

HR Information Warehouse Report List

HR reports are located in the Information Warehouse. These reports were created for department managers and administrators who work closely with confidential HR-related staff and faculty information. To run these reports from the Information Warehouse Welcome page, select the [Human Resources](#) package under - **PeopleData** -, enter your net ID and password, select [Public Folders](#), then [HR](#), and then [HR Dept Manager Rpts](#) or [HR Dept Administrator Rpts](#).

Report Name	Description
Action Report for Specified Period - Hires, Rehires, Promotions, Transfers	Alphabetical listing by name of staff hired for any specified time period; shows hires, rehires, promotions, and transfers, including reason, staff, estimated term date, salary, and more
Action Report for Specified Period - Job/Status Changes	Alphabetical listing by name of job and status changes for any specified time period; shows action/reason, dept, title, salary, estimated term date, previous dept, rank/grade, and more
Alpha Roster - Home and Campus Addresses	Current employees and their home and campus address information
Alpha Roster - Job and Personal Data	Current employees and their personal, address, and job-related information for download to Excel; shows more than 40 columns of information, including job, position, rank/grade, salary, seniority, hire dates, and more.
Alpha Roster - Job and Personal Data with Prompts	The above report, for a specified department and/or staff group
Alpha Roster - Job Information	Current employees and all of their job-related information for download to Excel; includes title, position, job, dept, status, pay grp, staff, grade/rank, salary, est term, tenure flag, seniority date, effective dates, and more
Alpha Roster - Univ Email Addresses	Current listing of employees by name, with their Princeton e-mail addresses (see <i>Essential Communication Email List</i> , below, for sending email to a group in your department directly using ReportNet)
Compensation History - by Department(s) for a Specified Period	Employees and their salary changes for any specified time; listed alphabetically by name within department, showing title, grade/rank, effective date, reason, salary, percent increase, and more
Compensation History for an Individual	An employee's salary changes during their career at Princeton, with effective dates, reasons, grade/rank, salary, percent/amount of salary changes, and more
Education Report	Alphabetical listing of employees, with their title, dept, highest degree, school, and field of specialization
EEO Detail Report as of a Specified Date	Detail Report for EEO Summary Report, as of a specified date, showing employee name, gender, ethnicity/race
EEO Summary as of Today	Summary of your department(s) by gender and ethnicity/race as of today's date
EEO Summary Report as of a Specified Date	Summary of your department(s) by gender and ethnicity/race as of a specified date - see also corresponding EEO Detail Report
Emergency Contacts	Important list of the emergency contacts for all employees in your department(s) for use in case of emergency; please keep an up-to-date copy of this report in a safe place in case the system is down.
Essential Communication Email List - for contacting your staff	Communication tool for contacting the employees in your department(s) by email in case of emergency or for general use
Faculty Planning List - Current	Alphabetical listing of faculty in your department(s) with professorial entry date, job entry date, title and chair data, joint dept, field of specialization, and whether a faculty purchase
HR staff who Work Less than 12 mos and/or on Term Appt	Alphabetical listing by name within department (one department per page) of employees who work less than a full year, or are on a term appointment
Leave History - Faculty and DOF Professionals	Alphabetic listing of all leaves taken by Dean of Faculty staff from 1985 to present



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Leave History - Faculty Sabbatical Leaves	Alphabetic listing of all sabbatical leaves taken in your department(s) since approximately 1994
Leave Report - All currently on Leave of Absence	Alphabetic listing of all employees in your department(s) currently on a leave of absence
Leave Report - Employees on Long Term Disability	Employees in your department(s) currently on long-term disability leave
Leave Report - Employees on Short Term Disability	Employees in your department(s) currently on short-term disability leave
Leave Report - Employees on Worker's Comp	Employees in your department(s) currently on worker's compensation leave
Mail Drop Departmental Audit Report	To verify that pay checks and mailings go to correct central office address in your department(s); useful if employees are moving from one area to another within a building, or from one building to another, and you need to alert central offices to the changes so the mail is directed properly
Position Management Report	List of all positions within your department(s) by position number, including incumbent information, job code, dept, office head, grade, and more
Preceptorships - History for an academic department	List of faculty in your department that have held or currently hold preceptorship assignments, with the period of their appointment
Retirement Planning - All Staff age 55 or older	Listing of employees in your department(s) age 55 or older, sorted in descending age order and then name; also shows the University seniority date
Retirement Planning - Tenured Faculty age 55 or older	Listing of faculty in your department(s) age 55 or older, sorted in descending age order and then name; also shows the years of qualifying service
Retirements and/or Deceased - for Specified Period and Business Unit	Lists employees who retired and/or who died (while active or retired) for any specified time period
Termination Report - Estimated Terms - Admin and Support (& PPL)	To monitor upcoming HR or PPL appointments that are about to end, based on and sorted by estimated termination date; also lists title and department
Termination Report - Estimated Terms - DOF Faculty and Professionals	To monitor upcoming DOF appointments that are about to end, sorted by appointment end date and staff; includes title
Termination Report for Specified Period - Admin and Support (& PPL)	Lists employees who have terminated within any time period from your department(s), sorted by department and then name; includes title, staff, effective date, reason, and more
Termination Report for Specified Period - DOF Faculty and Professionals	Lists DOF faculty and staff who have terminated from your department(s) within any time period, sorted by staff, title, and name
Titles Report - Faculty as of a Specified Date and Title Type	Lists special assignments and titles for the faculty in your department for a specific point in time (i.e, academic chairs, endowed professorships, joint department affiliations, etc.)
Titles Report - Professional and Administrative Staff	Provides an audit report of the titles displayed in the Register for all administrators in your department(s)
University Department Codes and Descriptions	Lists PeopleSoft HRMS department codes and names
Visa Report for Non-Citizens	Provides an alphabetical listing within department of employees on a Visa, showing citizenship, country of citizenship and residency, visa permit type, work permit status, status date, and more

