

SCHOOL/COLLEGE PAGEUP REPORTS

Report	Description	Delivery Format
Pending Regular Payroll Offers	Provides a list of all <i>offer</i> requests pending School/College approval. This report is helpful if there are multiple approvers or if the primary approver is out of the office.	Emailed Daily
Pending Regular Payroll Searches	Provides a list of all <i>search</i> requests pending School/College approval. This report is helpful if there are multiple approvers or if the primary approver is out of the office.	Emailed Daily
Pending Special Payroll Offers	Provides a list of all <i>special payroll</i> requests pending School/College approval. This report is helpful if there are multiple approvers or if the primary approver is out of the office.	Emailed Daily
Regular Payroll Hired Report	Provides all regular payroll candidates who have accepted offers and includes most fields entered on the hire request.	Emailed Weekly
Special Payroll Offers Approved	In the School of Business, offers are made by staff in the Dean's Office. This report serves as a notification to those staff members that the special payroll request has been approved.	Emailed 2x/Day
Special Payroll Request Status (v1)	As the regional campuses hire many special payroll, and specifically adjuncts, they receive a weekly report to show the status of currently* submitted requests. This report also provides the offer ID to identify which record to select in SmartHR templates.	Emailed Weekly to Regional Campuses
Special Payroll Request Status (v2)	Shows the status of <i>all</i> special payroll requests. This report also provides the offer ID to identify which record to select in SmartHR templates.	Reports Tab on Search Request
Regular Payroll Job Status	Provides a holistic picture of all regular payroll searches in process.	Emailed Weekly
Applicant List per Search	Provides a listing of all applicants that applied to a specific search, except for incomplete/draft.	Reports Tab on Search Request
SmartHR – Offer ID	Based on title, appointment dates, and stipend/allotment, this report identifies which record to select in SmartHR templates.	Reports Tab on Search Request
Applicant EEO Report	This report, accessible to all those who have access to the search request, provides applicant statistics regarding gender, race, and whether the applicant is Hispanic/Latino.	Reports Tab on Search Request
Faculty Applicant EEO Report for Open Searches by School/College	This report provides applicant statics regarding gender, race, and Hispanic/Latino designations for all currently open faculty searches within a School/College/Division.	Emailed Weekly
Staff Applicant EEO Report for Open Searches by School/College	This report provides applicant statics regarding gender, race, and Hispanic/Latino designations for all currently open staff (UCPEA and Management/Confidential) searches within a School/College/Division.	Emailed Weekly

Report: Pending Regular Payroll Offers

Delivery Format: Emailed daily

Filters:

- Recruitment Process = Unclassified Audit, Unclassified Search, Classified Audit, Classified Search.
- Current Approver = name listed as the School/College/Division approver in the PageUp Offer Approval Workflow

Fields:

FIELD	DESCRIPTION/EXAMPLE	CORE?
Search #	The search # is the terminology that UConn uses to differentiate amongst jobs.	Yes
Department	The department name. This field comes from the search request. **More guidance to come as it relates to work department/non-academic.	No
Posting Title	The title used in the advertisement on the search request.	No
Payroll Title	The actual title that is recorded in UConn and State systems.	Yes
Applicant Name	The candidate who the department is submitting for hire approval.	Yes
Current Approver	The UConn employee listed as the School/College/Division approver in the PageUp offer approval workflow.	No

Report: Pending Regular Payroll Searches

Delivery Format: Emailed daily

Filters:

- Recruitment Process = Unclassified Audit, Unclassified Search, Classified Audit, Classified Search.
- Current Approver = name listed as the School/College/Division approver in the PageUp Search Approval Workflow

Fields:

FIELD	DESCRIPTION/EXAMPLE	CORE?
Search #	The search # is the terminology that UConn uses to differentiate amongst jobs.	Yes
Posting Title	The title used in the advertisement on the search request.	No
Payroll Title	The actual title that is recorded in UConn and State systems.	Yes
Department	The department name. This field comes from the search request.	No
Current Approver	The UConn employee listed as the School/College/Division approver in the PageUp search approval workflow.	No

