

3270 QUERY to HRS MAPPING

For BUDGET RELATED DATA

November 2011

UW System Administration Office of Budget and Planning 780 Regent Street, Suite 223 Madison, WI 53715

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When in WORD, to quickly advance to a specific section of this document, place curser on the section name, hold down Ctrl key and left click.

1. Introduction

The purpose of this document is to provide a basic explanation of where information from previous Budget 3270 transactions can now be found on the Human Resources System (HRS).

For each 3270 transaction, this document explains where to navigate in HRS to find similar information, a visual comparison of the HRS side and the 3270 screen is displayed, and the information equivalents are pointed out. Some screen data such as person name, employee ID and department has been changed to imaginary equivalents or blurred-out for confidentiality.

In an attempt to keep instructions as simple as possible, this document will not get into all the details of the HRS screens.

In this document are references to "*Navigation tip: When you get here, add this to your *Favorites* if you have not already done so." Follow this tip to quickly jump to the HRS screens you commonly will use, rather than drilling down through multiple menu layers. Section *10. Navigation Tips*, will explain how to "....add this to your *Favorites*". Also in the navigation tips is how to find a navigation path through the SEARCH function on the Oracle Menu.

For most queries listed in this document, log into HRS production. A few may use the EPM website or the Interactive Reporting (IR) site. The instructions will point out the exceptions to you.

- HR Production On-line screens, reports, and queries: <u>https://www.hrs.wisconsin.edu/login</u>
- EPM Production queries: <u>https://www.epm.wisconsin.edu/login</u> HR and EPM Contact: HRS Support Center , 855-4UW-SUPP or 608-890-1501
- Interactive Reporting (IR) query: <u>https://bi2.fastar.wisconsin.edu/workspace</u> IR Contact: Kathy Luker at 608-265-3761, <u>kwluker@wisc.edu</u>

2. Data Security - what you may or may not be able to view

Ask for ok to security info from Kay's and Cathy's paper.

The menus that will be presented to you and even the data that you can view will depend on the roles for which you are authorized, as well as your "row level" security.

In HR Production, row level security applies. Row level security gives a user access at the department, division, campus, or system-wide level. For example, if a user has campus level security, a user can only see job information for people with jobs within the user's campus. A search for the employee will return a "No matching values were found" response.

Row level security currently defaults to department level, but can be requested at a higher level. To request a higher level of security, consult your campus site lead. At the department row level, data will be masked or unavailable if the user's department does not match the employee's job department

The explanations and examples below are taken from PEOPLESOFT HRS SUMMARY INQUIRIES, by Kay Schoenherr, 04JAN2011.

In the examples below, the user has row level security for division A48 (Letters and Science) at UWMSN only.

The employee has 2 jobs: one at UWMSN in Dept A482600 (French & Italian); and one at UWEAU, Dept C034001 (Vice Chancellor for Student Affairs, Gear Up Program).

Empl Rcd #0 is the UWMSN assignment.

Empl Rcd #1 is the UWEAU assignment.

Note: The **Job Data** hyperlink may appear as if it is active for all rows below. However, the **Job Data** hyperlink is dependent on a user's row level security. In our example, the Job Data hyperlink will only work for rows containing Empl Rcd #0 (*e.g.* UWMSN) information.

Menu > My Favorites > CLEAN_Address > Inbound File Upload > Self Service > Manager Self Service > Recruiting > Wordfree deministration	•	Workforce Jo Jimi Coco	b Summary)		ID:	00650118	Active hyperlinks based on user's row level security
 Personal Information Job Information 		Job Informatio	on V Job Informa	ition Y Work Loc	ation Y	Customize Find Vie Salary Plan / Compensation	w All 📜 🛛 First	1-5 of 5 🕨 Last
Contract Administration Emporary		Org Relation	Empl Rcd#	Effective Dat	te Seq	Action	Action Reason	Go To Job
Assignments		EMP		0 05/23/2011	0	Short Work Brk	EndAcdmcYr	Job Data
Employment		EMP		1 12/15/2010	0	Posn Chg		Job Data
Categorization ITA		EMP		1 11/12/2010	0	Hire	Orig	Job Data
Review Job Information		EMP		1 11/12/2010	1	Data Cho	EEDtaUpdt	Job Data
- Workforce Job Summary		EMP		0 11/01/2010	0	Hire	Reassign	Job Data
– Job Summary JPN – Multiple Jobs <u>Summary</u> – Compensation <u>Summary USF</u> – Personal Data USE		Return to Sea	Irch E Notif	y .				

On the **Workforce Job Summary**, **Salary Plan** tab, notice that the UWEAU Empl Rcd #1 shows "XX's" in some of the fields. The data is masked due to the user's row level security.

Workforce Job Summary						
Jimi Coco	EM	•			ID: 006501	18
Job Information General Job Inform	mation Y Work Lo	ocation Y	Salary Plan Y	<u>Customize</u> Compensati	<u>Find </u> View All 🛗 on 🔪 💷)	First 🛃 1-5 of 5 🕨 Last
Org Relation Empl Rcd#	Effective Date	Seq	<u>Sal Plan</u>	<u>Grade</u>	Step Pay Group	Frequency
EMP	0 05/23/2011	0	AD1C	103	0 CAR	9M
EMP	1 12/15/2010	0	XXXXX	XXX	99 XXX	
EMP	1 11/12/2010	0	XXXX	XXX	99 XXX	
EMP	1 11/12/2010	1	XXXX	XXX	99 XXX	
EMP	0 11/01/2010	0	AD1C	103	0 CAR	9M

Workforce Job Summary, Compensation tab, the UWEAU Empl Rcd 1 shows all 9's in some fields, due to the user's row level security.

