

Employee Job Data & Budget query (no pools)

The NDU_CA_DEPT_BUDGET_JOB_DATA query will display employee information (name, Employee ID, Empl Record, compensation rate and FTE), funding sources, budget or percent distribution, contract length, and job code for individual positions in a department or range of departments. This query will include information for graduate students and Part-Time Academic staff positions but will not display pool positions in the 8000 and 9000 bands. Query will show Vacant instead of a name if the position is vacant and budgeted.

1. Sign in to PeopleSoft HRMS.
2. Navigate to **Reporting Tools > Query > HE Query Pages > Commitment Accounting**
3. Click **NDU_CA_DEPT_BUDGET_JOB_DATA**.
4. Query parameters
 - a. Enter the **Fiscal Year**.
 - i. The current Fiscal Year needs to be entered.
 - ii. A Fiscal Year runs from July 1 to June 30. The Fiscal Year will be the same as the calendar year on June 30.
 - b. The **Set ID** field will be NDSU1.
 - c. Optional: Enter the **Primary Deptid - From** and **Primary Deptid - To**.
 - i. If running for a single department enter the department number in both fields.
 - ii. If running for a range of departments enter the range.
 - iii. If no department numbers are entered the results will be based on the departments the user has access to review.
 - iv. Primary department refers to the department number for the position, not for the funding source.
5. Click the **View Results** button
6. If the file does not automatically open click the Download to open the file.
 - a. The report will open in Excel.