

## Personnel Reports for Budgeting

Several tools or queries exist to help users pull personnel data for their areas of financial responsibility. Below are two primary reports to acquire payroll information for budgeting.

### Personnel Reports in D-JOBS

D-Jobs - Log into CIS and Find the Tile called "Dept. Job Summary (D-Jobs). This does not presently have a rollup option.

### Personnel Reports in FIL (Financial Information Library) or HRIL (Human Resource Information Library)

FIL - Log into CIS and find the tile called "Financial Information Library" or "Human Resource Library," as both take the user to the same location. After clicking on the tile, find the "Curr Employee" folder. This contains a few payroll related reports you can use for budgeting.

### Other Personnel Reports:

**PAYROLL REPTS** This folder contains several EBT reports (Earnings, Benefit and Tax)

Mgmt Reports - Payroll Earnings, Benefits, and Taxes (Monthly)  
Mgmt Reports - Payroll Earnings, Benefits, and Taxes (FYTD)