



## Introduction

In addition to running Standard Reports, you have the ability to create your own reports from scratch by accessing a number of HR views which have been created specifically for custom (ad hoc) reporting purposes.

## Ad Hoc Reporting Views Defined

There are 6 HR specific views available for ad hoc reporting.

- HR.ADHOC\_ACCT\_V
- HR.ADHOC\_APPT\_V
- HR.ADHOC\_EMPL\_V
- HR.ADHOC\_NYUIDS\_MISSING\_V
- HR.ADHOC\_PERS\_V
- HR.ADHOC\_EMPLOYMENT\_V

A view is a special pre-defined collection of data (often from various source tables in the UDW), represented in a single “table” for easier querying, reporting & analysis by users.

- ADHOC\_ACCT\_V  
Account (chartfield) data about specific jobs’ funding allocations.
- ADHOC\_APPT\_V  
Job specific information.
- ADHOC\_EMPL\_V  
Basic employment information related about an employee.
- ADHOC\_NYUIDS\_MISSING\_V  
A special view listing employees with missing NYUIDs in the database.
- ADHOC\_PERS\_V  
Basic personal information about an employee.
- ADHOC\_EMPLOYMENT\_V (previously EMPLOYMENT\_VW)  
Combination of employee, personal and job data about an employee.



Ad Hoc Reporting Tables Defined

Below is a sample of data in each of the 6 available adhoc tables:

<p>Adhoc Empl V</p> <ul style="list-style-type: none"> <li>Emplkey</li> <li>Orgid</li> <li>Nyuid</li> <li>Emplname</li> <li>Orighrtdt</li> <li>Emplmtdt</li> <li>Emplstat</li> <li>Statusdt</li> <li>Object Cd</li> <li>Homedept</li> <li>Emp Ctg Cd</li> <li>Fctly Bse Sal Amt</li> <li>Partfull</li> <li>Regtemp</li> <li>Wrk Hrs</li> <li>Loa Bgn Dt</li> <li>Loa Pay Pct</li> <li>Loa Rtn Dt</li> <li>Loa Srv Ind</li> <li>Loareasn</li> <li>Smstrs Int Srv No</li> <li>Sepreasn</li> <li>Septrn Dt</li> <li>Rtrmnt Dt</li> <li>Svrnc Due Pay Amt</li> <li>Vctn Due Hrs</li> <li>Rehire</li> <li>Spclstat</li> <li>Tenr Stts Dt</li> <li>Instrctr Dt</li> </ul>	<p>Adhoc Pers V</p> <ul style="list-style-type: none"> <li>Emplkey</li> <li>Orgid</li> <li>Nyuid</li> <li>Homedept</li> <li>Object Cd</li> <li>Emplstat</li> <li>Emplname</li> <li>Namesufx</li> <li>Nameprfx</li> <li>Sex</li> <li>Birthdt</li> <li>Hispanic Ind</li> <li>Race1 Ind</li> <li>Race2 Ind</li> <li>Race3 Ind</li> <li>Race4 Ind</li> <li>Race5 Ind</li> <li>Curstr</li> <li>Curcity</li> <li>Curstate</li> <li>Curzip</li> <li>Nyu Province</li> <li>Nyu Postal Cd</li> <li>Nyu Phone No</li> <li>Aacity</li> <li>Aacntry</li> <li>Aastr2</li> <li>Aastreet</li> <li>Nyu Aastr3</li> <li>Milstat</li> </ul>	<p>Adhoc Appt V</p> <ul style="list-style-type: none"> <li>Emplkey</li> <li>Orgid</li> <li>Nyuid</li> <li>Emplname</li> <li>Jobno</li> <li>Prt Cd</li> <li>Job Object Cd</li> <li>Job Rate Cd</li> <li>Jobdept</li> <li>Jobclass</li> <li>Job Ttl 1</li> <li>Job Ttl 2</li> <li>Job Fmly Cd</li> <li>Job Emp Ctg Cd</li> <li>Job Acct Tot Amt</li> <li>Job Bse Sal Amt</li> <li>Aptbegdt</li> <li>Aptenddt</li> <li>Appt Amt</li> <li>Crse Ttl</li> <li>Cntct Hrs</li> <li>Cntct Typ Cd</li> <li>Job Stamp</li> <li>Payrate</li> <li>Paystat</li> </ul>	<p>Adhoc Employment V</p> <ul style="list-style-type: none"> <li>Nyuid</li> <li>Emplname</li> <li>Job Ttl 1</li> <li>Job Ttl 2</li> <li>Jobdept</li> <li>Dept Name</li> <li>Homedept</li> <li>Jobno</li> <li>Prt Cd</li> <li>Emplmtdt</li> <li>Object Cd</li> <li>Job Object Cd</li> <li>Range</li> <li>Emplstat</li> <li>Regtemp</li> <li>Aptbegdt</li> <li>Aptenddt</li> <li>Jobclass</li> <li>Jobtitle</li> <li>Appt Amt</li> <li>Fctly Bse Sal Amt</li> <li>Bldng Cd</li> <li>Room No</li> <li>Loa Bgn Dt</li> <li>Loa Rtn Dt</li> <li>Loa Srv Ind</li> <li>Loa Pay Pct</li> <li>Loareasn</li> <li>Sepreasn</li> <li>Septrn Dt</li> <li>Spclstat</li> <li>Tenr Stts Dt</li> <li>Job Fmly Cd</li> <li>Job Emp Ctg Cd</li> <li>Emp Ctg Cd</li> <li>Orgid</li> <li>Qtrno</li> <li>Socsecno</li> <li>Addrssn</li> <li>Sex</li> <li>Birthdt</li> <li>Ethnicity</li> </ul>
<p>Adhoc Nyuids Missing V</p> <ul style="list-style-type: none"> <li>Emplkey</li> <li>Nyuid</li> <li>Emplname</li> <li>Netid</li> <li>Homedept</li> <li>Unit Name</li> <li>Div Name</li> <li>Dept Name</li> </ul>		<p>Adhoc Acct V</p> <ul style="list-style-type: none"> <li>Emplkey</li> <li>Orgid</li> <li>Nyuid</li> <li>Jobno</li> <li>Jobdept</li> <li>Object Cd</li> <li>Acctid</li> <li>Acctno</li> <li>Acctamt</li> <li>Earnrtye</li> <li>Acctstrt</li> <li>Acctstop</li> <li>Acctpct</li> <li>Acct Dol Amt</li> </ul>	

