COMMUNITY AND TECHNICAL COLLEGES
Washington State Board

CTCLINK REPORT CATALOG

Revisions

Change reference	Date
Original Version	7/29/2020
Added to Finance Sub System to Journal Recon the new Daily recon queries	10/26/2020
Updated SF GL Recon description; added Work Study FA Recon report and configuration details	11/13/2020
Separated SBCTC reports into new document; updated CS SF Recon to include query names; added SF CASH RECON; added Security section	01/06/2021
Added BI reports: FTE Summary and 3rd Party Invoice w/Student Data.	01/07/2021

Contacts

For questions related to ctcLink reporting and the Report Catalog, please email: dataservices@sbctc.edu

Table of Contents

DOCUMENT DESCRIPTION

This document was created to provide information about reporting solutions; a collection of reporting objects and tools designed to support specific and common business processes. Not all reports and queries are referenced in this document, only specific business processes that contain multiple reporting solutions that when used together provide the overall solution.

Campus Solutions

Program Headcount and FTE Queries

Audience: Colleges

The following queries have been developed and are available to assist Campus Solutions staff with monitoring specific program enrollments and FTES such as Worker Retraining or Apprenticeship.

The number of records returned by the query represent the student headcount.

The headcount and FTES returned by the queries represent the data that will be added to the SBCTC Data Warehouse at the end of each term.

For more information related to program specific coding, please refer to the SBCTC Coding Manual.

Details about the query can be found in metaLink when performing a search by query name in the Free Text Search box.

Program	Query
Apprenticeship	QCS_SR_SAPR_HC_FTE
Ability to Benefit	QCS_SR_SATB_HC_FTE
Basic Food Employment and Training (BFET)	QCS_SR_SBFT_HC_FTE
IBEST	QCS_SR_SBST_HC_FTE
Childcare	QCS_SR_SCLD_HC_FTE
Early Achievers Grant	QCS_SR_SEAG_HC_FTE
Hospital Employee Education and Training (HEET)	QCS_SR_SHEE_HC_FTE
Contract High School	QCS_SR_SHS_HC_FTE
International Contract	QCS_SR_SINC_HC_FTE
International Students	QCS_SR_SINT_HC_FTE
Mathematic Engineering Science Achievement (MESA)	QCS_SR_SMSA_HC_FTE
Running Start	QCS_SR_RS_HC_FTE
WorkFirst	QCS_SR_SWRF_HC_FTE
Worker Retraining	QCS_SR_SWRT_HC_FTE

BI Report

This report can be run from the Query Report Viewer in Reporting Tools > BI Publisher > Query Report Viewer. Enter the name of the report and click the Search button. Click on the “View Report” hyper link found to the left of the report name in the Report Definition grid. Enter the desired prompt values and then click the OK button.

BCS_FTE_SUM – FTE Summary Tmplt by Stdnt Grp

- ctcLink Term Headcount & FTE Summary Report w/ Student Groups. The first section of this report shows that total headcount and total FTEs by for each term that was included in the prompt. This section is followed by headcount and FTE totals by student group by term.
- The prompts for this report are:
    - Institution
    - Start Term Range
    - End Term Range

Student Financials GL Reconciliation Queries

Audience: Colleges

There are a set of queries that have been developed and are available to assist Campus Solutions/Finance staff with reconciling Student Financials to General Ledger data. These select the Item Type’s GL Interface chart field data from the Item SF tables. There are Charges, Payments and a Balance Due from a Summary level by Account, down to detail by Item Type and Student/Org ID. There are snapshot versions of these source tables and the SQL is available to create these for point in time (month-end or year-end) in dataLink. As charges are recorded and payments/financial aid applied, the amounts debit the receivables account. These queries must be run from Schedule Query. When run to HTML, there are drilldown links that can be used to drill into detail data from summarized data.

These queries are located in the query folder called SF GL RECON. These are two of the many queries available that assist Finance staff to reconcile SF Revenue Charged and SF Revenue Paid.

