

MOBIUS REPORT DESCRIPTIONS

DT28272 Individual Income Tax Payroll Deductions Stop Payment Agreement

The Individual Income Tax Payroll Deductions Stop Payment Agreement Report lists employees whose payroll deduction payment agreements with the Department of Revenue have been completed. The payroll deduction is expired by the agency for which the employee works. *Mobius Retention Period: 2 regular pay cycles*

| FIELD NAME | DESCRIPTION |
|---------------|---|
| TAXPAYER NAME | Displays the employee's social security number and full name. |

HAA8000 Leave Balance Report

The Leave Balance Report lists employee leave balance information, including beginning leave balance, accrual and usage for the pay period, and ending leave balance, for all leave categories. The employees are grouped by pay cycle, payroll group, payroll number, and pay location. *Mobius Retention Period: 2 regular pay cycles*

| FIELD NAME | DESCRIPTION |
|------------------|---|
| OPENING BALANCE | Displays the employee's leave balance at the start of the pay cycle. |
| CURRENT ACCRUALS | Displays the amount of leave the employee accrued during the pay cycle. |
| CURRENT USAGES | Displays the amount of leave the employee used during the pay cycle. |
| CLOSING BALANCE | Displays the employee's leave balance at the end of the pay cycle. This amount is derived by adding the CURRENT ACCRUALS amount to the OPENING BALANCE and subtracting the CURRENT USAGES amount. |

HAA8100 Leave Liability Report

The Leave Liability Report estimates the potential dollar liability for accrued employee leave balances at a specified point in time. It lists all employees who have a positive leave balance. The employees are grouped by fund, agency, and leave category. *Mobius Retention Period: 2 regular pay cycles*

| FIELD NAME | DESCRIPTION |
|-----------------------|--|
| BALANCE (IN HOURS) | Displays the employee's leave balance in hours. The total leave balance for all employees included in the listed leave category, agency, and fund, is then displayed, along with the total leave balance for all the employees listed in this report. |
| HOURLY ESTIMATED RATE | Displays the employee's estimated hourly wage. The total estimated hourly wage for all employees included in the listed leave category, agency, and fund, is then displayed, along with the total estimated hourly wage for all the employees listed in this report. |
| LIABILITY | Displays the employee's estimated leave liability. The total leave liability for all employees included in the listed leave category, agency, and fund, is then displayed, along with the total leave liability for all the employees listed in this report. This figure is derived by multiplying the employee's estimated hourly rate by the employee's leave balance in hours. The system uses the employee's base pay event or uses the pay event specified in the Site Specific Parameter (SPAR) entry LEAVE PAY TYPE CODE to determine the rate. |

HAR1100 One Time Pay and Deduction Register Report

The One Time Pay and Deduction Report provides a summary of all information regarding one-time payments and deductions that employees have received in the specified time period. The report groups employees by pay cycle, payroll group, payroll number, and pay location. One-time payments are divided by wages and reimbursable expenditures. One-time deductions are divided by deductions and fringe benefits. Each one-time pay and deduction event total is separated by the following categories: total for the employee, check, pay location, payroll number, payroll group, pay cycle, and run number. *Mobius Retention Period: 2 regular pay cycles*

| FIELD NAME | DESCRIPTION |
|----------------------|--|
| EMPLOYEE | Displays the name of the employee. |
| EMPL/APPT ID | Displays the last 4 digits of the employee's social security number and appointment ID number. A blank appointment ID indicates a primary appointment. |
| CHECK NO | Displays the check number for the one-time payment. |
| BANK ACCT NO | Displays the SAM II HR/Payroll System bank account code designated for pay. |
| DATE | Displays the date of the one-time payment or deduction. |
| TYPE CODE | Displays the code for the pay event or deduction/benefit type. |
| TYPE DESCRIPTION | Displays the short description of the pay event or deduction/benefit type. |
| PLAN CODE | Displays the code for the deduction/benefit plan, if applicable. |
| PLAN DESCRIPTION | Displays the short description for the deduction/benefit plan, if applicable. |
| PAY | Displays the pay adjustment amount, if applicable. |
| REIMBURSE EXP | This field is not used by State of Missouri. |
| DEDUCTIONS | Displays the deduction adjustment amount, if applicable. |
| FRINGE BEN | Displays the fringe benefit adjustment amount. |
| DOCUMENT ID TYPE | Displays the code for the type of document used for the one-time payment or deduction (i.e. 1PAY or 1DED). |
| AGENCY | Displays the employee's home agency code as entered on the document used for the one-time payment or deduction. |
| NUMBER | Displays the document identification number. |
| TOTAL PAY LOCATION | Displays the totals for the specified pay location. |
| TOTAL PAYROLL NUMBER | Displays the totals for the specified payroll number. |
| TOTAL PAYROLL GROUP | Displays the totals for the specified payroll group |
| TOTAL PAYROLL CYCLE | Displays the totals for the specified pay cycle. |
| TOTALRUN NUMBER | Displays the totals for the report. |

HAR1200 Deduction Processing Exception Report

The Deduction Processing Exception Report lists all employees with deductions that were not taken out during a pay period. The reason the deduction was not taken is listed under each deduction. This report runs every pay period. *Mobius Retention Period: 2 regular pay cycles*

| FIELD NAME | DESCRIPTION |
|----------------|---|
| EMPLOYEE | Displays the employee's name. |
| EMPL/APPT ID | Displays the last 4 digits of the employee's social security number and appointment ID. A blank appointment ID indicates a primary appointment. |
| CHECK NO | Displays the employee's pay check number. |
| BANK ACCT NO | Displays the bank account number code. |
| DEDUCTION TYPE | Displays the deduction type. |

| | |
|----------------------------|---|
| DEDUCTION PLAN | Displays the deduction plan. |
| RE-CYC | Indicates whether or not the deduction will be recycled into the next pay period. |
| DEDUCTION AMOUNT NOT TAKEN | Displays the total deduction amount not taken. |
| DEDUCTION AMOUNT TAKEN | Displays the total deduction amount that was taken. |
| GROSS PAY | Displays the employee's gross pay. |
| NET PAY | Displays the employee's net pay. |

HAR1300 Check Cancellation Register

The Check Cancellation Register Report provides a comprehensive list of payroll reversal activity associated with each employee check that was cancelled within the selected time period. Employees are grouped by payroll group, payroll number, and pay location. This report runs every pay cycle. *Mobius Retention Period: 6 months*

| FIELD NAME | DESCRIPTION |
|-------------------|---|
| EMPLOYEE NAME | Displays the employee's name. |
| EMPL/APPT ID | Displays the last 4 digits of the employee's social security number and appointment ID number. A blank appointment ID indicates a primary appointment. |
| CHECK NO | Displays the employee's check number. |
| BANK ACCT NO | Displays the SAM II HR/Payroll System bank account code designated for pay. |
| CHECK DATE | Displays the date of the check. |
| DATE | Displays the date for each event type from the cancelled check. |
| EVENT TYPE | Displays each event type code from the cancelled check. |
| PLAN | Displays each deduction plan code, if applicable. |
| DESCRIPTION | Displays each event description. |
| PAY | Displays the amount of reversed pay for each pay event type and is totaled at the bottom of the column. |
| REIMBURS EXP | Displays the amount of reversed reimbursable expenditures for each reimbursable expenditure event type, if any, and is totaled at the bottom of the column. |
| DEDUCTIONS | Displays the amount of reversed deductions for each deduction event type and is totaled at the bottom of the column. |
| FRINGE BEN | Display the amount of reversed pay for each fringe benefit event type, if any, and is totaled at the bottom of the column. |
| COVERED WAGES | Display the amount of covered wages and is totaled at the bottom of the column. |
| DOCUMENT ID TYPE | Displays the document type from which event type was generated. |
| AGENCY | Displays the employee's Agency code. |
| NUMBER/LINE | Displays the document number from which each event type was generated as well as the document line number, if applicable. |

HAR1400 External Adjustments Report

The External Adjustments Report provides a comprehensive list of pay and deduction adjustment activity for each applicable employee within the selected time period. Employees are grouped by pay cycle, payroll group, payroll number, and pay location. This report runs every pay cycle. *Mobius Retention Period: 2 years*

| FIELD NAME | DESCRIPTION |
|-------------------|--|
| EMPLOYEE NAME | Displays the employee's name. |
| EMPL/APPT ID | Displays the last 4 digits of the employee's social security number and appointment ID number. A blank appointment ID indicates a primary appointment. |
| CHECK NO | Displays the employee's check number. |
| BANK ACCT NO | Displays the code for the associated bank account. |
| CHECK DATE | Displays the date of the check. |

| | |
|------------------|---|
| DATE | Displays the date for each event type from the cancelled check. |
| TYPE | Displays each event type code from the cancelled check. |
| PLAN | Displays each deduction plan code, if applicable. |
| DESCRIPTION | Displays each event description. |
| PAY | Displays the amount of reversed pay for each pay event type and is totaled at the bottom of the column. |
| REIMBURS EXP | Displays the amount of reversed reimbursable expenditures for each reimbursable expenditure event type, if any, and is totaled at the bottom of the column. |
| DEDUCTIONS | Displays the amount of reversed deductions for each deduction event type and is totaled at the bottom of the column. |
| FRINGE BEN | Display the amount of reversed pay for each fringe benefit event type, if any, and is totaled at the bottom of the column. |
| COVERED WAGES | Display the amount of covered wages and is totaled at the bottom of the column. |
| DOCUMENT ID TYPE | Displays the document type from which event type was generated. |
| AGENCY | Displays the employee's Agency code. |
| NUMBER/LINE | Displays the document number from which each event type was generated as well as the document line number, if applicable. |