Workforce Job Summary

Jimi Coco			EMP			ID:	00650118			
Job Inform	nation I Y Job Information Y	Work Location	(Salary Plan) Co	Customize Find Vie	w All 📜 🛛 Fi	rst 🛃 1-5 of 5 🕨 Las	t			
Org Relation	Empl Rcd# Effective Date	Seq Ann	ual Rt	Monthly Rt	Daily Rt	Hrly Rat	e	<u>Currency</u>	Change Percent	Components
EMP	0 05/23/2011	0	54000.000	4500.	000	207.692	25.862069	USD		Components
EMP	1 12/15/2010	0 999	999999999999999.999	99999999999999999999.	999 999999999	9999999.999 999999	999999.999999	XXX	999.999	
EMP	1 11/12/2010	0 999	99999999999999999999	99999999999999999999.	999 999999999	9999999.999 999999	999999.999999	XXX	999.999	
EMP	1 11/12/2010	1 999	99999999999999999999	999999999999999999999.	999 999999999	9999999.999 999999	999999.999999	XXX	999.999	
EMP	0 11/01/2010	0	54000.000	4500.	000	207.692	25.862069	USD		Components

On the **Workforce Job Summary**, *Compensation* tab, you can click on the **Components** hyperlink only for the UWMSN Empl Rcd 0 job, but not the UWEAU Empl Rcd 1 job.

EPM and IR data viewing is limited by security role, which includes whether the user is limited to viewing only "non-sensitive" information. There is no restriction on who you can see, but information such as Home Address, ethnicity, social security number, may be considered sensitive information and not available to most users.

3. APPI / HRS Job Data Query

APPI 3270 Screen

AS OF 07 12 11 APPI PAGE 1 PERS ID 00298765 SENIORITY: DOE,JANE L APPT ID 01234567 APPT BEGIN DATE 08 26 2009 01 - (NEW APPOINTMENT) PRIOR LOC A TYPE AS BRK N APPT END DATE NEXT LOC LAST WORK DATE LENGTH MONITOR APPT TYPE: FA (FACULTY) TITLE: C40NN (ASSISTANT PROFESSOR) BASIS C RATE 45850 UWMF% CONTINUITY 01 (ON-GOING) SEASONAL FLSA E (EXEMPT) TOTAL APPT % 0.000 MAJOR DEPT Q321456 (UW-MNT/PSYCHOLOGY) TOTAL LEAVE % 0.000 BACKUP FOR APPT TP EXIT ____ NEXT ___ YOUR LAST REQUEST WAS 01365762 07-12-11 1=CHGT 2=APCT 3=APPR 4=APRH 5=APDT 6=CHGA 7=CHGR 8=DEPT 9=-1 10=+1 11=EXIT

APPI: Appointment Inquiry

The Appointment Inquiry displays information for one selected appointment as of a requested date.

The most detailed place to find the information that appeared in the APPI query is on the HRS Job Data screens. It will display the most current information. Historical information can be retrieved if needed.



*Navigation tip: When you get here, add this to your *Favorites* if you have not already done so.

ORACLE"	
	Home <u>Worklist</u> <u>MuttiChannel Console</u> <u>Add to Favorites</u> <u>Sign out</u>
Menu E Search:	► New Window Help
D My Favorities D Inbound File Upload D Self Service D Manager Self Service	Job Data Enter any information you have and click Search. Leave fields blank for a Enter your search criteria. If you know the Employ (formarky Person ID) use it
 ✓ Workforce Administration ▷ Personal Information ✓ Job Information 	EmpliD: begins with V 00298765
 ▷ Contract Administration ▷ Temporary Assignments ▷ Employment ○ contraction IT 	Empl Rcd Nbr: = Check "Include History" box if you want to see Name: begins with Image: the changes to an appointment over time, or else
Review Job Information Reports Job Data	Case value. begins with • Second Name: begins with • Atternate Character Name: begins with • Click on Search box or hit Enter key.
 <u>Job Data - Student Help</u> <u>Only</u> <u>Review Staffing</u> Assignments 	Middle Name: begins with begins with Case Sensitive Include History Case Sensitive If there are multiple appointments, a selection
- Add Emplmnt Instance - Student - Other Payee - Add Additional	Search Clear Basic Search Basic Search Criteria Ist is returned. Otherwise you will be taken directly to the Job Data screen.
Assignment - Move Assignmnt to another Inst	Search Results First 1.3 of 3) Last View All First 1.3 of 3) Last EmplD Empl Rcd Nbr Name Last Name Second Name Alternate Character Name Middle Name
 <u>Demote an Instance</u> <u>Add Employment</u> <u>Instance USF</u> Additional Appointment 	00298765 0 JANE DOE DOE (blank) L 00298765 1 JANE DOE DOE (blank) (blank) L 00298765 2 JANE DOE DOE (blank) (blank) L

If a list is returned, select a result and click on it.

