

Available PeopleSoft Reports, Queries, and Inquiries: Financials and HR

Financial Reports, Queries and Inquiries (Navigation)	Description/Purpose (Additional Information and Resources)
Financial Reports	
Operating Budget Report (UVM Reports>Budget Reports)	This report provides the means to monitor the status of operating budgets. It shows budget, pre-encumbrances and encumbrances from Commitment Control and draws expenses and revenue from the Actuals Ledger. For closed accounting periods, the report provides a snapshot of the budget, encumbrances and actuals as of that closed period. Transaction detail, payroll detail and PO details can also be included. <i>(Basic Financial Reports User Guide)</i>
Monthly Budget Report – Projects (UVM Reports>Budget Reports)	This report is similar to the Operating Budget report, but provides information for Projects. It will retrieve financial information on multiple projects at once and will allow you to search by Project, Award, Principal Investigator or Awarded Department. This report returns details for both revenue and expenses. Some information about the grant is included in the report. <i>(Basic Financial Reports User Guide)</i>
Endowment and Gift Report (UVM Reports>Budget Reports)	This report is also similar to the Operating Budget report but provides information in a useful manner for endowments and gifts.
UVM Closeout Report (UVM Reports)	This report is particularly useful for determining which transactions are outstanding or require action for the selected parameters. <i>(Basic Financial Reports User Guide)</i>
Budget Status Report (Commitment Control>Budget Reports)	Show remaining balance for the parameters selected. Will return a brief overview of your project, department or chartstring(s) by account. Choose a single ledger group and the report runs for an entire budget period. Like the Budget Transaction Detail Report, its totals include all transactions that have passed budget-checking; unlike the B-T-D Report, it includes a column showing the remaining budget. We recommend using the reports under UVM Reports > Budget reports instead of this one, but the Budget Status report could be useful in certain circumstances. <i>(Commitment Control Reports User Guide)</i>
Budget Transaction Detail Report (B T D) (Commitment Control>Budget Reports)	Use to get detailed list of transactions. Will show all transactions as soon as they have passed budget-checking. You must choose a single ledger group, but you can run the report for one project, department or chartstring or for a range of them. You can also run the report for transactions for the entire budget period or for all the transactions successfully budget checked within a date range. We recommend using the reports under UVM Reports > Budget reports instead of this one, but the Budget Transaction Detail report could be useful in certain circumstances. <i>(Commitment Control Reports User Guide)</i>
Journal Entry Detail (General Ledger>General Reports)	This is a delivered report which may be useful for research. Use to report on journal entries by various criteria including Journal Source, Date Range, journal date, date posted, journal status and chartfield value.
Ledger Activity, Activity with Attribute Report (General Ledger>General Reports)	Shows the journal activity on a particular account for journals that have posted. This is a delivered report, which may be useful for research. <i>(General Ledger Data User Guide)</i>

Financial Reports, Queries and Inquiries <i>(Navigation)</i>	Description/Purpose <i>(Additional Information and Resources)</i>
Financial Reports	
Trial Balance <i>(General Ledger>General Reports)</i>	Shows summarized balances (debits and credits) from the General Ledger for a fiscal year. This report displays the same data seen on the Ledger Overview page, except that here the accounting periods are summarized so as to show only one line per chartfield combination. The report can be run based on various chartfield parameters and the report will summarize across the parameters selected. <i>(General Ledger Data User Guide)</i>
Cost Share Summary <i>(UVM Reports)</i>	By Award, project and chartstring, this report shows budget, encumbrances, YTD Project expenses and total project expenses, along with text describing the cost-share requirements for the grant/project.
Customer Statement Report <i>(UVM Reports)</i>	Those who have access to do external billing have access to this report, which shows billing and AR activity and balances for external customers.
Billing Project Report <i>(UVM Reports)</i>	Those who have access to do external billing have access to this report, which shows revenue and expenses by project. This is used for projects that are used to accumulate revenue and expenses for the purposes of billing an external customer.
Movable Equipment by Department – with Comments <i>(UVM Reports)</i>	For those with access, this provides a .csv file with movable equipment information by department.

