

SEARCH FEATURE AND JE SUMMARY REPORTS

HR Administrative Management Portal

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Welcome Clara Kumabe
Last Login: Wednesday, February 10, 2010
You are logged in as Clara_Kumabe (S)

Search for and View / Print Journal Voucher Summary Reports

Need help using the site? [click here](#)
(For first-time users)

My Current Tasks (Actions pending my approval)

- Enter Timesheets (360)
- Non-Recruited Hires pending my approval (46)
- Position Requisition pending my approval (37)
- Change Actions pending my approval (5)
- Termination Actions pending my approval (3)

All Tasks (All tasks in a pending status)

- Pending Non-Recruited Hire actions (60)
- Pending Position Requisitions (42)
- Pending Applicant Selection actions (104)
- Pending Change actions (28)
- Pending Termination Actions (5)

URGENT: Submit the following timesheets by Payroll Deadline, noon on Dec 16, 2009. Click on the Distribution Code link(s) listed below to access your timesheets:

Distribution Code	Description	Pay Period	End Date
0002	ADAP/PADG		12/31/2009
0001	ASIAA		12/31/2009
0836	Anatomy & Biochem/Yamazaki		12/31/2009
0003	Anatomy & Reprod Biology		12/31/2009
0640	Anthropology/Sakaguchi		12/31/2009

View All

New Search and Report Function

- 1) Search for approved Journal Vouchers
- 2) View and print summary reports of Journal Vouchers by PI, Fiscal Officer, Initiator, project number, employee, or effective date.
Previously, users could only view individual journal vouchers by employee.

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Journal Voucher Summary Reports

Enter search criteria in the blank text field(s) below, then, click on the "Search" button. An Electronic Journal Voucher (eJ/V) summary report will be generated based on the criteria that you have provided.

Search Criteria

A	Principal Investigator:	<input type="text" value="begins with"/>	<input type="text" value="Sakai"/>	<input type="button" value="1"/>
B	Fiscal Officer:	<input type="text" value="<"/>	<input type="text"/>	<input type="button" value=""/>
C	Initiator	<input type="text" value=">"/>	<input type="text"/>	<input type="button" value=""/>
D	Project Number:	<input type="text" value="begins with"/>	<input type="text"/>	<input type="button" value=""/>
E	Employee Name:	<input type="text" value="between"/>	<input type="text"/>	<input type="button" value=""/>
F	Employee Number:	<input type="text" value="contains"/>	<input type="text"/>	<input type="button" value=""/>
G	Effective Start Date	<input "="" type="text" value="not="/>	<input type="text"/>	<input type="button" value=""/>
	Journal Voucher #	<input type="text" value="begins with"/>	<input type="text"/>	<input type="button" value=""/>

Users are Able to Search by One or More of the Following Criteria:

- A. Principal Investigator
- B. Fiscal Officer
- C. Initiator
- D. Project Number
- E. Employee Name
- F. Employee Number
- G. Effective Start Date
- H. Journal Voucher #

Users are able to further customize their search by identifying situational criteria (begins with, between, contains) in the event that only partial information is available.

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Journal Voucher Summary Report

PI: begins with sakai

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Emp #	Employee Name	Initiator	PI	FO	Eff Start Date	Eff End Date	JV #	Project Number	BC	Salary Cost	Fringe Cost
026476	Brady, Carol K.H.	Sakai, William	Sakai, William	Gealon, Paula M.	05/16/2009	Current	0000098	P 654033	20872097	670.95	54.16
026476	Brady, Carol K.H.	Sakai, William	Sakai, William	Gealon, Paula M.	05/16/2009	Current	0000098	P 659791	20872097	-670.95	-54.16
023530	Brown, Bobby W.	Sakai, William	Sakai, William	Gealon, Paula M.	05/16/2009	Current	0000100	P 654033	20872097	857.50	69.23
023530	Brown, Bobby W.	Sakai, William	Sakai, William	Gealon, Paula M.	05/16/2009	Current	0000100	P 659791	20872097	-857.50	-69.23
022729	Clooney, George C.	Sakai, William	Sakai, William	Gealon, Paula M.	05/16/2009	Current	0000097	P 654033	20872097	688.00	55.54
022729	Clooney, George C.	Sakai, William	Sakai, William	Gealon, Paula M.	05/16/2009	Current	0000097	P 659791	20872097	-688.00	-55.54
026246	Jefferson, Louise D.M.	Sakai, William	Sakai, William	Gealon, Paula M.	05/16/2009	Current	0000098	P 654033	20872097	453.60	36.62
026246	Jefferson, Louise D.M.	Sakai, William	Sakai, William	Gealon, Paula M.	05/16/2009	Current	0000098	P 659791	20872097	-453.60	-36.62
022341	Washington, Martha S.	Sakai, William	Sakai, William	Gealon, Paula M.	05/16/2009	Current	0000096	P 654033	20872097	329.88	26.64
022341	Washington, Martha S.	Sakai, William	Sakai, William	Gealon, Paula M.	05/16/2009	Current	0000096	P 659791	20872097	-329.88	-26.64
Total										0.00	0.00

[Download To Excel](#)

[Return To Search](#)



Summary Report Features

- A. Print Report
- B. Sort by Heading: The user may sort the report by clicking on the heading.
- C. Download to Microsoft Excel: The user may click on the "Download to Excel" link to view and manipulate the data in Excel.