Job Data: HRS Work Location Tab

ſ	Work Location	_lob Information	Labor <u>P</u> ayroll	Payroll*	∕_ <u>S</u> a	ilary Plan 🍸 <u>C</u> omp	ensation	UW Custom	
(JANE DOE	EMP			ID:	00298765	Empl F	Rcd #: 0	
	Work Location						Find	First 🛃 1 of 1	🕨 Last
	HR Status: Effective Date: Action:	Active 05/26/2011 Short Work Break	Payroll Status: Sequence:	Leave of Abse 0 Rea	nce son:	Job End of Academi	Indicator: r Yea:	Go To Row Primary Job	t
<	Last Start Date: Expected Job Er	02/10/2011 d Date 05/25/2011	Termination D	ate: ast Date Worke	d	Expected Retur	n Date:		
<	Position Number	: 01234567	ASSISTANT I	PROFESSOR Management Re	> cord	Position Entry I A date of	Date: 02/10/2	02/10/2011 011 is the mig	gration date
	Regulatory Region Company:	DIN: USA UWS	United States University of	s Wisconsin Syste	em	the new H entry date	IR Systei e is expla	m. Obtaining t ained on the n	the original lext page.
	Business Unit: Department:	Q321456	MNT/PSYCH	OLOGY		Department Er	ntry Date:	02/10/2011	
	Location: Establishment II): Addition	MAIN-ADMIN	ISTRATION BLD	G	Date	e Created:	05/28/2011	
	Job Data	Employment Data	Earnings Distrib	ution <u>Ben</u>	efits Pr	rogram Participatio	<u>in</u>		

The items in red boxes above are equivalent to the APPI items highlighted in yellow below.

DOE,JANE L APPT ID 01234567	AS OF 06 22 11 <mark>PERS ID </mark> 00298765	APPI PAGE 1 SENIORITY:
APPT BEGIN DATE 08 26 2009 APPT END DATE LAST WORK DATE	01 - (NEW APPOINTMENT) -	PRIOR LOC A TYPE AS <mark>BRK</mark> N NEXT LOC LENGTH MONITOR
APPT TYPE: FA (FACULTY) BASIS C RATE 45850	TITLE: C40NN (ASSIS	TANT PROFESSOR) UWMF%
CONTINUITY 01 (ON-GOING) FLSA E (EXEMPT)	SEA	SONAL
MAJOR DEPT Q321456 (UW-MNT/	PSYCHOLOGY) T	OTAL APPT % 0.000 OTAL LEAVE % 0.000

- The new APPT ID is equal to the last 6 digits of HRS employee ID + 2 digit employer record number; for this example, the Budget appointment ID would be 29876500
- If an expected end date exists, it is shown; the actual termination date is listed separately
- Look at Action to see if person is on break

Other useful information on the HRS Work Location tab, shown in green ovals:

- Status of appointment, the last Action taken, the Effective Eate of the action, and the action Reason
- Payroll Status and Job Indicator (ex.: primary job, secondary job), Expected Job End Date
- Position Number, Title description

• Employment Data: At the bottom of any of the Job Data tabs, click on Employment Data

```
Job Data Employment Data Earnings Distribution Benefits Program Participation
```

This opens an HRS Employment Information screen:

ployment Information										_
NE DOE	EMP			ID:	0	029876	5 Em	pl Rcd #:	0	
janizational Instance										
Organizational Instance Rcd:	O	Original Star	t Date:	J	08/26/	2009	🔽 Overria	le		
.ast Start Date:	02/10/2011	First Start Da	nte:	_	02/10/	2011				
ermination Date:			Ye	ars Mon	ths D	ays				
ldj Cont Service Date:			φ	0 0	I	0				
anizational Assignment Data										
nstance Record										
ast Assignment Start Date:	02/10/2011		Firs	t Assignr	nent S	Start:	02/10/2011			
ssignment End Date:										
lome/Host Classification:	Home		Ye	ars Mont	hs D	ays	Time F	Reporter Da	ata	
Company Seniority Date:	02/10/2011	Coverride	φ	5		3				
enefits Service Date:	08/26/2009	Coverride	¢ 1	- 10		17				
eniority Pay Calc Date:	02/10/2011	Coverride	φ.	5		3				
riminal Background Check Date	E: 02/26/2009			5		-				
robation Date:										
Professional Experience Date:			Las	t Verifica	tion D	ate:				
usiness Title:	ASSISTANT PR	ROFESSOR	Dov	ition Pho	ne:					
= USA										
Data Employm	ent Data <u>Earn</u>	ings Distributio	on	Benefit	s Proc	qram P	articipation	—		
Employm The Employm APPT BEGIN I showed the r the Work Loc Adi Cont Server	ent Data Eam nent Data so DATE on the nigration da cation tab w vice Date sh	ings Distribution creen will s a 3270 APF ate in the F vill show th nows the c	on Pl scre Positione origination	<u>Benefit</u> you th een. Tl on Entr ginal st ed <mark>ser</mark>	e or nis is ry Da art o	igina s usef ate; i date. ty dat	l start da ful if the f f the pers	te This HRS Wo son star	s is equ ork Loc rted af	uivalen [:] ation t ter mig
Employm Employm The Employm APPT BEGIN I showed the r the Work Loc Adi Cont Serv DOE, JANE L	ent Data <u>Earn</u> nent Data so DATE on the nigration da cation tab w vice Date sh	ings Distribution creen will s a 3270 APF ate in the F vill show th nows the c	on Pliscre Positione original lassifi	Benefit you th een. Tl on Entr ginal st ed ser AS C	e or nis is ry Da art o niorit	igina s usef ate; i date. ty dat	I start da ful if the f the pers te.	te This HRS Wo son star	s is equ ork Loc ted af	uivalen ation t ter mig
Data Employm The Employm APPT BEGIN I showed the r the Work Loc Adi Cont Serv DOE, JANE L APPT ID 01234	ent Data Earn nent Data so DATE on the nigration da cation tab w <u>vice Date</u> sh	ings Distribution creen will s e 3270 APF ate in the F ate in the F vill show th nows the c	on Pl scre Positione original lassifi	Benefit you th een. Th on Entr ginal st ed ser AS C a ID C	e or nis is ry Da art (hiorit	igina igina s usef ate; i date. ty dat 6 22 8765	I start da ful if the f f the pers te.	te, This HRS Wo son star	s is equ ork Loc ted af	uivalen ation t ter mig
Data Employm The Employm APPT BEGIN I showed the r the Work Loc Adi Cont Serv DOE, JANE L APPT ID 01234 APPT BEGIN DAT APPT END DATE LAST WORI	ent Data Eam nent Data so DATE on the nigration da cation tab w vice Date sh 567 TE 08 26 2 K DATE	ings Distribution creen will se a 3270 APF ate in the F vill show th nows the c	on Pl scre Positione orig lassifi PER: -	Benefit you th een. Tl on Entr ginal st ed ser AS C S ID C (NEW	e or e or nis is ry D: cart (b) F 0 0029 APP	igina s usef ate; i date. ty dat 6 22 8765	I start da ful if the l f the pers te. 11 MENT) PH NH	te This HRS Wo son star SENIO RIOR LO ENGTH I	s is equ ork Loc ted af rted af RITY: C MONITO	uivalen ation t ter mig APPI P CYPE A
Data Employm The Employm APPT BEGIN I showed the r the Work Loc Adi Cont Serv DOE, JANE L APPT ID 01234: APPT BEGIN DA' APPT BEGIN DA' APPT TYPE: FA BASIS C RA'	ent Data Eam nent Data so DATE on the nigration da cation tab w vice Date sh 567 TE 08 26 2 K DATE (FACULTY) TE 45850	ings Distribution creen will se a 3270 APF ate in the F vill show th nows the c	on Pl scre Positione orig lassifi PER: - -	Benefit you th een. Th on Entr ginal st ed ser AS C S ID C (NEW	e or nis is ry Da art o 0029 APP C40	iginal s usef ate; i date. ty dat 6 22 8765 OINT	I start da ful if the l f the pers te. 11 MENT) PI NI LI ASSISTAN	E This HRS Wo son star SENIO RIOR LO ENGTH I NT PRO	s is equ ork Loc rted af rted af RITY: C C MONITC FESSOF UWMF%	uivalen ation t ter mig APPI P. CYPE A DR R
Data Employm The Employm APPT BEGIN I showed the r the Work Loc Adi Cont Serv DOE, JANE L APPT ID 01234: APPT BEGIN DA' APPT BEGIN DA' APPT END DATE LAST WOR! APPT TYPE: FA BASIS C RA' CONTINUITY 01 FLSA E (EXEMP)	ent Data Eam nent Data so DATE on the nigration da cation tab w vice Date sh 567 TE 08 26 2 K DATE (FACULTY) TE 45850 (ON-GOINC T)	ings Distribution creen will see 3270 APP ate in the P vill show the nows the c	on Show Pl scre Positione orig lassifi PER: -	Benefit you th een. Tl on Entr ginal st ed ser AS C S ID ((NEW	eor nis is ry Da art (iorit 0029 APP C40	igina s usef ate; i date. ty dat 6 22 8765 0INT	articipation	This HRS Wo son star SENIO RIOR LO ENGTH I NT PRO NAL	s is equ ork Loc rted af rted af RITY: C MONITC FESSOF JWMF%	uivalen ation t ter mig