QCS_SF_GL_CF_CHARGE_PAYMENTS

QCS_SF_ID_GLCF_CHARGE_PAYMENTS

Though they must be run through Schedule Query, the full list of included queries can be found in Query Viewer or Query Manager when searching by folder through either the Basic or the Advanced Search. The list can also be found in metaLink when performing a search by folder.

Student Financials Cash Reconciliation Queries

Audience: Colleges

There are a set of queries that have been developed and are available to assist Campus Solutions/Finance staff with reconciling Cash.

These queries are located in the query folder called SF CASH RECON. Though they must be run through Schedule Query, the full list of included queries can be found in Query Viewer or Query Manager when searching by folder through either the Basic or the Advanced Search. The list can also be found in metaLink when performing a search by folder.

Work Study Earnings and Financial Aid Reconciliation

Audience: Colleges

There are a set of configuration tables and corresponding queries that have been developed to compare Time and Labor payable time by Term and Pay Period with the amount of work study Financial Aid awarded by Term and Year. The Time and Labor Reporting Code that are picked up are SWS, FWS, WFS, IWS. These codes should be added by Item Type to your configuration table. There may be situations where the tracking by a more detailed Earn code is desired, an Earnings Distribution earn code can be added to use a more distinct value; this earn code value would need to be added to the configuration table as well.

The reporting uses the TRC code from Time and Labor Payable Time first. The report then looks to see if an alternate Earn Code has been entered on the CTC_EARNS_DIST table for the EMPLID and EMPL_RCD as of the Pay End Date. If so, the Earn Code from the Earnings Distribution table is used for the reporting instead of the TRC from Time and Labor. NOTE: The TRC/Earn Codes by Item Type must be setup in the configuration tables in order to be selected in the report.

The configuration tables required are located at:

Set Up SACR > Product Related > Financial Aid > CTC Custom > State Work Study Report

These queries must be run through Schedule Query.

QCS_FA_WORKSTUDY_PAY_PERIOD

QCS_FA_WORKSTUDY_TERM

Third Party Invoice Including Student and Course Data

Audience: Colleges

This BI Report creates a third-party invoice combining student and course data. Highly sensitive data element National ID is included in this report. Staff who need to run this invoice will need the highly sensitive SSN role.

BI Report

This report can be run from the Query Report Viewer in Reporting Tools > BI Publisher > Query Report Viewer. Enter the name of the report and click the Search button. Click on the “View Report” hyper link found to the left of the report name in the Report Definition grid. Enter the desired prompt values and then click the OK button.

BCS_3PST_IVC – 3rd Party Invoice w/Stdnt Data

Finance

Year End Close and SMARTER Queries

Audience: Colleges

There are a set of summary level reports, each with an accompanying drill down to detail report. This feature is only available when the query is run to HTML. The detail report will open in a new window, so it is important to have pop-up blocker turned off. These reports have been developed and are available to assist Finance staff with monitoring specific accounting rules and correcting during year end close processes.

Details on the reporting are on the SBCTC's Accounting website under ctcLink Accounting, SMARTER Query Instructions.

These queries are located in the query folder called SMARTER. The list of included queries can be found in Query Viewer or Query Manager when searching by folder through either the Basic or the Advanced Search. The list can also be found in metaLink when performing a search by folder.

Sub System to Journal Reconciliation Queries

Audiences: Colleges

These queries provide the balances by Business Unit, Fiscal Year, Period or Journal Date, and Account from the sub-systems (accounting line level) that feed the Journal (limited to periods 1-12) to allow comparisons between them. Adjustment periods are not included.

These queries will show balances for all Accounts by Sub -System and Journal.

QFS_GL_SUB_SYS_RECON – Prompted by Accounting Period

QFS_GL_SUB_SYS_RECON_DAILY – Prompted by Journal Date

These queries will show only Accounts that do not balance between the sub system and the Journal:

QFS_GL_SUB_SYS_RECON_DIFF – Prompted by Accounting Period

QFS_GL_SUB_SYS_RECON_DAILYDIFF – Prompted by Journal Date

They both drill into the details of Journal ID and also drill into the detail from sub-system tables and include 1-2 key fields depending on sub system (there are Key field mapping descriptions in the query output). The drill feature is only available when the query is run to HTML. The drill reports will open in a new window, so it is important to have pop-up blocker turned off. Due to the number of tables and complexity of reporting this data, we recommend the queries be run from Schedule Query instead of Query Viewer.

