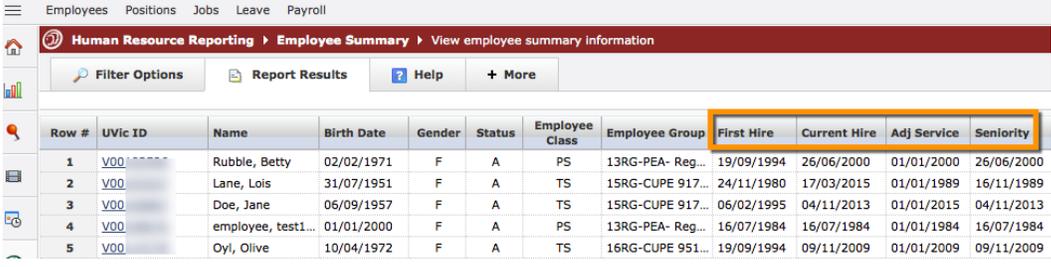
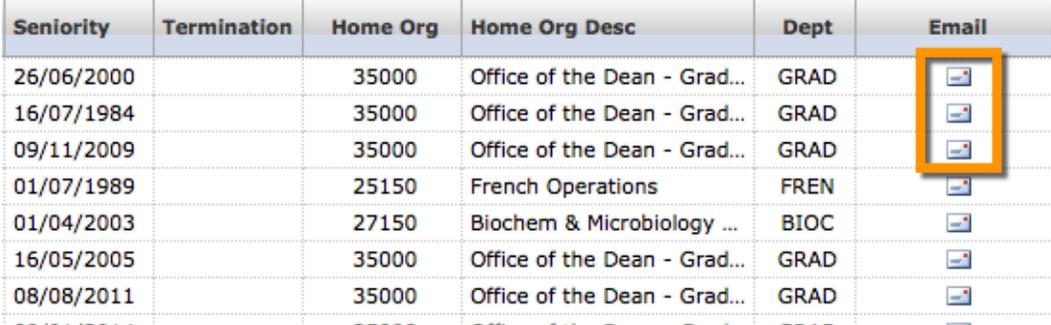
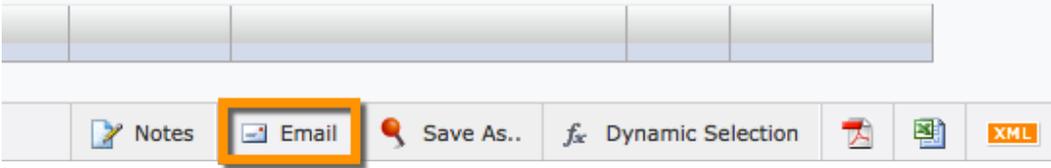
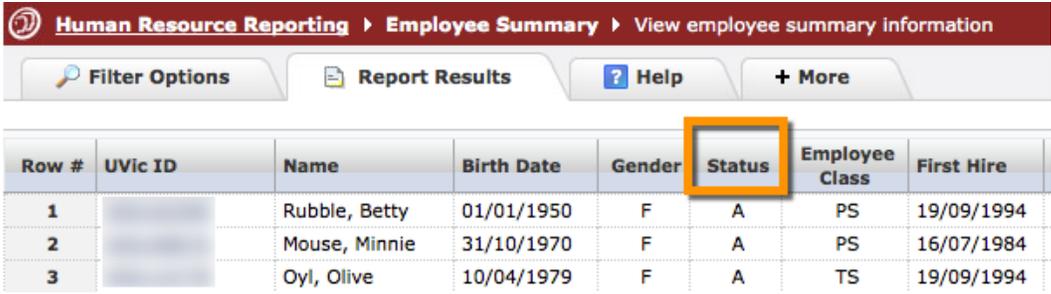


# Employee reports

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](http://www.uvic.ca/hr/fasthr).

#	Instructions	Screenshot
1	The <b>Employee Summary</b> report provides a summary of your employees at a glance. Key dates include date of first hire (to the university), date of current hire (to current position) and seniority date.	
2	You can email employees individually from this report. <b>Tip:</b> FAST HR reports list employees' legal names as recorded in Banner.	
3	To email all employees, choose the <b>Email</b> icon at the bottom of the screen.	
4	The <b>Status</b> column may display the following codes: <b>A</b> (active); <b>F</b> (leave with pay/with benefits); <b>B</b> (leave without pay/with benefits); or <b>L</b> (leave without pay/without benefits). <b>TIP:</b> You will not be	