HAR2200 Time and Leave Rejected Transaction Report

The Time and Leave Rejected Transaction Report lists all elements of rejected time and leave transactions by document. This listing is useful in tracking and correcting rejected documents since the error message is listed with the entered information. No totals are displayed in this report. *Mobius Retention Period: 2 regular pay cycles*

| FIELD NAME | DESCRIPTION |
|-------------------|--|
| AHRS BATCH TYPE | Displays the time or leave event document type. |
| AGENCY | Displays the employee's home agency code as entered on the time or leave event document. |
| NUMBER | This field is not used by State of Missouri. |
| INPUT AMOUNT | This field is not used by State of Missouri. |
| COMPUTED AMOUNT | This field is not used by State of Missouri. |
| DOC LINE | Displays the number of the detailed document line. |
| EVENT DATE | Displays the date when the event occurred. |
| INPUT AMT | Displays the number of hours and minutes of the time or leave event. This will be displayed as hours.minutes (i.e. 4.25 = 4 hours and 25 minutes). |
| TITL/STTL | This field will be blank. Title and sub-title cannot be overridden at the timesheet level. |
| RATE | This field will be blank. Rate cannot be overridden at the timesheet level. |
| POSN ID | This field will be blank. Position cannot be overridden at the timesheet level. |
| GRADE | This field will be blank. Grade cannot be overridden at the timesheet level. |
| STEP | This field will be blank. Step cannot be overridden at the timesheet level. |
| SUPP ID | This field is not used by State of Missouri. |
| REDUCE BASE | This field defines whether or not the reduce base pay flag has been checked. |
| LD PROF | Displays the Labor Distribution Profile code being used, if any, to override the employee or position assignment. |
| FUND | Displays the Fund being used, if any, to override the employee or position assignment. |
| AGY | Displays the Agency code being used, if any, to override the employee or position assignment. |
| ORG/SORG | Displays the Organization and Sub-Organization codes being used, if any, to override the employee or position assignment. |
| APPR UNIT | Displays the Appropriation Unit code being used, if any, to override the employee or position assignment. |
| ACTV | Displays the Activity code being used, if any, to override the employee or position |

| | |
|--------------------|---|
| | assignment. |
| FUNC | Displays the Function code being used, if any, to override the employee or position assignment. |
| OBJ/SOBJ | Displays the Object and Sub-Object codes being used, if any, to override the employee or position assignment. |
| JOB | Displays the job number being used, if any, to override the employee or position assignment. |
| RPTG | Displays the Reporting Category being used, if any, to override the employee or position assignment. |
| DOC ID | Displays the document identification number. |
| EMP NAME/ID/ APPT | Displays the last 4 digits of the employee's social security number and appointment ID number. |
| INPT/CMPTD AMOUNTS | This field is not used by State of Missouri. |

HAR5200 Payroll Register Report

The Payroll Register Report provides a list of all employees who were paid during a specified pay cycle. This report lists all data appearing on each employee's paycheck stub or direct deposit advice, as well as some additional information. It runs every pay cycle. *Mobius Retention Period: 6 months*

| FIELD NAME | DESCRIPTION |
|----------------------|--|
| EMPL/APPT ID | Displays the last 4 digits of the employee's social security number and appointment ID number. A blank appointment ID indicates a primary appointment. |
| ALT ID | This field is not used by State of Missouri. |
| TITL/STTL | Displays the employee's title and sub-title codes. |
| TAX CL | Displays the employee's tax class code. |
| FICA CL | Displays the employee's FICA class code. |
| S & L MAR STAT/EXEMT | Displays the employee's State and local marital status and exemptions. |
| FED MAR STAT/EXEMPT | Displays the employee's Federal marital status and exemptions. |
| PPOL | Displays the employee's pay policy code. |
| DPOL | Displays the employee's deduction policy code. |
| LPOL | Displays the employee's leave policy code. |
| PYCL | Displays the employee's pay class code. |
| MAIL CHECK HOME | This field indicates whether or not the employee's check is designated to be mailed to their home or pay location. |
| PEN ID | This field indicates the employee's eligibility for a pension plan. |
| PAY | Displays any pay events, at the category level, for which pay has been generated for the employee. |
| DED | Displays the deductions for the employee at the category level. |
| GRS | Displays the employee's gross pay. |
| RUN NO | Displays the payroll run number. |
| CHECK DATE | Displays the date of the check. |
| CHECK/ADVICE NUMBER | Displays the check/advice statement number. |
| TOTAL PAY | Displays the employee's total pay for the pay cycle. |
| TOTAL DED | Displays the employee's total deduction amount for the pay cycle. |
| TOTAL REX | This field is not used by State of Missouri. |

HAR5300 Hours to Gross Register Report

The Hours-to-Gross Register Report provides a list of pay events used in the calculation of gross pay. The report lists all elements of hours worked by an employee including FLSA and overtime hours, the hourly rate of the employee, and the amount payable to the employee. It also calculates the total number of hours worked, and the total amount paid. This report runs every pay cycle. *Mobius Retention Period: 6 months*

| FIELD NAME | DESCRIPTION |
|------------------|--|
| EMPLOYEE NAME | Displays the employee's name. |
| EMPLOYEE/APPT | Displays the last 4 digits of the employee's social security number and appointment ID number. |
| ALT ID | This field is not used by State of Missouri. |
| AGENCY | Displays the employee's agency. |
| CHECK/ADVICE | Displays the employee's pay check of direct deposit advice number. |
| TITLE | Displays the employee's job title code and description. |
| AP | Indicates whether the number displayed in the RATE/AMOUNT field is a percentage rate (P) or a dollar amount (A). |
| EVENT DATE | Displays the event date. |
| EVENT TYPE | Displays the event type code. |
| INPUT UNIT | Displays the event type input units. |
| INPUTAMT | Displays the event type input amount. |
| OV MIN ID | Indicates the employee's overtime code. |
| OV MIN AMOUNT | Displays the amount of overtime, if any. |
| RATE/AMT | Displays the employee's pay rate or amount. |
| TOTAL PAY FACTOR | Displays the pay calculation factor (i.e. 1.0 = straight time, 1.5 = time and a half). |
| TOTAL PAY AMOUNT | Displays the calculated pay amount for the event. |
| PAY REX | Indicates the event type (P=Pay Type; L=Leave Type; F=FLSA Pay Type; D=Deduction Type). |
| ST | Displays the employee's FLSA (Fair Labor Standards Act) status. |
| FACTOR | Displays the FLSA calculation factor (i.e. 1.0 = straight time, 1.5 = time and a half). |
| AMOUNT | Displays the calculated FLSA pay amount for the event. |
| FACTOR | Displays the FLSA calculation factor (i.e. 1.0 = straight time, 1.5 = time and a half). |
| AMOUNT | Displays the number of FLSA hours. |
| TYPE | Indicates the document type. |
| AGENCY | Displays the employee's home agency code. |
| NUMBER/LINE/SUB | Displays the document number and line number. |
| TOTAL HOURS | Displays the employees total hours for the pay period. |
| TOTAL PAY | Displays the employee's total pay for the pay period. |

HAR6100 Check Register Report

The Check Register Report provides a list of all checks issued during a given pay cycle. Only the employees' gross pay and net pay are shown. Employees are grouped by pay cycle, payroll group, payroll number, and pay location. This report runs every pay cycle. *Mobius Retention Period: 6 months*

| FIELD NAME | DESCRIPTION |
|----------------------------|--|
| CHECK NUMBER | Displays the employee's pay check number. |
| EMPLOYEE NAME | Displays the employee's name. |
| EMPLOYEE ID/APPOINTMENT ID | Displays the last 4 digits of the employee's social security number and appointment ID number. |
| ALT ID | This field is not used by State of Missouri. |
| GROSS AMOUNT | Displays the employee's amount of gross pay for the pay cycle. |
| NET AMOUNT | Displays the employee's amount of net pay for the pay cycle. |

| | |
|----------------------|---|
| TOTAL PAY LOCATION | Displays the total gross and net pay amounts for the pay location as well as the total number of valid and invalid checks. |
| TOTAL PAYROLL NUMBER | Displays the total gross and net pay amounts for the payroll number as well as the total number of valid and invalid checks. |
| TOTAL PAYROLL GROUP | Displays the total gross and net pay amounts for the payroll group as well as the total number of valid and invalid checks. |
| TOTAL PAY CYCLE | Displays the total gross and net pay amounts for the pay cycle as well as the total number of valid and invalid checks. |
| REPORT TOTAL | Displays the total gross and net pay amounts for the report as well as the total number of valid and invalid checks. |
| CHECK COUNT/VALID | Displays the number of valid checks for each total category. CHECK COUNT/INVALID – Displays the number of invalid checks for each total category. |

HAR6200 Direct Deposit Register

The Direct Deposit Register Report provides a list of employees paid via a direct deposit transaction. For each direct deposit advice the employees' gross and net pay are shown. This report runs every pay cycle. *Mobius Retention Period: 6 months*

| FIELD NAME | DESCRIPTION |
|------------------------------|--|
| CHECK NUMBER | Displays the employee's direct deposit advice number. |
| PN | Indicates the Net Pay Distribution ID. A blank field indicates an Electronic Funds Transfer (EFT) and will always be blank on this report. |
| EMPLOYEE ID/ APPOINTMENT ID | Displays the last 4 digits of the employee's social security number and appointment ID number. |
| ALT ID | This field is not used by State of Missouri. |
| GROSS AMOUNT | Displays the employee's amount of gross pay. |
| NET AMOUNT | Displays the employee's amount of net pay. |
| EMPL BANK ROUTING # | Displays the employee's ABA routing number. |
| EMPLOYEE BANK ACCOUNT NUMBER | Displays the employee's bank account number. |
| ACCT TYPE | Displays the employee's bank account type. |
| TOTAL PAY LOCATION | Displays the total gross and net pay by pay location. |
| TOTAL PAYROLL NUMBER | Displays the total gross and net pay by payroll number. |
| TOTAL PAYROLL GROUP | Displays the total gross and net pay by payroll group. |
| TOTAL PAY CYCLE | Displays the total gross and net pay by pay cycle. |
| REPORT TOTAL | Displays the total gross and net pay for the report. |

HAR6300 Paycheck Control List

The Paycheck Control List provides a log that lists the number of checks and advices to be picked up by pay location. The report is generated by the Bank Notification/Check, EFT Register Driver process. Space is provided for the employee picking up the checks to sign and to note the pickup date and time to ensure that an appropriate audit trail is maintained. Pay locations are grouped by pay cycle, payroll group and payroll number. *Mobius Retention Period: 2 regular pay cycles*

| FIELD NAME | DESCRIPTION |
|------------------------|--|
| CHECK COUNT | Displays the number of checks to be picked up at the listed pay location. |
| EFT COUNT | Displays the number of direct deposit advice statements to be picked up. |
| CHECK/ADVICE | Displays the total dollar amount of all checks and advice statements at the listed pay location. |
| SIGNATURE/ EMPLOYEE ID | Displays a space for the signature of the employee picking up the checks. |

| | |
|---|--|
| PICK UP DATE/ TIME | Displays a space to record the date and time the checks are picked up. |
| TOTAL PAYROLL NUMBER: CHECK COUNT | Displays the total number of checks issued for the listed payroll number. |
| TOTAL PAYROLL NUMBER: DIRECT DEPOSIT COUNT | Displays the total number of direct deposit advice statements for the listed payroll number. |
| AMOUNT | Displays the total amount of all checks and advice statements for the listed payroll number. |

HBA6000 Probationary Period Tickler Report

The Probationary Period Tickler Report lists all employees whose probationary end dates occur within thirty days of the report run date. This report is useful in tracking employees that may be approaching a performance or pay review and can be used to trigger the scheduling of such events. This report runs monthly. *Mobius Retention Period: 3 months*

| FIELD NAME | DESCRIPTION |
|--------------------|---|
| LAST NAME | Displays the employee's last name |
| FIRST NAME | Displays the employee's first name |
| EMPLOYEE ID | Displays the last 4 digits of the employee's social security number. |
| APPT ID | Displays the employee's appointment ID number to indicate whether or not this is a primary appointment. A blank appointment ID indicates a primary appointment. |
| PERSON ACTN | Displays the personnel action code that began the employee's probationary period. |
| REASON CODE | Displays the code for the reason of the personnel action. |
| STATUS | Displays the employee's employment status code. |
| EFFECTIVE DATE | Displays the date in which the personnel action will become effective. |
| TITLE | Displays the employee's job title code. |
| GRADE | Displays the employee's pay grade. |
| STEP | Displays the employee's pay step. |
| PROBATION ST DAT | Displays the date when the employee's probationary period began. |
| PROBATION END DATE | Displays the date when the employee's probationary period will end. |

