

EMPLOYEE ONE TIME PAYMENT (EOPS) REPORTS

Please contact hscbud@ttuhsc.edu with any questions about these reports.

Location

Log in to the Cognos Reporting System <https://cognos.texastech.edu/> with your eRaider credentials.

IBM Cognos Connection

Public Folders > Human Resources > Departmental Users > **One Time Payments (EOPS)**

Entries: 1 - 4

Name	Modified	Actions
EOPS_001 - EOPS Listing	February 24, 2015 1:45:45 PM	More...
EOPS_002 - EOPS Detail	February 24, 2015 1:48:05 PM	More...
EOPS_003 - EOPS Detail with Approver Information	February 24, 2015 1:49:59 PM	More...
EOPS_004 - EOPS List by Originator	February 24, 2015 1:51:23 PM	More...

EOPS_001 –EOPS Listing

Purpose of Report:

- This is an EOPS listing report with several search options:
 - Can generate all EOPS on a particular Chart, Fund or Organization code.
 - Can also generate all EOPS on a particular employee.
 - Note: if employee does not display in search option then user does not have security access to view that employee's information.
 - Can generate all EOPS on selected earn codes.

Report Fields

EOPS_001 - EOPS Listing

Choose from the selections below to limit data returned by report:

EOPS 'Work Performed To' Fiscal Year: (YYYY) Insert Fiscal Year (YYYY) - OPTIONAL

Chart of Accounts Insert "Chart of Account" (H, S, or T) -REQUIRED

Fund Insert your Fund -OPTIONAL

Organization Insert your Orgn -OPTIONAL

- You have the option to key in your ORGN **or** Choose the ORGN from the hierarchy (below)
 - However, be sure to have a Fiscal Year listed otherwise the report will display EOPS for all fiscal years.

- OR -

Choose ORGN from the Hierarchy (optional)

- ⊕ H - H - Texas Tech Univ Health Sciences Ctr
- ⊕ S - SS - Texas Tech University System Admin
- ⊕ T - TT - Texas Tech University

- If you would like to filter for a specific employee simply type in their name in the search field.
 - If you type only their first or last name it will pull any name (you have security to) that has those similar characters (example below).
 - It is suggested to type the name that is most unique (Quinten Smith vs. Sarah de Franco)

Employee Search

Keywords:
Type one or more keywords separated by spaces.

Linda

Options ▾

Choice:

Linda Brice - [REDACTED]

Linda Dragga - [REDACTED]

Linda Lane - [REDACTED]

Linda Reyes - [REDACTED]

Linda Taliaferro - [REDACTED]

Linda Turner - [REDACTED]

Melinda Corwin - [REDACTED]

Melinda Davis - [REDACTED]

Melinda Deasis - [REDACTED]

Melinda Findlater - [REDACTED]

Melinda Jones - [REDACTED]

Deselect

- If you would like to filter for a specific earn code (i.e. Faculty on Call –FOC) then the Earn Code section is where you will make the selection :
 - Note:
 - If you do not have an earn code specified, all applicable earn codes will generate.

Earn Code - Key in one or more earn code in upper case or leave blank for all earn codes

Insert desired Earn Code (i.e. FOC)

Click "Insert" button

To remove "select" and click "Remove."

Choices:
FOC

[Deselect](#)

[Insert](#)

[Remove](#)

[Select all](#) [Deselect all](#)

- Finally you may run the report by clicking "Finish" to generate a PDF report or click "Next" to specify either PDF or Excel.

Cancel Finish Next >

Report & Drill Down:

Choose from the selections below to designate Report Output Format:

Report Output

< Back Cancel Finish

Displays ORGN

EOPS Listing

FY - 2015 COAS - H

10 [redacted] 30 [redacted] 10

Earn Code	EOPS #	Tech ID	Employee Name	Posn	Suffix	Posn Title	Work Performed From	Work Performed To	Amount
ADC	30032	[redacted]	[redacted]	[redacted]	00	Associate Professor	10/1/14	10/31/14	[redacted]
ADC	30628	[redacted]	[redacted]	[redacted]	00	Associate Professor	9/8/14	12/31/14	[redacted]
ADC	30032	[redacted]	[redacted]	[redacted]	00	Associate Professor	1/1/15	2/28/15	[redacted]
ADC	30032	[redacted]	[redacted]	[redacted]	00	Assistant Professor	10/1/14	10/31/14	[redacted]
LSP	30031	[redacted]	[redacted]	[redacted]	00	Recurrent Faculty Member	10/1/14	10/31/14	[redacted]