• Appointment change history: View history to see actions taken since migration to HRS.

As explained earlier, to request history from the search criteria screen , click on the Include History box:

ORACLE'	Home We
Menu Search: Search: D My Favorites Inbound File Upload Self Service Manager Self Service Recruiting Workforce Administration Personal Information Contract Administration Categorization ITA Review Job Information Reports Job Data	Job Data Enter any information you have and click Search. Leave fields blank for a list of all values. Find an Existing Value EmplID: begins with ▼ 00298765 Empl Rcd Nbr: = ▼ Name: begins with ▼ Last Name: begins with ▼ Atternate Character Name: begins with ▼
 Job Data - Student Help Only Review Staffing Assignments Add Emplmnt Instance - Student 	Middle Name. begins with Include History Case Sensitive Search Clear Basic Search Save Search Criteria

Or from the bottom of any of the Job Data tabs, click on the Include History box:

man	
Save Return to Search Tervious in List Next in List Notify Cervious tab	
Refresh	Include History
Work Location Job Information Job Labor Payroll Payroll* Salary Plan Compensation UW Custom UW Custom*	* <u>UW Benefits</u> <u>UW Benefits</u>

Use the arrows at the top right of a tab screen to scroll through historical records. ______ The most current information is displayed as the first record, the earliest as the last record. Only history since migration is shown.

			02/10/2011	is the migra	ation date to	o the new HR sy	ystem.	
ſ	Work Location	Job Information	∕Job <u>L</u> abor ∕ <u>E</u>	ayroll (<u>P</u> ayroll*	alary Plan $ angle$ Com	npensation γ UW Cu	ustom
	JANE DOE	/	EMP		ID:	00298765	Empl Rcd #: (
	Work Locatie::						Find First	2 of 2 Last
	HR Status:	Active	Payroll Sta	itus: Active			Go To Ro	W
(Effective Date:	02/10/2011	Sequence	: 0		doL	Indicator: Primary.	Job
	Action:	Hire			Reason:	Conversion	/	
	Last Start Date:	02/10/20	D11 Termina	tion Date:				History

The Effective Date on the HRS Work Location tab is the effective date of the change, Action will describe what changed, and Reason is the cause of the action. In this example, Effective Date 02/20/2011 is the date of migration/conversion to the new HR System, and the Reason for the Hire action is listed as the Conversion; how to find the original start date is discussed on the previous page .