HBA9000 Missing Personal Attributes

The Missing Personal Attributes Report lists all employees within an agency and organization who have any missing personal attributes. This report displays the employees' personal attributes that are available and leaves the fields with missing data blank. It is useful for tracking information important to Federal tax reporting, EEO reporting, etc. The report runs monthly. *Mobius Retention Period: 3 months*

| FIELD NAME | DESCRIPTION |
|-------------------------|--|
| LAST NAME | Displays the employee's last name. |
| FIRST NAME | Displays the employee's first name. |
| EMPLOYEE ID | Displays the last 4 digits of the employee's social security number. |
| SEX | Displays the employee's gender, if available. |
| ETHNIC IDENTIFICATION | Displays the code that indicates the employee's ethnicity, if available. |
| BIRTH DATE | Displays the employee's birth date, if available. |
| SOCIAL SECURITY NUMBER. | Displays the last 4 digits of the employee's social security number. This should field should match the employee ID field. |

HBA9100 Personnel Attribute Override Audit

The Personnel Attribute Override Report lists the employees who have any personnel attribute override elements on their Employment Status Maintenance Transaction (ESMT). This report is useful in tracking those employees with attributes different than those specified to the title/sub-title to which they are associated. This report is run by request. *Mobius Retention Period: 3 months*

| FIELD NAME | DESCRIPTION |
|---------------------------|--|
| EMPLOYEE NAME | Displays the employee's last name and first name. |
| EMPLOYEE ID | Displays the last 4 digits of the employee's social security number. |
| APPT ID | Displays the employee's appointment ID to indicate whether or not this is a primary appointment. A blank appointment ID indicates a primary appointment. |
| TITLE | Displays the employee's job title code. |
| EFF DATE | Displays the date that the attribute override became effective. |
| OVERRIDE ATTRIBUTE | Displays the name of the attribute that was overridden. |
| OVERRIDE VALUE | Indicates the value that the attribute was overridden to. |
| OVERRIDE LONG DESCRIPTION | Displays the long description of the override value. |
| NORMAL VALUE | Displays the normal value of the attribute. |
| STANDARD DESCRIPTION | Displays the long description of the normal value of the attribute. |

HKA3000 Employee by Position

The Employee by Position Report provides a list of all employees filling a position within an agency and organization. This report is used for tracking positions within an agency and organization. It runs monthly. *Mobius Retention Period: 3 months*

| FIELD NAME | DESCRIPTION |
|-----------------------------|--|
| POSITION NUMBER | Displays the position number. |
| LAST NAME | Displays the employee's last name. |
| FIRST NAM | Displays the employee's first name. |
| EMPLOYEE ID/APPOINTMENT ID | Displays the last 4 digits of the employee's social security number and indicates if this is their primary or secondary appointment. A blank appointment ID indicates a primary appointment. |
| EMPLMT STAT | Indicates the employee's employment status (i.e. active or inactive). |
| HOME ORGANIZATION | Displays the employee's home organization code. |
| TITLE/SUB TITLE | Displays the employee's title and sub-title codes. |
| % FTE | Displays the percentage of full time that the employee makes up. |
| EFFECTIVE DATE | Displays the date the employee information became effective. |
| EXPERATION DATE | Displays the date the employee information expires. |
| TOTALS FOR THE ORGANIZATION | Displays the organization code for which totals will be displayed. |
| TOTAL EMPLOYEES | Displays the total number of employees that are assigned to positions within the organization. |
| TOTAL FTES | Displays the total number of full-time-equivalents within the organization. |
| TOTALS FOR AGENCY | Displays the agency code for which totals will be displayed. |
| TOTAL EMPLOYEES | Displays the total number of employees that are assigned to positions within the agency. |
| TOTAL FTES | Displays the total number of full-time-equivalents within the agency. |

ODW675R1 ACA Variable Hour Employee Eligibility Report

The ACA Variable Hour Employee Eligibility Report lists all non-full-time employees who meet the eligibility provisions for the Affordable Care Act. *Mobius Retention Period: 1 year*

| FIELD NAME | DESCRIPTION |
|--------------|--|
| NAME | Displays the employee's name. |
| SSN (LAST 4) | Displays the last 4 digits of the employee's social security number. |

ODW675RM ACA Variable Hour Employee Eligibility Report - Monthly

The Monthly ACA Variable Hour Employee Eligibility Report lists all non-full-time employees who meet the eligibility provisions for the Affordable Care Act. *Mobius Retention Period: 1 year*

| FIELD NAME | DESCRIPTION |
|--------------|--|
| NAME | Displays the employee's name. |
| SSN (LAST 4) | Displays the last 4 digits of the employee's social security number. |

ODW801R1 Vacant/Inactive Positions on PUD3

The Vacant/Inactive Positions on PUD3 Report lists all vacant and inactive positions stored on PUD3. *Mobius Retention Period: 2 regular pay cycles*

| FIELD NAME | DESCRIPTION |
|--------------------|---|
| POSN ID | Displays the position number. |
| GHRM POS # | Displays the system-assigned internal identification number for the position. |
| STATUS | Displays the position status code. Valid position status codes can be found on the Position Status (PSTS) window. |
| VACANT? | Displays a Yes or No indicating whether or not the position is vacant. |
| BENEFIT ELIGIBLE? | Displays a Yes or No indicating whether or not the position is benefit eligible. |
| TITLE | Displays the Position's Title Code. |
| TITLE DESCRIPTION | Displays the Position's Title Long Description. |
| PUD3 EXP DATE | Displays the expiration date of the PUD3. |
| SUPERVISOR AGY | Displays the Supervisor's Agency code. |
| SUPERVISOR ORG | Displays the Supervisor's Organization code. |
| SUPERVISOR POSN ID | Displays the Supervisor's position number. |
| SUPERVISOR NAME | Displays the name of the Position's Supervisor. |

ODW840 Fringe Benefits Amount Report

The Fringe Benefits Amount Report lists employee detail fringe charges. The employees are grouped by pay cycle, agency, organization, and fund. *Mobius Retention Period: 6 months*

| FIELD NAME | DESCRIPTION |
|-------------------------------|--|
| EMPLOYEE ID | Displays the last 4 digits of the employee's social security number. |
| EMPLOYEE NAME | Displays the employee's last name and first name. |
| SOCIAL SECURITY | Displays the employee's fringe pay amount of social security tax. |
| MEDICARE | Displays the employer's fringe pay amount of Medicare tax. |
| CONSOLIDATED HEALTH INSUR | Displays the employer's fringe pay amount of health insurance. |
| BASIC LIFE INSURANCE | Displays the employer's fringe pay amount of life insurance. |
| RETIREMENT | Displays the employer's fringe pay amount of retirement contribution. |
| LTD | Displays the employer's fringe pay amount of long term disability insurance. |
| DEFERRED COMPENSATION | Displays the employer's fringe pay amount of deferred compensation contribution. |
| TOTALS FOR REPORTING CATEGORY | Displays the totals of all the above information for the specified reporting category. |
| TOTALS FOR FUND | Displays the totals of all the above information for the specified fund. |
| TOTALS FOR ORGANIZATION | Displays the totals of all the above information for the specified organization. |
| TOTALS FOR AGENCY | Displays the total of all the above information for the specified agency. |

ODW843 Current Earnings Report for Multiple Appointments

The Current Earnings Report for Multiple Appointments displays an earnings record, by agency and organization, for each employee with a secondary appointment. The earnings record lists the employee's total earnings, total taxable earnings, and taxes withheld for a pay period for the secondary appointment. Additionally, this report reflects totals for the agency, organization, reporting organization as well as statewide totals, including employee counts. The report runs after each pay cycle and is sorted by agency and organization. *Mobius Retention Period: 6 months*

| FIELD NAME | DESCRIPTION |
|--|---|
| EMPLOYEE NAME | Displays the employee's name. |
| SSN | Displays the last 4 digits of the employee's social security number. |
| TITLE | Displays the employee's job title code. |
| PYCL | Displays the employee's pay class code. |
| PAY RATE | Displays the employee's rate of pay. |
| CHCK-DEPOSIT # | Displays the employee's pay check/advice number. |
| PAY CATG | Displays the event category code for which pay has been generated for the employee. This field will list only non-fringe pay type event categories. |
| Note: Pay categories will be displayed in order of their check print sequence priority. If there are more than five pay categories, all categories other than the top five will be added together and listed as other. | |
| HOURS WORKED | Displays the total number of hours and minutes that each pay event category lasted for the pay period. |
| EARNED AMOUNT | Displays the dollar amount earned for each pay event category for the pay period. |
| TOTAL | Displays the total hours worked and total earned amount for all pay event categories for the pay period. |
| TAXABLE EARNINGS | Displays the taxable earnings for OASDI and Medicare for each pay event category for the pay period. |
| TAXES WITHHELD | Displays the amount of taxes withheld for OASDI and Medicare for each pay event category for the pay period. |
| TOTALS FOR ORGANIZATION | Displays the totals for earned amount, taxable earnings and taxes withheld for the organization. |
| EMPLOYEE COUNT | Displays the total number of unique employees for the organization. |
| TOTALS FOR REPORTING ORGANIZATION | Displays the totals for earned amount, taxable earnings and taxes withheld for the reporting organization. |
| EMPLOYEE COUNT | Displays the total number of unique employees for the reporting organization. |
| TOTALS FOR AGENCY | Displays the total earned amount, taxable earnings and taxes withheld for the agency. |
| TOTALS FOR STATE | Displays the statewide totals for earned amount, taxable earnings and taxes withheld. |
| EMPLOYEE COUNT | Displays the total number of unique employees for State of Missouri. |

ODW891 Data Warehouse SNAP Employee Error Report

The Data Warehouse SNAP Employee Error Report provides a list of all failed lookups on the SNAP_EMPLOYEE table in the data warehouse. *Mobius Retention Period: 1 week*

| FIELD NAME | DESCRIPTION |
|-------------------|---|
| EMPLOYEE ID | Displays the employee's social security number. |
| APPT ID | Displays the employee's appointment ID number to indicate whether or not this is a primary appointment. A blank appointment ID indicates a primary appointment. |
| ERROR DESCRIPTION | Displays an error for all failed lookups on the SNAP_EMPLOYEE table. |

