



Information Tools

Introduction In addition to the EHRP PAR pages that are central to the business process, management information can be obtained in condensed formats from the following:

- Inquire Pages
 - Job Summary
 - Personal Data
 - Multiple Jobs
 - Nid Lookup

 - Reports
 - Request for Personnel Action
 - Notice of Personnel Action

 - Public Queries
-

Inquire Pages vs. Reports Inquire pages are queries that are built into EHRP for users to access easily. Since EHRP is used in a browser format, the inquires can be printed using the Print button on the browser tool bar. Inquire pages display information in a view only mode.

Reports provide data about groups of employees, based on the criteria specified. EHRP provides a process for the printing of reports.

Procedure The following steps detail the procedure for generating the PAR Processing Inquires:

- 1 In the **Search By** field, select either “Name” or “EmplID”.
 - 2 Type the appropriate employee information based on the Search By field selected
-

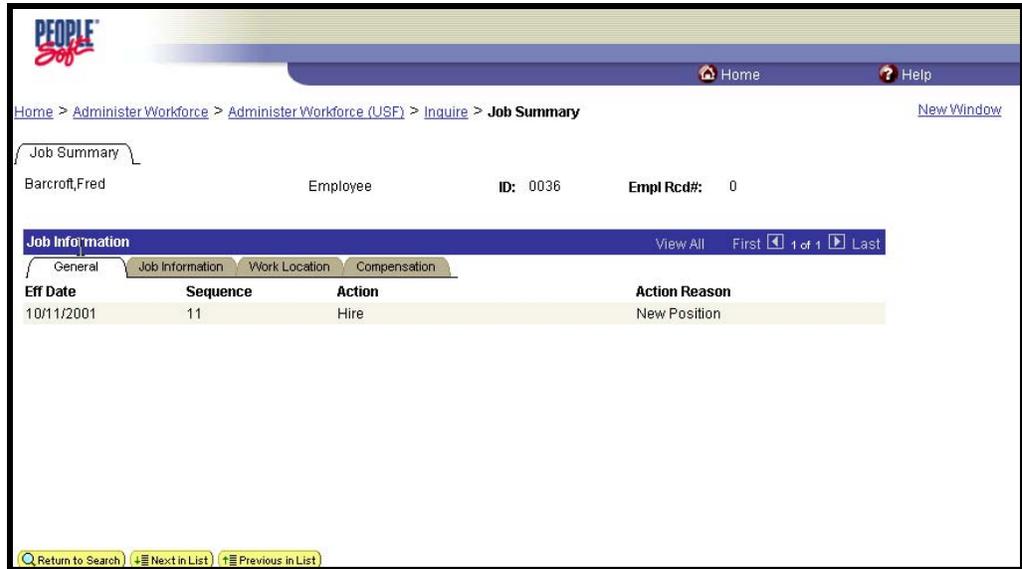
Job Summary View The **Job Summary** view allows the user to review the employee’s job history.

Navigational Path

Home → Administer Workforce → Administer Workforce (USF) → Inquire → Job Summary

General Page Sample

The following is a sample of the **General** Information page of the **Job Summary** View:



Job Information Page Sample

The following is a sample of the **Job Information** page for the **Job Summary** View:



Work Location Page Sample

The following is a sample of the **Work Location** page for the **Job Summary** View:

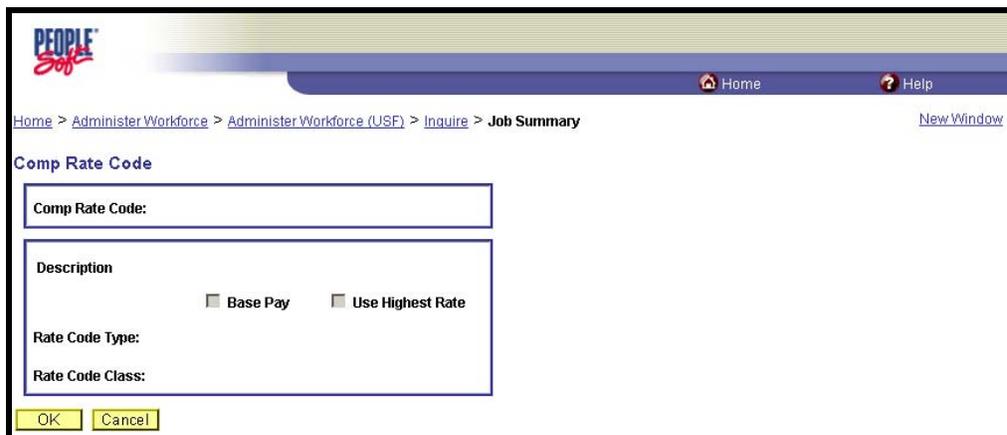


Details Hyperlink

Clicking the **Details** hyperlink in the **Pay Components** page reveals the following:

Changes Page

The following is a sample of the **Changes** page of the **Pay Components** page group:





Personal Data View This view provides a summary of the employee's personal data.

Navigational Path Home → Administer Workforce → Administer Workforce (USF) → Inquire → Personal Data

Personal Data Page Sample The following is a sample of the **Personal Data** page for the **Personal Data** view:

The screenshot shows a web interface for viewing personal data. At the top, there are tabs for 'Personal Data', 'Job Data1', 'Job Data2', and 'Employment Data'. Below the tabs, a summary bar displays the employee's name 'Rodriguez, Anna Lucia', ID 'L00001', and 'Effective Date: 02/01/1998'. Below this, personal details are listed: Name 'Mrs. Rodriguez, Anna Lucia', Gender 'Female', Marital Status 'Married', Race 'Black', and Handicap 'No Handicap'. A section titled 'Home Address' contains several input fields: Country (USA, United States), Address 1 (897 Calvary Trail Boulevard), Address 2 (Suite 302), Address 3 (empty), City (Arlington), County (Fairfax), Postal (22040), and State (VA, Virginia).