Financial Queries	
UV_ACTUALS_DTL_FOR_PROJECT UV_ACTUALS_DTL_FOR_CHARTSTRIN G <i>(Reporting Tools>Query)</i>	Provides detail about actuals transactions that have been posted to the General Ledger. For example, all expense transactions for a particular project with detail could be retrieved for a selected timeframe. Note that this is the same detail that is retrieved in the UVM Operating, Project and Endowment and Gift Budget Reports.
UV_GL_HR_ACCTG_LINE <i>(Reporting Tools>Query)</i>	This query provides the Payroll Accounting information by person and chartstring by payroll journal. Parameters include chartfields and a journal/pay end date range.
UV_AR_CUSTPAYMENTS <i>(Reporting Tools>Query)</i>	Lists all payments received from a customer within a selected date range. This is useful if you wish to see whether a customer has paid the bill or if you wish to see all payments made by a customer within a date range. <i>(Select date range. Specify the customer for which you want to see payments.)</i>
UV_AR_MISCPAYMENT <i>(Reporting Tools>Query)</i>	Lists deposits based on date range and chartfield values. This is useful if you wish to see if your cash deposit was recorded correctly or to see a list of deposits made for your unit within a date range. <i>(You must enter a date range. You must use the wildcard (%) in the fields you do not wish to specify.)</i>
UV_AR_UNPAIDITEMS_BYBILLINGBU <i>(Reporting Tools>Query)</i>	Lists items which have been billed, but for which payment has not been received. Items are listed either by Business Unit or by Customer ID. <i>(Enter either the Billing Business Unit, (e.g., B1001 is University Financial Services), or the Customer ID on which you wish to search. Place a % sign in the other field. Note that you must know the Customer ID or the Business Unit, there is no search mechanism within this query.)</i>
UV_BI_BILLIST <i>(Reporting Tools>Query)</i>	View the bills your unit has entered within a particular date range, including their status and amount. <i>(Select Billing Business Unit (required). You may enter the wildcard (%) for the Bill Status and Customer ID, or specify a value. You must enter a range of amounts. If you want to see all, enter a very large number in the To Invoice Amount field. Possible Status Values are: CAN – Canceled, FNL – Finalized Bill, RDY – Ready to Invoice, HLD – Hold Bill, INV – Invoiced Bill, PND – Pending Approval, NEW – New Bill)</i>
UV_BUDGET_CHARTSTRINGS <i>(Reporting Tools>Query)</i>	Lists each chartstring, which has been budgeted (either with zero dollars or with a specific amount) for the Budget Period entered. This query displays all chartfields except Account. The account is not included. <i>(The Operating Budget Period (fiscal year) is required. This query can be run for a range of departments or sources or functions or programs. Be sure to enter at least one criteria beyond the Budget Period.)</i>
UV_BUDGET_OVERVIEW <i>(Reporting Tools>Query)</i>	This retrieves the same data as the Budgets Overview Inquiry, but includes chartfield descriptions. It allows you to download data to Excel. <i>(Commitment Control Reports User Guide)</i>
UV_EX_RPT_LISTING <i>(Reporting Tools>Query)</i>	Lists expense report lines, making it easy to see the details from an expense report or the details for all expense reports for your department or your project within a date range. <i>(You must enter a date range. You must use the wildcard (%) in the fields you do not wish to specify.)</i>
UV_EX_TRAVEL_AUTH_LISTING <i>(Reporting Tools>Query)</i>	Lists Travel Authorization lines, making it easy to see the details for an authorization or the details for all authorizations for your department or your project within a date range. <i>(You must enter a date range. You must use the wildcard (%) in the fields you do not wish to specify.)</i>