Drill- Down to EOPS_002

10 [redacted] 30 [redacted] 10

Tech ID	Employee Name	Posn	Suffix	Posn Title	Work Performed From	Work Performed To	Amount	
ADC	29997	[redacted]	[redacted]	00	Professor	9/1/14	9/30/14	[redacted]
ADC	29365	[redacted]	[redacted]	00	Professor	10/1/14	10/31/14	[redacted]
ADC	29997	[redacted]	[redacted]	00	Assistant Professor	9/1/14	9/30/14	[redacted]
ADC	29997	[redacted]	[redacted]	00	Assistant Professor	10/1/14	10/31/14	[redacted]
ADC	29365	[redacted]	[redacted]	00	Faculty Associate	9/1/14	9/30/14	[redacted]
ADC	29997	[redacted]	[redacted]	00	Faculty Associate	10/1/14	10/31/14	[redacted]
ADC	29365	[redacted]	[redacted]	00	Associate Professor	9/1/14	9/30/14	[redacted]
ADC	29997	[redacted]	[redacted]	00	Associate Professor	10/1/14	10/31/14	[redacted]
LSP	29364	[redacted]	[redacted]	00	Recurrent Faculty Member	9/1/14	9/1/14	[redacted]
LSP	29998	[redacted]	[redacted]	00	Recurrent Faculty Member	10/1/14	10/31/14	[redacted]
LSP	29364	[redacted]	[redacted]	00	Recurrent Faculty Member	9/1/14	9/1/14	[redacted]
LSP	29998	[redacted]	[redacted]	00	Recurrent Faculty Member	10/1/14	10/31/14	[redacted]
LSP	32038	[redacted]	[redacted]	00	Recurrent Faculty Member	1/1/15	1/31/15	[redacted]
LSP	29364	[redacted]	[redacted]	00	Recurrent Faculty Member	9/1/14	9/1/14	[redacted]
LSP	29998	[redacted]	[redacted]	00	Recurrent Faculty Member	10/1/14	10/31/14	[redacted]
LSP	32037	[redacted]	[redacted]	00	Recurrent Faculty Member	1/1/15	1/31/15	[redacted]

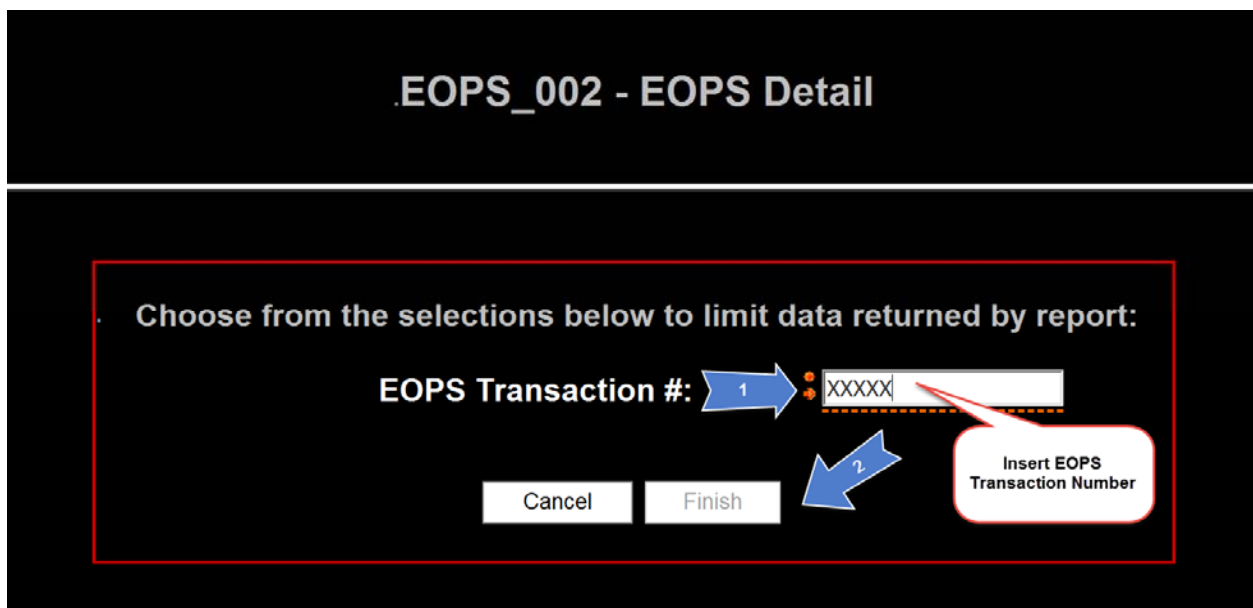
101077 - Molecular Pathology 301111 - Molecular Pathology Lbk 10

- Displayed above is a generated report which gives you the Earn Code, EOPS#, Amount, etc.
- Report display will vary based on parameters chosen.
- The EOPS# columns have drill-throughs on each individual EOPS number which will generate the EOPS_002 Report (more details on EOPS_002 report below) for that specific transaction.
 - All drill-throughs should open in a separate tab.

