Reports – Quick Reference Guide

Report Number	Report Name	Purpose	User Guide/Contact
Request Report Access Authorization at: http://www.wmich.edu/hr/forms/access			
Office of University Budgets Reports			
WMUBD003	**Pay Earnings Listing**	Provides Departments with a Detail Listing of Payroll Expense by Employee for each Pay Period	wmich.edu/budget/resources carrie.puckett@wmich.edu
WMUBD008	**Personnel List**	Used to Compare Employee Job Data to Permanent Budget by Position	wmich.edu/budget/resources carrie.puckett@wmich.edu
WMUBD018	**Permanent Base Budget - Summary**	Provides a Summary of the Permanent Budget by Account for each Department	wmich.edu/budget/resources carrie.puckett@wmich.edu
WMUBD027	**Permanent Base Budget - Detail**	Provides a Detail Listing of Permanent Budget Adjustments by Position and Account for each department	wmich.edu/budget/resources carrie.puckett@wmich.edu
WMUBD045	**Reallocation Data Comparison**	Preliminary Base Budget with 3 Years of Actual History for Budget Planning Analysis	wmich.edu/budget/resources carrie.puckett@wmich.edu
Human Resources Reports			
wmhr5011-24	**Management Data Report**	Contains job information for all active jobs in a department, college or executive area	wmich.edu/hr/officemanagement/reporting hr-hris@wmich.edu
wmhr504	**Workflow Form Approvals**	Allows users to view the existing electronic workflow approval rules (process) for their area	wmich.edu/hr/officemanagement/workflow hr-hris@wmich.edu
wmhr503	**Temporary Appointments**	A snapshot of temp appointment forms and their status (e.g. routed, authorized, recycled, denied)	wmich.edu/hr/officemanagement/workflow hr-hris@wmich.edu
wmhr502	**Incidental Pay Forms**	A snapshot of incidental pay (IP) forms and their status (e.g. routed, authorized, recycled, denied)	wmich.edu/hr/officemanagement/workflow hr-hris@wmich.edu

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Request Report Access Authorization at: http://www.wmich.edu/payroll/accounts-payable/forms			
Payroll Reports			
wmupr111	**Semimonthly Leave History**	Used by Timekeepers or Administrators to list a historical view of leave time used for semimonthly employees	wmich.edu/payroll/payroll/timekeeping payroll-dept@wmich.edu
Kronos	**Employee Transactions & Totals**	Displays pay code transaction data and totals by employee as well as a grand total	wmich.edu/payroll/accounts-payable/forms payroll-dept@wmich.edu
Kronos	**Time Detail**	Displays detailed data about each employee's punches, duration, and pay code edits.	wmich.edu/payroll/accounts-payable/forms payroll-dept@wmich.edu
Kronos	**Hours by Labor Account**	Displays hours for each department (cost center) in which employees had hours	wmich.edu/payroll/accounts-payable/forms payroll-dept@wmich.edu
Kronos	**Tome Card Signoff, Request & Approval**	Displays audit information related to Timecard Approvals and Sign-Off	wmich.edu/payroll/accounts-payable/forms payroll-dept@wmich.edu
wmhr5011-16	**Timekeepers Report (PeopleSoft)**	Provides timekeepers with student & temp data from PeopleSoft	wmich.edu/hr/officemanagement/reporting hr-hris@wmich.edu