More information and details on Sub System Source Tables and Key Field mapping can be found in metaLink when performing a search by query name in the Free Text Search box.

Budget Reports

Audience: Colleges and State Board

The following reports use the Commitment Control ledgers. There are two sets of reports. One is for operational budget and the other is for grant budgets. Budget, expenses, encumbrance and pre-encumbrance amounts are displayed. Available budget is calculated and displayed.

BI Reports

These reports can be run from the Query Report Viewer in Reporting Tools > BI Publisher > Query Report Viewer. Enter the name of the report and click the Search button. Click on the "View Report" hyper link found to the left of the report name in the Report Definition grid. Enter the desired prompt values and then click the OK button.

- BFS_KK_B2AOP – Budget to Actual for Operational Departments
- BFS_KK_B2AGN – Budget to Actual for Grant Departments

Financial Status Report pulls data from the Journal tables. Data includes revenue and expenses displayed by fund by department in a BI Report.

- BFS_GL_FINST

Pivot Grid Reports

These reports can be run from the Pivot Grid Viewer in Reporting Tools > Pivot Grid> Pivot Grid Viewer. Enter the name of the report and click the Search button. Click on the name of the report that you want to run. The prompts for the pivot grid will appear on the left of the page. Enter the desired values and click Search. Notice there "Move Options" hyper link. Click on this to get to the option department prompt.

- PGFS_KK_BUDGET_OVERVIEW – For Operational Departments
- PGFS_KK_BUDGET_OVERVIEW_PIE – Pie chart for Operational Departments
- PGFS_KK_BUDGET_OVERIVEW_GNT – For Grant Departments
- PGFS_KK_BUDGET_OVERVIEW_GNT_P – Pie chart for Grant Departments

Queries

- QFS_KK_BUDGET_OVERVIEW_OPR – Summary for Operational Departments
- QFS_KK_BUDGET_OVERVIEW_OPR_DTL – Transaction Detail for Operational Departments
- QFS_KK_BUDGET_OVERVIEW_GNT – Summary for Grant Departments
- QFS_KK_BUDGET_OVERVIEW_GNT_DTL – Transaction Detail for Grant Departments

This is an HCM query providing payroll by department information for every employee paid through a specific department. This query uses highly sensitive record HR_ACCTG_LINE so those without access to the highly sensitive garnishment role will not be able to view this data.

- QHC_PY_PAYROLL_BY_DEPT

Human Capital Management

Affirmative Action Reporting

Audience: Colleges

This is an affirmative action report available in ctcLink Production through BI Publisher. The report is based on the legacy report CR6312 which reports ethnicity by male or female by job category.

The ctcLink BI Publisher report does the same but also includes the sex category of not specifically male or female. An additional difference is the ctcLink report is as of November 1st to better align with IPEDS reporting. The report will produce one page of results for a specific institution and another page with ctcLink system members combined results.

The report is called BHC_HR_EEO via BI Publisher > Query Report Scheduler.

Run Date: 2020-08-05

AFFIRMATIVE ACTION REPORT

[redacted]

COLLEGE CODE: [redacted]