ODW897 Share Leave Report

The Data Warehouse Share Leave Report provides a listing of employee share leave donation and usage amounts by agency per pay period. *Mobius Retention Period: Not yet determined*

| FIELD NAME | DESCRIPTION |
|---------------|--|
| EMPLOYEE NAME | Displays the name of the employee. |
| EMP ID | Displays the last 4 digits of the employee's social security number. |
| DONATION AMT | Displays the amount of share leave donated by this employee. |
| USAGE AMT | Displays the amount of share leave used by this employee. |

ODW934 PUD3 Reporting Structure Errors/Omissions

The PUD3 Reporting Structure Errors/Omissions report provides a monthly listing of all positions that do not have a PUD3 record, the supervisor information on the PUD3 record is not complete, or the supervisor position on the PUD3 record is not a valid position. *Mobius Retention Period: 3 Months*

| FIELD NAME | DESCRIPTION |
|---------------------|--|
| POSITION | Displays the position code. |
| TITLE | Displays the title code and title short description. |
| PSTS | Displays the status of the position. |
| INCUMBENT SSN | Displays the last 4 digits of the employee's social security number. |
| INCUMBENT APPT | Displays the employee's appointment id for this position. |
| INCUMBENT FULL NAME | Displays the name of the employee. |
| SUPERVISOR AGCY | Displays the agency of the employee's supervisor. |
| SUPERVISOR ORG | Displays the org of the employee's supervisor. |
| SUPERVISOR POSITION | Displays the position code of the employee's supervisor. |
| PUD3 ERROR/OMISSION | Displays the error/omission message for the PUD3 record. |

OHB0501 Zero-Check Register Report

The Zero-Check Register Report lists all zero-dollar checks for the specified payroll run number. This report is sorted by payroll number and pay location. It runs every pay cycle. *Mobius Retention Period: 2 regular pay cycles*

| FIELD NAME | DESCRIPTION |
|----------------------------|---|
| CHECK NUMBER | Displays the check number of the zero-check. |
| P N | Not used by the State of Missouri. |
| EMPLOYEE NAME | Displays the employee's name. |
| EMPLOYEE ID/APPOINTMENT ID | Displays the last 4 digits of the employee's social security number and appointment id. |
| ALT ID | Displays the employee's alternate ID. Not used by the State of Missouri. |

| | |
|----------------------|---|
| GROSS AMOUNT | Displays the gross amount of the check. |
| NET AMOUNT | Displays the net amount of the check. |
| CHECK COUNT VALID | Displays a count of valid checks. |
| CHECK COUNT INVALID | Displays a count of invalid checks, i.e. void checks, pre-notes, etc. |
| TOTAL PAY LOCATION | Displays the total of all zero-dollar checks for the pay location. |
| TOTAL PAYROLL NUMBER | Displays the total of all zero-dollar checks for the payroll number. |

OHB0805 Year-to-Date Payroll Register

The Year-To-Date Payroll Register Report is used to replace the previous PARS Year-To-Date Payroll Register Report. This report provides a summary of employees' earnings and tax withholdings for the current calendar year-to-date. The earnings and withholding information is summarized at the employee level, not the appointment level, and appears with the agency and organization of employees' primary appointments. This report is sorted by agency and organization and runs every pay cycle. *Mobius Retention Period: 3 years*

| FIELD NAME | DESCRIPTION |
|---------------------------------|---|
| EMPLOYEE NAME | Displays the employee's name. |
| SSN | Displays the employee's social security number. |
| EMP-ST | Displays the employee's employment status. |
| GROSS EARNINGS | Displays the employee's year-to-date gross earnings for the current calendar year. |
| FEDERAL | Displays the employee's year-to-date Federal taxable earnings. |
| OASDI | Displays the employee's year-to-date taxable earnings for OASDI (social security). |
| MEDICARE | Displays the employee's year-to-date taxable earnings for Medicare. |
| CITY | Displays the city abbreviation, if any, for which the employee pays a city tax. |
| GROSS TAX | Displays the employee's current year-to-date taxable earnings for local tax. |
| FEDERAL | Displays the current year-to-date amount that has been withheld from the employee's pay for Federal tax. |
| STATE | Displays the current year-to-date amount that has been withheld from the employee's pay for State tax. |
| OASDI | Displays the current year-to-date amount that has been withheld from the employee's pay for OASDI tax. |
| MEDICARE | Displays the current year-to-date amount that has been withheld from the employee's pay for Medicare tax. |
| EIC | Displays the current year-to-date amount that has been withheld from the employee's pay for Earned Income Credit. |
| TOTALS FOR REPORTING ORG (1-12) | Displays the totals of all the above information for each reporting organization. |
| TOTALS FOR AGENCY | Displays the totals of all the above information for the agency. |
| TOTALS FOR ORG | Displays the totals of all the above information for the organization. |
| STATE TOTALS | Displays the totals of all the above information for State of Missouri. |

OHB0816 Current Earnings Register

This report replaces the PARS Current Earnings Register Report (OAP510R3). It displays an earnings record, by agency and organization, for each employee. The earnings record lists the employee's total earnings, total taxable earnings, and taxes withheld for a pay period. The report also lists the total dollar amount of each employee's other deductions and their net pay amount. Additionally, this report reflects totals for the agency and organization as well as statewide totals, including employee counts. The report runs after each pay cycle. *Mobius Retention Period: 6 months*

| FIELD NAME | DESCRIPTION |
|--|---|
| NAME | Displays the employee's name. |
| SSN | Displays the last 4 digits of the employee's social security number. |
| TITLE | Displays the employee's job title code. |
| PYCL | Displays the employee's pay class code. |
| PAY RATE | Displays the employee's rate of pay. |
| CHCK-DEPOSIT # | Displays the employee's pay check/advice number. |
| PAY CATG | Displays the event category code for which pay has been generated for the employee. This field will list only non-fringe pay type event categories. |
| Note: Pay categories will be displayed in order of their check print sequence priority. If there are more than five pay categories, all categories other than the top five will be added together and listed as other. | |
| HOURS WORKED | Displays the total number of hours and minutes that each pay event category lasted for the pay period. |
| EARNED AMOUNT | Displays the dollar amount earned for each pay event category for the pay period. |
| TAXABLE EARNINGS | Displays the dollar amount that is being taxed for each event category listed. |
| Note: Taxable earnings will be listed separately for Federal income, earned income credit, State income, City, OASDI, and Medicare. The City tax will be defined by a code that indicates the taxing entity. | |
| TAXES WITHHELD | Displays the dollar amount that has been deducted from the employee's gross pay for each event category listed. |
| FED/EID | Displays taxable earnings for Federal taxes on the first line of the column, taxable earnings for Earned Income Credit on the second line of the column, Federal taxes withheld on the third line of the column, and EIC withholdings on the fourth line of the column. |
| STATE/CITY | Displays taxable earnings for State taxes on the first line of the column, taxable earnings for City taxes on the second line of the column, State taxes withheld on the third line of the column and City taxes withheld on the fourth line of the column. |
| OASDI/MEDICARE | Displays taxable earnings for OASDI on the first line of the column, taxable earnings for Medicare on the second line of the column, OASDI withholdings on the third line of the column and Medicare withholdings on the fourth line of the column. |
| OTHER DEDS/TOTALS | Displays the total amount of all other deductions from the employee's gross pay, that have not been included in the tax deductions on the third line of the column and the total of all deductions on the fourth line of the column. |
| NET AMOUNT | Displays the employee's net pay. |
| TOTAL FOR ORGANIZATION | Displays the organization's total earnings, taxes withheld, other deductions and net pay amounts. |
| EMPLOYEE COUNT | Displays the total number of unique employees for the organization. |
| TOTALS FOR REPORTING ORGANIZATION | Displays the reporting organization's total earnings, taxes withheld, other deductions and net pay amounts. |
| EMPLOYEE COUNT | Displays the total number of unique employees for the reporting organization. |
| TOTALS FOR AGENCY | Displays the agency's total earnings, taxes withheld, other deductions, and net pay amounts. |
| EMPLOYEE COUNT | Displays the total number of unique employees for the agency. |

| | |
|------------------|--|
| TOTALS FOR STATE | Displays the total earnings, taxes withheld, other deductions, and net pay amounts for the entire report. These totals reflect statewide totals. |
| EMPLOYEE COUNT | Displays the total number of unique employees on this report. |

OHB0823 Allocated Vacant Positions

The Allocated Vacant Position Report replaces the PMS Allocated Vacant Position Report (OPM064R1). It lists vacant positions by agency and organization as well as the prior incumbents for the position. The positions listed on this report include all positions where the Authorized FTE is greater than zero and the Authorized Incumbent is greater than Filled Incumbent on the Position Authorization Inquiry (QPAT) window. The report runs with each regular pay cycle. *Mobius Retention Period: 3 months*

| FIELD NAME | DESCRIPTION |
|-------------------|--|
| POS NO | Displays the position number. |
| EMPLOYEE ID | Displays either the last 4 digits of the employee's social security number or left blank. |
| APPT ID | Displays either the last incumbent's appointment identification number or left blank. A blank appointment ID indicates a primary appointment. |
| EMPLOYEE NAME | Displays either the name of the last incumbent or "NO PRIOR INCUMBENT." |
| DATE VACATED | Displays the date when the position became vacant. |
| POSN STAT | Displays the position status code. Valid position status codes can be found on the Position Status (PSTS) window. |
| CIV SERV | Displays the Civil Service Status code for the position. This code distinguishes whether a position is UCP or Non-UCP, and for UCP, whether it is merit or non-merit. |
| LOC | Displays the code that corresponds with the physical location of the new position. This is a 6 character field. The first character identifies the agency. The second through fourth characters indicate the city and county code. The fifth character indicates the street address and the sixth character is a sequential character if more than one location exists on the same street. Valid location codes can be found on the Location (LOC) window. |
| CTY | Displays the county code for the position. |
| DATE CREATED | Displays the date when the position was created. |
| AUTH INC | Displays the total number of authorized incumbents for the specified fiscal year, agency and organization. |
| AUTH FT | Displays the total number of authorized full time equivalents (FTEs) for the specified fiscal year, agency and organization. |
| FILLED INC | Displays the total number of filled incumbents for the specified fiscal year, agency and organization. |
| FILLED FTE | Displays the total number of filled full time equivalents (FTEs) for the specified fiscal year, agency and organization. |