Job Data 1 Page Sample

The following is a sample of the **Job Data 1** page for the **Personal Data** view:

Personal Data		Job Data1	Job Data2	Employment Data
Rodriguez,Anna Lucia		ID:	L00001	Effective Date: 02/01/1998
Position:	L0000034	GS 0203*	08*	Personnel Assistant Benefits/FEHB Data
Job Code:	L0029	-	-	
Employee Type:	Salaried	Type of Appointment:	Career (Competitive Svc Perm)	
Empl Class:		Posn Occupied:	Competitive	
Reg/Temp:	Regular	Work Schedule:	Full Time	
Supervisor Level:	Other	Holiday Schedule:		
Company:	DC	Office of Policy Development	LEO Position:	N/A
Sub-Agency:	02	Bureau of E-Communications	Standard Hours:	40.00
Department:	L1102		FLSA Status:	Nonexempt
Location:	L00001		Regular Shift:	N/A
Tax Location Code:	L00001	National Office in DC		

Benefits / FEHB Hyperlink

Clicking the **Benefits/FEHB** hyperlink reveals the following:

Benefits/FEHB Data

Benefits Control

Benefits Employee Status: Active

BAS Group ID: Full Benefits Group

Benefit Program: Full Time Employee Benefit Pgm

FEHB Eligibility

Permanent

Continuing Coverage

Temporary Appointment > 1 yr

Temp Appt < 1yr + FedSvc > 1yr

Not Eligible

Eligibility

Elig Fld 1:

Elig Fld 2:

Elig Fld 3:

Elig Fld 4:

Elig Fld 5:

Elig Fld 6:

Elig Fld 7:

Elig Fld 8:

Elig Fld 9:

FEHB Date

FEHB Date:

Benefits System

Benefits System:



Job Data 2 Page Sample

The following is a sample of the **Job Data 2** page of the **Personal Data** view:

Personal Data		Job Data1		Job Data2		Employment Data	
Rodriguez,Anna Lucia		ID:	L00001	Effective Date:		02/01/1998	
Pay Rate Determinant:		Regular Rate		Step Entry Date:		02/01/1998	
Rtnd PP/Table/Grade:		GS	0000	08	Step:	6	Grade Entry Date
02/02/1996							

Quoted Pay		Expected Pay	
Compensation Frequency:	Annual	Hourly:	9.16
Base Pay:	31,958.00	Daily:	73.28
Loc.LEO Adjust:	2,323.00	Biweekly:	732.80
Total Pay:	34,281.00	Monthly:	1,587.73
		Annual:	19,052.80

Base Pay		With Locality	
Hourly:	9.16	Daily:	16.43
Daily:	73.28	Biweekly:	1,314.40
Biweekly:	732.80	Monthly:	2,847.87
Monthly:	1,587.73	Annual:	34,174.40
Annual:	19,052.80		

FGLI Annual Base Rate: 37,709.10

Employment Data Page Sample

The following is a sample of the **Employment Data** page of the **Personal Data** view:

Personal Data		Job Data1		Job Data2		Employment Data	
Rodriguez,Anna Lucia		ID:	L00001	Effective Date:		02/01/1998	
Bargaining Unit:				WGI Status:		N/A	
Union Code:				WGI Due Dt:			
Union Anniversary Date:		Phone: D		Tenure:			
Reports To Position:		L0000010	Supervisory Personnel Managem				
Supervisor ID:							
Security Clearance:				Financial Disclosure Required:			
Security Clearance Status:				Financial Disclosure Due Date:			
Security Clearance Status Date:		07					

Multiple Jobs View

The **Multiple Jobs** inquiry page can be used to view a summary of an employee's jobs and changes in employment status.

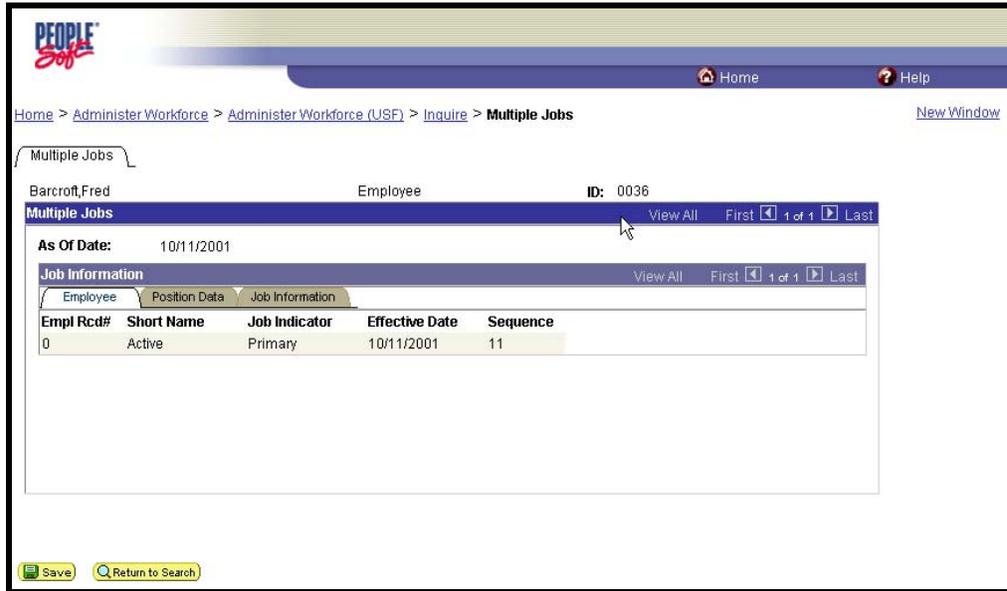


Navigational Path

Home → Compensate Employees → Administer Base Benefits → Inquire → Multiple Jobs

Employee Page Sample

The following is a sample of the **Employee** page of the **Multiple Jobs** view:



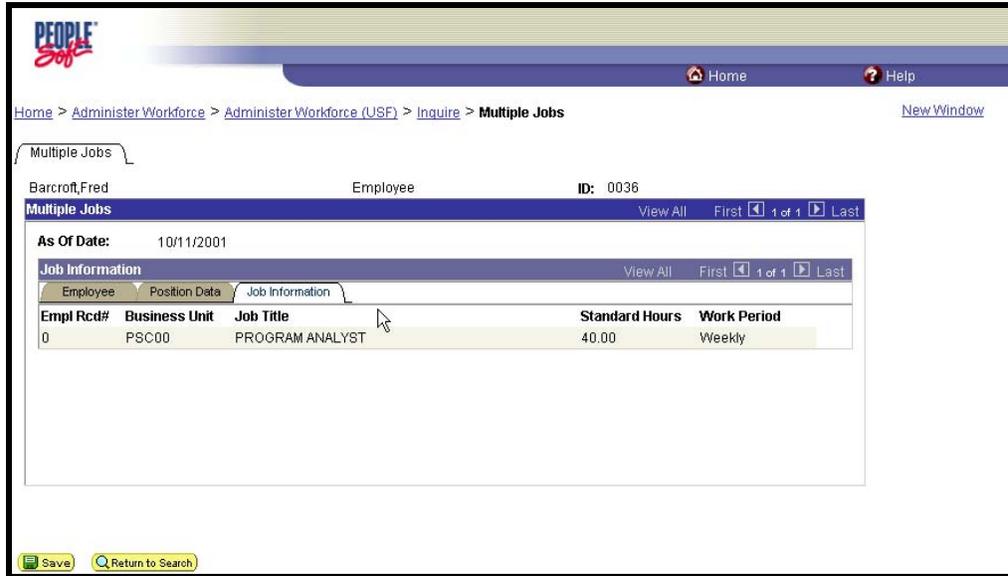
Position Data Page Sample

The following is a sample of the **Position Data** page of the **Multiple Jobs** view:



Job Information Page Sample

The following is a sample of the **Job Information** Page of the **Multiple Jobs** view:



Multiple Jobs

Barcroft, Fred Employee ID: 0036

Multiple Jobs View All First 1 of 1 Last

As Of Date: 10/11/2001

Job Information View All First 1 of 1 Last

Empl Rcd#	Business Unit	Job Title	Standard Hours	Work Period
0	PSC00	PROGRAM ANALYST	40.00	Weekly

Save Return to Search

Nid Lookup View

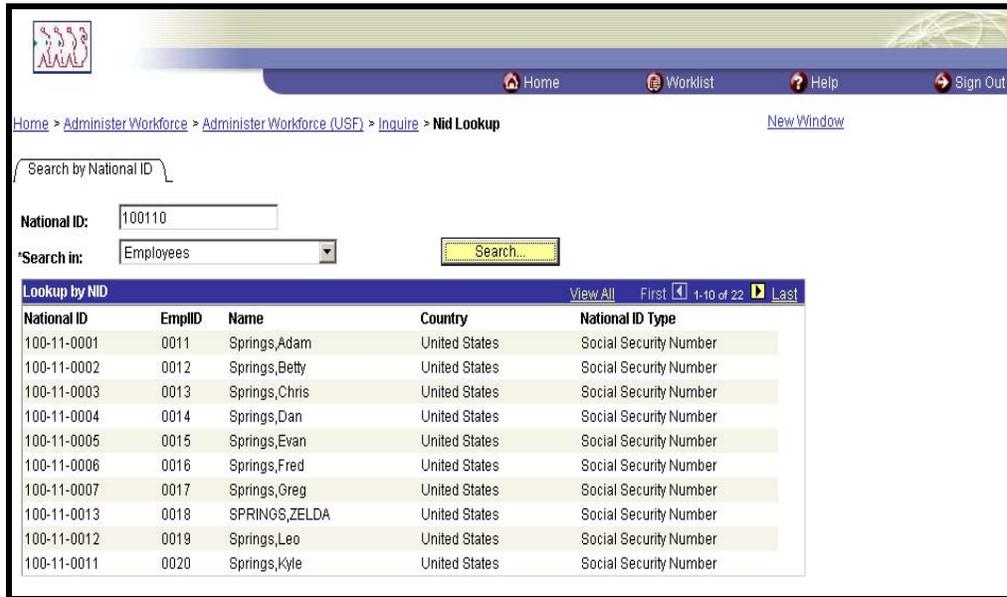
The **Nid Lookup** page permits the user to lookup an employee using the first 6 digits of the National ID (SSN). This will be useful since the EHRP system does not use National ID as a search key.

Navigational Path

Home → Administer Workforce → Administer Workforce (USF) → Inquire → Nid Lookup

Nid Lookup Page Sample

The following is a sample of the **Nid Lookup** page:



Reports - Parameters

EHRP enables the user to print standard reports, available on the Report menu. Depending on which report the user selects, there may be one or more parameters that enable you to more specifically identify which data you want on your report.

Notice of Personnel Action – SF-50

The Notice Of Personnel Action (SF-50) can be printed in two methods. The first method should be used for printing multiple SF-50’s from the Report Menu. The second method should be used for printing one SF-50 for one employee, using the SF-50 pushbutton on the Data Control page.

Procedure: Method 1
1

The following steps detail the procedure for generating the SF-50 using Method 1:
Follow the navigational path:

Home → Administer Workforce → Administer Workforce (USF) Report → Notice of Personnel Action

The following **Add a New Value** sub-page appears:

4 At the **Parameters** page, select the criteria to use for generating the SF-50's. Some of the choices include:

- Number/type of copies – Employee, OPF, Payroll, Utility
- Filter Criteria – EMPLID, SSN, Name, PAR Status, Department, Location, NOA Code
- PAR Status Date Range – PAR status, From and through dates

5 Click on **Filter** pushbutton.

6 Based on the criteria selected on the first page, you will see a list of Filtered PAR data that will reflect the employee records included within your search:

The screenshot shows the 'Parameters' page in the PAR Processing system. The breadcrumb trail is: Home > Administer Workforce > Administer Workforce (USF) > Report > Notice of Personnel Action. The 'Parameters' tab is active, and the 'Run Control ID' is 'tws'. There are buttons for 'Report Manager', 'Process Monitor', and 'Run'. Below this is a table of 'Filtered PAR Data' with columns: PAR Type, EmplID, Name/Requisition Type, SSN/Status, and Effective Date. Two rows are visible, both for 'Federal WI' with EmplID 0288 and Name JONES, MARY. Below the table are buttons: 'Add All', 'Add Selected', 'Remove Selected', and 'Remove All'. At the bottom is a 'Selected PARS to Print' section with a single empty row and a checkbox. The page also includes a 'Save' button and browser navigation controls.