AS OF DATE: 2019-11-01

Ethnicity by Job Category and Sex for

Full-Time Faculty, Administrators and Classified Staff

Job Category	PAC Island/ Asian			BLACK			NATIVE AMERICAN			HISPANIC			OVER ONE RACE			MINORITY SUBTOTAL			WHITE			TOTAL			GRAND TOTAL	DIS-ABLED	DIS-ABLED VET	OVER 40
	M	F	X	M	F	X	M	F	X	M	F	X	M	F	X	M	F	X	M	F	X	M	F	X				
Executive/Admin/Managerial	0	1	0	2	3	0	0	0	0	1	3	0	0	3	0	3	10	0	7	14	0	10	24	0	34	0	0	31
Faculty	5	6	0	3	7	0	1	0	0	6	5	0	6	4	0	21	22	0	44	66	0	65	88	0	153	8	2	125
No EEO-6 Reporting	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	2	0	0	2	0	2	0	0	2
Professional Nonfaculty	2	10	0	2	7	0	1	2	0	1	1	0	1	4	0	7	24	0	23	36	0	30	60	0	90	5	0	54
Secretarial/Clerical	0	6	0	3	4	0	0	1	0	2	2	0	0	4	0	5	17	0	4	28	0	9	45	0	54	3	1	35
Service Maintenance Workers	5	2	0	4	3	0	0	0	0	1	2	0	1	1	0	11	8	0	13	10	0	24	18	0	42	5	0	32
Skilled Crafts	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	1	0	0	8	0	0	9	0	0	9	0	0	9
Technical/Paraprofessional	2	4	0	2	6	0	0	1	0	1	2	0	1	3	0	6	16	0	8	31	0	14	47	0	61	3	0	33
Total by College	14	29	0	17	30	0	2	4	0	12	15	0	9	19	0	54	97	0	107	187	0	161	284	0	445	24	3	321
Percentage of Total	3%	7%	0%	4%	7%	0%	0%	1%	0%	3%	3%	0%	2%	4%	0%	12%	22%	0%	24%	42%	0%	36%	64%	0%	100%	5%	1%	72%

1 | Page

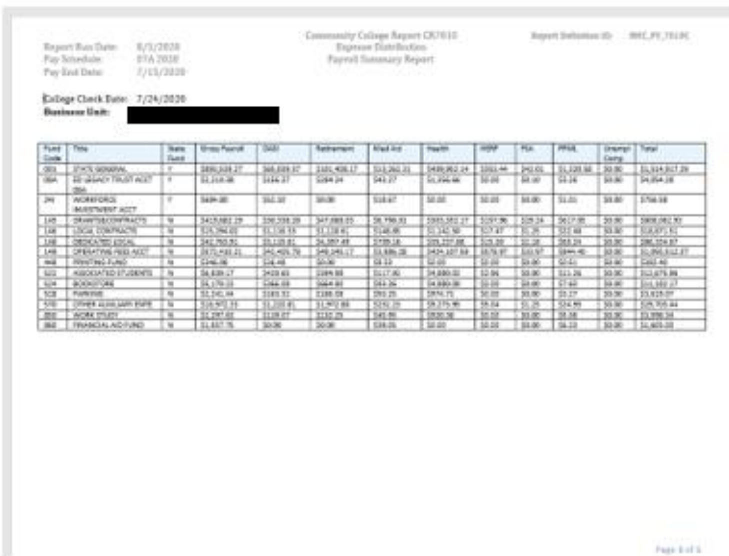
Payroll CR-7000 Series Reporting

Audience: Colleges

This is a collection of BI Publisher Reports and queries that provide summarized and detailed information regarding the expense distribution of Payroll. The output is in Word for easy copy and paste to Excel. Queries include reporting for CR7010, CR7020, CR7030AB, CR7040AB

These queries are located in the query folder called PY RECON RPT DTL. These queries are located in the query folder called AFRS RECON. The list of included queries can be found in Query Viewer or Query Manager when searching by folder through either the Basic or the Advanced Search. The list can also be found in metaLink when performing a search by folder.

BHC_PY_7010C – College Totals by Fund for most recent pay end date



BHC_PY_7010S – System Totals by Fund

Community Colleges System Report CR7010
Expense Distribution
Payroll Summary Report

