

FIS Report Library Quick Reference Sheet

The following standard fields are included in all FIS Reports:

School, Paid/Unpaid Status, ID, First Name, Last Name, Department/Division, Academic Title, Academic Title Start Date and Tenure Status.

REPORTS BELOW ARE REPORTS AND DO NOT ALLOW ADDITIONAL FIELDS.

Please review the fields included in each report to determine which report best meets your needs.

If you need additional fields, please use one of the reports under the red banner.

AAUP-BHSNJ Contact Info	Administrative Title (University Approved)	Awaiting Faculty Appointment	Coterminous Faculty	Degree/Cert./Reg.	Faculty Home Address/Emergency Contact																																																			
<ul style="list-style-type: none"> • Email Address • Union Membership • Home Address 1 and 2 • City/State/Zip • Home Phone 	<ul style="list-style-type: none"> • 1st Administrative Title • Department/Division • NOTE: Repeats on the same line for more than 2 titles and limits at 6 titles. 	<ul style="list-style-type: none"> • Awaiting Date 	<ul style="list-style-type: none"> • Coterminous With • Repeats for more than one "with" • Note: this report <i>only</i> lists those faculty who are Coterminous. 	<ul style="list-style-type: none"> • Degree • Source • Year Awarded • Type (Cert. or Reg.) • Number • Description 	<ul style="list-style-type: none"> • HA Address • HA City • HA State • HA Zip Code • HA Phone • Degree • Gender 	<ul style="list-style-type: none"> • FTE • EC First Name • EC Last Name • EC Address • EC City • EC Zip Code • EC Phone Number 																																																		
Faculty Office Address	Joint Appointment(s)	License Type/Number	Turnover Report		Term Appointment & Non-Reappointments	Tenure Track Review Timetable																																																		
<ul style="list-style-type: none"> • Address Description • Address 1 • Address 2 • Address 3 • City/State/Zip • Phone • Phone Ext. 	<ul style="list-style-type: none"> • Joint Appt. School Dept/Division • Joint Appt. Rank • Joint Appt. Title • Joint Appt. Campus • Start Date • Percent of Effort 	<ul style="list-style-type: none"> • License Type • License Number • State • Expiration Date • CDS # • DEA # • NPI # 	<ul style="list-style-type: none"> • Position Number • Faculty Track • Termination Date • Termination Description • FTE • Academic Base • T/P/U 	<ul style="list-style-type: none"> • Current School • Current Department • Position Number • Academic Title • Appointment Date • Class Code (Employee) • FTE • Academic Base 	<ul style="list-style-type: none"> • Length of Term (in years) • Appt. Start Date • Appt. End Date • Non-Reappointment Notice Deadline Date 	<ul style="list-style-type: none"> • Tenure Track Start Date • Term End Date (a) • Term End Date (b) • Term End Date (c) • Term End Date (d) • Last End Date • Tenure Package Due Date • Tenure Deadline • Terminal Appointment 																																																		
REPORTS THAT ALLOW ADDITIONAL FIELDS TO CREATE YOUR OWN AD-HOC REPORTS*																																																								
Faculty Roster A-Z	Salary Roster by Department/Division	Allowable Additional fields																																																						
<ul style="list-style-type: none"> • NOTE: No other additional fields are included in the standard report. You may add any of the additional fields from the gray-shaded box to the right. 	