PAR Type	EmplID	Name/Requisition Type	SSN/Status	Effective Date
<input type="checkbox"/> Federal WI	0288	JONES, MARY	300-04-0014	04/11/2002
<input type="checkbox"/> Federal WI	0288	JONES, MARY	300-04-0014	12/18/2000

PAR Type	EmplID	Name/Requisition Type	SSN/Status	Effective Date
<input type="checkbox"/>				

7 Click in the checkbox next to the PARS you want to print; Click the **Add Selected** pushbutton. This moves the selected records to the bottom of the page.

*NOTE: If you mistakenly select a PAR you DO NOT want to print, click in the checkbox to the left of the PAR and click on the **Remove Selected** pushbutton*

Home > Administer Workforce > Administer Workforce (USF) > Report > Notice of Personnel Action

Parameters | Select Data

Run Control ID: twS [Report Manager](#) [Process Monitor](#) **Run**

Filtered PAR Data				
PAR Type	EmpID	Name/Requisition Type	SSN/Status	Effective Date
<input type="checkbox"/> Federal WI	0288	JONES, MARY	300-04-0014	04/11/2002
<input type="checkbox"/> Federal WI	0288	JONES, MARY	300-04-0014	12/18/2000

Add All **Add Selected** **Remove Selected** **Remove All**

Selected PARs to Print				
PAR Type	EmpID	Name/Requisition Type	SSN/Status	Effective Date
<input type="checkbox"/> Federal WI	0288	JONES, MARY	300-04-0014	04/11/2002

Save **Previous tab** **Next tab** **Add**

8 Once you ensure that the PARs you want to print appear at the bottom of the page, click **Run**.

Home > Administer Workforce > Administer Workforce (USF) > Report > Notice of Personnel Action

Process Scheduler Request

User ID: A3HR Run Control ID: twS

Server Name: **PSUNX** Run Date: 04/10/2002

Recurrence: Recurrence Run Time: 3:09:40PM

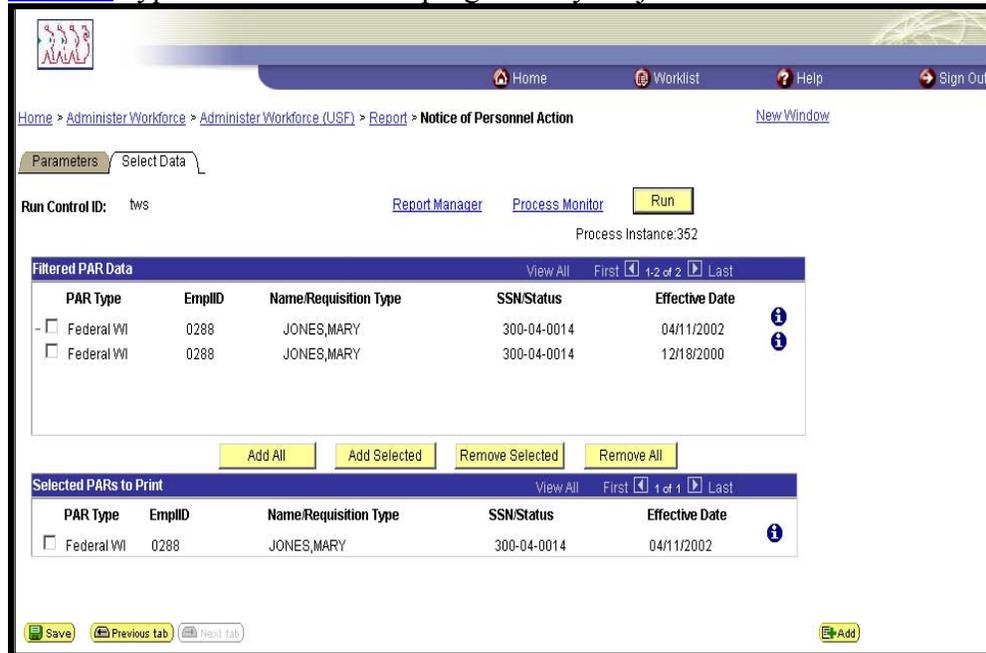
Time Zone: **Reset to Current Date/Time**

Select	Description	Process Name	Process Type	Type	Format
<input checked="" type="checkbox"/>	Request for Personal Action	FGSF5052	SQR Report	Web	PDF

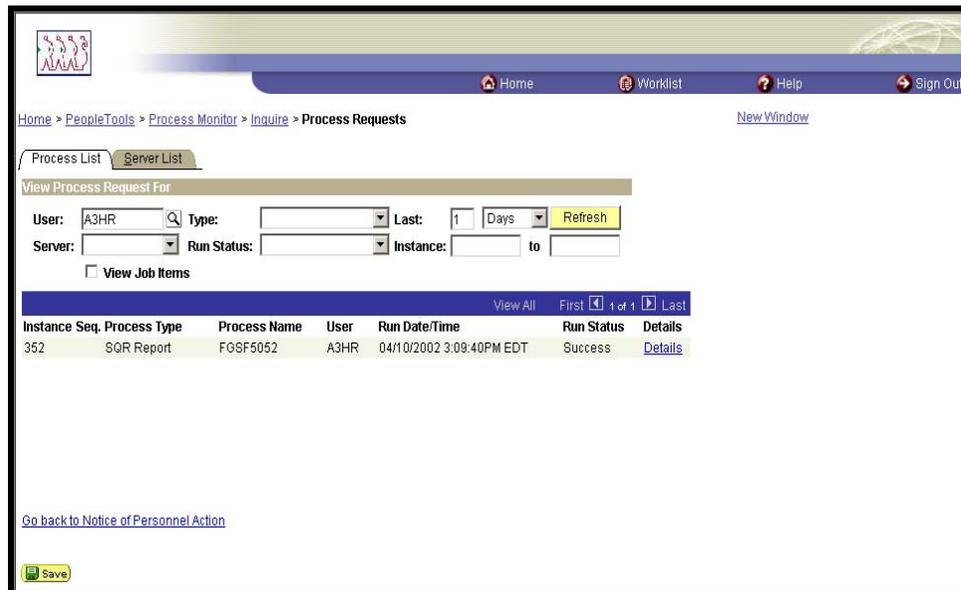
OK **Cancel**

9 At the **Process Scheduler** page, select “PSUNX” from the drop down menu. in the **Server Name** field. Click **OK**.

10 You will be routed back to the **Select Data** page. Click on the [Process Monitor](#) hyperlink to follow the progress of your job.