Report: Pending Special Payroll Offers

Delivery Format: Emailed daily

Filters:

- Recruitment Process = Special Payroll; Special Payroll – Adjunct Faculty
- Current Approver = name listed as the School/College/Division approver in the PageUp Search Approval Workflow

Fields:

FIELD	DESCRIPTION/EXAMPLE	CORE?
Search #	The search # is the terminology that UConn uses to differentiate amongst jobs.	Yes
Department	The department name. This field comes from the search request.	No
Posting Title	The title used in the advertisement on the search request.	No
Payroll Title	The actual title that is recorded in UConn and State systems.	Yes
Applicant Name	The name of the candidate the department is submitting for hire approval.	Yes
Current Approver	The UConn employee listed as the School/College/Division approver in the PageUp offer approval workflow.	No

Report: Regular Payroll Hired Report

Delivery Format: Emailed weekly

Filters:

- Recruitment Process = Unclassified Audit, Unclassified Search, Classified Audit, Classified Search
- VP/AVP/Dean Level = appropriate School/College/Division level
- Offer Accepted occurred from December 2, 2019 to present

Fields:

FIELD	DESCRIPTION/EXAMPLE	CORE?
Search #	The search # is the terminology that UConn uses to differentiate amongst jobs.	Yes
Offer ID	Offer ID is a key that PageUp uses to identify offers, especially as it relates to multiple offers on the special payroll hire request. Offer ID is not visible in PageUp for users. Departments may notice that the Offer ID is used in SmartHR templates where it says "Applicant ID."	Yes
Recruitment Process	The recruitment process defines the statuses that applicants move through from search to hire and the associated communications. UConn has 6 recruitment processes: <ul style="list-style-type: none">• Unclassified Search (a full search requiring a posting and pre-interview approval from OIE; includes limited searches)• Unclassified Audit (bypasses the formal recruiting and screening process for audit/waivers)• Classified Search (a full search requiring a posting and pre-interview approval from OIE)• Classified Audit (bypasses the formal recruiting and screening process)• Special Payroll – Adjunct Faculty (to be used only for adjunct faculty hires)• Special Payroll (used for all other special payroll hires). Definitions for Regular Payroll Search Types – Full, Audit, Limited, Waiver can be found at: https://equity.uconn.edu/search-process/search-types-full-audit-limited-waiver/	No
Subdepartment Code	The "UOC" department code. This field comes from the search request.	Yes
Department	The department name. This field comes from the search request. **More guidance to come as it relates to work department/non-academic.	No
Work Dept/Non-Academic	**More guidance to come as it relates to work department/non-academic.	Yes
Joint Appt Dept 1	The department that the hire has a defined relationship with outside of, or in addition to, the home department. For additional information, reference Office of the Provost Guidelines on Secondary Appointments .	Yes
Joint Appt Dept 2	The department that the hire has a defined relationship with outside of, or in addition to, the home department. For additional information, reference Office of the Provost Guidelines on Secondary Appointments .	Yes
Posting Title	The title used in the advertisement.	No
Payroll Job Code	A code to describe the payroll title.	Yes
Payroll Title	The actual title that is recorded in UConn and State systems.	Yes
Applicant Name	The hired candidate's name.	Yes
Union Description	A grouping of employees based on union affiliation. This category is also used for non-union employees.	Yes

