Summit Dashboards – Summary Spreadsheet		
Dashboard Name	**Tab Name (Life Event Category)**	**Job Aid for the Life Event Category**

*Reports displayed will vary per role. Therefore, you may not see all the reports listed on this spreadsheet per your user role in Summit.

1A. Confidential Dashboard		• **Summit Dashboard Overview Job Aid – click here and scroll down on page to job aids** • **Summit Overview Webinar Training – click here and scroll down on page to "Summit Dashboard Overview Webinar Training" file to play**
	I. Hiring – Reports of hiring activity for a specified time frame	**Summit Hiring Page Job Aid – click here**
		Hiring Report Names*
		• Hires and Rehires
1B. Non-Confidential Dashboard		
		Hiring Report Names*
		• Hires and Rehires
2A. Confidential Dashboard		
	II. Paying – All reports related to paying an employee	**Summit Paying Page Job Aid – click here**
		Paying Report Names*

	• Leave Accruals	• Comp Time	• Bi-Weekly Ad Comp • Ad Comp for Range of Pay Periods
	• Encumbrance Expiration • Encumbrance Expirations – Selected Dates	• Retro Funding	• Payroll Register – Gross and Net Pay • Payroll Register – No Gross or Net Pay
	• Time and Labor • Time and Labor – Multiple Pay Periods • TRC History Report for Selected Dates and TRC		

Summit Dashboards – Summary Spreadsheet			
Dashboard Name	**Tab Name (Life Event Category)**	**Job Aid for the Life Event Category**	
3A. Confidential Dashboard			
	III. Managing – All reports related to managing an employee	**Summit Managing Page Job Aid – click here**	
	Managing Report Names*		
	• Employee Listing	• Employee Roster • Employee and CWR Current List	• Employee Change
	• Expected End Date	• Personnel Transactions • PTR by Action Date for Custom Date Range • PTR by Effective Date for Custom Date Range	• Performance Ratings
	• Post Docs	• Visa Management	• Hires and Rehires
3B. Non-Confidential Dashboard			
	Managing Report Names*		
	• Employee Listing	• Employee Delta Listing	• Employee Key Data Changes
	• Manager Inquiry		
4A. Confidential Dashboard			
	IV. Terminating – Reports of terminating activity for a specified time frame	**Summit Terminating Page Job Aid – click here**	
	Terminating Report Names*		
	• Termination and Retire		
4B. Non-Confidential Dashboard			
	Terminating Report Names*		
	• Termination and Retire		
5A. Confidential Dashboard			
	V. Position Management – Reports related to filled and vacant positions	**Summit Position Management Page Job Aid – click here**	
	Position Management Report Names*		

Summit Dashboards – Summary Spreadsheet		
Dashboard Name	**Tab Name (Life Event Category)**	**Job Aid for the Life Event Category**
	• Position – Worcester	