OHB0825 Active Positions Unclassified Merit

The Active Positions Report (Unclassified Merit and UCP Exempt) replaces the PARS PMS Active Positions Report (OPM072R1). It provides a list of positions by agency and organization with a Position Status (PSTS) other than INACT (in-active) and with Civil Service Status (CIVS) codes of UCPE (UCP Exempt) and UCPU (Unclassified Merit). The information for this report is obtained from fields on the Position Status Inquiry (QPST) window and the Position Roster Inquiry (QPSR) window. It runs after each pay cycle. *Mobius Retention Period: 3 months*

| FIELD NAME | DESCRIPTION |
|-------------------|---|
| TITLE | Displays the job title code for the position. |
| NUMBER | Displays the position number. |
| STATUS | Displays the position status code. Valid position status codes can be found on the Position Status (PSTS) window. |

| | |
|-------------|--|
| CIV SERV | Displays the Civil Service Status code for the position. This code distinguishes whether a position is UCP or Non-UCP, and for UCP, whether it is merit or non-merit. |
| LOC | Displays the code that corresponds with the physical location of the new position. This is a 6 character field. The first character identifies the agency. The second through fourth characters indicate the city and county code. The fifth character indicates the street address and the sixth character is a sequential character if more than one location exists on the same street. Valid location codes can be found on the Location (LOC) window. |
| CNTY | Displays the county code for the position. |
| NAME | Displays the name of the employee that holds the position. If no incumbent occupies the position then the field will say vacant. |
| EMPLOYEE ID | Displays the last 4 digits of the employee's social security number. |
| APT ID | Displays the employee's appointment identification number. A blank appointment ID indicates a primary appointment. |
| TITLE CODE | Displays the job title code for the employee. |
| DESCRIPTION | Displays the job title description for the employee. |
| DATE VAC | If the position is vacant this field will display the date when it became vacant. Otherwise it will be blank. |
| ENTRY DAT | Displays the date that the employee entered the position. |
| PAY RATE | Displays the employee's rate of pay. |

OHB0856 Dental Deduction Report

The Dental Deduction Report identifies employees with multiple dental or vision deductions. The same report is used for both deductions, but each has a different time stamp. OA/Division of Accounting notifies Agencies when the report is available. The report runs on request at the beginning of each calendar year and sorts by agency and pay location. *Mobius Retention Period: 3 months*

| FIELD NAME | DESCRIPTION |
|-------------------|---|
| EMPLOYEE NAME | Displays the employee's name. |
| EMPLOYEE SSN | Displays the employee's social security number. |
| DEDUCTION TYPE | Displays the deduction type code. |
| DEDUCTION PLAN | Displays the deduction plan code. |

OHB0863 Restricted Limited Allocation

The Restricted (Limited) Allocation Report replaces PARS PMS Restricted (Limited) Allocation Report (OPM062R2). It provides a list of positions by agency and organization with a Position Status (PSTS) of RSTRB (restricted budgeted position) or RSTRN (restricted non-budgeted position) and the date when the restricted status became effective. The information for this report is obtained from fields on the Position Status Inquiry (QPST) window and the Position Roster Inquiry (QPSR) window. The report runs monthly or on request. *Mobius Retention Period: 3 months*

| FIELD NAME | DESCRIPTION |
|-------------------|---|
| POSN NUMBER | Displays the position number. |
| CIV SERV | Displays the Civil Service Status code for the position. This code distinguishes whether a position is UCP or Non-UCP, and for UCP, whether it is merit or non-merit. |
| TITLE CODE | Displays the title code for the position. |
| TITLE DESCRIPTION | Displays the title description for the position. |
| TITLE CATG | Displays the title category code for the position. A title category identifies multiple titles for a position (e.g. multi-allocations, job clusters, trainee assignments, etc.) |
| EMPLOYEE NAME | Displays the name of the employee that holds the position. If no incumbent occupies the position then the field will say vacant. |
| EMPLOYEE ID | Displays the last 4 digits of the employee's social security number. |

| | |
|-----------|---|
| APT ID | Displays either the last incumbent's appointment identification number or left blank. A blank appointment ID indicates a primary appointment. |
| POSN STAT | Displays the position status code. Valid position status codes can be found on the Position Status (PSTS) window |
| EFF DATE | Displays the date when the position was given a restricted status. |

OHB0877 SUSE ESMT Audit Trail Report

The SUSE ESMT Audit Trail Report is a daily list of approved ESMTs. *Mobius Retention Period: 3 months*

| FIELD NAME | DESCRIPTION |
|-------------------|---|
| EMPLOYEE NAME | Displays the name of the employee. |
| SSN | Displays the employee's social security number. |
| TRANS ID | Displays the identification number assigned to the ESMT transaction. |
| EFFECTIVE DATE | Displays the ESMT's effective date. |
| PACT | Displays the personnel action code. |
| PART | Displays the personnel action reason code. |
| INITIATOR | Displays the mainframe identification code for the user who created the ESMT. |
| INITIATED DATE | Displays the date the ESMT was created. |
| LEV | Displays the approval level applied to the ESMT. |
| APPROVER | Displays the identification code of the most current person to apply an approval to the ESMT. |
| APPROVED DATE | Displays the date of the most current approval applied. |

OHB0918 ESS Address Change Report

The ESS Address Change Report is a daily list of address changes submitted by employees via the Missouri State Employees Self-Service website. *Mobius Retention Period: 3 months*

| FIELD NAME | DESCRIPTION |
|--------------------------------------|--|
| SSN | Displays the employee's social security number. |
| EFFECTIVE DATE | Displays the ADDR's effective date. |
| CURRENT ADDRESS INFORMATION | Displays the employee's address information as it existed in SAM II prior to the change request. |
| NEW ADDRESS INFORMATION | Displays the employee's address information as it exists in SAM II after the change request. |
| RELEASE HOME ADDRESS | Displays the indicator for the employee's preference regarding the release of their home address for purposes other than State employment or legal requirements. |
| MAILING ADDRESS SAME AS HOME ADDRESS | Displays the indicator that identifies whether the employee's home and mailing address are the same. |
| HOME ADDRESS LINE 1 | Displays the first line of the employee's home address. |
| HOME ADDRESS LINE 2 | Displays the second line of the employee's home address. |
| HOME CITY, STATE, ZIP | Displays the city, state and zip code of the employee's home address. |
| COUNTY | Displays the county of the employee's home address. |
| HOME COUNTRY | Displays the country of the employee's home address. |
| PHONE | Displays the employee's phone number. |
| MAIL ADDRESS LINE 1 | Displays the first line of the employee's mail address. |
| MAIL ADDRESS LINE 2 | Displays the second line of the employee's mail address. |
| MAIL CITY, STATE, ZIP | Displays the city, state and zip code of the employee's mail address. |
| MAIL COUNTRY | Displays the country of the employee's mail address. |

OHB0919 ESS Name Change Report

The ESS Name Change Report is a daily list of name changes submitted by employees via the Missouri State Employees Self-Service website. *Mobius Retention Period: 3 months*

| FIELD NAME | DESCRIPTION |
|-------------|--|
| EMPLOYEE ID | Displays the employee's social security number. |
| EFF DATE | Displays the ENCH's effective date. |
| STATUS | Displays whether the listed employee name is the existing name in SAM II or the name that was submitted as a change request. |
| NAME | Displays the employee's name including prefix, first, middle, last and suffix. |
| REASON | Displays the employee's reason for the requested name change. |

OHB432R1 New Temporary Employee Register

The New Temporary Employee Register Report is a daily list of new-hire employees who were not automatically enrolled in the deferred compensation program due to the PERM/TEMP status set to "T" on the ESMT. The report is run daily and is sorted by Agency/Org. *Mobius Retention Period: 3 months*

| FIELD NAME | DESCRIPTION |
|-----------------|--|
| NAME | Displays the name of the employee. |
| SSN (LAST 4) | Displays the last 4 digits of the employee's social security number. |
| TITLE/SUB-TITLE | Displays the employee's title, subtitle and title long description. |
| POSITION | Displays the employee's position number and position long description. |
| % FULL-TIME | Displays the percentage of full-time that the employee works. |

OHB513R1 CPER/PPER Detail Lines Not Processed Report

The CPER/PPER Detail Lines Not Processed Report displays CPER/PPER errors that occurred that prevented them from being loaded to SUSF. The report is run daily and is sorted by Agency. *Mobius Retention Period: 45 days*

| FIELD NAME | DESCRIPTION |
|-----------------|--|
| CPER/PPER | Displays the document type. |
| DOCUMENT NUMBER | Displays the document number. |
| EMPLOYEE ID | Displays the employee's social security number. |
| EVENT DATE | Displays the date of the pay or leave event. |
| EVENT | Displays the pay or leave event code. |
| HOURS | Displays the hours:minutes associated with the pay or leave event entry. |
| REASON | Displays the error that prevented the document from loading to SUSF. |

OHB535R1 Adjustment Activity Report

The Adjustment Activity Report lists employees with annual leave being removed due to exceeding the maximum annual leave amount allowed per year. The report is run annually in November. *Mobius Retention Period: 2 years*

| FIELD NAME | DESCRIPTION |
|-------------|--|
| EMPLOYEE ID | Displays the last 4 digits of the employee's social security number. |
| APT ID | Displays the employee's appointment ID number. If this field is blank then the information pertains to the employee's primary appointment. |
| NAME | Displays the employee's name. |
| LEAVE CAT | Displays the leave category code. |
| ADJUST AMT | Shows the amount of leave being removed from the employee's leave balance. |
| DOCUMENT ID | Shows the identification number assigned to the processed document. |

OHB547R1 Leave Projection Report

The Leave Projection Report is designed to give agencies a list of employees with leave hours exceeding the maximum amount allowed. The report is scheduled to run each year following the first payrolls in September and October. The report is sorted by agency and organization. *Mobius Retention Period: 3 years.*

| FIELD NAME | DESCRIPTION |
|------------------------------------|--|
| EMPLOYEE ID | Displays the employee's social security number. |
| APT ID | Displays the employee's appointment ID number. If this field is blank then the information pertains to the employee's primary appointment. |
| NAME | Displays the employee's name. |
| LEAVE CAT | Displays the leave category code. |
| HOURS OVER MAX AMOUNT | Displays the number of leave hours exceeding the maximum amount allowed by the State's leave policy for the specific leave category code. |
| PROJECTED HOURS OVER MAX AMT | Displays the projected number of leave hours that will exceed the maximum amount allowed by the State's leave policy for the specific leave category code if the employee does not utilize some of the leave time. |

OHB585 PACC Federal Aid Error Report

The PACC Federal Aid Error Report identifies PACC entries that were not processed due to federal aid edit errors. The report runs daily and is not in any sorted order. *Mobius Retention Period: 45 days.*

| FIELD NAME | DESCRIPTION |
|--------------|---|
| RUN | Displays the payroll run number. |
| JVP DOC ID | Displays the JVP document id number. |
| FM/FY | Displays the Fiscal Month/Fiscal Year. |
| FUND | Displays the Fund assignment of the accounting distribution. |
| AGY | Displays the Agency assignment of the accounting distribution. |
| ORG/SUB | Displays the Organization and Sub-organization assignment of the accounting distribution. |
| APPR UNIT | Displays the Appropriation Code assignment of the accounting distribution. |
| ACTV | Displays the Activity Code assignment of the accounting distribution. |
| FUNC | Displays the Function Code assignment of the accounting distribution. |
| OBJ/SUB | Displays the Object and Sub-object Code assignment of the accounting distribution. |
| JOB/PROJ | Displays the Job and Project Code assignment of the accounting distribution. |
| REPT | Displays the Reporting Category Code assignment of the accounting distribution. |
| ERROR REASON | Displays the reason for the error. |