EOPS_002 – EOPS Detail

Purpose of Report

- Report Detail on a particular EOPS transaction.
 - Information on:
 - Explanation for Payment
 - Funding Information



- Insert desired EOPS transaction number you wish to view.
- Report example below.
- Note the drill down to EOPS Report_003.

Report & Drill Through

EOPS Detail

General Information

EOPS #	Submission Date	EOPS Originator	Performed From	Performed To	Earn Code
28762	Sep 12, 2014		Sep 1, 2014	Sep 30, 2014	SPA

Explanation for Payment

EOPS Explanation

Funding Information

Chart	Fund	Fund Description	Orgn	Orgn Description	Acct	Acct Description	Prog
H	18		30		6L		10

Employee Information

Employee ID	Employee Name	Job Title	Position	Suffix	Pay ID	EOPS Amount
		Assistant Professor		00	MN	

Projected Payment Information on the On-Cycle Payroll

Approved Date	Pay Year	Pay ID	Pay No
Sep 17, 2014	2014	MN	10

[Click here for Approvals](#)

28762

Drill-Through
to EOPS_003

EOPS_003 – EOPS Detail with Approver Information

Purpose of Report

- Report detail with the approvers listed.
 - This report shows the same information as the EOPS_002 report, but with the approvers of the EOPS as well.

Report Field

EOPS_003 - EOPS Detail with Approver Information

Choose from the selections below to limit data returned by report:

EOPS Transaction #:

Insert EOPS Transaction Number

- Insert desired EOPS transaction number and click "finish."

Report

EOPS Detail with Approver Information

General Information

EOPS #	Submission Date	EOPS Originator	Performed From	Performed To	Earn Code
22990	Jan 9, 2014	[REDACTED]	Jan 1, 2014	Jan 31, 2014	ADC

Explanation for Payment

EOPS Explanation
[REDACTED]

Funding Information

Chart	Fund	Fund Description	Orgn	Orgn Description	Acct	Acct Description	Prog
H	18	[REDACTED]	35	[REDACTED]	61	[REDACTED]	50

Employee Information

Employee Id	Employee Name	Job Title	Position	Suffix	Pay ID	EOPS Amount
[REDACTED]	[REDACTED]	Physician Extender	[REDACTED]	02	MN	[REDACTED]

Projected Payment Information on the On-Cycle Payroll

Approved Date	Pay Year	Pay ID	Pay No
Jan 9, 2014	2014	MN	2

Approvals

Approval Level	Approved By	Approver Name	Proxy Name	Action Taken	Action Date
1	Approver	[REDACTED]	[REDACTED]	Approved	Jan 9, 2014
2	Approver	[REDACTED]	[REDACTED]	Approved	Jan 9, 2014
3	Approver	[REDACTED]	[REDACTED]	Approved	Jan 9, 2014
4	Approver	[REDACTED]	[REDACTED]	Approved	Jan 9, 2014
5	Approver	[REDACTED]	[REDACTED]	Approved	Jan 9, 2014
6	Approver	[REDACTED]	[REDACTED]	Approved	Jan 9, 2014

EOPS_004 – EOPS List by Originator

Purpose of Report

- Allows you to view all EOPS by an originator based on fiscal year input.

Report Fields

- Note:
 - If you do not specify a Fiscal Year it will generate all transactions for all fiscal years.
- “Chart of Accounts” is required.

