

## Instructions for Accessing Reports Needed When Initiating a Recruitment

### Two Postion Justification reports are located in TM1 under “PTR Reports”

- PS Report by Position
- Position Justification

To generate these reports, log into TM1 via web login

<http://10.91.14.61/tm1web/TM1WebLogin.aspx>

Enter your User name and Password

**Log In**  
Please enter your information

Admin Host:

TM1 Server:

User Name:

Password:

Please note that after some time of inactivity, the system will log you out automatically and ask you to sign in again.

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Click on the Button for each report

IBM COGNOS TM1 Web

### UCHC Budget System Home Page

Budget Department Contact List

**SOM**  
*Research*  
Carlo Marotta x4493  
Orla Donovan x1418

**SODM**  
*University Dentist*  
JDH Dental  
Mary Jo Spinelli x6253  
Kathryn C. Melzen x3850

**CMHC**  
Mary Jo Spinelli x6253

**Institutional Support**  
TM1 system  
Ann Taridona x1780

Quick Links:

**Current Fiscal Year Reports**

**Budget Process Reports**

**External Links for reference:**  
[UCHC Bridge Crosswalk Lookup Application](#)  
[UCHC Administrative Portal Login](#)

**PTR Reports**

Click on button to open report

# UConn HEALTH

Personnel Services Report – Select the PC number to be refilled (Budgeted positions only), and click on rebuild. This report will verify the position was budgeted.

Personnel Services Report by Position

|             |                     |  |
|-------------|---------------------|--|
| Fiscal_Year | 2014                |  |
| Position    | Select a Position - |  |
| Pay Period  | 7                   |  |

Budget Status:  
BannerHR Status:

| Fund  | Organization | Program | Activity |
|-------|--------------|---------|----------|
| Total |              |         |          |

Position Justification Report- Select fund, Organization, Program and then click on rebuild. This report will reflect current status of budget to actuals.

Position Justification Report

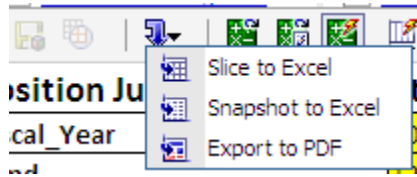
|              |                          |  |
|--------------|--------------------------|--|
| Fiscal_Year  | 2014                     |  |
| Fund         | Select a Fund -          |  |
| Organization | Select an Organization - |  |
| Program      | Select a Program -       |  |
| Activity     | NA -                     |  |
| Period       | September                | <i>*Defaults to previous month, choose month without pending pay dates</i> |

**Part II: Department Performance Information**

|  |     |                                       |     |           |     |
|--|-----|---------------------------------------|-----|-----------|-----|
| Actual FTEs Paid - Month                       | -   | Budgeted FTEs - Month                 | -   | Variance: | -   |
| Actual FTEs Paid - YTD                         | -   | Budgeted FTEs - YTD                   | -   | Variance: | -   |
| Department Actual Salary YTD without Benefits  | \$0 | Budgeted Salary YTD without Benefits  | \$0 | Variance: | \$0 |
| Department Actual Total Operating YTD Expenses | \$0 | Budgeted Total Operating Expenses YTD | \$0 | Variance: | \$0 |

# UConn HEALTH

Export the reports into a PDF file.



If you need any assistance with running or exporting the reports, please contact your budget buddy at the following extensions:

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### **CMHC**

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### **Institutional Support**

#### **TM1 system**

Ann Taridona x1780

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