OHB595R1 Payroll Mass Accounting Change Audit Report (PMAC)

The Payroll Mass Accounting Change Audit Report lists JVP PRL documents that were changed on the previous day as well as the downstream transactions that are impacted. PRL documents are grouped by agency and original document number. TV, PRD, and PRF documents are grouped by fund. The report is run daily. *Mobius Retention Period: 3 Months*

| FIELD NAME | DESCRIPTION |
|-------------------------|--|
| AGENCY | Displays the Agency from which the labor or wages are being paid. |
| ORIGINAL DOCUMENT | This is the document number assigned to the original document produced during the pay cycle. |
| ORIGINAL ACCOUNTING | Displays the accounting distribution for the original JVP document. |
| CORRECTED ACCOUNTING | Displays the accounting distribution for the corrected JVP document. |
| BFY | Displays the two-digit number of the Budget Fiscal Year of the accounting distribution. |

| | |
|---|--|
| APD | Displays the accounting period using MM/YY as the format of the accounting distribution. |
| FUND | Displays the Fund assignment of the accounting distribution. |
| AGY | Displays the Agency assignment of the accounting distribution. |
| ORG/SUB | Displays the Organization and Sub-organization assignment of the accounting distribution. |
| APPROP | Displays the Appropriation Code assignment of the accounting distribution. |
| ACTV | Displays the Activity Code assignment of the accounting distribution. |
| FUNC | Displays the Function Code assignment of the accounting distribution. |
| OBJ/SUB | Displays the Object and Sub-object Code assignment of the accounting distribution. |
| REPT | Displays the Reporting Category Code assignment of the accounting distribution. |
| JOB/PROJ | Displays the Job and Project Code assignment of the accounting distribution. |
| USER ID | Displays the User ID of the OA employee who processed the change to the original document. |
| AMOUNT | Displays the amount of the transaction. |
| NEW DOCUMENT | Displays the document number assigned to the new document. |
| <p>NOTE REGARDING PRL DOCUMENT NUMBERING: If this is the first change for this document, the document number will be unchanged. If more than one change occurs for the same document, the iteration counter increases by one each time the document goes through the change process after the first change. The document number scheme is JVP aaa PRLrrrrnnnn.</p> <ul style="list-style-type: none"> • aaa = Agency • rrr = Run Number • I = Iteration Counter • nnnn = Alphanumeric Sequence Number (excluding vowels) | |
| TRANSFER ADJUSTMENTS | Displays the document numbers of all new and reversing TV documents that were created from the previous day's changes. |
| <p>NOTE REGARDING TV DOCUMENT NUMBERING: The document number scheme for TV documents is: TV aaa TVPRrrrrnnnn</p> <ul style="list-style-type: none"> • aaa = Agency • rrr = Run Number • nnnn = Alphanumeric Sequence Number (excluding vowels) <p>An R in the first position of the Alphanumeric Sequence Number indicates a reversing entry. An N in the first position of the Alphanumeric Sequence Number indicates a new entry.</p> | |
| APD | Displays the accounting period using MM/YY as the format of the accounting distribution. |
| FUND | Displays the Fund that the transaction amount is being charged to. |
| AGY | Displays the Agency being charged with the transaction amount. |
| ORG/SUB | Displays the Organization and Sub-organization being charged with the transaction amount. |
| APPROP | Displays the Appropriation Code assignment for the transfer adjustment. |
| REV | Displays the revenue source. |
| OBJ/SUB | Displays the Object and Sub-object Code assignment for the transfer adjustment. |
| TO FUND | Displays the Fund Code the transaction amount is being moved to. |
| AMOUNT | Displays the amount of the transaction. |
| FRINGE ADJUSTMENTS | Displays the document numbers of all new and reversing PRF documents that were created from the previous day's changes. NOTE: Document numbering on these documents does not necessarily reflect the Home Agency. The document number will be displayed for the first agency on the PRF document. |
| <p>NOTE REGARDING PRF DOCUMENT NUMBERING: The document number scheme for PRF documents is: PRF aaa PRFrrrrnnnn</p> <ul style="list-style-type: none"> • aaa = Agency • rrr = Run Number • nnnnn = Alphanumeric Sequence Number (excluding vowels) <p>An R in the first position of the Alphanumeric Sequence Number indicates a reversing entry. An N in the</p> | |

| first position of the Alphanumeric Sequence Number indicates a new entry. | |
|---|--|
| APD | Displays the accounting period using MM/YY as the format of the accounting distribution. |
| FUND | Displays the Fund that the transaction amount is being charged to. |
| AGY | Displays the Agency being charged with the transaction amount. |
| ORG/SUB | Displays the Organization and Sub-organization being charged with the transaction amount. |
| APPROP | Displays the Appropriation Code assignment for the fringe adjustment. |
| ACTV | Displays the Activity Code assignment for the fringe adjustment. |
| FUNC | Displays the Function Code assignment for the fringe adjustment. |
| OBJ/SUB | Displays the Object and Sub-object Code assignment for the fringe adjustment. |
| BAL ACCT | Displays the Balance Sheet Account for the benefit being adjusted. |
| REPT CATG | Displays the Reporting Category Code assignment for the fringe adjustment. |
| JOB/PROJ | Displays the Job and Project Code assignment for the fringe adjustment. |
| AMOUNT | Displays the amount of the transaction. |
| DEDUCTION ADJUSTMENTS | Displays correctly allocated payment voucher payments when funds are changed through PMAC. |
| NOTE REGARDING PRD DOCUMENT NUMBERING: The document agency is always Office of Administration—agency code 300. The document number scheme is JVP 300 PRDrrrrnnnnn. | |
| <ul style="list-style-type: none"> • rrr = Run Number • nnnnn = Alphanumeric Sequence Number (excluding vowels) | |
| APD | Displays the accounting period using MM/YY as the format of the accounting distribution. |
| FUND | Displays the Fund that the transaction amount is being charged to. |
| AGY | Displays the Agency being charged with the transaction amount. |
| ORG/SUB | Displays the Organization and Sub-organization being charged with the transaction amount. |
| APPROP | Displays the Appropriation Code assignment for the fringe adjustment. |
| ACTV | Displays the Activity Code assignment for the fringe adjustment. |
| FUNC | Displays the Function Code assignment for the fringe adjustment. |
| OBJ/SUB | Displays the Object and Sub-object Code assignment for the fringe adjustment. |
| BAL ACCT | Displays the Balance Sheet Account for the benefit being adjusted. |
| REPT CATG | Displays the Reporting Category Code assignment for the fringe adjustment. |
| JOB/PROJ | Displays the Job and Project Code assignment for the fringe adjustment. |
| AMOUNT | Displays the amount of the transaction. |

OHB595R2 Payroll Accounting Adjustment Audit Report (PACC)

The Payroll Accounting Adjustment Audit Report lists JVP PRL documents that were changed on the previous day at the request of the agencies. PRL documents are grouped by agency and original document number. TV, PRD and PRF documents are grouped by fund. The report is run daily. *Mobius Retention Period: 3 Months*

| FIELD NAME | DESCRIPTION |
|-------------------------|--|
| AGENCY | Displays the Agency from which the labor or wages are being paid. |
| ORIGINAL DOCUMENT | This is the document number assigned to the original document produced during the pay cycle. |
| ORIGINAL ACCOUNTING | Displays the accounting distribution for the original JVP document. |
| CORRECTED ACCOUNTING | Displays the accounting distribution for the corrected JVP document. |
| BFY | Displays the two-digit number of the Budget Fiscal Year of the accounting distribution. |
| APD | Displays the accounting period using MM/YY as the format of the accounting distribution. |
| FUND | Displays the Fund assignment of the accounting distribution. |

| | |
|---|--|
| AGY | Displays the Agency assignment of the accounting distribution. |
| ORG/SUB | Displays the Organization and Sub-organization assignment of the accounting distribution. |
| APPROP | Displays the Appropriation Code assignment of the accounting distribution. |
| ACTV | Displays the Activity Code assignment of the accounting distribution. |
| FUNC | Displays the Function Code assignment of the accounting distribution. |
| OBJ/SUB | Displays the Object and Sub-object Code assignment of the accounting distribution. |
| REPT | Displays the Reporting Category Code assignment of the accounting distribution. |
| JOB/PROJ | Displays the Job and Project Code assignment of the accounting distribution. |
| USER ID | Displays the User ID of the OA employee who processed the change to the original document. |
| AMOUNT | Displays the amount of the transaction. |
| REVERSAL DOCUMENT | Displays the document number assigned to the reversal document and the amount of the transaction. |
| NEW DOCUMENT | Displays the document number assigned to the new document and the amount of the transaction. |
| <p>NOTE REGARDING PRR AND PRL DOCUMENT NUMBERING: When a reversing document is created the document number of the reversing document is the same as the original document with the iteration position increased by one (1) on the PRR document. When the new document is created the document number is the same as the reversing document with the iteration position increased by one (1) on the new PRF document. The document number scheme for the reversing PRR document is JVP aaa PRRrrrnnnn. The document number scheme for the new PRL document is JVP aaa PRLrrrnnnn.</p> <ul style="list-style-type: none"> • aaa = Agency • rrr = Run Number • i = Iteration Counter • nnnn = Alphanumeric Sequence Number (excluding vowels) | |
| TRANSFER ADJUSTMENTS | Displays the document numbers of all new and reversing TV documents that were created from the previous day's changes. |
| <p>NOTE REGARDING TV DOCUMENT NUMBERING: The document number scheme for TV documents is: TV aaa TVPRrrrnnnn</p> <ul style="list-style-type: none"> • aaa = Agency • rrr = Run Number • nnnn = Alphanumeric Sequence Number (excluding vowels) <p>An X in the first position of the Alphanumeric Sequence Number signifies a reversing TV document. A C in the first position of the Alphanumeric Sequence Number signifies a new TV document.</p> | |
| APD | Displays the accounting period using MM/YY as the format of the accounting distribution. |
| FUND | Displays the Fund that the transaction amount is being charged to. |
| AGY | Displays the Agency being charged with the transaction amount. |
| ORG/SUB | Displays the Organization and Sub-organization being charged with the transaction amount. |
| APPROP | Displays the Appropriation Code assignment for the transfer adjustment. |
| REV | Displays the revenue source. |
| OBJ/SUB | Displays the Object and Sub-object Code assignment for the transfer adjustment. |
| TO FUND | Displays the Fund Code the transaction amount is being moved to. |
| AMOUNT | Displays the amount of the transaction. |
| FRINGE ADJUSTMENTS | Displays the document numbers of all new and reversing PRF documents that were created from the previous day's changes. NOTE: Document numbering on these documents does not necessarily reflect the Home Agency. The document number will be displayed for the first agency on the PRF document. |
| <p>NOTE REGARDING PRF DOCUMENT NUMBERING: The document number scheme for PRF documents is: PRF aaa PRFrrrnnnn</p> | |

