

<u>Module</u>	<u>Screen Name</u>	<u>Function</u>	<u>Navigation</u>
Benefits	Current Benefits Summary	Allows for a snapshot view of the benefits an employee is enrolled in as of today's date.	Main Menu > Benefits > Review Employee Benefits > Current Benefits Summary
Finance	Funding Data Entry	Allows for adding or changing appointment-level funding for Fiscal Year along with an employee's salary expense.	Main Menu > Set Up HRMS > Product Related > Commitment Accounting > Budget Information > Budget Funding Data Entry
HR	Job Data	Identifies information pertaining to the employee's job, including start and end dates, title and pay basis, compensation, and benefits eligibility.	Main Menu > Workforce Administration > Job Information > Job Data
Payroll	Review Paycheck	Displays the details of any paycheck paid to an employee in HRS, including earnings, taxes, and deductions.	Main Menu > Payroll for North America > Payroll Processing USA > Produce Payroll > Review Paycheck
Payroll	Work Study Award Table	Shows the work study award balance for a student employee.	Main Menu > Payroll for North America > Payroll Processing USA > UW Work Study > Work Study Award Table
Reports	Employee Missing Leave Report	Lists all active Faculty/Academic Staff/Limited Appointment (FA/AS/LI) employees who have not submitted a leave report. Includes only confirmed payrolls.	UW Absence Management Reports > Employee Missing Leave Report
Reports	Expected End Date Query	Ability to proactively look at those employees that have upcoming Expected Job End Dates.	Main Menu > Reporting Tools > Query > Query Viewer > UW_HR_EXPECTED_JOB_END_DATE
Reports	LTE Hours Report	Provides cumulative hours for each active University Staff TE Job within the most recent 12 months from the job anniversary date.	UW HR Reports > LTE Hours Report
Reports	Payable Time Report	This lists payable time in "real time" as Admin Runs are processed during payroll.	Main Menu > Time & Labor > Reports > Payable Time Report

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Reports	UW Multiple Jobs Summary	Provides a view of current, historical, and future job rows per Employee Record for an individual employee, regardless of campus affiliation.	Main Menu > Workforce Administration > Job Information > Review Job Information > UW Multiple Jobs Summary
Self Service	Absence Request	Allows for requesting leave time through Employee Self Service	Main Menu > Self Service > Report Time > Absence Request
Self Service	Timesheet	Allows for entering time through Employee Self Service	Main Menu > Self Service > Report Time > Timesheet
Time & Labor	Absence Event	Add or update an absence event for an employee. This is where you enter partial absences (decimal 2).	Main Menu > Global Payroll & Absence Mgmt > Payee Data > Maintain Absences > Absence Event
Time & Labor	Approve Payable Time	Allows for reviewing and approving an employee's payable time.	Main Menu > Manager Self Service > Time Management > Approve Time & Exceptions > Payable Time
Time & Labor	Manage Exceptions	Allows for review and approval of timesheet exceptions.	Main Menu > Manager Self Service > Time Management > Approve Time & Exceptions > Exceptions
Time & Labor	Timesheet Summary	Allows access to an employee's timesheet.	Main Menu > Manager Self Service > Time Management > Report Time > Timesheet
Time & Labor	UWS Absences	Allows for review of balances and entry of leave time (absences) for employees by supervisors.	Main Menu > Global Payroll & Absence Mgmt > Payee Data > Maintain Absences > UWS Absences