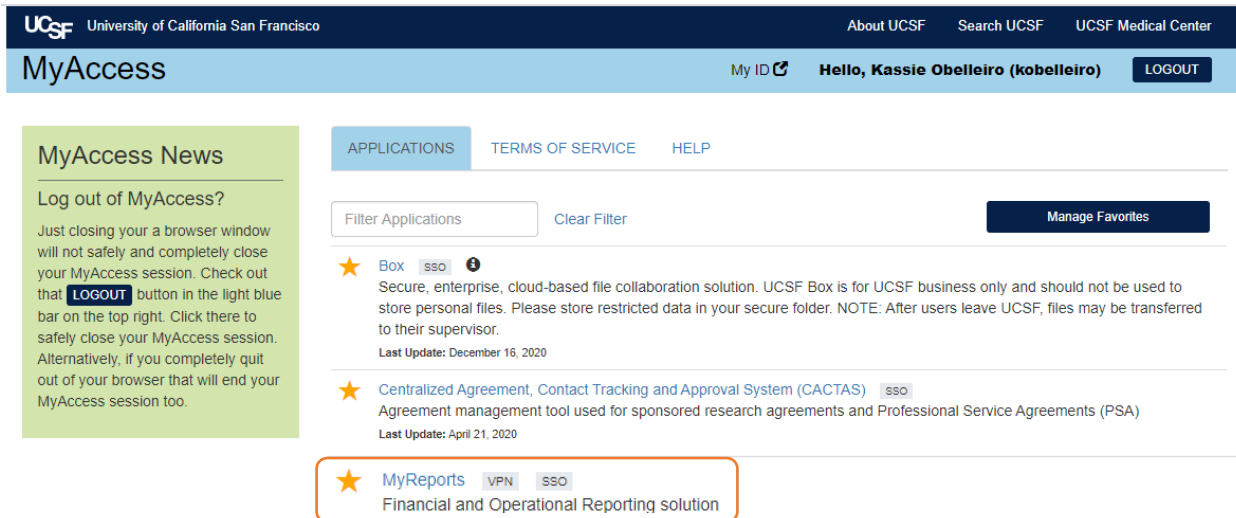


Use the “Employee and Position Distribution Report” to confirm the Composite Benefit Rate Group (CBR) and the “Employee and Position Roster Report” to confirm the annual base salary of UCSF Personnel.

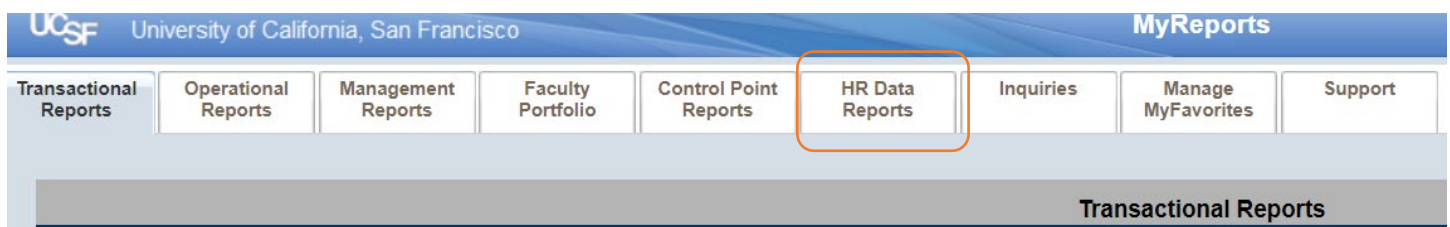
Instructions

1. From “My Access”, select “My Reports”.



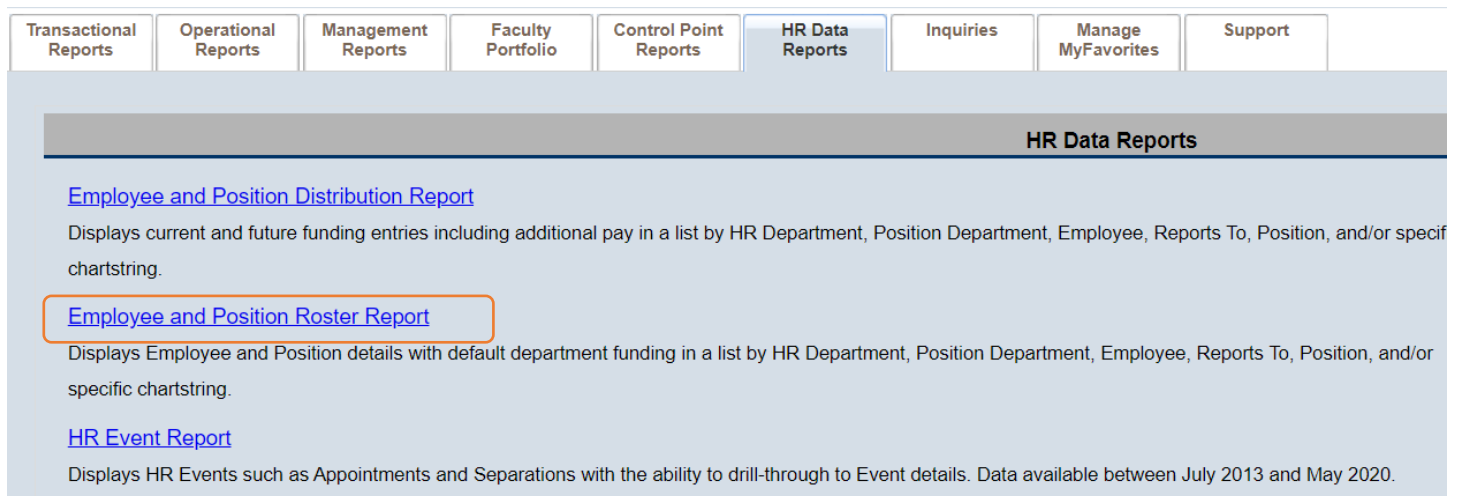
The screenshot shows the MyAccess portal interface. At the top, there is a navigation bar with the UCSF logo, "University of California San Francisco", and links for "About UCSF", "Search UCSF", and "UCSF Medical Center". Below this is a "MyAccess" header with a "My ID" icon, the user name "Hello, Kassie Obelleiro (kobelleiro)", and a "LOGOUT" button. A "MyAccess News" sidebar on the left contains a "Log out of MyAccess?" notice. The main content area has tabs for "APPLICATIONS", "TERMS OF SERVICE", and "HELP". Below the tabs is a "Filter Applications" input field, a "Clear Filter" button, and a "Manage Favorites" button. A list of applications is shown, including "Box" (SSO), "Centralized Agreement, Contact Tracking and Approval System (CACTAS)" (SSO), and "MyReports" (VPN, SSO). The "MyReports" link is highlighted with an orange box.