			Poyroll	Dovroll*	Colory Plan	Componentia	a V LIM Custom		
JANE DOE		EMP	<u>r</u> ayion	<u>rayion</u> /	Dataty Plan /	00298765	Empl Rcd #:	0.	
ob Information						<u>Fir</u>	nd First 🛃 1 of	2 🕨 <u>Last</u>	
Effective Date:	05/26/2011	Effecti	ve Sequence	:: 0	📃 🛛 Job Indi	cator: Prima	ry Job	Go To Rov	
Action:	Short Work I	Эrk		Rea	son: End of ,	Academic Year		Current	
Job Code:	C40NN	ASSIS	STANT PROF	ESSOR	Entry Date:	02/10/201	Full/Part refe	rs to healt	th insuranc
Supervisor Leve	el:							+ FTF % · if	nart_time
Supervisor ID:					Seasonal?:	N/A	but enough t	o he eligih	le for HI
Reports To:							will say "Full-	.Time"	ne ioi iii,
Regular/Tempor	rary: Regular			Contract (1)	Full/Part:	Full-Time	win say Tun	Time .	
Empl Class:	FA				Officer Code	: None	If a person	has multi	ple
Regular Shift:	N/A				Shift Rate:		active app	t.s, Combii	ned Std
Classified Indc:	Classified				Shift Factor:		Hours shou	uld be a su	im of
UWC / UWEX Pr	ogram _{Not Applica}	ble			Day Pacies	Acadomic	the FTE an	d standard	d hours
Area:					Pay Dasis.	Academic	for all <u>as o</u>	f when the	<u>e apt.</u>
Standard Hours							being view	ed started	<u>l</u> .
Standard Hours	: 40.00			Combined	Std Hours / FTE	E: 40.00	/ 1.000000 💙		
Work Period:	WUWS				As of Date	05/26/2011			
FTE:	1.000000	* ⊏	Adds to FTE	Actual Cou	ınt? 🗖 Er	ncumbrance Ov	verride		
									•
Contract #									
Contract Numb	per: Next Cor	ntract Number	Con	tract Type:					
USA 🔶	Cli	ick on the U	SA Flag to	get the f	- LSA Status b	oox, shown h	ere, to appear		

Work Day Hours:

Benefits Program Participation

Job Data: HRS Job Information Tab

FLSA Status:

Job Data

Exempt

The items in red boxes above are equivalent to the APPI items highlighted in yellow below. Other useful information on the HRS Job Information tab is shown ingreen ovals

EEO Class: None

Employment Data Earnings Distribution

DOE,JANE L APPT ID 01234567	AS OF 06 22 11 PERS ID 00298765	APPI PAGE 1 SENIORITY:
APPT BEGIN DATE 08 26 2009 01 APPT END DATE LAST WORK DATE	- (NEW APPOINTMENT)	PRIOR LOC A TYPE AS BRK N NEXT LOC LENGTH MONITOR
<mark>APPT TYPE</mark> : FA (FACULTY) <mark>BASIS</mark> C RATE 45850	TITLE: C40NN (ASSIS	TANT PROFESSOR) UWMF%
CONTINUITY 01 (ON-GOING) <mark>FLSA</mark> E (EXEMPT)	SEA	SONAL
MAJOR DEPT Q321456 (UW-MNT/PSY	CHOLOGY) <mark>T</mark> T	OTAL APPT % 0.000 OTAL LEAVE % 0.000

Job Data: HRS Compensation Tab

Work Location	Job Information γ J	ob <u>L</u> abor Y <u>P</u> ayroll	l <u>P</u> ayroll*	Salary Pla	n Compens	sation VUW	Custom
JANE DOE	E	МР		ID: 00	298765	Empl Rcd #:	0
Compensation					<u>Find</u>	First 🛃 1	of 2 🕨 Last
Effective Date:	05/26/2011	Effective Sequence	e: o 🔲	Job Indicato	r: Primary Jo	ob	Go To Row
Action:	Short Work Brk		Reason:	End of Acad	emic Year		Current
Compensation F	Rate:	5,094.44444	4 🛒	Frequency:	9М	9M	
Comparative i	nrormation						
▶ Pay Rates							
Default Pay C	omponents						
Pay Components	s _			<u>Customi</u>	<u>ze Find 🏪 👘</u>	First 🖪 1 of	1 🗈 Last
Amounts	Controls / Chan	ges Y Conversion	<u> </u>	_			.
Rate Code	<u>Seq</u>	Comp Rate	45.050.000000	Currency	Frequenc	y <u>Perce</u>	<u>ent</u>
1 NAANNE		u	45,850.000000		A		
Calculate Co	mpensation						
Job Data	Employment Dat	a <u>Earnings Distribut</u> i	ion <u>Benefit</u>	s Program Part	icipation		

The Comp Rate, marked by the red box above, is equivalent to the APPI RATE highlighted yellow below.

- For unclassified, this is the amount earned annually or, for academic pay basis, in 9 months.
- For classified, this would show the hourly amount

DOE,JANE L APPT ID 01234567	AS OF 06 22 11 PERS ID 00298765	APPI PAGE 1 SENIORITY:
APPT BEGIN DATE 08 26 2009 01 APPT END DATE LAST WORK DATE	L - (NEW APPOINTMENT) -	PRIOR LOC A TYPE AS BRK N NEXT LOC LENGTH MONITOR
APPT TYPE: FA (FACULTY) BASIS C <mark>RATE</mark> 45850	TITLE: C40NN (ASSIS	TANT PROFESSOR) UWMF%
CONTINUITY 01 (ON-GOING) FLSA E (EXEMPT)	SEA	ASONAL
MAJOR DEPT Q321456 (UW-MNT/PS)	(CHOLOGY) I	COTAL APPT % 0.000 COTAL LEAVE % 0.000

Other useful information on the HRS Compensation tab, shown in green ovals:

- Frequency of payment; should match what one expects with pay basis from the Job Information tab. Academic = 9M, Annual = M, Hourly = H
- Compensation Rate is the monthly payment amount for an unclassified employee, the hourly rate for a classified employee.