Date Started	New hire's start date.	Yes
Percent Employed	In most cases, related to the number of hours a position requires.	Yes
Appointment Term	In most cases, related to the number of months the incumbent is supposed to work in the position year round.	Yes
Full-Time Annual Salary	The full-time annual salary. For faculty, this field equals: Faculty Base + Additional One or Two Month <u>+ Administrative Supplement</u> Full-Time Annual Salary	Yes
Faculty Base	For faculty positions, faculty base is commonly referred to as the 9-month base.	Yes
Additional One Month	Example: If a faculty member is hired into a 10-month appointment, their 9-month base would be stated in the faculty base and the "10 th month" would be stated in the additional one-month field. Note: There should <u>not</u> be data in <u>both</u> the Additional One Month and Additional Two Month fields.	Yes
Additional Two Month	Example: If a faculty member is hired into an 11-month position, but they have a 9-month base, their 9-month base would be listed in the faculty base. Then the two additional months would be stated in this field. Note: There should <u>not</u> be data in <u>both</u> the Additional One Month and Additional Two Month fields.	Yes
Administrative Supplement	Example: If a faculty member is given an additional stipend not related to a change in appointment terms, this is considered an administrative supplement.	Yes
Tenure Effective	For faculty positions, the estimated semester tenure would become effective.	Yes
Estimated Probationary Period End Date	The date when the probationary period or working test period is estimated to end. For external UCPEA hires, this field should be one year minus one day from the start date. (For example, if the UCPEA employee started on April 15 in Year One, their probationary period would end on April 14 of Year Two.) For external classified hires, this field is typically six months minus one day from the start date. (For example, if the classified employee was hired on April 15 Year One, their probationary period would end on October 14 Year One.)	Yes
KFS Account 1	The funding - KFS Number and Description of Account	Yes
KFS Acct 1 Percentage	The percentage of the salary that is paid from KFS Account 1.	Yes
KFS Account 2	A second funding - KFS Number and Description of Account	Yes
KFS Acct 2 Percentage	The percentage of the salary that is paid from KFS Account 2.	Yes
KFS Account 3	A third funding account – KFS Number and Description of Account	Yes
KFS Acct 3 Percentage	The percentage of the salary that is paid from KFS Account 3.	Yes
KFS Account 4	A fourth funding account – KFS Number and Description of Account	Yes
KFS Acct 4 Percentage	The percentage of the salary that is paid from KFS Account 4.	Yes
KFS Account 5	A fifth funding account – KFS Number and Description of Account	Yes
KFS Acct 5 Percentage	The percentage of the salary that is paid from KFS Account 5.	Yes
Immediate Supervisor	The actual supervisor of the employee.	Yes
Degree Type	The degree level entered by the hire at time of application.	No

Education Major	The field of study entered by the hire at time of application.	No
Education Major 2	A second field of study entered by the hire at time of application.	No
Review for Background Check (date)	This is the date that the new hire accepted the position and completed the New Hire Form. If it was done before 7pm, the data will be available in SmartHR the next date. (You can change the format of the field to include date and time.)	No
My current visa status is	If a hire indicates they need assistance in obtaining work authorization, the hire is asked to provide their current visa status. This field is for informational purposes.	No
My work authorization is valid until	If a hire indicates they need assistance in obtaining work authorization, the hire is asked to provide how long their work authorization is valid until. This field is for informational purposes.	No
Race/Ethnicity	The voluntary race/ethnicity response that the hire indicated on the UConn Hire form.	Yes
Are you Hispanic or Latino?	The voluntary Hispanic/Latino response that the hire indicated on the UConn hire form.	No
Please indicate your legal gender	The legal gender response that the hire indication on the UConn Hire form.	Yes

Report: Special Payroll Offers Approved

Delivery Format: Emailed twice per day

Filters:

- Recruitment Process = Special Payroll; Special Payroll – Adjunct Faculty
- VP/AVP/Dean Level = appropriate School/College/Division level

Fields:

FIELD	DESCRIPTION/EXAMPLE	CORE?
Search #	The search # is the terminology that UConn uses to differentiate amongst jobs.	Yes
Applicant Name	The department name. This field comes from the search request. **More guidance to come as it relates to work department/non-academic.	No
Offer Approved Date	The date of the offer request's final approval by the HR SPAR Team.	Yes
Approval Status	Indicates whether the hire request is "Approved" or "Pending." In some cases, the status "Declined" indicates that the offer request has been declined due to concerns with the appointment or because the offer is no longer being extended to the candidate.	Yes
Application Status	Identifies where the candidate is within the search and hire process. Reference Special Payroll Applicant Statuses and Emails for application status definitions.	No

Report: Special Payroll Request Status (v1)

Delivery Format: Emailed weekly

Filters:

- Recruitment Process = Special Payroll; Special Payroll – Adjunct Faculty
- VP/AVP/Dean Level = appropriate VP/AVP/Dean level
- Date Started = from January 1, 2021 to Present

Fields:

FIELD	DESCRIPTION/EXAMPLE	CORE?
Search #	The search # is the terminology that UConn uses to differentiate amongst jobs.	Yes
Offer ID	Offer ID is a key that PageUp uses to identify offers, especially as it relates to multiple offers on the special payroll hire request. Offer ID is not visible in PageUp for users. Departments may notice that the Offer ID is used in SmartHR templates where it says "Applicant ID."	Yes
Recruitment Process	<p>The recruitment process defines the statuses that applicants move through from search to hire and the associated communications. UConn has 6 recruitment processes:</p> <ul style="list-style-type: none"> • Unclassified Search (a full search requiring a posting and pre-interview approval from OIE; includes limited searches) • Unclassified Audit (bypasses the formal recruiting and screening process for audit/waivers) • Classified Search (a full search requiring a posting and pre-interview approval from OIE) • Classified Audit (bypasses the formal recruiting and screening process) • Special Payroll – Adjunct Faculty (to be used only for adjunct faculty hires) • Special Payroll (used for all other special payroll hires). <p>Definitions for Regular Payroll Search Types – Full, Audit, Limited, Waiver can be found at: https://equity.uconn.edu/search-process/search-types-full-audit-limited-waiver/</p>	No
Department	The department name. This field comes from the search request. **More guidance to come as it relates to work department/non-academic.	No
Work Dept/Non-Academic	**More guidance to come as it relates to work department/non-academic.	Yes
Payroll Job Code	A code to describe the payroll title.	Yes
Payroll Title	The actual title that is recorded in UConn and State systems.	Yes
Applicant Name	The applicant's name.	Yes
Data Change	From the hire request, a True/False answer indicates whether this appointment is a data change when the appointment already exists in Core-CT.	No
Union Description	A grouping of employees based on union affiliation. This category is also used for non-union employees.	Yes
Date Started	The appointment's start date.	Yes
End Date	The appointment's end date.	Yes
Total Stipend/Allotment	Either (1) the amount of the total stipend, if the total amount is divided over the appointment period; or (2) the total allotment needed to cover the hourly rate x the number of hours per week x the number of weeks within the appointment.	Yes
Appt Semester	The semester the appointment occurs. For example, Fall 20XX or Spring 20XX.	Yes
Total Credits	Total number of credits for the appointment.	Yes

Immediate Supervisor	The name of the actual supervisor.	Yes
Date Offer Created (System)	The date the processor initiated the hire request. This can be the same date the hire request was submitted into the workflow or it can indicate the date the hire request was drafted.	No
Offer Approved Date	The date of the offer request's final approval by the HR SPAR Team.	No
Date Offer Accepted	The date the applicant accepted the offer.	No
Application Status	Identifies where the candidate is within the search and hire process. Reference Special Payroll Applicant Statuses and Emails for application status definitions.	No
Offer Status	Indicates whether the hire request has (1) been approved and the offer accepted, (2) whether the request is currently pending approval, or (3) pending candidate acceptance.	No
Current Approver	The UConn employee listed as the School/College/Division approver in the offer approval workflow.	No
Days Against Current Approver	The number of total days a request has been pending in the Current Approver's queue.	No
HR Status	<p>This is an HR field, indicating hire requests still pending approval when the HR SPAR Team put the request on hold pending additional department-provided information. The following options represent how the HR SPAR Team is waiting for additional information:</p> <ul style="list-style-type: none"> • HOLD – Dual: pending revision or completion of a Dual Employment Form • HOLD – Conflict of Interest: pending revision or completion of a Conflict of Interest Form • HOLD – Dual and COI: pending revision or completion of both a Dual Employment Form and the Conflict of Interest Form • HOLD – Other: The HR SPAR Team has questions regarding the submitted appointment terms <p>The additional options that the HR SPAR Team uses are:</p> <ul style="list-style-type: none"> • Exception Approved by Executive Division: during a hiring freeze, this field indicates in reports that the hire request was approved by the appropriate executive division to continue as an exception to the hiring freeze. • X – Offer Not Being Used: indicates that the offer is not being used. This option is typically used for two situations: 1.) a hire request was submitted, but prior to receiving all the approvals, the appointment is being cancelled or 2.) a department erroneously creates/submits multiple hire requests for the same appointment simultaneously. 	No