Financial Queries	
UV_FUNCTIONAL_ROLES_BY_DEPT <i>(Reporting Tools>Query)</i>	This will be useful for people requesting access. They can see what other people have and list the needed roles in their request. <i>(You can put in % for the User Id and Role. You can check Show Locked profiles if you want to include the people who have locked accounts (i.e. terminated employees). Then you must put in a range of depts. This is the department that the person works in.)</i>
UV_GL_ACTUALS_LED_INQ_DESC_SUM <i>(Reporting Tools>Query)</i>	Lists totals by chartstring from the Actuals Ledger; includes chartfield descriptions. <i>(Fiscal Year and Accounting Period range are required. Unlike other queries where you must enter the wildcard (%) to get all values, you may leave the other fields blank to return all values—or use the wildcard. For example, you could enter 55% in the department field to get all of the departments starting with 55.)</i>
UV_GL_ACTUALS_LED_INQ_DESCR <i>(Reporting Tools>Query)</i>	Lists totals by chartstring by period from the Actuals Ledger; includes chartfield descriptions. This is useful if you wish to look at ledger activity for a particular chartfield or chartstring for a specific period of time and you want the descriptions present so that you can present this to someone not familiar with the chartfield numbers. This is the same data that is seen on the Ledger Inquiry page and the Trial Balance report. <i>(Fiscal Year and Accounting Period range are required. Unlike other queries where you must enter the wildcard (%) to get all values, you may leave the other fields blank to return all values—or use the wildcard. For example, you could enter 55% in the department field to get all of the departments starting with 55.)</i>
UV_GL_ACTUALS_LEDGER_INQUIRY <i>(Reporting Tools>Query)</i>	Lists totals by chartstring by period from Actuals Ledger. This is useful if you wish to see ledger activity for a particular chartfield or chartstring for a specific period of time. <i>(Fiscal Year and Accounting Period range are required. Unlike other queries where you must enter the wildcard (%) to get all values, you may leave the other fields blank to return all values—or use the wildcard. For example, you could enter 55% in the department field to get all of the departments starting with 55.)</i>
UV_GL_JRNL_BUDGET_CHECK_ERROR_S <i>(Reporting Tools>Query)</i>	Lists journal lines, which show a budget check error. Shows the journal ID number, the date, the error message, the chartstring, the amount and the creator of each journal. <i>(This query may be run by Journal ID (especially useful for long journals with many errors), by Operating Unit, or by Project Costing Business Unit (GCA01 or PC001).)</i>
UV_GL_JRNL_INQUIRY <i>(Reporting Tools>Query)</i>	Lists journal lines you select based on various parameters, but only selects journals posted to the actuals ledger. This could be useful if you wish to see all journals that have hit your chartstring, if you wish to see what activity occurred on a particular journal or within a particular date range, if you wish to see the status of journals that you have submitted or if you wish to see any activity on a specific chartstring. <i>(You must enter a Journal From and Thru date range. Unlike other queries where you must enter the wildcard (%) to get all values, you can leave the other fields blank to return all values.)</i>
UV_GL_JRNL_INQUIRY_CF_DESCRS <i>(Reporting Tools>Query)</i>	Lists journal lines you select based on various parameters—but only selects journals posted to the actuals ledger. <i>(You must enter a Journal From and Thru date range. Unlike other queries where you must enter the wildcard (%) to get all values, you can leave the other fields blank to get all values.)</i>
UV_GL_LEDGER_KK_BUDGET_LIST <i>(Reporting Tools>Query)</i>	Lists budgeted chartstrings for the identified budget period. This query returns the entire chartstring, including the budgetary account value, and shows the amount budgeted. <i>(You must enter a budget period for operating chartstrings (leave the field blank for projects). Enter criteria or use wildcards (%) as appropriate.)</i>

