

Employee Distribution Report

The **Employee Distribution Report** displays HR distribution details in a list format by Employee, Distribution Number, Distribution %, Distribution Chartstring, and Distribution Begin and End Dates

What can I learn from the Employee Distribution Report?

- Provides detailed information related to all employee distributions
- Allows for reporting at the Home Department level down to the individual employee level
- Allows for drill-through to **Employee Lookup Report**

Home Department/Date Filters

The **Employee Distribution Report** Range:

- 1 Enter a *range* for **Distribution Begin Date** and a *range* for **Distribution End Date**.

Distribution Date Range

1 Distribution Begin Date*

From Jan 0001 To Dec 9999

Distribution End Date*

From Jan 0001 To Dec 9999

Setting these date ranges are the only **required** fields as notated by the red asterisk (*)

- 2 Optionally, filter distribution information by **Home Department(s)** (Home Dept ID)

Home Department Dept ID ▲

Level 2 Change Level

2 Add Remove

In addition to required filters on the filter page (*), at least one conditional filter with an orange triangle (▲) must be selected

HR Codes Filters

Personnel Program 1	1 - Professional and Support Staff 2 - Management and Senior A - Academic	Appt Rpt Code 2	C-Covered S-Supervisor U-Uncovered	Employee ▲ 5	
Appointment Type 3	1-Contract 2-Regular/Career 3-Limited 4-Casual/Restricted 5-Academic	Employee Status 4	I-Inactive N-Leave without pay P-Leave with pay S-Separated UNKNOWN	Title Code 6	
				Title Unit Code 6	
				Class Title Outline	

Filter by the following optional **HR Codes**:

- | | |
|-------------------------------|--|
| 1 Personnel Program | 2 Appt Rpt Code |
| 3 Appointment Type | 4 Employee Status |
| 5 Specific Employee(s) | 6 Title Code, Title Unit Code, and/or Class Title Outline |

Report Specific Filters

You can further refine your data or display additional data using the options in the **Report Specific Filters** section:

Show Detail Group 1 **1**

Show Detail Group 2 **1**

Supervisor **4**

DOS Code **5**

Off/Above A-Above **6**
O-Off **6**

Display Codes and Descriptions Display Codes Only **2**

Current Distributions Only **3**

LOA Type **7**

- 1 Check the box(es) to **Show Detail Group 1 (a)** and/or **Show Detail Group 2 (b)** to display the corresponding additional data in the report:

a	Rate Code	Distribution Grade	Distribution Step	Annualized Salary	Annualized Pay Rate	CTO Class Title Outline	O/A	Work Study	Alt Home Dept ID	Supervisor ID
b	Length Of Service	Leave Acruval Code	LOA Stat	LOA Typ	LOA Begin Date	LOA Return Date				

- 2 **Display Codes and Descriptions**
 - Display Codes Only (default)
 - Display Codes and Descriptions
 - Display Descriptions Only
- 3 **Current Distributions Only**
 - All (default)
 - Yes
 - No
- 4 Display distributions for selected **Supervisor(s)**
- 5 Filter by selected **DOS Code(s)**
- 6 Choose to display **Off** or **Above** scale only
- 7 Filter by **LOA (Leave of Absence) Type**, or all (default)

See the [Filtering and Running Reports in MyReports](#) job aid for additional information and tips & tricks for using the filters to configure your report criteria.

Distribution Chartstring Filters

Filter by optional **Distribution Chartstring Filters** as desired:

Select from MyFavorites

BU Account Fund Dept ID Project Activity Pd Function Flexfield ▲

SFCMP Account Level I Change Level Fund Level II Change Level Dept ID Level I Change Level Project Level I Change Level Activity Pd Level I Change Level Function Level I Change Level Flexfield Level I Change Level

SFMED Add Remove Add Remove Add Remove Add Remove Add Remove Add Remove Add Remove

SFFDN Add Remove Add Remove Add Remove Add Remove Add Remove Add Remove Add Remove

SFFPO Add Remove Add Remove Add Remove Add Remove Add Remove Add Remove Add Remove

SFHEA Add Remove Add Remove Add Remove Add Remove Add Remove Add Remove Add Remove