Job Data: HRS UW Custom Tab

Work Location	<u>Job Information</u> γ Job	Labor γ Payroll γ	<u>P</u> ayroll*	<u>S</u> alary F	Plan Y <u>C</u> om	pensation	UW Custo	om 🔪 💽
JANE DOE	EM	P		ID:	00298765	i Em	pl Rcd #:	0
UW Custom Data						<u>Find</u>	🛃 _{1 of 2} D	<u>Last</u>
Effective Date: Action:	05/26/2011 Short Work Brk	Effective Sequence:	0 🛄 Reason:	Job Indi End of	i cator: Pri Academic Ye	imary Job ar		Current
Continuity Statu	is Information		Probation					
Ju	Continuity 01 ob Security ped Length		Probation Not Requi Probation E	Type ired nd Date:				
Rate Exception	s		Additional					
	Under Min 🗖 Over Max 🔽		Working T	itle: A	SSISTANT P		eset	
External Syster	ns		Encumbranc	es				
Source Numbe	System: Other r:		Business Year: Session:	Unit: 20 AY	111 E ' E	Begin Date: End Date:	08/26/2010 05/25/201	
Non-Resident A Income C 1042-S):	lien Info ode (for							

Continuity, marked by the red box above is equivalent to the APPI Continuity highlighted below.

DOE,JANE L APPT ID 01234567	AS OF 06 22 11 PERS ID 00298765	APPI PAGE 1 SENIORITY:
APPT BEGIN DATE 08 26 2009 01 APPT END DATE LAST WORK DATE	- (NEW APPOINTMENT) -	PRIOR LOC A TYPE AS BRK N NEXT LOC LENGTH MONITOR
APPT TYPE: FA (FACULTY) BASIS C RATE 45850	TITLE: C40NN (ASSIS	TANT PROFESSOR) UWMF%
<mark>CONTINUITY</mark> 01 (ON-GOING) FLSA E (EXEMPT)	SEA	SONAL
MAJOR DEPT Q321456 (UW-MNT/PSY	CHOLOGY) I	COTAL APPT % 0.000 COTAL LEAVE % 0.000

Other useful information on the HRS UW Custom tab, shown ingreen ovals:

• Rate Exceptions and Encumberances

4. APRH / HRS Rate and Title History Query

APRH 3270 Screen

DOE, JANE L APPT ID 01234567	AS OF 07 13 2011 PERS ID 00298765	APRH PAGE 1 OF 1 SENIORITY:
EFF DATE BASIS RATE _ 08 26 2010 C 45850 _ 01 10 2010 C 44000 _ 08 26 2009 C 43000	TITLE AND CHANGE REASON C40NN (ASSISTANT PROFESSOR) C40NN (ASSISTANT PROFESSOR) C40NN (ASSISTANT PROFESSOR)	RATE CHANGE REASON 078 (HIGH DEMAND FA) 078 (HIGH DEMAND FA)
NEXT		TP EXIT
3=APPR 4=APP	I 5=APCHGR 6=APDT	9=-1 10=+1 11=EXIT

APRH: Appt Rate & Title History Inquiry

Displays all changes in rate and title from the "as of" date back to the earliest rate and title for selected appt.

At this time, the best place to obtain rate and title changes is from the HR Job Data, as described in *Section 2. APPI / HRS Job Data Query*. Request "Include History" to be returned.

- Title code and description is displayed on the Job Information tab
- Rate is displayed on the Compensation tab

Rate and Title History is also available through an on-line HRS-EPM Report.

Replace <u>Section 4. APRH / HRS Rate and Title History Query</u> when replacement query is available

NOTE: at this writing (11/2011), this query has been reported to not be dependable. It is recommended that this query not be used at this time. A replacement query is being written, but will not be available for several months.

Backdated rate changes that cause a "ripple" change to intervening records are not correctly reported in the current query. A new data element will be added to EPM to correspond to the true rate changes that should be reported.

In addition, the results do not currently include rate change amounts.

For now, limit the use of this query only to become familiar with the EPM queries.

To use the Rate and Title History query, you must know the Empl Id <u>and</u> the HRS Position number of the appointment you wish to query. To get the position number, perform the HRS Job Data query described in section *0. APPI / HRS Job Data Query*. Position number is on the HRS Work Location tab.

/ Work Location 🎽	Job Information Y Job I	_abor Y _ <u>P</u> ayroll	∑ <u>P</u> ayroll*	_γ_ <u>S</u> al	ary Plan Y <u>C</u> ompei	nsation γ UV	/ Custom 👌 D
JANE DOE	EMP			ID:	00298765	Empl Rcd #:	0
Work Location						<u>Find</u> Fir	st 🕙 1 of 1 🗈 Last
HR Status:	Active	Payroll Status:	Leave of Absei	nce		Go T	o Row
Effective Date:	05/26/2011	Sequence:	ο 🔲		Job In	dicator: Prim	iary Job
Action:	Short Work Break		Reas	son:	End of Academic	Year	Current
Last Start Date:	02/10/2011	Termination D)ate:				Carrent
Expected Job End	l Date				Expected Return	Date:	
Last Date Worked	d: 05/25/2011	🗖 Override L	ast Date Worke	d	Position Entry Da	ite: 0	2/10/2011
Position Number:	01234567	ASSISTANT	PROFESSOR				
Override Positi	ion Data	Position N	Management Rec	cord			
Regulatory Region	n: USA	United State	s A				
	\sim	\sim		\sim	~~~~		$\overline{}$

For the HRS Rate and Title History Query, log into the <u>HRS EPM</u> site.