Financial Queries	
UV_GL_NOT_POSTED_JRNL_BY_DEPT (Reporting Tools>Query)	Lists PeopleSoft journals, which have not yet posted. Search by the department(s) used on the chartstring(s). <i>(Enter a fiscal year and an accounting period. The query returns unposted journals up to and including the period you choose.)</i>
UV_GL_NOT_POSTED_JRNL_SUMMARY (Reporting Tools>Query)	Lists all PeopleSoft journals, which have not yet posted. The only criteria to stipulate are the fiscal year and the accounting period. <i>(Enter a fiscal year and an accounting period. The query returns unposted journals up to and including the period you choose.)</i>
UV_GL_OPEN_ITEMS_BY_PERSON_SUM (Reporting Tools>Query)	Lists the amount of petty cash outstanding by person. This is useful to see how much cash someone in your unit has taken out. <i>(Select 'Open Item' as the Open Item status to get outstanding cash. Enter the EmplID for the person whose information you wish to retrieve or use the wildcard % to get all. Enter the wildcard to get data for all accounts and all projects and all departments, or you may specify a value in these fields. You must enter the wildcard % in the fields for which you are not specifying a value. The department used in the query prompt is the one on the chartstring, but the one that appears in the output is the Department in which the person's job is located. The relevant accounts are: 10050 Petty Cash, 10052 Change Fund, 10051 Subjects, 10053 Short-Term Events.)</i>
UV_GL_PHYSPLANT_WORKORDERS (Reporting Tools>Query)	Lists Purchase Orders and Journal Lines related to a Physical Plant work order. This query will only be up-to-date after the journals submitted by the FAMIS system are reflected in PeopleSoft. If you do not see data for your work order, you will need to contact Physical Plant. <i>(You must enter a date range. Use the wildcard (%) in the fields you do not wish to specify. Enter the Work Order number to see all activity for that work order.)</i>
UV_GL_SPEEDTYPES (Reporting Tools>Query)	Lists all speedtypes with the chartfield description, for a User ID. Shows an overview of all the speedtypes you have set up. <i>(You must enter a User ID.)</i>
UV_GM_GRANTINFO (Reporting Tools>Query)	See descriptive information (non-financial) about an award, including the milestones. <i>(Enter the ID of the Department that received the award.)</i>
UV_PI_AWARDS (Reporting Tools>Query)	This provides a list of PIs with their awards, by department and sponsor.
UV_GM_F_A_BY_RS (Reporting Tools>Query)	This query shows F&A Revenue by responsibility center, project, department, PI with other information. F&A Revenue is split based on the distribution percentage.
UV_INTERIM_PURCARD_QRY (Reporting Tools>Query)	Identifies the PurCard journal ID numbers associated with a particular individual or a specific chartfield sequence. Besides finding the PurCard journal number associated with an individual cardholder, this query is most helpful to see all the PurCard journals associated with a particular department or project. <i>(Instructions for this process are in the Step-by-Step Guide entitled "PurCard Reallocation Process" on the PeopleSoft Training web site. You must enter a date range. If you use the "Name Like" field, it is helpful to use just the last name, surrounded by wildcard characters (%LastName%.)</i>
UV_PC_BUD_DETAILS (Reporting Tools>Query)	Allows users to search for a list of all budgeted chartstrings for Non-Sponsored Projects that have been budgeted within the Project Costing module. Users can search for budgeted chartstrings that include a specific Department, Operating Unit, Project and/or Activity. This is useful if you wish to view the chartstrings for specific projects that you've budgeted using the Project Costing Budget Plan. <i>(You must enter the Project Costing Business Unit. You must use the wildcard (%) in the fields you do not wish to specify.)</i>

Financial Queries	
UV_PC_LEGACY_ID <i>(Reporting Tools>Query)</i>	Lists the project created in PeopleSoft for a specific FRS "account." The FRS "account" is found in a user-defined field in Project Costing for all converted projects. You must know the FRS "account" that identified this project in the FRS system prior to the conversion to PeopleSoft, so the query can search for the new PeopleSoft project. <i>(Enter the old FRS "account" to find the corresponding PeopleSoft project.)</i>
UV_PC_OWNING_ORG <i>(Reporting Tools>Query)</i>	Users can search for a list of Non-Sponsored Projects by the Department and/or Operating Unit related to the project. This is useful if you wish to review the project(s) for which a department or college is responsible. <i>(Enter the department and operating unit, or enter the wildcard (%) in the fields you do not wish to specify.)</i>
UV_PC_PROJECT_GENERAL <i>(Reporting Tools>Query)</i>	Lists Sponsored or Non-Sponsored Projects, which may be drawn out of the system using a variety of criteria: Business Unit, Project #, Project Manager, Operating Unit, Department ID. <i>(Enter appropriate criteria, using the Search functionality as necessary. Use wildcard characters in the fields you do not wish to specify.)</i>
UV_PC_PROJECT_TEAM <i>(Reporting Tools>Query)</i>	Lists the project manager and other team members associated with the projects you specify. Shows the people associated with specific projects. <i>(You must use a wildcard (%) in the fields you do not wish to specify.)</i>
UV_PO_INFO <i>(Reporting Tools>Query)</i>	Shows the status of Purchase Order lines by project or department. <i>(Select the Date range. Enter other criteria or use the wildcard (%) in open fields as appropriate.)</i>
UV_PO_OPEN_BY_DEPT_PROJECT <i>(Reporting Tools>Query)</i>	Lists information for Open POs. Parameters include many chartfields.
UV_PURCARD_JRNLS_NOTFINISHD <i>(Reporting Tools>Query)</i>	Lists all PurCards that have not been posted yet. This is useful to review so that you can ensure that all PurCard journals for your area have been completed. <i>(Enter a date range, then download to Excel and search for PurCard Entries by Department.)</i>
UV_REQ_INFO <i>(Reporting Tools>Query)</i>	Lists requisition lines by project or department, or lists the requisitions entered within a specific date range. It displays the Creator, Date, Amount, Description, Status and Chartstring for each Requisition. <i>(You must indicate a Date range. Enter other criteria or use the wildcard (%) in open fields as appropriate.)</i>
UV_GL_DEPARTMENT_LIST UV_GL_FUNCTION_LIST UV_GL_FUND_LIST UV_GL_OPER_UNIT_LIST UV_GL_ACCOUNT_LIST UV_GL_PROJECT_LIST UV_GL_PROPERTY_LIST UV_GL_PURPOSE_LIST UV_GL_SOURCE_LIST UV_GL_PROGRAM_LIST <i>(Reporting Tools>Query)</i>	These queries each list the chartfield values and their descriptions.