Report: Special Payroll Request Status (v2)

Delivery Format: Ad hoc; on Reports tab of Search Request

Filters:

- Recruitment Process = Special Payroll; Special Payroll – Adjunct Faculty

Fields:

FIELD	DESCRIPTION/EXAMPLE	CORE?
Search #	The search # is the terminology that UConn uses to differentiate amongst jobs.	Yes
Offer ID	Offer ID is a key that PageUp uses to identify offers, especially as it relates to multiple offers on the special payroll hire request. Offer ID is not visible in PageUp for users. Departments may notice that the Offer ID is used in SmartHR templates where it says "Applicant ID."	Yes
Recruitment Process	<p>The recruitment process defines the statuses that applicants move through from search to hire and the associated communications. UConn has 6 recruitment processes:</p> <ul style="list-style-type: none"> Unclassified Search (a full search requiring a posting and pre-interview approval from OIE; includes limited searches) Unclassified Audit (bypasses the formal recruiting and screening process for audit/waivers) Classified Search (a full search requiring a posting and pre-interview approval from OIE) Classified Audit (bypasses the formal recruiting and screening process) Special Payroll – Adjunct Faculty (to be used only for adjunct faculty hires) Special Payroll (used for all other special payroll hires). <p>Definitions for Regular Payroll Search Types – Full, Audit, Limited, Waiver can be found at: https://equity.uconn.edu/search-process/search-types-full-audit-limited-waiver/</p>	No
Initiator	The UConn employee who submitted the special payroll hire request.	No
Department	The department name. This field comes from the search request. **More guidance to come as it relates to work department/non-academic.	No
Work Dept/Non-Academic	**More guidance to come as it relates to work department/non-academic.	Yes
Payroll Job Code	A code to describe the payroll title.	Yes
Payroll Title	The actual title that is recorded in UConn and State systems.	Yes
Applicant Name	The applicant's name.	Yes
Data Change	From the hire request, a True/False answer indicates whether this appointment is a data change when the appointment already exists in Core-CT.	No
Union Description	A grouping of employees based on union affiliation. This category is also used for non-union employees.	Yes
Date Started	The appointment's start date.	Yes
End Date	The appointment's end date.	Yes
Total Stipend/Allotment	Either (1) the amount of the total stipend, if the total amount is divided over the appointment period; or (2) the total allotment needed to cover the hourly rate x the number of hours per week x the number of weeks within the appointment.	Yes
Appt Semester	The semester the appointment occurs. For example, Fall 20XX or Spring 20XX.	Yes
Total Credits	Total number of credits for the appointment.	Yes
Immediate Supervisor	The name of the actual supervisor.	Yes

Date Offer Created (System)	The date the processor initiated the hire request. This can be the same date the hire request was submitted into the workflow OR it can indicate the date the hire request was drafted.	No
Offer Approved Date	The date of the offer request's final approval by the HR SPAR Team.	No
Date Offer Accepted	The date the applicant accepted the offer.	No
Application Status	Identifies where the candidate is within the search and hire process. Reference Special Payroll Applicant Statuses and Emails for application status definitions.	No
Offer_Status	Indicates whether the hire request has (1) been approved and the offer accepted, (2) whether the request is currently pending approval, or (3) pending candidate acceptance.	No
Current Approver	The UConn employee listed as the School/College/Division approver in the offer approval workflow.	No
Days Against Current Approver	The number of total days a request has been pending in the Current Approver's queue.	No
HR Status	<p>This is an HR field, indicating hire requests still pending approval when the HR SPAR Team put the request on hold pending additional department-provided information. The following options represent how the HR SPAR Team is waiting for additional information:</p> <ul style="list-style-type: none"> • HOLD – Dual: pending revision or completion of a Dual Employment Form • HOLD – Conflict of Interest: pending revision or completion of a Conflict of Interest Form • HOLD – Dual and COI: pending revision or completion of both a Dual Employment Form and the Conflict of Interest Form • HOLD – Other: The HR SPAR Team has questions regarding the submitted appointment terms <p>The additional options that the HR SPAR Team uses are:</p> <ul style="list-style-type: none"> • Exception Approved by Executive Division: during a hiring freeze, this field indicates in reports that the hire request was approved by the appropriate executive division to continue as an exception to the hiring freeze. • X – Offer Not Being Used: indicates that the offer is not being used. This option is typically used for two situations: 1.) a hire request was submitted, but prior to receiving all the approvals, the appointment is being cancelled or 2.) a department erroneously creates/submits multiple hire requests for the same appointment simultaneously. 	No