EOPS_004 - EOPS List by Originator

Choose from the selections below to limit data returned by report:

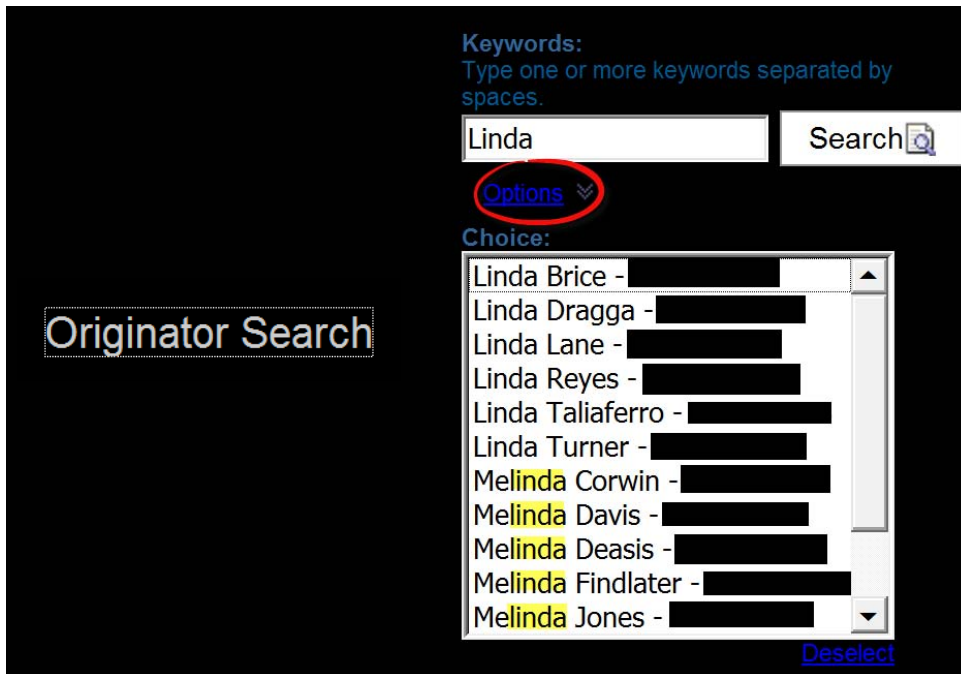
EOPS 'Work Performed To' Fiscal Year:
(YYYY)

Insert Fiscal Year
(YYYY)
- OPTIONAL

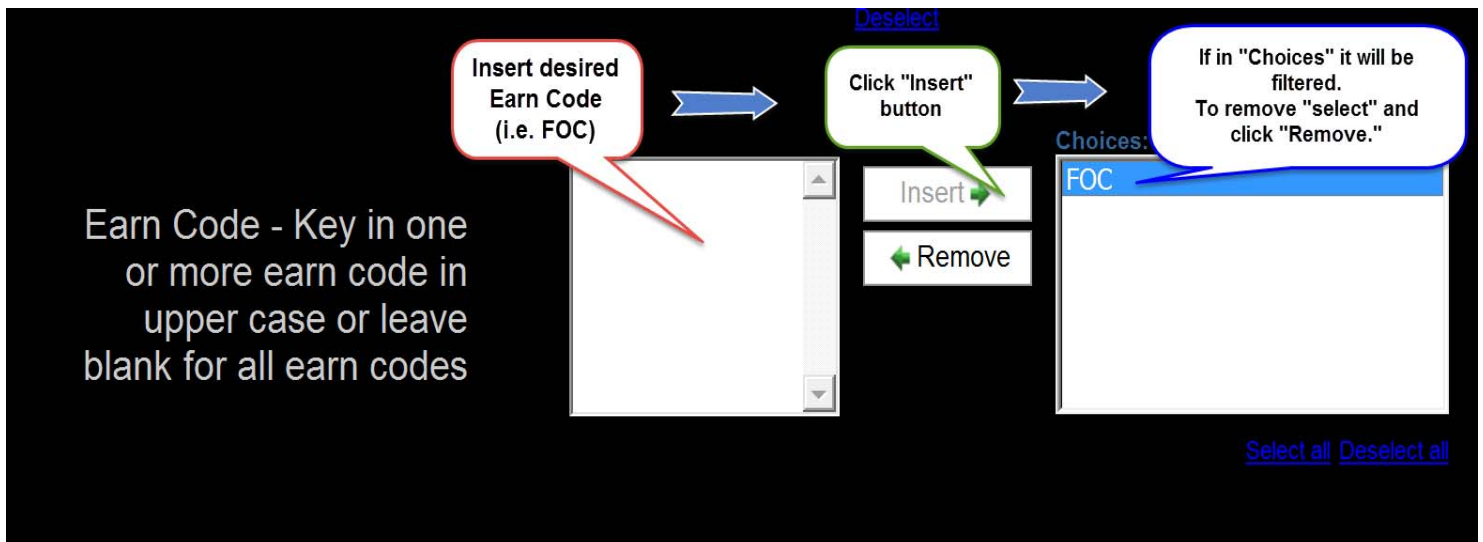
Chart of Accounts

Insert Chart (H, S, or T)
-REQUIRED

- If you would like to filter for a specific originator simply type in their name in the search field.
 - If you type only their first or last name it will pull any name (you have security to) that has those similar characters (example below).
 - It is suggested to type the name that is most unique (**Quinten** Smith vs. Sarah **de Franco**)



