



The Official Newsletter of the Controller's Report Library

DID YOU KNOW?

The purpose of "Did You Know?" is to provide you with the latest information on new reports, new reporting parameter options, as well as helpful hints to make utilizing the Controller's Report Library a breeze.



Looking to score a touchdown with your boss?

This month's topic on salary and personnel related reports will help you score!

The **HR – Annual Salary Trend Rpt** and the **HR – Monthly Earnings by Employee Rpt** are excellent tools to use to keep yourself and your boss informed. The **HR – Annual Salary Trend Rpt** has the current year and two prior years worth of annual salary information that can be used for trend analysis. The **HR – Monthly Earnings by Employee Rpt** has the actual salary expenses. To score a field goal, do a comparison of the current annual salary vs. actual salary expenses.

The **HR – Termination Edit Rpt** will also help you score points with your boss. How? By ensuring that all termination forms have been processed into Banner. Why? To avoid overpayments.

Your boss is just about ready to go into a meeting and you get a phone call from him/her wanting to know how many new positions have been created this FY. Quick, generate the **HR – Newly Budget Positions Rpt** to score a touchdown!

Five minutes to quitting time and you get an email from your boss requesting a list of vacant positions due the next day. Show him/her that you are a team player by running the **HR – Vacant Posn (w/ Incum) Rpt** before you go home. It's that quick!

To really rack up those points, run the **HR – Overtime Trend Rpt** after every payday. Overtime and straight time overtime expenses have a way of sneaking up on you during the FY. Keeping a close eye on these expenses will clearly give you the home field advantage. Don't forget to make sure that everyone who should be using code #061, Straight Time Overtime, is.

I hope you find August's newsletter helpful.

Please feel free to contact me at palumbav@umdnj.edu with any suggestions, comments or concerns.


Enjoy the rest of the summer!

Angela

VOLUME 15
ISSUED AUGUST 2006


Helpful Hints

Did You Know....

 that the **FIN - Monthly Expenses by Program Rpt** now displays the "account descriptions"?

Acct	Desc
702330	Pagers IDT

Thanks, Joe!

 that the Patient Service Component section of the **WS - Change Source of Funds Form** now has 6 available lines for data entry?

Thanks, Linda!

More Great Tools!

[E-Print](#)

[my.umdnj](#)

[Controller's Report Library Manual](#)

Points of Contact

Angela Palumbo
5-9064

Alexis Rean-Walker
5-9104