

**KUMC Database Public Queries Policy Statement
(HR/Payroll, Financial and Grant)**

PeopleSoft Query is designed to be an ad hoc reporting tool. The HR/Payroll, Financials and Grant databases can be utilized for this purpose, subject to the following guidelines.

1. Requesting departments should contact the Central Office module owner of the primary tables they need to access (H.R. for position/personal/job data information, Payroll for payroll information, Budget for funding information, Benefits office for benefit information, Controller's office for financial information, Research administration for Grant information). No requests should be made directly to the query Report Specialist. They will refer you back to the Central Office module owner. The Central Office module owner will:
 - A. determine the validity of the request and decide if existing queries or reports can fulfill the departmental request;
 - B. consider the propriety of data fields requested for security/confidentiality issues
 - C. determine if the data request can be shared by multiple departments or is intended for repeated use, and if so, request a report within the PeopleSoft application or determine if the data request can be accomplished using the data warehouse
 - D. authorize or deny the data request
2. Upon authorization, the Central Office module owner may write the query or assign the query request to the query Report Specialist, noting any modifications or limitations.
3. The query will use the PeopleSoft approved naming convention including prefixes denoting area, see list below, as well as a suffix containing the writer's initials.
4. The query is written, tested and approved by the Central Office module owner, the query Report Specialist and the requesting department. After approval, the Central Office module owner will coordinate with the PeopleSoft Support security staff to move the query into the private query library of the requesting departmental user. Migration requests for private queries will be held until security access is provided by PeopleSoft Support.
5. Confidential data fields should be used with extreme caution. Fields such as birth date and home address should be used rarely. Social Security number should not be used in a public query.
6. Queries that do not follow these rules will be subject to deletion without notification.

Prefixes to be used in query names

HR/Payroll

JBEN	BENEFITS
JFAC	FACULTY
JPER	HUMAN RESOURCES
JBUD	BUDGET
JPAY	PAYROLL
JTL	TIME & LABOR
JBAS	BENEFITS ADMINISTRATION
JPT	PEOPLETOOLS
JAU	AUDIT
JWF	WORKFLOW

Financials

JAP	ACCOUNTS PAYABLE
JPO	PURCHASING
JGO	GENERAL OPTIONS
JGL	GENERAL LEDGER
JAR	ACCOUNTS RECEIVABLE
JPT	PEOPLETOOLS
JAM	ASSET MANAGEMENT
JBI	BILLING
JIN	INVENTORY
JPC	PROJECT COSTING
JAU	AUDIT
JWF	WORKFLOW

Grant

JGM	GRANT MODULE
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