UNIVERSITY HUMAN RESOURCES

WOW REPORTS – TIPS AND HINTS FOR WOW USERS

Warehouse on Web (WOW) is a vital tool to assist PHR Creators and Approvers in managing and monitoring PHR transactions such as appointments, leave balances and usage, and gross pay. In addition, WOW contains reports created to help departments monitor important deadlines such as Use Or Lose, Post-Doc Reporting, and Faculty Leave Payout Indicator just to name a few. This helpful guide will take the guesswork out of what report to run and when.

FISCAL YEAR REPORTING:

Fiscal year reporting is useful prior to the end of the fiscal year for forecasting departmental budgets. However, these reports are valuable anytime during the year.

- Probationary Report
- Funding Sources Report
- PHR C2 Conversion Report
- Faculty Leave Payout Indicator Report

PAY PERIOD REPORTING:

Pay period reporting is very important to manage numerous processes as timesheet signoff, missing supervisor signatures, and pay adjustment, etc. The majority of these reports should be utilized after the close of the pay period.

- Missing Employee Signatures – Hourly
- Missing Employee Signatures – Salaried
- Missing Supervisor Approvals – Hourly
- Missing Supervisor Approvals – Salaried
- Timesheet Signatures Report
- Work Group Report (once a month)
- Check Distribution Report
- Pay Adjustments Pending Approval
- PHR Compensatory Time Report
- Terminating Appts. Report

FALL AND SPRING REPORTING:

Twice a year the data in PHR is reviewed for accuracy. It is part of a campus wide effort to ensure the data in PHR and other reporting systems are accurate. Information Services sends out a memorandum informing the campus it is time to review personal data for accuracy. A notice is also sent to PHR Creators and Approvers to begin running reports to guarantee accuracy.

- Emergency Contact
- Post-Doc Report
- Employee Degree Info

MAINTENANCE REPORTING:

Maintenance reporting is excellent for managing administrative processes. For instance, ensuring staff will not be in jeopardy of losing annual or personal leave, tracking leave balances, monitoring parental and F&M leave usage, or reviewing the 3Ds list for accuracy.

- Use or Lose
- Leave Usage
- Leave Balances
- F&M Leave Usage Report
- Parental Leave Report
- 3D Mailing List

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