Enter the name of the report UW_HR_JOBCODE_RATEHIST into the "begins with" box and click on Search. OR you can enter just UW_HR to get list of all report names that start with UW_HR.



A list of queries starting with the criteria you entered will appear. If you entered the entire query name, only one item is listed. If you entered a partial name, for example UW_HR, a list of all the queries beginning with UW_HR would appear and you select the query you want.

ORACLE			_	Home	Add to Favorite	۰۹	Sign out
Menu Search: S	Query Viewer Enter any information y *Search By: Quer Search Advanced Search Results *Folder View: All f Query Query Name LIW: HB, JOBCODE	rou have and click Search. Leave fie y Name y begins with Search olders Description RATEHIST. Job Code & Pate Histo	Ids blank for a list of all value UW_HR_JOBCODE_RAT If you use a qu Queries". See <u>Customize F</u> <u>Owner Folder</u> p	rehist section 1 ind View All I Runto R HTML E	New Window New Window Userntly, ad 20.3 Add c	d it to " <i>Favorite</i> <u>Add to</u> <u>Favorites</u>	My Favorite
Ouery Viewer Schedule Query Report Manager PeopleTools Development Utilities Change My Password My Personalizations My System Profile My Dictionary HRS	Now select y	our results to be re	turned either as HTML format,	or in an E	Excel spre	adsheet	that you ca

The following search criteria screen is returned.

- In the search criteria for this query, enter the Empl ID <u>and</u> the HRS Position Number, and click on view results. The results will be displayed in the format you chose from the prior screen.

	lf you as a box will pop-up aski עש_HR_JOBCODE_RATEHIST - Job Code & Rate History	ked for Excel when you requested the report, ng if the system should open Microsoft Excel.
Į	Empl ID (required / no %): 00298765 Position Nbr (required / no %): 01234567 View Results	Opening UW_HR_JOBCODE_RATE/itST_4725.xis You have chosen to open Image: UW_HR_JOBCODE_RATEHIST_4725.xis which is a: Microsoft Office Excel 97-2003 Worksheet from: https://www.epm.wisconsin.edu
	Name Empl ID Empl Rcd # Adjusted Continuous Service Dt HR Status Payroll Position Number Action	Mat should Firefox do with this File? Open with Microsoft Excel (default) Save File
	First click the "Open with" (even though it is already marked),	Do this <u>a</u> utomatically for files like this from now on.
	Your results will be displayed in a Excel spreadsheet.	n

If you chose the HTML format, your result will be displayed in the format shown on the next page.

The example below is in the HTML format.

Download results in : Excel SpreadSheet CSV Text File (1 kb)

If you selected the HTML view, and then decide you would like to save the results, select a format prior to leaving this screen.

Hirst 💽 1-4 UL4 🕞 Last

View All

	Name	Empl ID	Empl Rcd #	Adjusted Continuous Service Dt	HR Status	Payroll Status	Position Number	Action	Action Reason	Action Reason Descriptior	Action Date	Pay Basis	Comp Rate	Job Code	Job Code Description
1	DOE, JANE L	00298765	0		A	A	01234567	HIR	999	Conversion	04/08/2011	с	45850.000000	C40NN	ASSISTANT PROFESSOR
2	DOE, JANE	00298765	0				01234567	RTCHG	078	HIGH DEMAND FA	08/26/2010	с	45850.000000		
3	DOE, JANE	00298765	0				01234567	RTCHG	078	HIGH DEMAND FA	01/10/2010	с	44000.000000		
4	DOE, JANE	00298765	0				01234567	TITLE			08/26/2009	с	43000.000000	C40NN	ASSISTANT PROFESSOR

The items in red boxes above are equivalent to the APRH items highlighted in yellow below

<mark>doe, jane l</mark> <mark>Appt id</mark> 01234567	AS OF 07 13 2011 <mark>PERS ID</mark> 00298765	APRH PAGE 1 OF 1 SENIORITY:			
EFF DATE BASIS RATE	TITLE AND CHANGE REASON	<mark>RATE CHANGE REASON</mark>			
08 26 2010 C 45850	C40NN (ASSISTANT PROFESSOR)	078 (HIGH DEMAND FA)			
_ 01 10 2010 C 44000	C40NN (ASSISTANT PROFESSOR)	078 (HIGH DEMAND FA)			
_ 08 26 2009 C 43000	C40NN (ASSISTANT PROFESSOR)				

- The new APPT ID is equal to the last 6 digits of HRS employee ID + 2 digit employer record number; for this example, the new Budget appointment ID would be 29876500
- Action will list whether the record is for a title change or a rate change
- Changes show an Action Reason (change) code and Action Reason Description. For example: 078 High Demand FA; 019 Merit; 022 Market Factor.
- Actions show the job code and title description
- Action Date is the date of entry. It is <u>not</u> the EFF DATE
- SENIORITY's obtained through the HRS Job Information query described in section 0. APPI / HRS Job Data Query

An alternate method to view title and rate changes is through the historical information on the HRS Job Data Work Location and Compensation tabs described in section *0. APPI / HRS Job Data Query*. However, only the history after HRS migration will be available through the Job Data tabs.

