victoria, BC, Canada<br>MA 123 Anywhere Street Victoria. BC. Canada  |  |  |  |  |  |  |  |
|          |  | DO GRAD Uvic  |  |  |  |  |  |  |  |

| # | Instructions   | Screensho        | t    |           |                    |             |          |  |  |
|---|--|------------------|------|-----------|--------------------|-------------|----------|--|--|
| 9 | It also provides<br>bargaining unit<br>information, position<br>number and annual<br>salary. | Bargaining Units |      |           |                    |             |          |  |  |
|   |  | BARG             |      | BARG Desc |                    | Bure Code   |          |  |  |
|   |  | 51               |      | CUPE 951  |                    | ME          |          |  |  |
|   |  | Job Info         |      |           |                    |             |          |  |  |
|   |  | Posn             | Suff | Status    | Status Description |             | Emp Code |  |  |
|   |  | 997421           | 00   | Α         | Secretary/PB10     | \$48,276.00 | UV03     |  |  |
|   |  |                  |      |           |                    |             |          |  |  |