To learn more about each table or specific data elements contained in each table, refer to the online Administrative Reporting Data Dictionary located at:

[http://www.nyu.edu/financial.services/reporting/data\\_dictionary.html](http://www.nyu.edu/financial.services/reporting/data_dictionary.html)

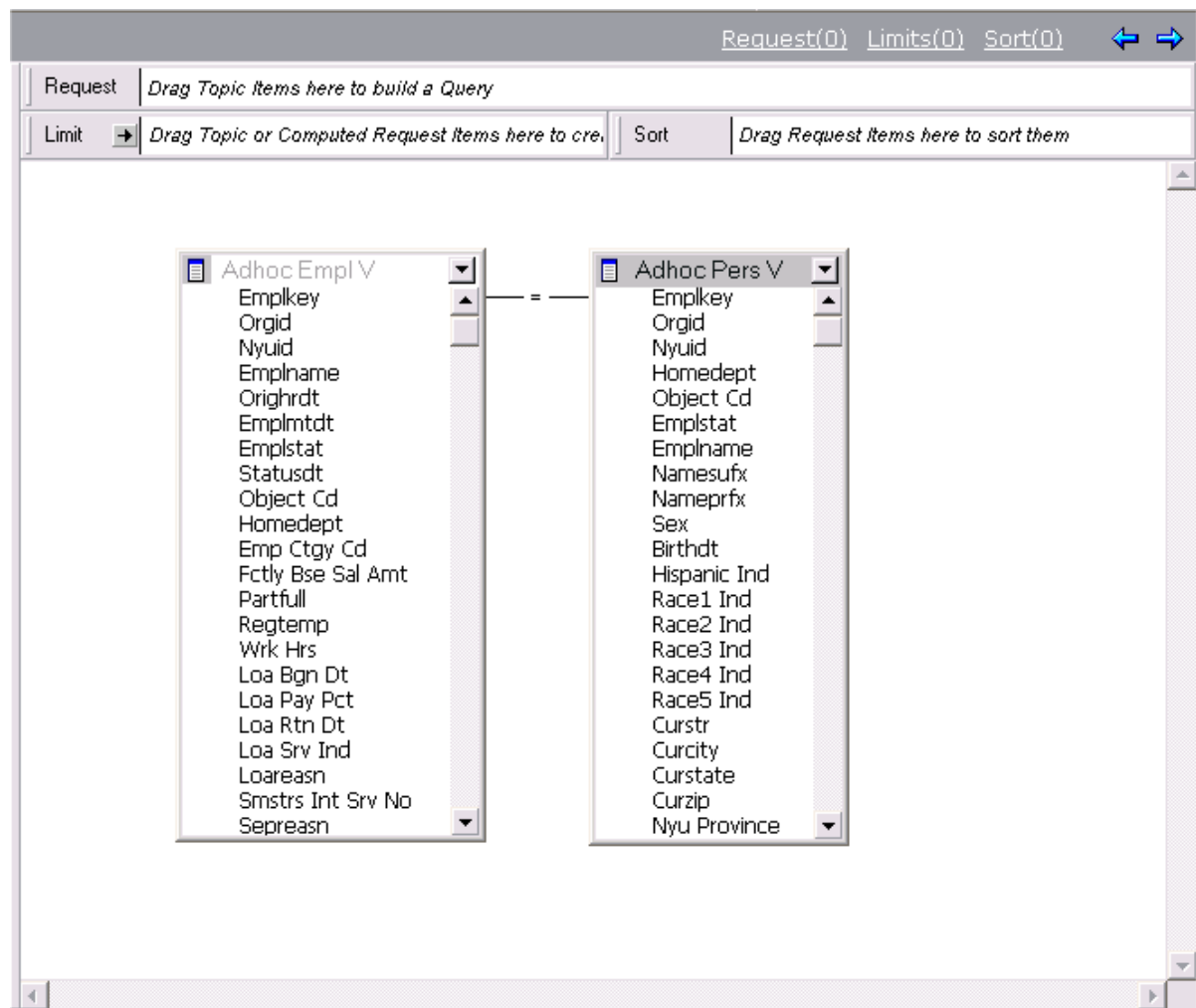


**Common Ad Hoc Table Joins**

**1. Employee/Personal Data Join**

This join is useful in reports requiring data of the following types:

- Employment status (active, terminated, on leave)
- Leave status (leave of absence type, period of leave)
- Tenure status for faculty
- Primary object code, department & base salary
- Separation information
- Home and office address
- Gender, ethnicity, date of birth



Always join Emplkey to Emplkey.



**Common Ad Hoc Table Joins**

**2. Appointment/Account Data Join**

This join is useful in reports requiring data of the following types:

- Appointment detail (object code, job #, appointment dates, job class, salary)
- Account/chartfields allocated for each appointment

The screenshot shows a query builder interface with three tabs: Request, Limit, and Sort. The Request tab is active, displaying the instruction "Drag Topic Items here to build a Query". Below the tabs are two list boxes representing tables. The left list box is titled "Adhoc Appt V" and contains the following fields: Emplkey, Orgid, Nyuid, Emplname, Jobno, Prty Cd, Job Object Cd, Job Rate Cd, Jobdept, Jobclass, Job Ttl 1, Job Ttl 2, Job Fmly Cd, Job Emp Ctg Cd, Job Acct Tot Amt, Job Bse Sal Amt, Aptbegdt, Aptenddt, Appt Amt, Crse Ttl, Cntct Hrs, Cntct Typ Cd, Job Stamp, Payrate, and Request. The