

From: sceis-ast@sceis.sc.gov

To: HR Directors, Finance Directors, AST Leads (All live SCEIS agencies)

CC: SCEIS HR/Payroll Team, SCEIS EC&C Team, SCEIS BW Team, Ed Strube, SCEIS Service Desk, SCEIS AST

Subject: HR/Payroll BW Reports Now Available to Those in HR Master Data Maintainer Role

Attachment: Listing_of_HR-Payroll_Reports--BW.pdf

AST Leads, HR Directors, and FI Directors:

The SCEIS Team is pleased to announce that a number of HR/Payroll Business Warehouse (BW) reports that were previously available only to individuals with the HR Director security role in SCEIS are now available to those with the HR Master Data Maintainer security role, as well. We hope that having these reports available to additional staff members in your agency maximizes efficiency of deriving the HR/Payroll information you need from the SCEIS BW system.

The complete list of BW reports that have now become available to those in the HR Master Data Maintainer role is included below. Further description of each of report is provided in the attached document and training on how to access BW reports in the SCEIS system is available via the SCEIS website at <https://Uperform.sc.gov/gm/folder-1.11.18392>. More information on BW Reporting for HR/Payroll is available on the web pages linked below:

- HR & Payroll > Publications & Tools Page: <http://www.sceis.sc.gov/page.aspx?id=121>
- Reporting > BW Reporting Publications Page: <http://www.sceis.sc.gov/page.aspx?id=210>

If you have any questions regarding the below reports, please contact the SCEIS Service Desk at (803) 896-0001 (select option 1 for SCEIS help) or by completing the email form at the following link: <http://www.sceis.sc.gov/requests/>.

Thank you,
The SCEIS Team

BW Reports Now Available to HR Master Data Maintainers

Organizational Management Reports:

RH026_Telecommuting Report

RH010.2_Flexible Position Totals by Employee Group

RH041_Vacancy Position Report

RH022_Class and Comp Report - Statewide Positions and Funds

Personnel Administration Reports:

RH047, Fair Market Housing Values
RH042, Salary Supplement Report
RH039C, Employee Counts and % by Sex, Race w/n Agency
RH039A, Workforce Planning Data
RH037, Avg Age of New Hires
RH035, Turnover Data Report Rpt 2
RH035, Separation from State Govt
RH035, Turnover Data Report Summary Level
RH035, Turnover Data Report
RH035, Turnover by Reason
RH032, Salary Adjustment Audit Report
RH046, Census Data
RH040, TERI Employees – Summary by Occ. Categories
RH040, TERI by Pay Band
RH040, TERI and Retiree Employee Listing
RH040, Rehired Retirees Summary
RH039H, Employees in Trial or Probationary Status
RH039G, Employees with Selected Years State Service
RH039F, Employee Demographics and Position Information
RH039E, Employee Counts and % by Sex, Race w Avg St Service
RH039B, Employment Report by Sex & Race within Agency & Band
RH039D, Length of State Service by Gender

EPMS Reports:

RH036, EPMS_Report