Report Definition ID: BHC_PY_7010S

Report Run Date: 8/6/2020
Pay Schedule: 07A 2020
Pay End Date: 7/15/2020

System Check Date: 7/23/2020

Fund Code	Title	State Fund	System Gross Payroll	System OASI	System Retirement	System Med Aid	System Health	System HERP	System FSA	System PFML	System Unempl Comp	System Total
001	STATE GENERAL	Y	$4,281,614.68	$316,170.41	$437,107.84	$31,232.85	$1,976,635.99	$2,649.17	$279.46	$7,216.35	$3,103.84	$7,056,915.36
057	ST BLDG CONTR ACCT	Y	$375.00	$28.26	$48.22	$1.73	$101.03	$0.00	$0.00	$0.55	$0.00	$556.17
060	CC CAP PROJECT ACCT	Y	$25,483.59	$1,885.06	$2,536.48	$193.96	$11,003.54	$6.81	$0.00	$66.17	$0.00	$41,178.62
08A	ED LEGACY TRUST ACCT 08A	Y	$104,772.28	$7,608.81	$11,139.14	$884.37	$43,567.22	$58.76	$11.35	$197.68	$7.08	$168,246.69
101	STATE GENERAL FUND	Y	$2,200.50	$163.95	$130.45	$16.47	$1,311.69	$2.86	$0.00	$1.20	$0.00	$3,830.15
24J	WORKFORCE INVESTMENT ACCT	Y	$10,438.71	$783.34	$726.71	$78.43	$3,519.31	$9.75	$1.25	$16.41	$0.24	$15,574.15
561	CTC INNOVATION 561	Y	$217,616.60	$15,459.51	$19,567.52	$652.52	$45,384.00	$205.23	$13.75	$816.03	$0.00	$299,715.16
145	GRANTS&CONTRACTS	N	$916,395.15	$66,291.90	$94,115.37	$10,360.80	$579,571.84	$489.39	$60.76	$1,513.80	$182.11	$1,669,210.19
146	LOCAL CONTRACTS	N	$336,519.80	$24,634.05	$32,030.39	$2,338.24	$168,867.38	$260.38	$32.08	$528.91	$222.14	$565,403.89
148	DEDICATED LOCAL	N	$354,749.07	$24,938.55	$28,905.29	$3,064.79	$151,284.05	$175.97	$24.10	$543.44	$428.32	$564,133.18
149	OPERATING FEES ACCT	N	$2,478,309.23	$181,908.54	$236,765.63	$16,408.64	$1,389,993.70	$1,733.26	$154.57	$3,689.16	$80.26	$4,309,173.42
444	CENTRAL IT SERVICES	N	$80,529.10	$5,943.58	$7,669.51	$329.18	$23,033.60	$86.76	$11.37	$322.14	$0.00	$117,925.24
448	PRINTING FUND	N	$10,180.74	$753.84	$1,117.62	$100.95	$4,889.77	$1.84	$1.25	$14.91	$4.78	$17,065.70
460	MOTOR POOL	N	$559.58	$40.51	$71.96	$4.45	$292.80	$0.00	$0.00	$0.82	$0.00	$970.12
522	ASSOCIATED STUDENTS	N	$98,254.67	$6,409.37	$7,342.01	$1,131.46	$41,428.37	$25.13	$1.64	$149.22	$33.49	$154,778.21
524	BOOKSTORE	N	$41,294.74	$2,957.57	$4,573.57	$445.58	$23,189.76	$5.83	$0.94	$60.71	$49.38	$72,594.52
528	PARKING	N	$33,151.58	$2,467.04	$3,127.39	$368.63	$12,374.41	$0.00	$0.00	$48.71	$17.28	$51,555.04
569	FOOD SERVICE	N	$7,711.23	$563.00	$969.03	$102.95	$7,446.90	$1.03	$0.00	$11.32	$16.47	$16,821.93
570	OTHER AUXILIARY ENTE	N	$136,482.92	$10,060.95	$13,744.60	$826.02	$54,832.00	$81.78	$7.17	$408.51	$57.03	$216,520.90
573	HOUSING & FOOD	N	$2,070.79	$151.38	$227.05	$20.79	$1,220.00	$0.96	$0.31	$3.05	$0.00	$3,701.99
790	COMM COLL CLEARING	N	$0.00	$0.00	$0.00	$0.00	$976.00	$0.00	$0.00	$0.00	$0.00	$976.00
840	AGENCY	N	$26,045.33	$1,924.09	$2,560.18	$193.02	$13,176.00	$24.30	$1.25	$39.83	$27.27	$43,991.27
850	WORK STUDY	N	$16,084.59	$155.27	$235.63	$218.37	$1,151.64	$0.00	$0.00	$43.56	$1.25	$17,890.31
860	FINANCIAL AID FUND	N	$8,287.25	$0.00	$0.00	$126.44	$0.00	$0.00	$0.00	$33.02	$0.00	$8,446.71

Page 1 of 1

Payroll Register Report

Audience: Colleges

A BI Report for the OFM regulatory report required to certify each payroll.