| | |
|---|--|
| <ul style="list-style-type: none"> • aaa = Agency • rrr = Run Number • nnnnn = Alphanumeric Sequence Number (excluding vowels) <p>An X in the first position of the Alphanumeric Sequence Number signifies a reversing PRF document. A C in the first position of the Alphanumeric Sequence Number signifies a new PRF document.</p> | |
| APD | Displays the accounting period using MM/YY as the format of the accounting distribution. |
| FUND | Displays the Fund that the transaction amount is being charged to. |
| AGY | Displays the Agency being charged with the transaction amount. |
| ORG/SUB | Displays the Organization and Sub-organization being charged with the transaction amount. |
| APPROP | Displays the Appropriation Code assignment for the fringe adjustment. |
| ACTV | Displays the Activity Code assignment for the fringe adjustment. |
| FUNC | Displays the Function Code assignment for the fringe adjustment. |
| OBJ/SUB | Displays the Object and Sub-object Code assignment for the fringe adjustment. |
| BAL ACCT | Displays the Balance Sheet Account for the benefit being adjusted. |
| REPT CATG | Displays the Reporting Category Code assignment for the fringe adjustment. |
| JOB/PROJ | Displays the Job and Project Code assignment for the fringe adjustment. |
| AMOUNT | Displays the amount of the transaction. |
| DEDUCTION ADJUSTMENTS | Displays correctly allocated payment voucher payments when funds are changed through PAAC. |
| <p>NOTE REGARDING PRD DOCUMENT NUMBERING: The document agency is always Office of Administration—agency code 300. The document number scheme is JVP 300 PRDrrrrnnnnn.</p> <ul style="list-style-type: none"> • rrr = Run Number • nnnnn = Alphanumeric Sequence Number (excluding vowels) | |
| APD | Displays the accounting period using MM/YY as the format of the accounting distribution. |
| FUND | Displays the Fund that the transaction amount is being charged to. |
| AGY | Displays the Agency being charged with the transaction amount. |
| ORG/SUB | Displays the Organization and Sub-organization being charged with the transaction amount. |
| APPROP | Displays the Appropriation Code assignment for the fringe adjustment. |
| ACTV | Displays the Activity Code assignment for the fringe adjustment. |
| FUNC | Displays the Function Code assignment for the fringe adjustment. |
| OBJ/SUB | Displays the Object and Sub-object Code assignment for the fringe adjustment. |
| BAL ACCT | Displays the Balance Sheet Account for the benefit being adjusted. |
| REPT CATG | Displays the Reporting Category Code assignment for the fringe adjustment. |
| JOB/PROJ | Displays the Job and Project Code assignment for the fringe adjustment. |
| AMOUNT | Displays the amount of the transaction. |

OHB622R1 Federal Exempt/EIC Employee Report

The Federal Exempt/EIC Employee Report identifies all employees (active or terminated) with a filing status of exempt on their federal W-4 form or those taking the Earned Income Credit Advance Payment for a specific calendar year. This report runs annually and sorts by agency and organization. *Mobius Retention Period: 3 years*

| FIELD NAME | DESCRIPTION |
|---------------|---|
| EMPLOYEE NAME | Displays the employee's last name, first name and middle initial. |
| EMPLOYEE ID | Displays the employee's social security number. |
| EXEMPT | Contains an X in the field if the employee is exempt eligible. |
| EIC | Contains an X in the field if the employee is EIC eligible. |
| TAX EFF DATE | |
| TAX EXP DATE | |
| W-4 DATE | |

OHB801R1 Training Tracking Report

The Training Tracking Report lists training records cumulatively starting at the beginning of each new fiscal year. The report sorts by agency and organization and runs monthly. *Mobius Retention Period: 3 months*

| FIELD NAME | DESCRIPTION |
|---------------------|--|
| EMPLOYEE SSN | Displays the last 4 digits of the employee's social security number. |
| EMPLOYEE NAME | Displays the name of the employee. |
| TITLE | Displays the employee's title code and title description. |
| COURSE | Displays the course code and course title. |
| TRAINING DATE | Displays the beginning and end date of the course attended by the employee. |
| HOURS | Displays the length of the course in hours. |
| COST | Displays the State's cost for the course. |
| SCHOOL | Displays the school code and school long description where the course was given. |
| ORGANIZATION TOTALS | Displays total hours and total cost by organization. |
| AGENCY TOTALS | Displays total hours and total cost by agency. |
| STATE TOTALS | Displays total hours and total cost for all agencies. |

OHB817R1 Perform Rater Without Reviewer Report

The Perform Rater Without Reviewer Report lists employees who have a rater designated in PERforM but no reviewer. For these employees, unless changes are made to the PUD3, an appraisal could be started in the system, but it could not be completed because there would be no one to review it. *Mobius Retention Period: 2 regular pay cycles*

| FIELD NAME | DESCRIPTION |
|-------------------|--|
| POSN NUMBER | Displays the position number of the employee receiving an appraisal. |
| EMP LAST NAME | Displays the last name of the employee receiving an appraisal. |
| EMP FIRST NAME | Displays the first name of the employee receiving an appraisal. |
| EMP MIDDLE NAME | Displays the middle name or middle initial of the employee receiving an appraisal. |
| RATER LAST NAME | Displays the last name of the appraisal rater. |
| RATER FIRST NAME | Displays the first name of the appraisal rater. |
| RATER MIDDLE NAME | Displays the middle name or middle initial of the appraisal rater. |

OHB819R Employees Not Paid

The Employees Not Paid Report replaces the PARS Employees Not Paid Report (OAP503R2). This report is divided into two sections. One section lists all employees within an agency and organization that have an active employment status and did not receive any pay. The other section lists all employees within an agency and organization whose employment status code (EMPS) on their employment status maintenance transaction (ESMT) is considered to be “leave of absence.” (This report does not include employees that have been put on leave without pay on a timesheet.) *Mobius Retention Period: 2 regular pay cycles*

| FIELD NAME | DESCRIPTION |
|--------------------|--|
| EMPLOYEE ID | Displays the last 4 digits of the employee’s social security number. |
| APT ID | Displays the employee’s appointment ID number. If this field is blank then the information pertains to the employee’s primary appointment. |
| EMPLOYEE NAME | Displays the employee’s name. |
| TITLE/DESCRIPTION | Displays the employee’s title code and the short description of the title. |
| AMT BASIS | Displays the Amount Basis ID that indicates the employee’s time-based pay rate (i.e. hourly or pay period amount). |
| PAY RATE | Displays the employee’s rate of pay. |
| POSITIVE/EXCEPTION | Indicates whether an employee is exception or positive paid. |
| JOB STATUS | Displays the job status code to indicate the status of the employee’s appointment (i.e. temporary, probationary, etc.). |
| LAST PAID DATE | Displays the last date that the employee received pay. |
| EMPL STATUS | Displays the employee’s employment status code (i.e. active, inactive, etc.). |
| %FTE | Displays the percentage of full-time that the employee works. For example: 1.0 is full-time, 0.5 is half-time. |
| EFFECTIVE DATE | Displays the effective date from the employee’s most recent Employment Status Maintenance Transaction (ESMT). |

OHB945R1 Daily Transaction Load Report

The Daily Transaction Load Report lists all deductions that are automatically loaded to the SAMII system during the nightly cycle. *Mobius Retention Period: 3 months*

| FIELD NAME | DESCRIPTION |
|--------------|--|
| TR TYPE | Displays the transaction type. |
| EMPLOYEE ID | Displays the employees social security number. |
| TRANS ID | Displays the system-assigned internal transaction identification number. |
| TRANS STATUS | Displays the status of the transaction; i.e. Accepted. |
| DEDT | Displays the transaction’s associated deduction type code. |
| DPLN | Displays the transaction’s associated deduction plan code. |
| EFF DATE | Displays the deduction affective date. |
| EXP DATE | Displays the deduction expiration date. |
| AMT | Displays the dollar amount of the deduction. |

OHB962R1 Employees Not On Direct Deposit

The Employees Not On Direct Deposit Report is used to replace the PARS Employees Not On Direct Deposit Report (OAP893R1). This report lists all employees that do not have an active Net Pay Electronic Funds Transfer (EFT) Transaction. It runs every pay cycle. *Mobius Retention Period: 2 regular pay cycles*

| FIELD NAME | DESCRIPTION |
|---------------|--|
| EMPLOYEE NAME | Displays the name of the employee. |
| EMPLOYEE ID | Displays the last 4 digits of the employee’s social security number. |
| APT ID | Displays the employee’s appointment ID. |

| | |
|-------------------------|--|
| TOTAL FOR AGENCY | Displays the total number of records for the agency. |
| TOTAL FOR REPORTING ORG | Displays the total number of records for the reporting organization. |
| TOTAL FOR ORGANIZATION | Displays the total number of records for the organization. |
| TOTAL FOR STATE | Displays the total number of records for State of Missouri. |

OH966R1 Terminated Employees with Non-Zero Leave Balances

The Terminated Employees with Non-Zero Leave Balances lists employees with remaining leave balances following termination. Agencies are strongly encouraged to utilize this report to audit these employees and ensure complete and accurate data in the SAMII HR Payroll system prior to the leave details being purged from the QLDT window. Once leave details are purged, it is not possible for the separating agency to make any timesheet entries for the dates affected by the purge. This report runs on request and sorts by agency and organization. *Mobius Retention Period: 3 months*

| FIELD NAME | DESCRIPTION |
|-------------------|--|
| NAME | Displays the name of the employee. |
| SSN | Displays the last 4 digits of the employee's social security number. |
| APT ID | Displays the employee's appointment ID. |
| TERM ORG | Displays the organization code the employee terminated. |
| TERM DATE | Displays the date of termination. |
| ANNUL | Displays the annual leave balance. |
| SICK | Displays the sick leave balance. |
| FCOMP | Displays the Federal compensation balance. |
| SCOMP | Displays the State compensation balance. |
| HCOMP | Displays the Holiday compensation balance. |