<ul style="list-style-type: none"> • FTE • Salary Table • Salary Grade • Salary Range Low • Salary Range High • Academic Base • Faculty Practice • Patient Services • Total Salary 	<table style="width: 100%; border-collapse: collapse;"> <tr> <td><input type="checkbox"/> Degree(s)</td> <td><input type="checkbox"/> Paid Appt. Date</td> <td><input type="checkbox"/> Campus</td> <td><input type="checkbox"/> FTE</td> <td><input type="checkbox"/> External Clinical Affiliate</td> </tr> <tr> <td><input type="checkbox"/> Degree for FTF</td> <td><input type="checkbox"/> Unpaid Appt. Date</td> <td><input type="checkbox"/> Academic Rank</td> <td><input type="checkbox"/> Job Title/Code</td> <td><input type="checkbox"/> Org. Voter</td> </tr> <tr> <td><input type="checkbox"/> DOB</td> <td><input type="checkbox"/> Awaiting Appt. Date</td> <td><input type="checkbox"/> Administrative Title</td> <td><input type="checkbox"/> Job Class Code</td> <td><input type="checkbox"/> Faculty Track</td> </tr> <tr> <td><input type="checkbox"/> Gender</td> <td><input type="checkbox"/> School Appt. Date</td> <td><input type="checkbox"/> Division</td> <td><input type="checkbox"/> Status</td> <td><input type="checkbox"/> Restrictive Covenant</td> </tr> <tr> <td><input type="checkbox"/> Citizenship</td> <td><input type="checkbox"/> Union Information</td> <td><input type="checkbox"/> Program</td> <td><input type="checkbox"/> Per-diem</td> <td><input type="checkbox"/> Position Number</td> </tr> <tr> <td><input type="checkbox"/> Race/Ethnicity</td> <td><input type="checkbox"/> Term of Appt.</td> <td><input type="checkbox"/> Section</td> <td><input type="checkbox"/> % Commitment</td> <td><input type="checkbox"/> Separation Date</td> </tr> <tr> <td><input type="checkbox"/> NetID</td> <td><input type="checkbox"/> Board Cert.</td> <td><input type="checkbox"/> Institute</td> <td><input type="checkbox"/> Salary Components</td> <td><input type="checkbox"/> Coterminous</td> </tr> <tr> <td><input type="checkbox"/> Email(s)</td> <td></td> <td><input type="checkbox"/> Home Department Code</td> <td><input type="checkbox"/> Contract Type</td> <td><input type="checkbox"/> Endowed Chair Appt.</td> </tr> <tr> <td><input type="checkbox"/> Home/Emerg. Address</td> <td></td> <td><input type="checkbox"/> Work Location</td> <td></td> <td></td> </tr> <tr> <td><input type="checkbox"/> Work Address</td> <td></td> <td></td> <td></td> <td></td> </tr> </table>					<input type="checkbox"/> Degree(s)	<input type="checkbox"/> Paid Appt. Date	<input type="checkbox"/> Campus	<input type="checkbox"/> FTE	<input type="checkbox"/> External Clinical Affiliate	<input type="checkbox"/> Degree for FTF	<input type="checkbox"/> Unpaid Appt. Date	<input type="checkbox"/> Academic Rank	<input type="checkbox"/> Job Title/Code	<input type="checkbox"/> Org. Voter	<input type="checkbox"/> DOB	<input type="checkbox"/> Awaiting Appt. Date	<input type="checkbox"/> Administrative Title	<input type="checkbox"/> Job Class Code	<input type="checkbox"/> Faculty Track	<input type="checkbox"/> Gender	<input type="checkbox"/> School Appt. Date	<input type="checkbox"/> Division	<input type="checkbox"/> Status	<input type="checkbox"/> Restrictive Covenant	<input type="checkbox"/> Citizenship	<input type="checkbox"/> Union Information	<input type="checkbox"/> Program	<input type="checkbox"/> Per-diem	<input type="checkbox"/> Position Number	<input type="checkbox"/> Race/Ethnicity	<input type="checkbox"/> Term of Appt.	<input type="checkbox"/> Section	<input type="checkbox"/> % Commitment	<input type="checkbox"/> Separation Date	<input type="checkbox"/> NetID	<input type="checkbox"/> Board Cert.	<input type="checkbox"/> Institute	<input type="checkbox"/> Salary Components	<input type="checkbox"/> Coterminous	<input type="checkbox"/> Email(s)		<input type="checkbox"/> Home Department Code	<input type="checkbox"/> Contract Type	<input type="checkbox"/> Endowed Chair Appt.	<input type="checkbox"/> Home/Emerg. Address		<input type="checkbox"/> Work Location			<input type="checkbox"/> Work Address				
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* Please note that reports run on desktop memory and selecting too many additional fields may cause the report to run extremely slow or will cause a "This page isn't working" error message.