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Start the new year with cleaner data [1]



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The workload for campus Human Resources professionals is demanding enough without getting held up by erroneous HCM records. There are two common types of data you can search for to proactively clean up your employee data: expired faculty contracts and employees on a short work break (SWB).

Find expired contracts

Run the **CUES_HCM_CONTRACT_APPOINT_END** query to identify contracts that have expired or will expire in the next 45 days. Employees listed in this query have active job records in HCM, but no contract pay is due or issued when each payroll cycle is run.

Be aware: These employees may have other active job records receiving pay of other types at the same time.

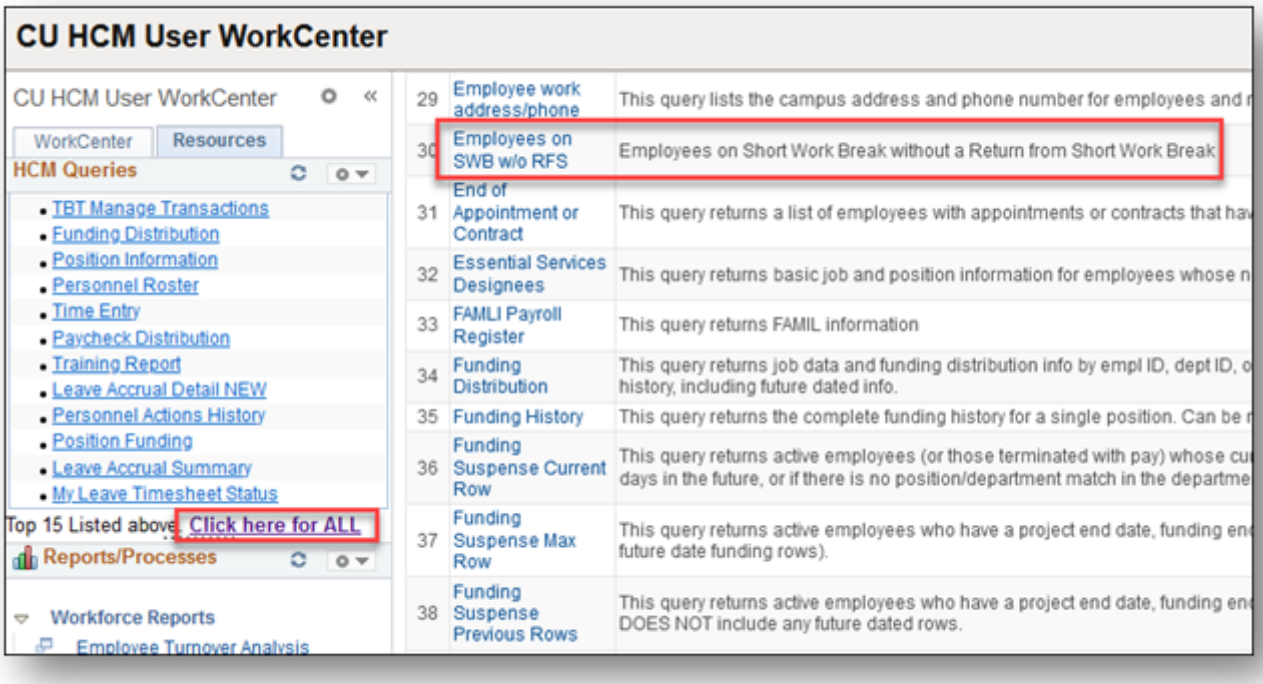
By running this query regularly, you can ensure appropriate contracts have been renewed and identify and terminate job records that are tied to expired contracts and should no longer be active.

Find employees on a short work break

Occasionally, employees will take a short-term break from work, but plan to return to the same position. This can include academic employees not teaching during a specific semester or over summer break.

Employees on an SWB are in a non-paid payroll status. Regularly reviewing SWB employee records allows you to keep on top of any extended breaks where circumstances change and the employee doesn’t return.

Run the new **CUES_HCM_SWB_WO_RFS** query to find these employees and their number of days on SWB status. You can also filter the query by Business Unit, Department, or Node to narrow your results.



How to access HCM queries

Access these and other queries in the HCM WorkCenter:

1. Log into the **employee portal** [3].
2. Open the **CU Resources** dropdown menu and click **Business Tools**.
3. Select the **HCM** tile and choose **HCM Community Users** from the drop-down menu.
4. Click the **HCM WorkCenter** tile.
5. Select the **Resources** tab and click the query you desire. If it doesn't appear in the preview of the 15 most popular queries, select the link that says "Click here for ALL" to see the full list.

HCM [4], Contracts [5]
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