[25.20 - Payroll Accounting Requirements]

25.20.30 Certification Requirements

RCW 41.06.270 specifies two conditions an agency must meet before paying an employee. The agency head (or authorized designee) must certify that the payroll meets these conditions using the following language: “I hereby certify that to the best of my knowledge amounts listed in this payroll are true and correct charges and that employees holding a position covered by Chapter 41.06 RCW or other applicable employment contract, have been employed in accordance with the rules, regulations, and orders issued thereunder.”

BHC_PY_1320 via BI Publisher > Query Report Scheduler

04-AUG-20 05:17:52
PAYROLL REGISTER REPORT
Page 1 of 18
ReportID: BHC_PY_1320

Payroll Schedule: 05B
Pay Period: 5/31/20
Agency: [redacted]
Unit:

Check Date: 6/10/2020 Payment Dist Loc: Company Paygroups: C17,E17,F17,H17,P17,S17

EMPLOYEE NAME	EMPLOYEE SID	CHECK/ADV NBR	PAY TYPE	TOTAL GROSS	FWT TAX	OASI TAX	MED AID	RETIREMENT	PFML	MISC DED	NET PAY
[redacted]		46534	CHECK	234.03	7.57	0.00	1.84	0.00	0.93	0.00	224.03
		318833	ADVICE	329.00	17.07	0.00	3.17	0.00	1.32	0.00	308.76

Last Page:

04-AUG-20 05:17:52
PAYROLL REGISTER REPORT
Page 18 of 18
ReportID: BHC_PY_1320

Payroll Schedule: 05B
Pay Period: 5/31/20
Agency: [redacted]
Unit:

	Pay Count	Gross Pay	FWT Tax	OASI Tax	Med Aid	Retirement	PFML Ded	Misc Ded	Net Pay
TOTAL CURRENT PAYMENTS FOR UNIT	451	$974,692.30	$91,397.81	$68,996.83	$3,226.62	$75,116.74	$3,888.30	$80,925.22	$651,532.87
TOTAL REVERSALS FOR UNIT	0	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
TOTAL OVERPAYMENTS FOR UNIT	0	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
TOTAL HANDDRAWNS FOR UNIT	0	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00

	Pay Count	Gross Pay	FWT Tax	OASI Tax	Med Aid	Retirement	PFML Ded	Misc Ded	Net Pay
TOTAL CURRENT PAYMENTS FOR DISTRICT	1691	$3,740,194.33	$332,966.96	$268,607.63	$13,801.65	$286,103.52	$14,923.64	$298,577.35	$2,527,445.19
TOTAL REVERSALS FOR DISTRICT	0	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
TOTAL OVERPAYMENTS FOR DISTRICT	0	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
TOTAL HANDDRAWNS FOR DISTRICT	0	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00

25.20.30
June 1, 2006 **Agency required payroll certifications**

25.20.30.a Certification Requirements

RCW 41.06.270 specifies two conditions an agency must meet before paying an employee. The agency head (or authorized designee) must certify that the payroll meets these conditions using the following language:

"I hereby certify that to the best of my knowledge amounts listed in this payroll are true and correct charges and that employees holding a position covered by Chapter 41.06 RCW or other applicable employment contract, have been employed in accordance with the rules, regulations, and orders issues thereunder."

BY ____
(Name, Title, and Date)

Earned Hours Based Benefit Eligibility Queries

Audience: College HR and SBCTC HR Staff

The following queries can be run to identify employees who have a specific number of earned hours and are therefore eligible for certain benefits.

QHC_HR_THRSH_CIVILSERVICE_1050

- Report for Civil Service Exemption.
    - Civil Service Exempt - WAC 357-04-045
- Any employee who has worked 1050 hours or less in a rolling 12-month period is exempt from civil service.
    - The user will prompt on institution.
        - Selection criteria:
            - Employee class is not equal to STU.
            - The earnings end date is between the calculated service date and the current date.
    - The earnings for this time period will be added together.
        - If the amount is 900 hours or greater they will be included in this report.
        - The 900-hour amount is used as the starting point for inclusion in the report so that the user will know when employees are getting close to the 1050 hours.
- The drilldown includes all the detailed data used to determine that the employee has at least 900 hours of earnings and is eligible for the Civil Service Exemption.

