

EXCEL TIP OF THE DAY – D-JOBS FOR BUDGETING

D-JOBS – PERSONNEL INFO

department search

ETHAN G HACKER
Employee ID: 00023944

Department Search

Enter a department ID and "As Of Date" then press Search to retrieve a summary of employees and jobs in that department.

DeptID: 00001 Reporting Dept Demo mode

As Of: 01/14/2016 Home Dept

Search Reset

Sortable D-Jobs

WHAT IS D-JOB'S (DEPARTMENTAL JOB SUMMARY) AND WHERE DO I LOCATE IT?

What is D-Jobs? Imagine a report where you could get all the payroll information you need for an ORG in one place for a point in time (as of today or even last year!). That's D-Jobs. It provides you with data points such as, but not limited to: unid, emp name, job title, job code, fte, distribution, org, fund, activity, account, comp rate, etc. It also allows you to make updates to an employee's distributions and HR information. This data can be viewed within CIS and exported to Excel and HRIL/FIL includes a roll up option.

Start Here

HOW DO I GET THERE?

www.cis.utah.edu

uNID: (e.g. u8673309)

Password:

LOGIN

CAMPUS INFORMATION SERVICES
THE UNIVERSITY OF UTAH

My Page Employee Student

Human Resource Management

Payroll Reporters

- KRONOS Payroll Reporter/Manager
- Employee Distributions
- Department Job Summary (D-JOBS) ← *Online Tool/Report*
- Effort Distribution Report (EDR)
- ABA (Annualized Base Amount) Computations
- View PAF (Personnel Action Form)
- Check Advice Roster
- Human Resources Information Library ← *Report w/Roll Up*
- HR Department/Org Head Lookup

Financial & Business Services

REPORTS

- Effort Distribution Report (EDR)
- ePAR Quarterly Effort Certification
- Endowment Market Report
- Financial Information Library ← *Report w/Roll Up*
- Management Reports
- Evidence of Review (EOR)
- PDF Bundle
- PI Budget Planning Tool

HRIL/FIL Folder

- Curr Employees
- Affiliates by DepartmentID
- Audit-Expiring Visas/I9's
- Birthday List by DeptID
- Citizenship Status by Dept ID
- Empl Rpt Dept/Loc by Home Dept
- Employee Contract Data
- Employee Supervisor Info
- Equity Review
- Job Details
- Job Details w/ Pay Distributns ← *Report w/Roll Up*

USE THIS FOR SALARY JUSTIFICATION REPORT

- Job Dtls w/FY Comp Rate

Report Iss FBS Web App

Only Current Information – No Option to Choose Date

HOW DO I GET THERE AGAIN? A REPRISE:

For the online interactive D-Jobs go to OR for the HRIL/FIL reports with roll up go to:

CIS → Human Resource Management → Payroll Reports → Department Job Summary (D-JOBS)

CIS → Financial & Business Services → Reports → FIL/HRIL → Curr Employees Folder → Job Details w/Pay Distributns

BUT HOW DO I USE THESE REPORTS?

1. First, download the FIL/HRIL report to Excel. How? See the steps below.
2. Once downloaded to Excel you can use it in various ways to budget.
 - A. Use it “as is,” delete unnecessary columns or keep it in the same format
 - B. Create a Pivot Table of the information
 - C. Use the Subtotal function in Excel

Steps to download to Excel from HRIL/FIL:

- Step 1.** Insert an Org – either Parent or Child
- Step 2.** Select “Yes” or “No” from the **DeptID Rollup**
- Step 3.** Click “Get Results”
- Step 4.** Click the “Download to Excel” Option

[Return to Query Folders](#)

Job Details w/ Pay Distributns

DeptID 1

DeptID Rollup 2

Required fields denoted by an asterisk()

3

[Download to Excel](#) Query Execution Time - 0 Minute(s) 2Seconds

Show 100 entries 4 Search:

ID	Empl Record	Name	Dept ID	Dept Name	Job Code	Job Title	Action	Reason	
00349373	0	BREANNE HUMPHRIES	00286	BUDGET AND ANALYSIS	1100	Business Data Analyst	PAY	FYB	Annu
00331343	0	ERIKA HILL	00286	BUDGET AND ANALYSIS	2611	Research Analyst	PAY	ADJ	Annu
00023944	0	ETHAN HACKER	00286	BUDGET AND ANALYSIS	0092	Financial Management Analyst	PAY	FYB	Annu
00078560	0	JACK HATTAWAY	00286	BUDGET AND ANALYSIS	1157	IT Architect	PAY	REC	Annu
00715811	0	JENNA LINK	00286	BUDGET AND ANALYSIS	2562	Sr Research Analyst	DTA	FCA	Annu
00060293	0	JOYCE GARCIA	00286	BUDGET AND ANALYSIS	2562	Sr Research Analyst	PAY	FYB	Annu
00300464	1	MARK WINTER	00286	BUDGET AND ANALYSIS	1151	Director IT	PAY	FYB	Annu