Report: Regular Payroll Job Status

Delivery Format: Emailed weekly

Filters:

- Recruitment Process = Unclassified Audit, Unclassified Search, Classified Audit, Classified Search
- VP/AVP/Dean Level = appropriate School/College/Division level
- Job Status does not equal: Cancelled; Filled; Draft; Declined

Fields:

FIELD	DESCRIPTION/EXAMPLE	CORE?
Search #	The search # is the terminology that UConn uses to differentiate amongst jobs.	Yes
Posting Title	The title used in the advertisement.	No
Payroll Title	The actual title that is recorded in UConn and State systems.	Yes
Department	The department name. This field comes from the search request. **More guidance to come as it relates to work department/non-academic.	No
VP/AVP/Dean Level	The School/College/Division level following the University's Organizational Structure.	No
Job Status	Describes the current search status. Most job statuses update automatically, based on applicant statuses, per recruitment process. Some job statuses need manual updates, such as Approved to Sourcing.	No
No. of Positions	The total number of new and replacement position(s) that the initiator entered into the search request. Note: if neither new or replacement are selected in the 'type' field, PageUp will not count that position.	No
No. of Replacement Positions	The total number of replacement position(s) that the initiator entered into the search request. Note: if neither new or replacement are selected in the 'type' field, PageUp will not count that position.	No
No. of New Positions	The total number of new position(s) that the initiator entered into the search request. Note: if neither new or replacement are selected in the 'type' field, PageUp will not count that position.	No
No. of Offers Accepted	The total number of offers accepted for this specific search.	No
Union Description	A grouping of employees based on union affiliation. This category is also used for non-union employees.	Yes
KFS Account 1	The funding - KFS Number and Description of Account	Yes
KFS Acct 1 Percentage	The percentage of the salary that is paid from KFS Account 1.	Yes
KFS Account 2	A second funding - KFS Number and Description of Account	Yes
KFS Acct 2 Percentage	The percentage of the salary that is paid from KFS Account 2.	Yes
KFS Account 3	A third funding account – KFS Number and Description of Account	Yes
KFS Acct 3 Percentage	The percentage of the salary that is paid from KFS Account 3.	Yes
KFS Account 4	A fourth funding account – KFS Number and Description of Account	Yes
KFS Acct 4 Percentage	The percentage of the salary that is paid from KFS Account 4.	Yes
KFS Account 5	A fifth funding account – KFS Number and Description of Account	Yes
KFS Acct 5 Percentage	The percentage of the salary that is paid from KFS Account 5.	Yes

Source opening date	The recruitment start date, based on when the job is posted to the UConn Jobs website.	No
Source closing date	The scheduled end date for recruitment.	No
Recruitment Process	<p>The recruitment process defines the statuses that applicants move through from search to hire and the associated communications. UConn has 6 recruitment processes:</p> <ul style="list-style-type: none"> • Unclassified Search (a full search requiring a posting and pre-interview approval from OIE; includes limited searches) • Unclassified Audit (bypasses the formal recruiting and screening process for audit/waivers) • Classified Search (a full search requiring a posting and pre-interview approval from OIE) • Classified Audit (bypasses the formal recruiting and screening process) • Special Payroll – Adjunct Faculty (to be used only for adjunct faculty hires) • Special Payroll (used for all other special payroll hires). <p>Definitions for Regular Payroll Search Types – Full, Audit, Limited, Waiver can be found at: https://equity.uconn.edu/search-process/search-types-full-audit-limited-waiver/</p>	No
Current Approver	The UConn employee where the <i>search</i> request is currently pending in the PageUp <i>search</i> approval workflow. Note: this field does not indicate where a <i>hire</i> request is currently pending in the <i>hire</i> approval workflow.	No