QHC_HR_THRSH_MEDICAL_480

- Report for Medical Benefit Eligibility.
    - Medical Benefit Edibility - WAC 182-12-114
- Any employee with 480 plus hours in a rolling 6-month period.
    - The user will prompt on institution and the earnings end date that they want to use to start the 6-month period.
        - Selection criteria:
            - The employee is part time.
            - The employee class is not equal to STU.
            - The earnings end dates included are between the earnings end date prompt and that same earnings end date minus 6 months.
            - Include all hours with HRY earn code.
    - Hours are summed and any employee with 480 hours or more in the 6-month period will be included in the query results.
- The drilldown includes all the detailed data used to determine that the employee has at least 480 hours of earnings in a rolling 6-month period and is eligible for Medical Benefits.

QHC_HR_THRSH_RETIREMENT_70

- Report for Retirement Eligibility.
    - The user will prompt on institution.
        - Selection criteria:

            - The employee must have worked 70 hours or more for at least 5 months in a year for 2 years.
- The drilldown includes all the detailed data used to determine that the employee has at least 70 hours of earnings for 5 months a year during a 2-year period.

QHC_HR_THRSH_UNIONELIG_350

- Report for Union Eligibility.
    - Union - WAC 357-04-045
- Employee is in union code WP or WF and works 350 or more hours in 12 months is eligible to join the union.
    - The user will prompt on institution.
        - Selection criteria:
            - The month of the employee's original hire date must match the month of the current date or the original hire date is within the last 12 months
            - The earnings end date is within the last 12 months.
    - All hours are summed and anyone with hours equal to or greater than 300 will be included so that the employee will be included in the report as they are getting close to 350 hours.
- The drilldown includes all the detailed data used to determine that the employee has at least 300 hours of earnings for the last 12 months.

Security

Query Security Reporting

Audience: College Security Administrators

XX = CS - Campus FS - Finance HC - Human Resources	QUERY NAME	DESCRIPTION
	QXX_DS_QUERY_RECORD_RPT	This query is intended to be used to troubleshoot query access issues. This query prompts for the Query Name and will identify each record in the query and flag whether or not is in the new query tree and roles. The expectation is that all records return 1=Yes.
	QXX_DS_QUERY_RECORD_USER_RPT	This query is intended to be used to troubleshoot query access issues by Users. This query prompts for the Query Name and Username and will identify each record in the query and flag whether or not the User has access to each and which Role(s) provides access.
	QXX_DS_QUERY_TREE_REC_USER_RPT	Displays the query trees developed for distribution by college security and the records associated with each Role/Permission list that may be assigned. User must also have the ZD_DS_QUERY_VIEWER role assigned. Includes UserID.
	QXX_DS_QUERY_TREE_RECORD_RPT	Displays the query trees developed for distribution by college security and the records associated with each Role/Permission list.
	QXX_DS_QUERY_ACCESS_BY_USER	Displays the queries that a user has access to.
	QXX_DS_QUERY_ACCESS_BY_ROLE	Displays the queries that a specific role has access to on a standalone basis.