11 As the job progresses, the status will change from **Initiated** to **Queued** to **Posting** to **Success**. You can click the **Refresh** pushbutton periodically, to monitor the progress. When you see the **Success** status, your job is done.



12 When the Run Status reflects Success, click on the [Details](#) hyperlink.

Home > PeopleTools > Process Monitor > Inquire > Process Requests [New Window](#)

Process Detail

Process

Instance: 352 **Type:** SQR Report
Name: FGSF5052 **Description:** Request for Personal Action

Run **Update Process**

Run Control ID: tws Hold Request
Location: Server Queue Request
Server: PSUNX Cancel Request
Recurrence: Delete Request
 Restart Request

Date/Time **Actions**

Request Created On: 04/10/2002 3:11:09PM EDT [Parameters](#) Transfer
Run Anytime After: 04/10/2002 3:09:40PM EDT [Message Log](#)
Began Process At: 04/10/2002 3:11:28PM EDT Batch Timings
Ended Process At: 04/10/2002 3:11:54PM EDT [View Log/Trace](#)

13 At the **Process Detail** page, click on **View Log/Trace** hyperlink. This will take you to the **Report/ Log Viewer**.

14 In the **Report/Log Viewer**, Select the report (file with .PDF extension).

Report/Log Viewer

Instance: 352 **Type:** SQR Report
Name: FGSF5052 **Run Cntl ID:** tws
Status: Success **Submitted By:** A3HR
Server: PSUNX **Recurrence:**

Request for Personal Action

Name	Size	CreationDate
Message Log	1223 bytes	2002-04-10 15:11:19
Trace File	249 bytes	2002-04-10 15:11:19
fgsf5052_352.PDF	4257 bytes	2002-04-10 15:11:19

15 Adobe Acrobat Reader will launch. View the SF-50's, or print them out by clicking the  in the Adobe toolbar.



FIRST ACTION		SECOND ACTION										
5-A. Code 302	5-B. Nature of Action Retirement-Voluntary	6-A. Code	6-B. Nature of Action									
5-C. Code SQM	5-D. Legal Authority 5 U.S.C. 8336. Retirement under CSRS opt provis	6-C. Code	6-D. Legal Authority									
5-E. Code	5-F. Legal Authority	6-E. Code	6-F. Legal Authority									
7. FROM: Position Title and Number Supv Program Analyst PD: M03041 Position: 00007215		15. TO: Position Title and Number										
8. Pay Plan GS	9. Occ. CD 0343	10. Grd/Lvl 15	11. Step/Rate 01	12. Tot. Salary \$87,864.00	13. Pay Basis PA	16. Pay Plan	17. Occ. CD	18. Grd/Lvl	19. Step/Rate	20. Tot. Salary/Award	21. Pay Basis	
12A. Basic Pay \$79,710.00	12B. Locality Adj. \$8,154.00	12C. Adj. Basic Pay \$87,864.00	12D. Other Pay \$0	20A. Basic Pay	20B. Locality Adj.	20C. Adj. Basic Pay	20D. Other Pay					
14. Name and Location of Position's Organization Program Support Center						22. Name and Location of Position's Organization						
EMPLOYEE DATA												
23. Veterans Preference 1-None 3-10 Point/Disability 5-10 Point/Other I 2-5 Point 4-10 Point/Compensable 6-10 Point/Compensable/30%						24. Tenure 0-None 2-Conditional 2 1-Permanent 3-Indefinite			25. Agency Use		26. Veterans Preference for RIF YES X NO	
27. FEGLI C0 Basic Only						28. Annuitant Indicator 9 Not Applicable			29. Pay Rate Determinant 0 Regular Rate			
30. Retirement Plan K FERS and FICA			31. Service Comp. Date (Leave) 12-18-2000			32. Work Schedule F Full Time			33. Part-Time Hours Per Biweekly Pay Period			
POSITION DATA												
34. Position Occupied I 1-Competitive Service 3-SES General 2-Excepted Service 4-SES Career Reserved				35. FLSA Category N E-Exempt N-Nonexempt		36. Appropriation Code 11010055			37. Bargaining Unit Status			
38. Duty Station Code 241360031				39. Duty Station (City-County-State or Overseas Location) ROCKVILLE Montgomery MD USA								

**Procedure:
Method 2**

The following steps detail the procedure for generating the SF-50 using Method 2. Use this method if you want to print one SF-50 for an employee. This method can also be used to print the SF-52.

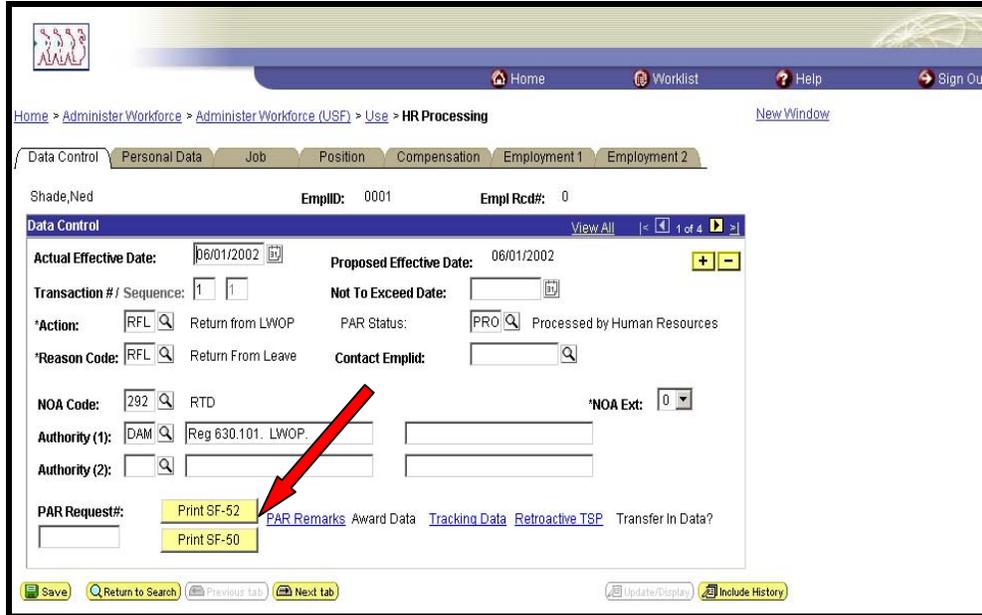
1 Follow the navigational path:

**Home → Administer Workforce → Administer Workforce (USF)
Use → HR Processing**

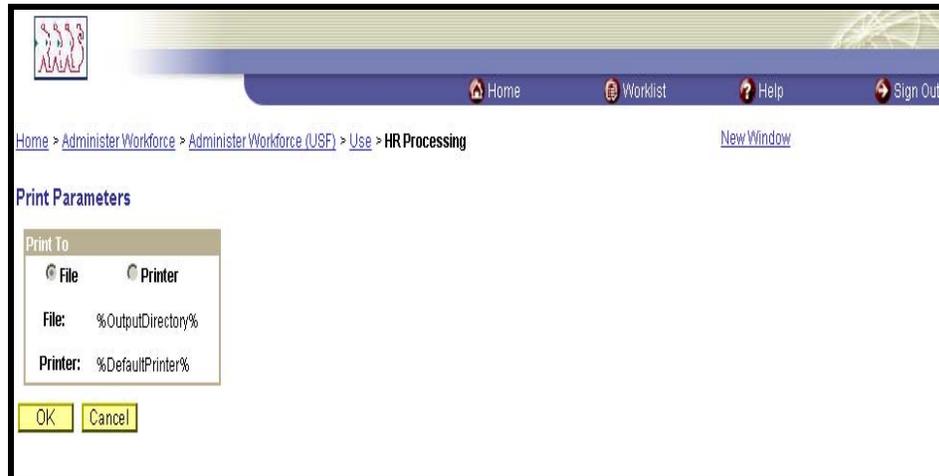
The following search page (**Find an Existing Value**) appears:



- 2 Use the **Search By** field to indicate the criteria to use to search for the employee record. Click Search.
- 3 You will see the Data Control page for the employee record you requested. At the bottom of the Data Control page, click the **Print SF-50** or **Print SF-52** pushbutton.



- 4 You will see the **Print Parameters** page. The **Print To** defaults to **File**. Click **OK**.



- 5 You will see the following message:



- 6 Click .

- 7 Follow the navigational path:

Home → PeopleTools → Process Monitor → Inquire → Process Requests

- 8 As the job progresses, the status will change from **Queued** to **Posting** to **Success**. You can click the **Refresh** pushbutton periodically, to monitor the progress. When you see the **Success** status, your job is done.

9 When the Run Status reflects **Success**, click on the [Details](#) hyperlink; this will take you to the **Process Detail** page.

10 At the **Process Detail** page, click on **View Log/Trace** hyperlink; this will

take you to the **Report/ Log Viewer**.



Report/Log Viewer

Instance:	352	Type:	SQR Report
Name:	FGSF5052	Run Cntl ID:	tws
Status:	Success	Submitted By:	A3HR
Server:	PSUNX	Recurrence:	

[Request for Personal Action](#)

Name	Size	CreationDate
Message Log	1223 bytes	2002-04-10 15:11:19
Trace File	249 bytes	2002-04-10 15:11:19
fgsf5052_352.PDF	4257 bytes	2002-04-10 15:11:19

11 Click on the .PDF hyperlink.

12 The SF50 or 52 will open in Adobe Acrobat; Click the  in the adobe toolbar to print the SF50 or SF52.

Generating Public Queries



Introduction

The following procedure demonstrates the process for generating public queries. Public queries are reports that were customized by the central EHRP team within the EHRP Query Tool for public use.

Navigational Path

**Home → PeopleTools → Query Manager
Use → Query Manager**

Procedure for Generating a Public Query

The following steps detail the procedure for generating a public query:

1

Follow the navigational path:

Home → PeopleTools → Query Manager → Use → Query Manager

The **Find an Existing Query** page appears.



2

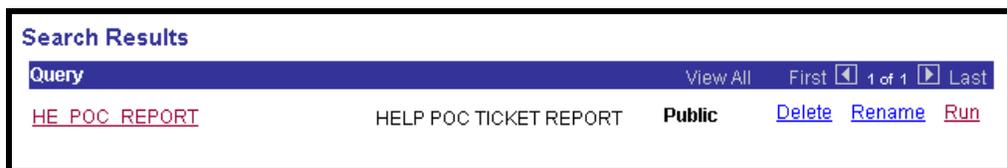
Enter the name of the public query in the **Search For** field.

NOTE: See table below that details the public queries that are available.

3

Click **Search**.

Search results will appear as in the following example:



4 Click on the **Run** hyperlink for the appropriate query.

The parameters for the query will appear as in the following example:



HE_POC_REPORT - HELP POC TICKET REPORT

Agency (Enter '%' for all):

Ticket No	Open Date	Agency	Issue	Workaround / Resolution	Status	Status Date
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5 Enter the parameter data.

6 Click .

The results appear with the following at the top:



Download results in : [Excel SpreadSheet](#) [CSV Text File](#) (8 kb)

7 To download the data into an Excel spreadsheet, click on the **Excel SpreadSheet** hyperlink.

PUBLIC QUERIES

On the following pages, you will find a list of current public queries available. This list includes the following information for each public query:

- Name
- Purpose
- Parameters
- Data Provided



EHRP Public Queries

Name	Purpose	Parameters	Data Provided
HE_POC_REPORT	Provides information on the Help tickets logged in the Help Tracking Tool	<ul style="list-style-type: none">• Set ID	<ul style="list-style-type: none">• Ticket Number• Open Date• Agency• Issue• Workaround / Resolution• Status• Status Date
HE_POC_REPORT_PENDING	Provides information on the Help tickets that are currently open or pending	<ul style="list-style-type: none">• Set ID	<ul style="list-style-type: none">• Ticket Number• Open Date• Agency• Issue• Workaround / Resolution• Status• Status Date• User Impact
HE_EEX_INBOUND_ACTIONS	Provides a list of Employee Express actions processed for the current pay period	<ul style="list-style-type: none">• None	<ul style="list-style-type: none">• Action Date• NOA Code• NOA Ext (Shred Out)• EmplID• Empl Record # (Indicating multiple appointments)• Eff Date• Eff Sequence