Emp #	Employee Name	Initiator	PI	FO	Eff Start Date	Eff End Date	JV #	Project	BC	Salary Cost	Fringe Cost
026476	Brady, Carol K.H.	Sakai, William	Sakai, William	Gealon, Paula M.	5/16/2009	Current	99 P	659791	20872097	-670.95	-54.16
023530	Brown, Bobby W.	Sakai, William	Sakai, William	Gealon, Paula M.	5/16/2009	Current	100 P	654033	20872097	857.5	69.23
023530	Brown, Bobby W.	Sakai, William	Sakai, William	Gealon, Paula M.	5/16/2009	Current	100 P	659791	20872097	-857.5	-69.23
022729	Clooney, George C.	Sakai, William	Sakai, William	Gealon, Paula M.	5/16/2009	Current	97 P	654033	20872097	688	55.54
022729	Clooney, George C.	Sakai, William	Sakai, William	Gealon, Paula M.	5/16/2009	Current	97 P	659791	20872097	-688	-55.54
026246	Jefferson, Louise D.M.	Sakai, William	Sakai, William	Gealon, Paula M.	5/16/2009	Current	98 P	654033	20872097	453.6	36.62
026246	Jefferson, Louise D.M.	Sakai, William	Sakai, William	Gealon, Paula M.	5/16/2009	Current	98 P	659791	20872097	-453.6	-36.62
022341	Washington, Martha S.	Sakai, William	Sakai, William	Gealon, Paula M.	5/16/2009	Current	96 P	654033	20872097	329.88	26.64
022341	Washington, Martha S.	Sakai, William	Sakai, William	Gealon, Paula M.	5/16/2009	Current	96 P	659791	20872097	-329.88	-26.64

BUDGET CATEGORIES/OBJECT CODES

STEP 2 of 7 - Retroactive Project Distribution Change

Employee Name: Clinton, Hillary E.
 Employee ID: 002522
 Effective Start Date: 12/01/2009 Effective End Date: CURRENT

NEW VERSION

Please click on "Modify" checkbox(es) for the periods (i.e., Pay Periods) that you would like to correct.

Current Distribution								New Distribution										
Start Date	End Date	Project#	Budget Category	Project Name	Alloc%	JE	Salary	Fringe	Modify?	Start Date	End Date	Project#	Budget Category	Project Name	Alloc%	Salary	Fringe	
12/01/09	12/15/09	000163	00010002	PROCUREMENT/DIS	100.000		\$2884.00	\$608.57	<input checked="" type="checkbox"/>	12/01/09	12/15/09	000163	00010002	PROCUREMENT	A	\$0.00	\$0.00	
				Total			\$2884.00	\$608.57						Total			\$0.00	\$0.00
				Grand Total			\$2884.00	\$608.57						Grand Total			\$0.00	\$0.00

Save Next

Ability to Customize Budget Categories/Object Codes.

A. The System will still default the Budget Category/Object Code based on the project number; however, the user now has the option to override to a "non-standard" code if desired.

STEP 2 of 5 - Retroactive Project Distribution Change

Employee Name: Hillary Clinton E.
 Employee ID: 002522
 Effective Start Date: 12/01/2009 Effective End Date: 12/15/2009

OLD VERSION

Please click on "Modify" checkbox(es) for the periods (i.e., Pay Periods) that you would like to correct.

Current Distribution								New Distribution										
Start Date	End Date	Project#	Project Name	Alloc%	JE	Salary	Fringe	Modify?	Start Date	End Date	Project#	Project Name	Alloc%	Salary	Fringe			
12/01/09	12/15/09	000163	PROCUREMENT/DIS	100.000		\$2884.00	\$608.57	<input checked="" type="checkbox"/>	12/01/09	12/15/09	000163	PROCUREMENT/DIS		\$0.00	\$0.00			
				Total			\$2884.00	\$608.57						Total			\$0.00	\$0.00
				Grand Total			\$2884.00	\$608.57						Grand Total			\$0.00	\$0.00

Save Next

The original eJV application DID NOT allow users to enter "non-standard" budget categories/object codes. The System would automatically default the code to 00010002 for 00XXXX project numbers and 20872097 for 6XXXXX or 4XXXXX project numbers.

VACATION TRANSFER OPTIONS IN eJV

STEP 5 of 7 - Vacation Transfer/Payout

Employee Name: Clinton, Hillary E.
 Employee ID: 002522
 Effective Start Date: 02/16/2010

NEW VERSION

Vacation Balances are displayed as of the pay period ending (PPE) 12/31/2009.