Financial Inquiries	
Activity Log – Commitment Control <i>(Commitment Control>Review Budget Activities)</i>	See where a particular transaction has posted in Commitment Control. This is a useful tool for tracking down particular transactions.
Award Profile – Grants <i>(Grants>Awards)</i>	View non-financial information about a grant that is stored in PeopleSoft.
Budgets Overview Inquiry <i>(Commitment Control>Review Budget Activities)</i>	This inquiry is designed to be useful on-screen by allowing you to drill down into the detail of the transactions. It lacks the textual description for transactions seen in the financial reports. It is designed to provide both detail and summary info across several chartstrings. <i>(Commitment Control Reports User Guide)</i>
Ledger Inquiry <i>(Commitment Control>Review Budget Activities)</i>	Allows you to see what has been posted to the General Ledger by accounting period and fiscal year. The ledger period comparison allows you to compare activity across periods. <i>(General Ledger Data User Guide)</i>
Ledger Period Comparison <i>(General Ledger>Review Financial Information)</i>	For actuals only, but for all account types including Net Assets (account 30000). Assets and Liabilities can be seen here. These cannot be seen in Commitment Control reports and inquiries. <i>(General Ledger Data User Guide)</i>

HR Reports and Queries <i>(Navigation)</i>	Description/Purpose <i>(Additional Information and Resources)</i>
HR Reports	
Blank Distribution Form <i>(UVM Reports>Commitment Accounting)</i>	This is the form used for processing distribution for new hires and for adding a new sheet to an old distribution. <i>(Reports and Queries User Guide)</i>
Distribution Form <i>(UVM Reports>Commitment Accounting)</i>	This is the form used for processing changes to an employee's distribution. <i>(Reports and Queries User Guide)</i>
Effort Certification Form <i>(UVM Reports>Commitment Accounting)</i>	Primarily used to certify effort on grants <i>(Run by dept ID or Emplid. One value will be grayed out, to access other, delete value in first box. This report uses a run control id and yields it output in .pdf format.)</i>
Employee Detail – Actuals <i>(UVM Reports>HR Reps Reports)</i>	An easy to read report of an employee's actual. <i>(Gives summary of actuals for a FY for employee. Shows breakdown of combo codes a person was paid from for reported FY. This report uses a run control id and yields it output in .pdf format.)</i>
Employee Detail – Job Info <i>(UVM Reports>HR Reps Reports)</i>	Helpful if you need to print out job data information. <i>(This report uses a run control id and yields it output in .pdf format.)</i>
Labor Distribution Report <i>(UVM Reports>Commitment Accounting)</i>	Look up distribution for a department or a person. Also useful for researching salary paid against a chartstring. <i>(Reports and Queries User Guide)</i>
Leave Balance Report <i>(UVM Reports>HR Reps Reports)</i>	Shows Exception time information including current balances and accrual rates.
Timecard <i>(Time and Labor>Reports)</i>	This is used for viewing, entering and approving time for salaried employees. <i>(Reports and Queries User Guide)</i>
Work Study Award <i>(UVM Reports>Payroll Reports)</i>	Review total amount of award spent by student. <i>(Will show you cross departmental information in the student's totals. Shows data current from the date of last payroll. This report uses a run control id and yields it output in .pdf format. Enter the Supervisor's Employee Id into the Employee ID field.)</i>