#	Instructions	Screenshot																														
	able to view information for employees who no longer work in your department.																															
5	To access detailed information about an individual employee, click on the hyperlink in the UVic ID column. The <b>Employee Detail</b> screen will open.	<p>Human Resource Reporting &gt; Employee Summary &gt; View employee summary info</p> <p>Filter Options Report Results Help + More</p> <table border="1"> <thead> <tr> <th>Row #</th> <th>UVic ID</th> <th>Name</th> <th>Birth Date</th> <th>Gender</th> <th>Status</th> <th>Employee Class</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>V00</td> <td>Rubble, Betty</td> <td>01/01/1950</td> <td>F</td> <td>A</td> <td>PS</td> </tr> <tr> <td>2</td> <td>V00</td> <td>Mouse, Minnie</td> <td>31/10/1970</td> <td>F</td> <td>A</td> <td>PS</td> </tr> <tr> <td>3</td> <td>V00</td> <td>Oyl, Olive</td> <td>10/04/1979</td> <td>F</td> <td>A</td> <td>TS</td> </tr> </tbody> </table>	Row #	UVic ID	Name	Birth Date	Gender	Status	Employee Class	1	V00	Rubble, Betty	01/01/1950	F	A	PS	2	V00	Mouse, Minnie	31/10/1970	F	A	PS	3	V00	Oyl, Olive	10/04/1979	F	A	TS		
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6	Alternatively, choose the <b>Employee Details</b> report from the Employees tab.	<p>Return to Employee Summary (10:37:03 AM) Return to Report</p> <p>Employees Positions Jobs Leave Payroll</p> <p>Employee Summary Employee Details</p> <p>Report Results Help + More</p> <table border="1"> <thead> <tr> <th>Row #</th> <th>UVic ID</th> <th>Name</th> <th>Birth Date</th> <th>Gender</th> <th>Status</th> <th>Employee Class</th> <th>Employee Group</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>V00</td> <td>Rubble, Betty</td> <td>02/02/1971</td> <td>F</td> <td>A</td> <td>PS</td> <td>13RG-PEA- Reg...</td> </tr> </tbody> </table>	Row #	UVic ID	Name	Birth Date	Gender	Status	Employee Class	Employee Group	1	V00	Rubble, Betty	02/02/1971	F	A	PS	13RG-PEA- Reg...														
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7	Enter the employee's UVic ID on the following screen, or use the magnifying glass icon to search for someone by name.	<p>Employees Positions Jobs Leave Payroll</p> <p>Human Resource Reporting &gt; Employee Detail Information &gt; View employee detail information</p> <p>Filter Options Help</p> <p>Employee ID</p> <p>Page Notes</p> <p>Individual employee information</p>																														
8	The <b>Employee Details</b> report provides key dates, date of birth, home address and phone number.	<p>Human Resource Reporting &gt; Employee Detail Information &gt; View employee detail information</p> <p>Filter Options Report Results Help + More</p> <p>UVic ID =</p> <p>Employee Info</p> <table border="1"> <tbody> <tr> <td>Name</td> <td>Wilma Flintstone</td> <td>Employee ID</td> <td></td> <td>Employee Class</td> <td>TS</td> </tr> <tr> <td>Division</td> <td>WEB</td> <td>EGRP Code</td> <td>16RG</td> <td>Service Date</td> <td>01-Jan-2008</td> </tr> <tr> <td>Seniority Date</td> <td>18-Aug-2008</td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table> <p>Address Info</p> <table border="1"> <thead> <tr> <th>Address Type</th> <th>Address</th> <th>City</th> </tr> </thead> <tbody> <tr> <td>MA</td> <td>123 Anywhere Street</td> <td>Victoria, BC, Canada</td> </tr> <tr> <td>MA</td> <td>123 Anywhere Street</td> <td>Victoria, BC, Canada</td> </tr> <tr> <td>DO</td> <td>GRAD</td> <td>Uvic</td> </tr> </tbody> </table>	Name	Wilma Flintstone	Employee ID		Employee Class	TS	Division	WEB	EGRP Code	16RG	Service Date	01-Jan-2008	Seniority Date	18-Aug-2008					Address Type	Address	City	MA	123 Anywhere Street	Victoria, BC, Canada	MA	123 Anywhere Street	Victoria, BC, Canada	DO	GRAD	Uvic
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9	It also provides bargaining unit information, position number and annual salary.	 <p>The screenshot displays two tables. The first table, titled 'Bargaining Units', has three columns: 'BARG', 'BARG Desc', and 'Bure Code'. The data row shows '51', 'CUPE 951', and 'ME'. The second table, titled 'Job Info', has six columns: 'Posn', 'Suff', 'Status', 'Description', 'Annual Salary', and 'Emp Code'. The data row shows '997421', '00', 'A', 'Secretary/PB10', '\$48,276.00', and 'UV03'.</p> <table border="1"> <thead> <tr> <th colspan="3">Bargaining Units</th> </tr> <tr> <th>BARG</th> <th>BARG Desc</th> <th>Bure Code</th> </tr> </thead> <tbody> <tr> <td>51</td> <td>CUPE 951</td> <td>ME</td> </tr> </tbody> </table> <table border="1"> <thead> <tr> <th colspan="6">Job Info</th> </tr> <tr> <th>Posn</th> <th>Suff</th> <th>Status</th> <th>Description</th> <th>Annual Salary</th> <th>Emp Code</th> </tr> </thead> <tbody> <tr> <td>997421</td> <td>00</td> <td>A</td> <td>Secretary/PB10</td> <td>\$48,276.00</td> <td>UV03</td> </tr> </tbody> </table>	Bargaining Units			BARG	BARG Desc	Bure Code	51	CUPE 951	ME	Job Info						Posn	Suff	Status	Description	Annual Salary	Emp Code	997421	00	A	Secretary/PB10	\$48,276.00	UV03
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