Name	Purpose	Parameters	Data Provided
			(Sequence #) <ul style="list-style-type: none"> • User (User ID)
HE_LEAVE	Provides a list of employees within a specified range of leave service comp dates to determine who needs leave category changes	<ul style="list-style-type: none"> • Set ID • Begin Service Date • End Service Date 	<ul style="list-style-type: none"> • ID (EmplID) • Service Dt • Name • NID (Social Security Number) • Department Set ID (Agency) • Department ID (Admin Code)
HE_APPTXPNTTE	Provides not-to-exceed date information for appointments to determine which appointments to terminate	<ul style="list-style-type: none"> • Department Set ID (Agency) • Begin Date • End Date 	<ul style="list-style-type: none"> • ID (EmplID) • Name • DeptID (Admin Code) • Dept SetID (Agency) • Hire NTE Dt (Appt Exp Date)
HE_TEMPPRONTE	Provides not-to-exceed date information for temporary promotions	<ul style="list-style-type: none"> • Department Set ID (Agency) • Begin Date • End Date 	<ul style="list-style-type: none"> • ID (EmplID) • Name • DeptID (Admin Code) • Dept SetID (Agency) • Temp Promotion Expiration
HE_TEMPPSNNTTE	Provides not-to-exceed date information for temporary positions	<ul style="list-style-type: none"> • Department Set ID (Agency) • Begin Date • End Date 	<ul style="list-style-type: none"> • ID (EmplID) • Name • DeptID (Admin Code) • Dept SetID (Agency)



Name	Purpose	Parameters	Data Provided
HE_LWOPFURLOUGHNTE	Provides not-to-exceed date information for employees on LWOP or furlough	<ul style="list-style-type: none"> • Department Set ID (Agency) • Begin Date • End Date 	<ul style="list-style-type: none"> • Position Expiration • ID (EmplID) • Name • DeptID (Admin Code) • Dept SetID (Agency) • Sabbatical
HE_SUSPENSIONNTE	Provides not-to-exceed date information for employees on suspension	<ul style="list-style-type: none"> • Department Set ID (Agency) • Begin Date • End Date 	<ul style="list-style-type: none"> • ID (EmplID) • Name • DeptID (Admin Code) • Dept SetID (Agency) • Detail Expiration
HE0001 – Possible WGI	Provides a list of employees who are due for WGIs within a certain date range	<ul style="list-style-type: none"> • Start Date • End Date 	<ul style="list-style-type: none"> • Name • NID (SSN) • Dept ID (Admin Code) • Pay Plan • Grade • Step • Salary • LEI Date • WGI Due Date
HE0002 – Automatic WGI	Provides a list of employees who received WGIs during a certain period of time	<ul style="list-style-type: none"> • Start Date • End Date 	<ul style="list-style-type: none"> • NID (SSN) • Name • NOA Code • LA Code • Effective Date
HE0003 – Auto Terminations	Provides a list of employees whose	<ul style="list-style-type: none"> • Appt Exp Start Date 	<ul style="list-style-type: none"> • EmplID • Name



Name	Purpose	Parameters	Data Provided
	appointments have expired	<ul style="list-style-type: none"> • Appt Exp End Date 	<ul style="list-style-type: none"> • NID (SSN) • DeptID (Admin Code) • Acct Code (CAN) • EmplRec# (Appt Number) • Hire NTE Dt (Appt Exp Date)
HE0005 – Minority Data Audit <i>NOTE: This query is not available for public access. If the output of this report is needed, please submit a Help PoC request along with approval from your agency that the requester is authorized for EEO data access.</i>	Provides information on the ethnic codes assigned to employees	<ul style="list-style-type: none"> • None 	<ul style="list-style-type: none"> • Name • DeptID (Admin Code) • Location (Geo Loc Code) • NID (SSN) • NOA Code • Hire Date • Ethnic Group
HE0006 – Tenure Changes	Provides information for tenure conversions that have occurred	<ul style="list-style-type: none"> • Auto Action Type 	<ul style="list-style-type: none"> • AA Type (Auto Action Type) • Name • ID (EmplID) • EmpRcd# - Appt Number • Msg Cd 1 • Message • Position • Descr • Action Dt
HE007 – Savings Bonds	Provides a list of employees with	<ul style="list-style-type: none"> • None 	<ul style="list-style-type: none"> • Department ID • Employee ID



Name	Purpose	Parameters	Data Provided
	savings bonds		<ul style="list-style-type: none"> • Employee Name • NID (SSN) • Effective Date • Bond Priority • Bond Denomination description • Other Registrant Type • Deduction Amount • Job Code • Job Title
HE008 – TSP Missing Deductions	Provides a list of employees who do not have TSP deductions entered.	<ul style="list-style-type: none"> • None 	<ul style="list-style-type: none"> • Department ID • Employee ID • Employee Name • NID (SSN) • Job Code • Job Title • Plan Type
HE009 – CAN Changes	Provides a list of CAN Changes	<ul style="list-style-type: none"> • Start Date • End Date 	<ul style="list-style-type: none"> • Department ID • POI • NID (SSN) • Acct Code • Employee Name • Effective Date • Acct Code
HE010 – Staffing Runs	Provides Staffing Run data.	<ul style="list-style-type: none"> • Effective Date 	<ul style="list-style-type: none"> • Department ID • NID (SSN) • Employee Name



Name	Purpose	Parameters	Data Provided
			<ul style="list-style-type: none"> • Description • Pay Plan • Occ Series • Grade • Step • Salary • Acct Code • Reg/Temp • Full/Part Time • Job Code • Supervisory Code
HE011A – Probation Date Period	Provides data for the probation end dates for employees.	<ul style="list-style-type: none"> • Start Date • End Date 	<ul style="list-style-type: none"> • Department ID • Employee ID • Employee Name • NID (SSN) • Job Code • Probations Dates • SES Probation Date • Mgr/Supv Probation Date
HE011B – SES Probation Date	Provides data for the probation end dates for employees.	<ul style="list-style-type: none"> • Start Date • End Date 	<ul style="list-style-type: none"> • Department ID • Employee ID • Employee Name • NID (SSN) • Job Code • Probations Dates • SES Probation Date



