School of Dentistry
Human Resources Service Center (HRSC)

List of Helpful Queries to Run in Wolverine Access

- To be able to pull these queries up, type in “MTL” in search panel under query viewer in Wolverine Access.
- Click view 100 which will ensure that all the queries below are visible to see.
- Click on the “add to favorites” button and then all these helpful queries will be listed under your query grouping each time.
- These are queries that only “designated timekeepers” have access to.

1. **Query Name** (MTL_GET_GROUP_ID) – **Description** (Groups Assigned to Employee) – Way to enter employee id # and find out what static group they belong to. Also, a way to find a static group number in case you lost/forgot.

2. **Query Name** (MTL_GROSS_PAY_BY_EMPL) - **Description** (Gross Pay by Dept, Fund, Pgm) - Way to view how an employee’s time was charged for a particular pay period. Shows total amount, hours reported and where time was charged to.

3. **Query Name** (MTL_GROSS_PAY_BY_GROUP) - **Description** (Gross Pay by Dept, Fund, Pgm) - Way to view how all the employee’s time within a static group was charged for a particular pay period. Shows total amount, hours reported and where time was charged to.

4. **Query Name** (MTL_RPTD_TIME_GROUP) - **Description** (Reported Time by Group) – Way to see which employees within a static group number had their time approved for a certain pay period.

5. **Query Name** (MTL_NOT_ON_RPTD_TIME_GROUP) - **Description** (Not on RPTD for EMPL in Group) – Way to see if any employees within a certain static group number have still not entered their time for a certain pay period.

6. **Query Name** (MTL_RPTD_TIME_VS_STDHRSS_BW) - **Description** (BW rptd time against std hrs) – Way to compare an employee’s standard biweekly hours listed in job data compared with actual hours reported. Way to see if there is a discrepancy such as over reporting or underreporting of hours.

7. **Query Name** (MTL_LVE_BAL_GROUP) - **Description** (Leave Balance in a Static Grp) – Way to review the most up to date leave balances for employees within a certain static group. Also, this is a way to see if any staff is near their max balances.