Report: Applicant List Per Search

Delivery Format: Ad hoc; on Reports tab of Search Request

Filters:

- Application status does not equal Incomplete/Draft

Fields:

FIELD	DESCRIPTION/EXAMPLE	CORE?
Applicant Last Name	The applicant's last name.	No
Applicant First Name	The applicant's first name.	No
Application status (current)	This field identifies at quick glance where the candidate is within the search and hire process. Reference Special Payroll Applicant Statuses and Emails for application status definitions.	Yes

Report: SmartHR – Offer ID

Delivery Format: Ad hoc; on Reports tab of Search Request

Filters:

- Not applicable.

Fields:

FIELD	DESCRIPTION/EXAMPLE	CORE?
Applicant Name	The applicant's name.	No
Offer ID	Offer ID is a key that PageUp uses to identify offers, especially as it relates to multiple offers on the special payroll hire request. Offer ID is not visible in PageUp for users. Departments may notice that the Offer ID is used in SmartHR templates where it says "Applicant ID."	Yes
Payroll Title	The actual title that is recorded in UConn and State systems.	Yes
Date Started	The appointment's start date.	Yes
End Date	The appointment's end date.	Yes
Total Stipend/ Allotment	The amount of the total stipend if the total amount is divided over the appointment period or the total allotment amount needed to cover the hourly rate x the number of hours per week x the number of weeks within the appointment.	Yes

Report: Applicant EEO Report

Delivery Format: Ad hoc; on Reports tab of Search Request

Filters:

- Number of applications submitted must be greater than 2
- Application status (current) does not equal Incomplete/Draft

Fields:

FIELD	DESCRIPTION/EXAMPLE	CORE?
JobID	The search # is the terminology that UConn uses to differentiate amongst jobs.	Yes
Posting Title	The title used in the advertisement.	No
Org Hierarchy	The Executive Division, followed by the School/College/Division level, followed by the Department. These organizational units are derived from the University's Organizational Structure.	No
All Applications Total	The total number of applications, excluding incomplete/draft applications, per the filter.	No
Gender	Upon application submission, PageUp asks applicants to voluntarily identify a gender. The options provided are the same as when an applicant is later hired. These options are based on sex assigned at birth, per the health benefit carriers' requirement for claims processing. <ul style="list-style-type: none">• Male• Female• Not Disclosed (an option the applicant can select)• Did Not Answer (indicates the applicant skipped the voluntary question)	No
Are you Hispanic or Latino?	Upon application submission, PageUp asks applicants to voluntarily identify whether they are Hispanic or Latino. Applicants are provided with a link to Category Definitions and their response options are: <ul style="list-style-type: none">• Yes• No• Not Disclosed (an option the applicant can select)• Did Not Answer (indicates the applicant skipped the voluntary question)	No
Race Category	Upon application submission, PageUp asks applicants to voluntarily identify the race/ethnicity category(s) with which they primarily identify. <ul style="list-style-type: none">• American Indian or Alaska Native• Asian• Black or African American• Native Hawaiian or Other Pacific Islander• White• Not Disclosed (an option the applicant can select)• Did Not Answer (indicates the applicant skipped the voluntary question) <p>Note: Since applicants can select multiple race/ethnicity categories, the total number of responses may exceed the total number of applicants.</p>	No

Report: Faculty Applicant EEO Report for Open Searches by School/College

Delivery Format: TBD; Anticipate emailed weekly

Filters:

- VP/AVP/Dean Level = appropriate School/College/Division level
- Job Status does not equal: Approved; Cancelled; Draft; Filled
- SmartHR Template = UC_PG_NONTIME
- Number of applications submitted must be greater than 2

Fields:

FIELD	DESCRIPTION/EXAMPLE	CORE?
School/College/Division	The School/College/Division level. These organizational units are derived from the University's Organizational Structure. In some cases, it may also state a subunit of the School/College/Division, but the data represents the entire School/College/Division. For example, the data on the report that lists "Liberal Arts and Sciences (CLAS Life Sciences)" represents all Liberal Arts and Sciences data, according to the filters.	No
All Applications Total	The total number of applications, excluding incomplete/draft applications, per the filter.	No
Gender	Upon application submission, PageUp asks applicants to voluntarily identify a gender. The options provided are the same as when an applicant is later hired. These options are based on sex assigned at birth, as per the health benefit carriers' requirement for claims processing. <ul style="list-style-type: none"> • Male • Female • Not Disclosed (an option the applicant can select) • Did Not Answer (indicates the applicant skipped the voluntary question) 	No
Are you Hispanic or Latino?	Upon application submission, PageUp asks applicants to voluntarily identify whether they are Hispanic or Latino. Applicants are provided with a link to Category Definitions and their response options are: <ul style="list-style-type: none"> • Yes • No • Not Disclosed (an option the applicant can select) • Did Not Answer (indicates the applicant skipped the voluntary question) 	No
Race Category	Upon application submission, PageUp asks applicants to voluntarily identify the race/ethnicity category(s) with which they primarily identify. <ul style="list-style-type: none"> • American Indian or Alaska Native • Asian • Black or African American • Native Hawaiian or Other Pacific Islander • White • Not Disclosed (an option the applicant can select) • Did Not Answer (indicates the applicant skipped the voluntary question) <p>Note: Since applicants can select multiple race/ethnicity categories, the total number of responses may exceed the total number of applicants.</p>	No

Report: Staff Applicant EEO Report for Open Searches by School/College

Delivery Format: TBD; Anticipate emailed weekly

Filters:

- VP/AVP/Dean Level = appropriate School/College/Division level
- Job Status does not equal: Approved; Cancelled; Draft; Filled
- SmartHR Template = UC_PG_TIMERPT
- Number of applications submitted must be greater than 2

Fields:

FIELD	DESCRIPTION/EXAMPLE	CORE?
School/College/Division	The School/College/Division level. These organizational units are derived from the University's Organizational Structure. In some cases, it may also state a subunit of the School/College/Division, but the data represents the entire School/College/Division. For example, the data on the report that lists "Liberal Arts and Sciences (CLAS Life Sciences)" represents all Liberal Arts and Sciences data, according to the filters.	No
All Applications Total	The total number of applications, excluding incomplete/draft applications, per the filter. This represents the total number of UCPEA and Management/Confidential applications.	No
Gender	Upon application submission, PageUp asks applicants to voluntarily identify a gender. The options provided are the same as when an applicant is later hired. These options are based on sex assigned at birth, as per the health benefit carriers' requirement for claims processing. <ul style="list-style-type: none"> • Male • Female • Not Disclosed (an option the applicant can select) • Did Not Answer (indicates the applicant skipped the voluntary question) 	No
Are you Hispanic or Latino?	Upon application submission, PageUp asks applicants to voluntarily identify whether they are Hispanic or Latino. Applicants are provided with a link to Category Definitions and their response options are: <ul style="list-style-type: none"> • Yes • No • Not Disclosed (an option the applicant can select) • Did Not Answer (indicates the applicant skipped the voluntary question) 	No
Race Category	Upon application submission, PageUp asks applicants to voluntarily identify the race/ethnicity category(s) with which they primarily identify. <ul style="list-style-type: none"> • American Indian or Alaska Native • Asian • Black or African American • Native Hawaiian or Other Pacific Islander • White • Not Disclosed (an option the applicant can select) • Did Not Answer (indicates the applicant skipped the voluntary question) <p>Note: Since applicants can select multiple race/ethnicity categories, the total number of responses may exceed the total number of applicants.</p>	No