right list box is titled "Adhoc Acct V" and contains the following fields: Emplkey, Orgid, Nyuid, Jobno, Jobdept, Object Cd, Acctid, Acctno, Acctamt, Earntype, Acctstrt, Acctstop, Acctpct, and Acct Dol Amt. Two lines with equals signs (=) connect the fields: one connects Emplkey in the left list to Emplkey in the right list, and another connects Jobno in the left list to Jobno in the right list.

Always join Emplkey to Emplkey and Jobno to Jobno.



**Common Ad Hoc Table Joins**

**3. Employee/Appointment Data Join**

This join is useful in reports requiring data of the following types:

- Employee information (status, leave, tenure, separation)
- Appointment detail (object code, job #, appointment dates, job class, salary)

The screenshot shows a query builder window with three tabs: Request, Limit, and Sort. The Request tab is active, displaying a query structure. Two tables are joined: 'Adhoc Empl V' and 'Adhoc Appt V'. The 'Emplkey' field in the first table is connected to the 'Emplkey' field in the second table via an equals sign. The 'Adhoc Empl V' table lists fields: Emplkey, Orgid, Nyuid, Emplname, Orighrdt, Emplmtdt, Emplstat, Statusdt, Object Cd, Homedept, Emp Ctg Cd, Fctly Bse Sal Amt, Partfull, Regtemp, Wrk Hrs, Loa Bgn Dt, Loa Pay Pct, Loa Rtn Dt, Loa Srv Ind, Loareasn, Smstrs Int Srv No, and Sepreasn. The 'Adhoc Appt V' table lists fields: Emplkey, Orgid, Nyuid, Emplname, Jobno, Prty Cd, Job Object Cd, Job Rate Cd, Jobdept, Jobclass, Job Ttl 1, Job Ttl 2, Job Fmly Cd, Job Emp Ctg Cd, Job Acct Tot Amt, Job Bse Sal Amt, Aptbegdt, Aptenddt, Appt Amt, Crse Ttl, Cntct Hrs, and Cntct Typ Cd.

Always join Emplkey to Emplkey.