

Finance/HR/Payroll Reporting Work Team

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Work Team Objective:

- To bring representatives from Finance, HR, and Payroll together, along with representatives from various departments to review, recommend, and communicate report developments that will maximize resources and provide a more user-friendly approach to accessing Finance/HR/Payroll data in both Hyperion and ePrint

Work Team Members:

- Rita Abeyta, Provost Office Staff
- Nilda Barela, OEO
- Carol Bernhard, Institutional Research
- Barbara Busch, Arts & Sciences Admin Support
- April Davidson, SOE Dean's Office
- Penny Fishel, College of Nursing
- Michele Hunley, HR Finance Tech & Business Services
- Marilyn Mahorich, Payroll
- Karen Mann, KNME
- Joyce McCarthy, HR Finance Tech & Business Services
- Deborah Moore, Chemistry Department
- Yvonne Otts, FSM
- Laura Putz, HSC Controller's Office
- Marcia Sletten, HSC Library and Informatics
- Carla Slezak, Pediatrics Administration Division
- Jack Srouji, HR Client Services
- Naren Tarikere, FSM
- Beth Walker, College of Pharmacy
- Barbara West, Contract Grant Accounting

To obtain a list of our reports:

- Visit hr.unm.edu

Quick Links

[Directions to HR](#)

[Secure Services](#)

[Campus Calendar 2008-2009](#) 

[Campus Calendar 2009-2010](#) 

[Holiday Schedule](#)



[Home](#) | [MyUNM](#) | [UNM](#)

- Standard Operating Procedures
- Employee Supervisor Info
- HR Requisition Tracking
- Non-Credit Instructors Agreement
- Nonstandard Payment Form
- Personnel Action Notice
- Position Maintenance Form
- EDC Contact Info
- [Published Reports Listing](#)
- Print Tips and Tricks

Welcome to the HR Secure Site



Log in with your NetID and password.
Click on Published Reports Listing.

Field Definitions:

PZROEMA - All UNM Active Employees

securehr.unm.edu

ePrint: HRP_BANS...
Core Off + End U

Lists all UNM Ac

Status: 3 - In Pro
Last Updated: 20
Notes: HR_DEPT

Report Name: PZROEMA
Other associated Reports:
Report Description: Lists all UNM Active Employees.

Column Title	Field Purpose/Description	Form Field	Table Field	Calculated Field Formulas
%	The % of the index associated with this job	NBAJOBS - Job Labor Dist tab - Percent	NBRJLBD_PERCENT	
Acct Code	The account code associated with this job	NBAJOBS - Job Labor Dist tab - Account	NBRJLBD_ACCT_CODE	
Annual Salary	Annual salary for this job.	NBAJOBS - Job Detail Tab - Annual Salary	NBRJOBS_ANN_SALARY	
Appt %	The job appointment %.	NBAJOBS - Job Detail Tab - Appointment %	NBRJOBS_APPT_PCT	
Begin Date	The date this employee started in this position.	NBAJOBS - Base Job tab - Begin Date	NBRBJOB_BEGIN_DATE	
C	Job Type - can be either Primary, Secondary, Overload.	NBAJOBS - Base Job tab - Contract Type	NBRBJOB_CONTRACT_TYPE	
Contract End Date	Is the contract end date for contract employees or the term end date for term employees.	NBAJOBS - Base Job tab - Contract End Date	NBRBJOB_CONTRACT_END_DATE	
Contract Start Date	Represents the beginning of a contract for faculty, contract staff and graduate students. Also used for the beginning of a term for term employees.	NBAJOBS - Base Job tab - Contract Begin Date	NBRBJOB_CONTRACT_BEGIN_DATE	
EC	The employee eClass (employee grouping) on the job.	NBAJOBS - Job Detail Tab - Employee Class	NBRJOBS_ECLS_CODE	
Employee Name	Name of the employee.	NBAJOBS	SPRIDEN_LAST_NAME, SPRIDEN_FIRST_NAME	

To obtain a report request form:

- Visit hr.unm.edu

Forms

All Forms

Background Check Forms

Benefits Forms

Compensation Forms

EHPP Forms

Employment Forms

Employee Relations Forms

New Employee Orientation
Forms

Reporting Forms

Retiree Forms

Separation Forms

Published Reports

To Request New Reports, Modifications or Provide Feedback go to the [Administrative Reporting Request Form](#)

ePrint Tips & Tricks

securehr.unm.edu

- Changing Repositories
- Searching reports for specific data
- Using the Page Keys to find specific orgs.
- Downloading an ePrint report to Excel for sorting
- Group your favorite reports
- Set a default login group.

What's New?

PZRAEXP – Contract/Term End Dates

View all of your employees who have upcoming contract and term end dates

PZRAEXP

SEP-04-09 01:13 PM

UNIVERSITY OF NEW MEXICO
Contract/Term End Dates

Level 3 Org: ABA Provost Administrative Units
Org Code: 064A International Programs Studies IPS

UNM I	Posn	SU	Job Title	EC	Contract End Date	Job End Date
10135	FY0154	00	Director	FY	06/30/2010	
10001	GB0009	00	Project Assistant	GB	05/31/2010	05/31/2010
10125	GM0194	01	Graduate Asst-Special	GM	12/31/2009	12/31/2009
10132	GM0194	01	Graduate Asst-Special	GM	12/31/2009	12/31/2009
10001	GM0194	01	Graduate Asst-Special	GM	12/31/2009	12/31/2009
10080	GM0194	01	Graduate Asst-Special	GM	12/31/2009	12/31/2009
10033	GM0194	03	Graduate Asst-Special	GM	12/31/2009	12/31/2009
10001	GM0194	00	Graduate Asst-Special	GM	12/31/2009	12/31/2009
10109	GM0194	00	Graduate Asst-Special	GM	12/31/2009	12/31/2009
10125	GM0194	00	Graduate Asst-Special	GM	12/31/2009	12/31/2009
10001	S07388	00	Mgr, Instruction	SE	07/01/2010	

Contact Information

- Reporting [website](#) for comments & feedback
- Marcia Sletten, HSC Library and Informatics, 272-8687
- Michele Hunley, HRIT, 277-5803