OH807 Annual Wage & Tax Report by Agy/Org

The Annual Wage & Tax Report by Agency and Organization Report replaces the PARS Annual Wage & Tax Report by Dept, Div, Sect (OAP558R1). This report provides an annual summary, by agency and organization, of Employees' W2 information. This includes wage and tax withholdings as well as a summary of employees' Fringe Benefit and Deferred Compensation information. The report facilitates quick review of W2 information and distribution, it runs annually. *Mobius Retention Period: 3 years*

| FIELD NAME | DESCRIPTION |
|-------------------|--|
| EMPLOYEE SSN | Displays the employee's social security number. |
| EMPLOYEE NAME | Displays the name of the employee. |
| FEDERAL/STATE | Displays the employee's Federal and State taxable wages for the year. |
| LOCAL | Displays the employee's local taxable wages for the year. |
| OASDI | Displays the employee's OASDI (social security) taxable wages for the year. |
| MEDICARE | Displays the employee's Medicare taxable wages for the year. |
| FEDERAL/STATE | Displays the employee's Federal and State taxes withheld for the year. |
| LOCAL | Displays the employee's Local tax withheld for the year. |
| OASDI | Displays the employee's OASDI tax withheld for the year. |
| MEDICARE | Displays the employee's Medicare tax withheld for the year. |
| LOCAL TX CD | Displays the city abbreviation, if any, for which the employee pays a city tax. |
| ANNUITY | Displays the Event Category (CATG) code for any tax sheltered annuities the employee is enrolled in. This includes Deferred Compensation plan. |
| DEP CARE | Displays the amount, if any, of the employee's Dependent Care through the Cafeteria Plan. |
| EIC | Displays the employee's amount, if any, of Earned Income Credit. |
| FRINGE CODE | Displays the Event Category (CATG) code, if any, for the employee's fringe benefits. |

| | |
|---------------------------------|---|
| | The codes listed here include fringe benefits as defined by the IRS for W2 reporting purposes, such as an employee's phone allowance. |
| FRINGE A | Displays the dollar amount of the fringe benefit. |
| PEN FL | Indicates whether or not the employee is enrolled in a pension plan. |
| TOTALS FOR REPORTING ORG (1-12) | Displays the totals of all of the above information for each reporting organization. |
| TOTALS FOR AGENCY | Displays the totals of all of the above information for the agency. |
| TOTALS FOR ORG | Displays the totals of all of the above information for the organization. |
| STATE TOTALS | Displays the totals of all of the above information for State of Missouri. |

OHUB811 Allocated Position Listing

The Allocated Position Listing Report replaces the PARS PMS Allocated Position Listing Report (OPM062R3). It provides a list of all positions with a Position Status (PSTS) other than INACT (in-active). The information for this report is obtained from fields on the Position Status Inquiry (QPST) window and the Position Roster Inquiry (QPSR) window. It runs after each pay cycle. *Mobius Retention Period: 3 months*

| FIELD NAME | DESCRIPTION |
|-----------------|--|
| POSITION NUMBER | Displays the position number. |
| TITL/STTL | Displays the job title and sub-title codes for the position. |
| TITLE DESCRIP | Displays a brief description of the job title. |
| POS STAT | Displays the position status code. Valid position status codes can be found on the Position Status (PSTS) window |
| CIV SERV | Displays the Civil Service Status code for the position. This code distinguishes whether a position is UCP or Non-UCP, and for UCP, whether it is merit or non-merit. |
| LOC | Displays the code that corresponds with the physical location of the new position. This is a 6 character field. The first character identifies the agency. The second through fourth characters indicate the city and county code. The fifth character indicates the street address and the sixth character is a sequential character if more than one location exists on the same street. Valid location codes can be found on the Location (LOC) window. |
| CTY | Displays the county code for the position. |
| EMPLOYEE NAME | Displays the name of the employee that holds the position. If no incumbent occupies the position then the field will say vacant. |
| APT ID | Displays the employee's appointment ID number. A blank appointment ID indicates a primary appointment. |
| DATE VACATED | If the position is vacant this field displays the date when it became vacant. Otherwise it will be blank. |
| JOB STAT | Displays the code that reflects the status of the employee (temporary, regular, probationary, etc.) |
| %FTE | Displays the percentage of full time employment for the employee. |
| APT TYP | Displays the employee's assignment type (i.e. permanent or temporary). |
| GRADE | Displays the pay grid and range associated with this position. |
| STEP | Displays the employee's pay step code. |
| PAY RATE | Displays the employee's actual dollar amount rate of pay. |

OHUB821 Time and Attendance Activity

The Time & Attendance Activity Report replaces the PARS Time & Attendance Activity by Cost Center Report. The report facilitates a new reconciliation process to be developed with the automated Transfer Vouchers created from SAM II. The report is based upon the employee's fringe benefit costs that are derived from each fund, agency, organization and appropriation. This report runs after each pay cycle. *Mobius Retention Period: 3 months*

| FIELD NAME | DESCRIPTION |
|---------------------|---|
| FUND | Displays the code for the fund from which the fringe is paid. |
| APPROPRIATION | Displays the appropriation unit code representing a specific dollar amount designated by law to a specific purpose. |
| NAME | Displays the employee's name. |
| ID | Displays the last 4 digits of the employee's social security number. |
| APPT | Displays the employee's Appointment ID that the deduction is associated with. If this field is blank, the information pertains to the employee's primary appointment. |
| ACTV | Displays the activity code to which the specified appropriation is to be charged. |
| RPT CAT | Displays the reporting category to which the specified appropriation is to be charged. |
| JOB | Displays the job category to which the specified appropriation is to be charged. |
| FUNC | Displays the function code representing the budget for a group- related activity that is aimed at accomplishing a major service or regulatory responsibility. |
| EARNINGS | Displays the employee's total earnings (this figure does not include fringe earnings). |
| OASDI | Displays the employer's fringe pay amount of OASDI. |
| MEDICARE | Displays the employer's fringe pay amount of Medicare tax. |
| LTD | Displays the employer's fringe pay amount of long term disability insurance. |
| RETIR | Displays the employer's fringe pay amount of retirement contribution. |
| LIFE | Displays the employer's fringe pay amount of life insurance. |
| HEALTH | Displays the employer's fringe pay amount of health insurance. |
| 401A | Displays the employer's fringe pay amount of 401A contribution. |
| MHLRR | Displays the employer's contribution for retirees health care. |
| APPROPRIATION TOTAL | Displays the total dollar amount for each fringe pay type for a specific appropriation. |
| FUND TOTAL | Displays the total dollar amount for each fringe pay type that has been allocated from a specified fund. |

OHUB829 Time & Attendance Adjustment Activity Accounting Changes

The Time & Attendance Adjustment Activity report is accompanies the Time & Attendance Activity Report (OHUB821). The Time & Attendance Adjustment Activity Report provides employee's fringe benefit costs that are derived from each fund, agency, organization and appropriation based on documents recorded by PACC/PMAC that were changed on the previous day at the request of the agencies.

| FIELD NAME | DESCRIPTION |
|-----------------|---|
| RUN NUM | Displays the payroll run number. |
| FY | Displays the Fiscal Year associated with the data. |
| AGENCY | Displays the employee's home agency code as entered on the PRL document. |
| ORGANIZATION | Displays the employee's home organization code as entered on the PRL document. |
| LVL 01 – LVL 05 | Displays the roll up of the organization codes that apply to the home organization code. |
| FUND | Displays the code for the fund from which the fringe is paid. |
| APPROPRIATION | Displays the appropriation unit code representing a specific dollar amount designated by law to a specific purpose. |
| NAME | Displays the employee's name. |
| ID | Displays the last 4 digits of the employee's social security number. |
| APPT | Displays the employee's Appointment ID that the deduction is associated with. If this field is blank, the information pertains to the employee's primary appointment. |

| | |
|---------------------|---|
| ACTV | Displays the activity code to which the specified appropriation is to be charged. |
| RPT CAT | Displays the reporting category to which the specified appropriation is to be charged. |
| JOB | Displays the job category to which the specified appropriation is to be charged. |
| FUNC | Displays the function code representing the budget for a group- related activity that is aimed at accomplishing a major service or regulatory responsibility. |
| EARNINGS | Displays the employee's total earnings (this figure does not include fringe earnings). |
| OASDI | Displays the employer's fringe pay amount of OASDI. |
| MEDICARE | Displays the employer's fringe pay amount of Medicare tax. |
| LTD | Displays the employer's fringe pay amount of long term disability insurance. |
| RETIR | Displays the employer's fringe pay amount of retirement contribution. |
| LIFE | Displays the employer's fringe pay amount of life insurance. |
| HEALTH | Displays the employer's fringe pay amount of health insurance. |
| 401A | Displays the employer's fringe pay amount of 401A contribution. |
| MHLRR | Displays the employer's contribution for retirees health care. |
| APPROPRIATION TOTAL | Displays the total dollar amount for each fringe pay type for a specific appropriation. |
| FUND TOTAL | Displays the total dollar amount for each fringe pay type that has been allocated from a specified fund. |
| HOME ORG TOTAL | Displays the total dollar amount for each fringe pay type that has been allocated to the agency's home organization. |
| RPT ORG 2 TOTAL | Displays the total dollar amount for each fringe pay type that has been allocated to the agency's second level organization. |
| AGENCY TOTAL | Displays the total dollar amount for each fringe pay type that has been allocated to the agency. |

OHUB831 Time & Attendance Accepted Transactions

Time & Attendance Accepted Transactions Report replaces the PARS Daily Posting Summary Report (OAP832R1). This report lists all elements of accepted documents, including the document line details as well as any override information entered at the timesheet level. This report runs daily. *Mobius Retention Period: 2 regular pay cycles*

| FIELD NAME | DESCRIPTION |
|-------------------|--|
| AHRS BATCH ID | This field is not used by State of Missouri. |
| DOC ID | Displays the document identification number. |
| EMP NAME/ID/APPT | Displays the employee's name, last 4 digits of the employee's social security number, and appointment ID number. |
| DOC LINE | Displays the number of the detailed document line. |
| EVENT DATE | Displays the date when the event occurred. |
| EVENT TYPE | Displays the event type for the date specified. |
| INPUT AMT | Displays the number of hours and minutes of the time or leave event. This will be displayed as hours.minutes (i.e. 4.25 = 4 hours and 25 minutes). |
| TITLE/STTL | This field will be blank. Title and sub-title cannot be overridden at the timesheet level. |
| RATE | This field will be blank. Rate cannot be overridden at the timesheet level. |
| POSN ID | This field will be blank. Position cannot be overridden at the timesheet level. |
| GRADE | This field will be blank. Grade cannot be overridden at the timesheet level. |
| STEP | This field will be blank. Step cannot be overridden at the timesheet level. |
| SUP ID | This field is not used by State of Missouri. |
| RP FL | This field defines whether or not the reduce base pay flag has been checked. |
| LD PROF | Displays the Labor Distribution Profile code being used, if any, to override the employee or position assignment. |
| FUND | Displays the Fund being used, if any, to override the employee or position assignment. |
| AGY | Displays the Agency code being used, if any, to override the employee or position assignment. |
| ORG/SORG | Displays the Organization and Sub-Organization codes being used, if any, to override the |

| | |
|-----------|---|
| | employee or position assignment. |
| APPR UNIT | Displays the Appropriation Unit code being used, if any, to override the employee or position assignment. |
| ACT | Displays the Activity code being used, if any, to override the employee or position assignment. |
| FUNC | Displays the Function code being used, if any, to override the employee or position assignment. |
| OBJ/SOBJ | Displays the Object and Sub-Object codes being used, if any, to override the employee or position assignment. |
| JOB NUM | Displays the job number being used, if any, to override the employee or position assignment. |
| REPT CATG | Displays the Reporting Category being used, if any, to override the employee or position assignment. |