User Security Reporting

Audience: College Security Administrators

XX = CS - Campus FS - Finance HC - Human Resources	QUERY NAME	DESCRIPTION
	QXX_SEC_USER_ROLES_BY_UNIT	Provides a list of active Users with Job Company, JobCode Department, including Supervisor, with access by Role and Business Unit.
CS Pillar Only	QCS_SEC_USER_ROLES_BY_UNT_SACR	Same as QCS_SEC_USER_ROLES_BY_UNIT but also has a Y/N Flag for SACR Institution
CS Pillar Only	QCS_SEC_INSTR_ADV_BY_COLLEGE	Provides a list of faculty and advisors configured on the Instructor/Advisor table and if Advisor/Faculty self-service roles. Also lists any user that has the self-service role and are NOT on the Instructor/Advisor table.
CS & HC Pillars Only	QXX_SEC_JOB_USEREMAIL_NOT_CAMP	Identifies employees (including faculty) that do not have a CAMP email type in Campus Solutions.
CS Pillar Only	QCS_SEC_USER_ROLES_STUDENT	Identifies students that have enrollment and their Roles.
CS & HC Pillars Only	QXX_SEC_USER_ACCT_ACTIVE_AGG	Displays the count of user types (Students in CS, Faculty and Staff in HC) that have activated their Portal accounts. This uses the Portal security question to determine if the account is activated, if present then activated else not activated.
CS Pillar Only	QCS_SEC_USER_ACCT_ACTIVE_DTL	Displays the Name, Email addresses, FERPA flag for any Student with Enrolled Status in prompted term or greater at the prompted Institution that has not activated their

		account.
CS Pillar Only	**QCS_SEC_STU_EMPL_SS_ROLE_MISS**	Displays current/future students that have active Jobs based on run date and do not have the ZZ SS Student role.
HC & FS Pillars	**QXX_SEC_OPRCLASS_NOT_ASSIGNED**	Displays users that do not have an OprClass (Primary Permission list) assigned that matches their active Job Business Unit GL/Company or are missing OPRCLASS or missing EMPLID from PSOPRDEFN profile.

CS SACR Security Reporting

Audience: College Security Administrators

CS Pillar Only	**QUERY NAME**	**DESCRIPTION**
	QCS_SEC_SACR_CORE_COMPARE	Compare two users or enter same user in both prompts to review a single user data. Output is single row per user with values comma separated in field. SACR Security in this query are: Institution, Career, Program, Campus, Institution Set, Business Unit, SetID, Transcript Type, Adm Rec Center, Adm Appl Center, Adm Actions, Program Actions, Tests, Enrollment Access ID
	QCS_SEC_SACR_STDNT_GRP_COMPARE	Compare two users or enter same user in both prompts to review a single user data. Output is single row per user with values comma separated in field. SACR Security in this query are: Student Group prompted and Student Groups by Indicator, Inquiry and Update Indicators.
	QCS_SEC_SACR_MILESTONE_COMPARE	Compare two users or enter same user in both prompts to review a single user data. Output is single row per user with values

		comma separated in field. SACR Security in this query are: Milestone prompted and Milestones by Indicator, Inquiry and Update Indicators.
	QCS_SEC_SACR_3C_SCRTY_COMPARE	Compare two users or enter same user in both prompts to review a single user data. Output is single row per user with values comma separated in field. SACR Security in this query are: 3C Group prompted and 3C Groups by Indicator, Inquiry, Update, Delete Indicators.
	QCS_SEC_SACR_SRVC_IND_COMPARE	Compare two users or enter same user in both prompts to review a single user data. Output is single row per user with values comma separated in field. SACR Security in this query are: Service Indicator prompted and Service Indicator by Indicator, Placement and Release Indicators.

Finance Security Reporting

Audience: College Security Administrators

FS Pillar Only	QFS_SEC_OPR_DEF_TBL_FS_OPRCLS	Displays the OPRCLASS by the Business Unit for Users in OPR_DEF_TBL_FS.
	QFS_SEC_OPR_DEF_VNDR_COMP	Compare two users or enter same user in both prompts to review a single user data. Displays Supplier Entry Status, Entry Role Name, Approve Role Name, Supplier Active Status, Authority to View, Supplier Audit.
	QFS_SEC_OPR_DEF_PO_COMPARE	Compare two users or enter same user in both prompts to review a single user data. Displays Purchase Order Approval, Role Name, Requisition Approval, Role Name.

Navigation to Role Reporting

Audience: College Security Administrators

XX = CS - Campus FS - Finance HC - Human Resources	QUERY NAME	DESCRIPTION
	QXX_SEC_ROLE_NAVIGATION_ACCESS	Displays user friendly menu navigation by Role and Page Access

Additional Reporting Resources

- ctcLink Reference Center
- ctcLink Reference Center for Query and Reporting
- metaLink