Current Vacation Accruals (Debit):				New Vacation Accruals (Credit):		
Project#	Budget Category	Payout?	Vacation Hours	Project#	Alloc%	Vacation Hours
000163	00010002		426.500	000162		
Total			426.500	Total		

Vacation Hours Transfer

Option 1 Transfer Vacation Hours based on specified % (see table)
 Option 2 Transfer Vacation Hours based on new % Changes
 Option 3 Keep Vacation Hours on Account it was earned (if Account is continuing); if not, transfer hours based on new % Alloc.

Do you also want to transfer the dollar value of the accrued vacation ("Vacation Cost")?

No. Transfer vacation hours only (no dollar value will be expensed or credited to project accounts) ← **A**

Yes. Transfer accrued dollars along with vacation hours. ← **B**

Clearer Explanation on the Vacation Cost Transfer Options

“Do you also want to transfer the dollar value of the accrued vacation (Vacation Cost)?” The new eJV System requires the user to select one of the below options.

- A.** If the user selects “No” the System will only transfer the accrued vacation hours.
- B.** If the user selects “Yes”, the system will transfer the accrued hours and dollar equivalent to the new project number(s)

STEP 5 of 7 - Vacation Transfer/Payout

Employee Name: Hillary Clinton
 Employee ID: 002522
 Effective Start Date: 02/01/2010

OLD VERSION

Vacation Balances are displayed as of the pay period ending (PPE) 01/31/2010.

Current Vacation Accruals (Debit):				New Vacation Accruals (Credit):		
Project#	Payout?	Payout Amount	Vacation Hours	Project#	Alloc%	Vacation Hours
651439			212.000	658444	100.000	212.000
Total			212.000	Total		

Option 1 Transfer Vacation Hours based on specified % (see table)
 Option 2 Transfer Vacation Hours based on new % Changes
 Option 3 Keep Vacation Hours on Account it was earned (if Account is continuing); if not, transfer hours based on new % Alloc.

Click here to transfer vacation expenses/dollars along with vacation hours

The original eJV application would only ask the user to “Click here to transfer vacation expenses/dollars along with vacation hours”. If the user had intended to process a vacation cost transfer, but bypassed this checkbox, only the vacation hours would transfer.

VACATION TRANSFER OPTIONS FOR CURRENT TRANSACTIONS

RCUH Proj Dist

Employee Name: Hillary Clinton
Employee ID: 002522
Vacation balances are current as of pay period ending: 12/31/2009

NEW VERSION

Current Distribution as of: 07/01/2009
FTE: 1.000000

Project	Acct Cd	Payroll Fringe%	Vac Bal	Payout Hours	% Dist Vac	Payout Amount
000163	00010002	100.000	426.500	0.000	100.000	\$0.00
Total		100.000	426.500	0.000	100.000	\$0.00

New Distribution as of: 02/16/2010
New FTE: 1.000000

*Project	*Acct Cd	*Payroll Fringe%	Vac Bal	%Dist Vac	
000163	PROCUREMENT	00010002	100.000	426.500	100.000
Total		100.000	426.500	100.000	

Vacation Hours Transfer

Option 1 Transfer Vacation Hours based on specified % (see table)

Option 2 Transfer Vacation Hours based on new % Changes

Option 3 Keep Vacation Hours on Account it was earned; Payout Vacation Hours for Accounts not continuing

Do you also want to transfer the dollar value of the accrued vacation ("Vacation Cost")?

No. Transfer vacation hours only

Yes. Transfer accrued dollars along with vacation hours.
If selected, the vacation and fringe costs listed in the left box will be charged to the project accounts indicated. Vacation and fringe costs listed in the right box will be credited to the project accounts indicated.

A

B

Clearer Explanation on the Vacation Transfer Options

- A. Vacation transfer options are now clearly explained.
- B. The user must select "yes" or "no" for a vacation cost transfer.

RCUH Proj Dist

Employee: 002522 Hillary Clinton

Current Distribution as of: 07/01/2009
FTE: 1.000000

NEW DISTRIBUTION DATA

New Distribution as of:
New FTE: 1.000000

CREATE GL TRANSACTION
(if checked, vacation accrued expenses will transfer along with hrs)

Project	Acct Cd	Payroll Fringe%	Vac Bal	%Dist Vac	
000163	PROCUREMENT	00010002	100.000	366.000	100.000
Totals:		100.000	366.000	100.000	

Vacation balances are current as of pay period ending: 01/31/2010 N None

Choose Option 1, 2, or 3 to redistribute vac balances for all regular employees > or = 50% FTE:

OPTION 1: OPTION 2: OPTION 3:

Customize New Vacation Balance Distribution Redistribute Vacation Balances by New % Charge Use RCUH Vacation Distribution Rules

The original eJV application would automatically process a vacation cost transfer unless the user unchecked the "Create GL Transaction" checkbox, resulting in unwanted vacation cost transfers.

The application also would present verbiage such as "Use RCUH Vacation Distribution Rules", which did not provide the user with any intuitive information regarding what the option did.