HR Queries	
FAC_UNION_ACTIVE (Reporting Tools>Query)	List of faculty with union codes and FTE (This query will automatically populate your list based on your individual security permissions.)
UV_CLOTHING_REIMBURSEMENT (Reporting Tools>Query)	Lists clothing reimbursements paid to your department's employees in a Fiscal Year. (Must have department # to run.)
UV_DIRECT_REPORTS (Reporting Tools>Query)	Lists all direct reports for a supervisor. (Query results are filtered by a particular manager. Must know supervisor id to run query.)
UV_DIRECT_REPORTS_BY_DEPT (Reporting Tools>Query)	Lists all supervisors in a department and their direct reports. (Query results are filtered by department. Must know department code to run query.)
UV_DIST_PAST_PROJECT_END_DATE (Reporting Tools>Query)	UVM distributions past project end date. (This query will show you people across departments, so you must always enter department number or other limiting criteria.)
UV_EQUITY_RPT_QRY_1 (Reporting Tools>Query)	Used for analyzing where employee falls within department salary wise. (X= Exempt, N= non-exempt)
UV_FUNCTIONAL_ROLES_BY_DEPT (Reporting Tools>Query)	Useful for people requesting security access. To view roles other people have and list the needed roles in security request. (You can put in % for the User Id and Role. You can check Show Locked profiles if you want to include the people who have locked accounts (i.e. terminated employees). You must put in a range of depts. This is the department in which the person works.)
UV_FY_ENCUMBRANCES (Reporting Tools>Query)	View remaining encumbrances by person for a chartstring. (Will show information across departments! Wage employees and work study student employees will not show here because they are not encumbered. You must use a valid value or a wildcard (%) in each search field. Note: Use 00000 and 99999 as wildcards for the Dept CF from and Dept CF To fields.)
UV_HOURLY_TEMP (Reporting Tools>Query)	Shows temporary, student and work study employees currently assigned to a supervisor. Will show only those employees with an active HR status.
UV_HR_REP_EMPL_SUMM (Reporting Tools>Query)	Lists all employees assigned to a department with their position numbers and system titles. (All fields must have a value. You cannot use wild cards here.)
UV_PAY_ERN_DIST (Reporting Tools>Query)	View actuals for your employees and check on Retro distributions. (You must use a valid value or a wildcard (%) in each search field. Note: Use 00000 and 99999 as wildcards for the Dept CF from and Dept CF To fields. To get totals easily for employee, download into excel and use pivot tables or data subtotal feature.)
UV_POSITION_INCUMBENTS_BY_DEP (Reporting Tools>Query)	Lists all approved positions (vacant and filled, active and inactive) and the person currently assigned to that position, if any. (Run by department ID.)
UV_POSITION_VACANT (Reporting Tools>Query)	Lists all vacant positions within a department. Use to identify positions to inactivate. (Run by department ID.)
UV_RC_CF_USE_BY_COMBOCODE (Reporting Tools>Query)	Look up a Combo Code using Chartstring information. (You must use a valid value or a wildcard (%) in each search field.)
UV_RC_FIND_COMBOCODE_USE_ERN (Reporting Tools>Query)	Lookup employee combo codes. (This query is not useful for looking up information for hourly employees. To search by name: Use the last name with a wildcard (%) after it. You must use a valid value or a wildcard (%) in each search field.)
UV_TL_APPROVERS_OF_GROUP (Reporting Tools>Query)	Gives a list of persons in your department with manager approval access.
UV_TL_EMPL_JOB_BY_DEPT (Reporting Tools>Query)	Lists current employees for your department with hourly rate, empl rcd and assigned supervisor. (Will not show salaried employees.)
UV_TL_EMPL_JOB_BY_EMPLID (Reporting Tools>Query)	Get hourly rate, empl rcd and assigned supervisor for an employee. (Will not show salaried employees.)

HR Queries	
UV_TL_EMPL_JOB_BY_SUPVR <i>(Reporting Tools>Query)</i>	Lists current employees for a supervisor with hourly rate, and empl rcd. <i>(Will not show salaried employees.)</i>
UV_TL_PAYABLE_TIME_DETAIL <i>(Reporting Tools>Query)</i>	This is for supervisors to review payable time for a date range for an employee. Note that the emplid followed by a dash followed by the employee record number should be entered in the Employee prompt field, for example, 0000000-1.
UV_STUDENT_I9_LOOKUP <i>(Reporting Tools>Query)</i>	This is for use by supervisors of students to determine whether or not a student has an I-9 on file