SFCHD Add Remove Add Remove Add Remove Add Remove Add Remove Add Remove Add Remove

SFCHF Add Remove Add Remove Add Remove Add Remove Add Remove Add Remove Add Remove

SFLPH Add Remove Add Remove Add Remove Add Remove Add Remove Add Remove Add Remove

SFBGP Add Remove Add Remove Add Remove Add Remove Add Remove Add Remove Add Remove

SFCF1 Add Remove Add Remove Add Remove Add Remove Add Remove Add Remove Add Remove

SFJIA Add Remove Add Remove Add Remove Add Remove Add Remove Add Remove Add Remove

SFNOG Add Remove Add Remove Add Remove Add Remove Add Remove Add Remove Add Remove

SFOAK Add Remove Add Remove Add Remove Add Remove Add Remove Add Remove Add Remove

SFOPH Add Remove Add Remove Add Remove Add Remove Add Remove Add Remove Add Remove

- 1 The **Account** and **Activity Pd** chartfields are not used in HR Distribution Data; additional filtering by these chartfields is unavailable

See the [Filtering and Running Reports in MyReports](#) job aid for additional information and tips & tricks for using the filters to configure your report criteria.

Employee Distribution Report

Report Output

- Choose your desired **Report Output Selection** of **On Screen HTML** (default), **PDF**, or **Excel** (1)
- Click the **Run Report** button (2)

Working in the Report View

- You can use the **Display Codes & Descriptions** drop-down menu in the upper-left of the report header to change the report display:
- Adding **Code Descriptions** will expand report width considerably. To print the report, we recommend you first choose **Display Codes Only**.
- The **Employee Distribution Report** allows you to further refine your report using the **Sort 1** and **Sort 2** options:

- Click the **Sort 1** drop-down and select the first value from the list
- If desired, select a second from the **Sort 2** drop-down
- Click **Update**

Your report is refreshed and now displays data in your chosen groups with subtotals.

- You may also show and hide **Detail Groups** from within the report view:

- Check the box(es) to show and uncheck to hide the **Detail Group(s)** of your choice
- Click **Update**; the additional columns display or are hidden when the report is refreshed

- Adding **Detail Groups** will expand report width considerably. To print the report, we recommend you first hide both **Detail Groups**.

- For example, to find all employees in a **Home Department** with the same **Title Code** using **Sort 1** and **Sort 2**:

- Click the **Sort 1** drop-down menu and select **Home Department**
- Choose the **Sort 2** criteria **Title Code**
- Click **Update** to refresh the report

Results are sorted and grouped by **Home Department**, then by **Title Code** within each **Home Department**

Employee Name	Employee ID	Primary Title Code	Hire Date	Bus Unit
Home Department: 408040-F FIN Controllers Office				
Title Code: 0218-FINANCIAL SVC MGR 1				
C. [Name]	024056434	0218	04/08/2013	SFCMP
J. [Name]	027873827	0218	09/08/2008	SFCMP
Title Code: 0219-FINANCIAL SVC MGR 2				
K. [Name]	026243592	0219	12/31/2007	SFCMP

- Click the links in the **Employee ID** column to view additional appointment and distribution information about a specific employee in the **Employee Lookup Report**

Tips & Tricks

- Narrow the report using the available **HR Code** and **Report Specific** filters
- Running the report for **Home Department** or **Distribution Dept ID** will return all of the *children* Dept IDs in the report
- Employee appointments with multiple distributions each display unique rows
- The **MyFavorites** functionality allows you to save and retrieve frequently used filter criteria. See the [Managing and Scheduling MyFavorites in MyReports](#) job aid for instructions on saving report parameters to **MyFavorites**, and how to select and run a saved Favorite.

Additional Information & Assistance

- More information about **MyReports** including how to request access and additional training can be found in the MyReports section of the [Controller's Office website](#)
- If you require help with a technical problem, or have a question about a specific report, contact the Controller's Office Solution Center at COSolutionCenter@ucsf.edu or 415.476.2126
- To stay informed about **MyReports** news, follow the directions on the MyReports section of the Controller's Office website to join the [MyReports ListServ](#)