Name	Purpose	Parameters	Data Provided
			<ul style="list-style-type: none"> • Mgr/Supv Probation Date
HE011C – Mgr/Supv Probation Date	Provides data for the probation end dates for employees.	<ul style="list-style-type: none"> • Start Date • End Date 	<ul style="list-style-type: none"> • Department ID • Employee ID • Employee Name • NID (SSN) • Job Code • Probations Dates • SES Probation Date • Mgr/Supv Probation Date
HE012 – Health Benefits Field Report	Provides data on actions that impact or affect health benefits	<ul style="list-style-type: none"> • Begin Date Entered • End Date Entered 	<ul style="list-style-type: none"> • Employee Name • Employee ID • NID (SSN) • Action • Action/Reason • NOA Code • NOA Description • Department ID
HE013 – Actions Processed Sort by POI	Provides a list of actions processed for a particular business for a period of time.	<ul style="list-style-type: none"> • Business Unit • Start Date • End Date 	<ul style="list-style-type: none"> • POI • Employee ID • Effective Date • Sequence/Transaction Number • NOA Code • NOA Ext • WIP Status • Action Date



Name	Purpose	Parameters	Data Provided
HE014 – Employees who Report to Prompt	Provides a list of employee who report to a particular position.	<ul style="list-style-type: none"> • Reports to Position Number 	<ul style="list-style-type: none"> • Reports To Position • Employee ID • Employee Name • Position Number • Official Position Title
HE015 – Employees by Department	Provides a list of all employees that the query requester has access to based on their admin code access.	<ul style="list-style-type: none"> • None 	<ul style="list-style-type: none"> • Department ID • Department Name • Employee ID • Employee Name • Official Position Title • Position Number • Reports To Position
HE016 - 638 Compack Report	Provides a list of employees in their respective departments with their	<ul style="list-style-type: none"> • Set ID 	<ul style="list-style-type: none"> • Department ID • Employee ID • Employee Name • Hire Date • Birthdate
He0017 – Years of Service Listing/POI	Provides years of service data.	<ul style="list-style-type: none"> • Service Date From • Service Through Date 	<ul style="list-style-type: none"> • Department ID • Employee Name • Hire Date • Birthdate • Service Date • POI • Pay Plan • Grade • Position Description
HE_JOBCODE	Provides a list of all	<ul style="list-style-type: none"> • Setid 	<ul style="list-style-type: none"> • Job Code



Name	Purpose	Parameters	Data Provided
	Job Codes		<ul style="list-style-type: none"> • Occupational Series • Pay Plan • Salary • Grade • Pay Basis • Functional Class • Status • Sensitivity Code • Manager Level • Official Position Title
HE_ALL_WIP_STATUS	<p>Provides listing of all PAR transactions keyed within a specified date period. The listing outputs the current WIP status of each action. In addition, it provides the status as to whether the transaction was transmitted through the payroll interface. The status codes for the payroll interface update indicator are as follows:</p> <ul style="list-style-type: none"> • N: Action not 	<ul style="list-style-type: none"> • Tracking Begin Date • Tracking End Date 	<ul style="list-style-type: none"> • Employee ID • Effective Date • Effective Sequence • NOA Code • NOA Extension • Payroll Interface Update Indicator • Job code • Department ID • Grade • WIP Status • Action Date • Tracking Date Sequence



Name	Purpose	Parameters	Data Provided
	<p>ready to be transmitted.</p> <ul style="list-style-type: none"> • R: Action to be transmitted during next interface run. • D: Action sent this pay period. • P: Action sent during a prior pay period. 		
HE_ALL_WIP_STATUS_BY_EMPLID	<p>Provides listing of PAR transactions keyed within a specified date period for an employee. The listing outputs the current WIP status of each action. In addition, it provides the status as to whether the transaction was transmitted through the payroll interface.</p>	<ul style="list-style-type: none"> • Tracking Begin Date • Tracking End Date • Employee ID 	<ul style="list-style-type: none"> • Employee ID • Effective Date • Effective Sequence • NOA Code • NOA Extension • Payroll Interface Update Indicator • Job code • Department ID • Grade • WIP Status • Action Date • Tracking Date Sequence



Name	Purpose	Parameters	Data Provided
	<p>The status codes for the payroll interface update indicator are as follows:</p> <ul style="list-style-type: none"> • N: Action not ready to be transmitted. • R: Action to be transmitted during • D: Action sent this pay period. • P: Action sent during a prior pay period. 		
HE_ALL_WIP_STATUS_BY_EFFDT	Provides listing of all PAR transactions effective within a specified date period. The listing outputs the current WIP status of each action. In addition, it provides the status as to whether	<ul style="list-style-type: none"> • Begin Effective Date • End Effective Date 	<ul style="list-style-type: none"> • Employee ID • Effective Date • Effective Sequence • NOA Code • NOA Extension • Payroll Interface Update Indicator • Job code • Department ID



Name	Purpose	Parameters	Data Provided
	<p>the transaction was transmitted through the payroll interface. The status codes for the payroll interface update indicator are as follows:</p> <ul style="list-style-type: none"> • N: Action not ready to be transmitted. • R: Action to be transmitted during next interface run. • D: Action sent this pay period. • P: Action sent during a prior pay period. 		<ul style="list-style-type: none"> • Grade • WIP Status • Action Date • Tracking Date Sequence
HE_ALL_WIP_STATUS_EMPLID_EFFDT	Provides listing of PAR transactions effective within a specified date period for an	<ul style="list-style-type: none"> • Begin Effective Date • End Effective Date • Employee ID 	<ul style="list-style-type: none"> • Employee ID • Effective Date • Effective Sequence • NOA Code • NOA Extension



Name	Purpose	Parameters	Data Provided
	<p>employee. The listing outputs the current WIP status of each action. In addition, it provides the status as to whether the transaction was transmitted through the payroll interface. The status codes for the payroll interface update indicator are as follows:</p> <ul style="list-style-type: none">• N: Action not ready to be transmitted.• R: Action to be transmitted during• D: Action sent this pay period.• P: Action sent during a prior pay period.		<ul style="list-style-type: none">• Payroll Interface Update Indicator• Job code• Department ID• Grade• WIP Status• Action Date• Tracking Date Sequence