- If you would like to filter for a specific earn code (i.e. Faculty on Call –FOC) then in the Earn Code section is where you will make the selection :
 - Note:
 - If you do not have an earn code specified, all applicable earn codes will generate.



Drill-Through
to EOPS_002

EOPS List by Originator

.FY - 2015 COAS - H

10 [REDACTED] 35 [REDACTED] 10												
EOPS Originator	Submitted Date	Approved Date	EOPS Code	EOPS #	Tech ID	Employee Name	Posn	Suffix	Posn Title	Work Performed From	Work Performed To	Amount
[REDACTED]	11/5/14	11/10/14	LSP	29889	[REDACTED]	[REDACTED]	[REDACTED]	00	Recurrent Faculty Member	11/1/14	11/30/14	[REDACTED]
[REDACTED]	11/5/14	11/10/14	LSP	29889	[REDACTED]	[REDACTED]	[REDACTED]	00	Job Coach/Preceptor	11/1/14	11/30/14	[REDACTED]
[REDACTED]	11/12/14	11/14/14	LSP	30171	[REDACTED]	[REDACTED]	[REDACTED]	00	Job Coach/Preceptor	11/1/14	11/30/14	[REDACTED]
[REDACTED]	11/5/14	11/10/14	LSP	29889	[REDACTED]	[REDACTED]	[REDACTED]	00	Recurrent Faculty Member	11/1/14	11/30/14	[REDACTED]
10 [REDACTED] 35 [REDACTED] 10												
EOPS Originator	Submitted Date	Approved Date	Earn Code	EOPS #	Tech ID	Employee Name	Posn	Suffix	Posn Title	Work Performed From	Work Performed To	Amount
[REDACTED]	2/4/15	2/6/15	ADC	31989	[REDACTED]	[REDACTED]	[REDACTED]	00	Recurrent Faculty Member	2/1/15	2/28/15	[REDACTED]
[REDACTED]	1/7/15	1/9/15	ADC	31266	[REDACTED]	[REDACTED]	[REDACTED]	00	Associate Professor	1/1/15	1/31/15	[REDACTED]
[REDACTED]	2/4/15	2/6/15	LSP	31980	[REDACTED]	[REDACTED]	[REDACTED]	00	Recurrent Faculty Member	2/1/15	2/28/15	[REDACTED]
[REDACTED]	2/4/15	2/6/15	LSP	31979	[REDACTED]	[REDACTED]	[REDACTED]	00	Recurrent Faculty Member	2/1/15	2/28/15	[REDACTED]
[REDACTED]	2/4/15	2/6/15	LSP	31984	[REDACTED]	[REDACTED]	[REDACTED]	00	Recurrent Faculty Member	2/1/15	2/28/15	[REDACTED]
[REDACTED]	2/4/15	2/6/15	LSP	31978	[REDACTED]	[REDACTED]	[REDACTED]	00	Recurrent Faculty Member	2/1/15	2/28/15	[REDACTED]
[REDACTED]	2/4/15	2/6/15	LSP	31981	[REDACTED]	[REDACTED]	[REDACTED]	00	Recurrent Faculty Member	2/1/15	2/28/15	[REDACTED]
[REDACTED]	2/4/15	2/6/15	LSP	31979	[REDACTED]	[REDACTED]	[REDACTED]	00	Recurrent Faculty Member	2/1/15	2/28/15	[REDACTED]
[REDACTED]	2/4/15	2/6/15	LSP	31983	[REDACTED]	[REDACTED]	[REDACTED]	00	Recurrent Faculty Member	2/1/15	2/28/15	[REDACTED]
[REDACTED]	2/4/15	2/6/15	LSP	31984	[REDACTED]	[REDACTED]	[REDACTED]	00	Recurrent Faculty Member	2/1/15	2/28/15	[REDACTED]
[REDACTED]	2/4/15	2/6/15	LSP	31979	[REDACTED]	[REDACTED]	[REDACTED]	00	Recurrent Faculty Member	2/1/15	2/28/15	[REDACTED]

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