2. Select “HR Data Reports”.



The screenshot shows the MyReports portal interface. At the top, there is a navigation bar with the UCSF logo, "University of California, San Francisco", and the "MyReports" title. Below this is a horizontal menu with tabs for "Transactional Reports", "Operational Reports", "Management Reports", "Faculty Portfolio", "Control Point Reports", "HR Data Reports", "Inquiries", "Manage MyFavorites", and "Support". The "HR Data Reports" tab is highlighted with an orange box. Below the menu is a large grey bar with the text "Transactional Reports".

3. Select “Employee and Position Roster Report”.



The screenshot shows the HR Data Reports portal interface. At the top, there is a navigation bar with tabs for "Transactional Reports", "Operational Reports", "Management Reports", "Faculty Portfolio", "Control Point Reports", "HR Data Reports", "Inquiries", "Manage MyFavorites", and "Support". The "HR Data Reports" tab is highlighted. Below the navigation bar is a large grey bar with the text "HR Data Reports". The main content area contains three links: "Employee and Position Distribution Report", "Employee and Position Roster Report", and "HR Event Report". The "Employee and Position Roster Report" link is highlighted with an orange box. Below each link is a brief description of the report's content.

4. Create your search/query.

a. Position Specific Filters

- i. Select all UCSF Personnel (on the budget).
- ii. Select "Show Rate at 1.0 FTE" to give you the annual base salary.

The screenshot shows the 'Employee and Position Distribution Report' interface. On the left, under 'Position Specific Filters', there are sections for 'HR Dept' and 'Position Dept', each with a search box and 'Add'/'Remove' buttons. In the center, there are filters for 'Employee', 'Reports To', and 'Position'. The 'Employee' filter is highlighted with an orange box and shows 'Multiple Values Selected'. On the right, there are sections for 'Default Dept Funding' (Yes/No) and 'Distribution Indicator' (Current/Future/Unfunded). At the bottom right, the 'Show Rates as 1.0 FTE' checkbox is highlighted with an orange box and is checked.

b. Employee Specific Filters

- i. Select all Employee Statuses
- ii. Select "Display Codes and Descriptions".
- iii. In Display Columns, ensure "Annual Rate", "CBR%" and "CBR Group" are selected.

The screenshot shows the 'Employee and Position Distribution Report' interface. On the left, under 'Employee Specific Filters', there are sections for 'Employee Status', 'Employee Class', and 'Employee Class Indicator'. The 'Employee Status' dropdown is highlighted with an orange box and shows 'A - Active' selected. In the center, there are filters for 'Employee Type', 'Job Indicator', 'Job Code', 'ERN Code', 'Salary Admin Plan', 'Grade', 'Step', and 'Report Sort'. On the right, there are sections for 'Display Codes and Descriptions' (highlighted with an orange box and set to 'Display codes and descriptions') and 'Display Columns'. In the 'Display Columns' section, 'Annual Rate', 'CBR %', and 'CBR Group' are highlighted with orange boxes and are checked.

5. To save this query for future use, scroll to the bottom and select "Save as My Favorite". (OPTIONAL)

6. To generate the report, select the Report Output and then "Run Report".

The screenshot shows the 'Report Output Selection' section. On the left, there is a link 'Save As My Favorite' highlighted with an orange box. In the center, there are radio buttons for 'On Screen HTML' (selected and highlighted with an orange box), 'PDF', 'Excel', and 'Unformatted Data'. Below the radio buttons, there is a note: '▲ At least one of these fields must be selected'. On the right, there is a 'Run Report' button highlighted with an orange box, with 'Clear' and 'Cancel' links below it.

7. View the results table.

- a. The Annual Rate column includes the annual base salary.
- b. The CBR Group field includes the benefits group.
- c. The CBR % column includes the CBR rate. The rate shown here does not include the [Faculty Childbearing and Childrearing Assessment](#).