5. APPR / IR Query or HRS Workforce Job Summary

APPR 3270 Screen

APPR						PAGE 01
NAME DOE, JAN	IE L		ID 0028703	10		
SENIORIT	Ϋ́Υ		CBC COMPLE	red date 02	2/26/09	
				001100000		
			MAJOR	CONTINUIT	L'Y	
APPT ID	APPT% TY	PE BASIS RAI	'E DEPT	STATUS	BEGIN	END
_ 01234567	0 F2	A C 458	350 Q32145	6 01	08/26/09	
	C40NN	ASSISTANT PR	ROFESSOR	ON-GOING		
_ 01500150	0 AS	S L O	B81716	1 02	06/01/10	12/01/10
	D63NN	ASST PROF L/	ΊΙ	FIXED TER	RMINAL	
_ 01488888	0 F2	A L O	G30000	0 01	08/04/10	08/25/10
	C40NN	ASSISTANT PR	OFESSOR	ON-GOING		
01414141	0 01	r l O	A20204	5 02	01/01/10	01/31/10
	Z91NN	AD HOC PROGR	RAM SPEC	FIXED TEF	RMINAL	
01111111	25 AS	S C 259	98 B80090	02	08/27/07	05/17/09
	D80FN	ASSOC LECTUR	RER	FIXED TER	RMINAL	
_ 00876543	50 SZ	A C 318	97 C48722	2 02	08/25/03	05/17/09
	Y31ND	TCHING ASST-	DISSERTAT	FIXED TER	RMINAL	
00919119	0 SI	н н 9.0	D00 D01783	6	07/12/04	01/01/05
_	94870	STUDENT HELP	>			
NEXT:					TP EXIT	
	* * * *	* MORE APPOI	NTMENTS FOLL	**** WC		
1=APPROB 2=AF	TNR 3=SORT	4=APPI 5=APR	RH 6=APDT 7=SA	ABB 8=CHG1	r 9=-1 10=	=+1 11=EXIT

APPR: Appointment(s) by Person Inquiry

This is an on-line list of appts for a specific person ID or Soc Sec Number. The list will be used to look up appointment IDs if they are unknown, to provide employment verification or pick an appt for update or other on-line review.

There are two methods by which to obtain APPR data.

- The first method is through an Interactive Reporting (IR) and Query Library. This query's result most closely resembles the APPR transaction.
- The second method is through the HRS screens.

5.1 APPR / IR Query Library Method

The Interactive Reporting (IR) and its Query Library is a web-based repository or pre-written queries. Authorized users can access the IR/Query Library from <u>https://bi2.fastar.wisconsin.edu/workspace/index.jsp</u>

This document assumes that you have obtained access to the IR and know how to Logon.

You will be using the query name Employee Job History.bqy

Once logged into IR, you will obtain a screen similar to this:

Ele View Favorites Tools	If you have already used the Employee Job History.bqy query, you will see it listed. Select it.	Welcome NANCY SLUDWIG L Search	
HRS Hires and Job Change HRS Hires and Job Change Elegacy-to-HRS data mappi FPM 11.1.1.3 Documentatio InfoAccess Production.bqy Employee Job History.bqy Open Other Workspace Pages	rransactions.bqy ing xls in rwise, select Open	Avorites New History.bqy P My Personal Page Applications	

If you selected Open, you will be presented with a list of queries available to you.

	Open		
	Look in: 🕞 EPM	M 🖬 📑 💷	
ic	Look in: Name Name Look in: Look I	Image: Provide a structure Image: Provide a structure Type Owr MS Word File UWr Interactive Repor UWr	Highlight the query you want and click Open.
	Type: All Files	Qpen Cancel	



Enter criteria to find the employee, or obtain a list you may choose from.

A A Free Explore		
/SYSTEM ADMIN/Shared Queries /EPM/Employee J	lob History.bqy	This is your employee ID and the
Document THE UNIVERSITY UNIVERSITY UNIVERSITY UNIVERSITY	Human Resources	Enter EPM Logon ID Enter Password password you used to Logon
Image: Select a R Image: Select a R Image: Select a R Image: Select a R	Emplid must be entered to Process th	iis query.
	Emplid 00298765	Example: 12344 or 00012344. Leading zeros not needed.
	If Emplid is not known, enter the Last "Click to Retrieve List of Names" but the text box above, and select the "Pr	Name (Gender, Empl Class and Deptid are optional). Then select on below. Find the Emplid in the returned list of names, enter it in ocess" button.
	Last Name	Lower or uppercase. "Begins with" condition.
	If entering Last Name, the following p	After Emplid is entered, click "Process"
	First Name	Lower or uppercase. "Begins with" condition.
	Gender	Possible Values: F (Female) or M (Male) or U (Undecided) Reset
	Empl Class	Possible Values: AS,CJ,CL,CP,ET1,ET2,ET3,ET4,FA,LI,OT1,OT2,OT3,OT4, SA1,SA2,SA3,SA4,SA6,SA6,SA7,SH. "Begins with" condition.
	Deptid	Example: A, A06, A0620, A062040. "Begins with" condition.
	Click to Retrieve List of Names	List results may take 2-3 minutes. Once the list appears, find the Emplid and enter into the Emplid text box above and click "Process".
	Or enter other cri	teria to get a selection list of people

If you entered an Employee ID and clicked on Process, wait for the processing hour-glass icon to disappear and then select Employee Jobs Report (from the left pane) to view the results.

75 T 5 TEM ADMIN/SHOLEG WORLDS /EF M/EI	hpioyee oob history.bdy		
Document	Query Complete		
Elect a Report Contes Context and the second sec	THE UNIVERSITY WISCONSIN MADISON	Employee Job History Human Resources	Enter EPM Logon ID E00184532
		Emplid must be entered to Process this q	uery.
		Emplid 00298765	Example: 12344 or 00012344. Leading zeros not ner
		If Emplid is not known, enter the Last Nam "Click to Retrieve List of Names" button b the text box above, and select the "Proce	ne (Gender, Empl Class and Deptid are or elow. Find the Emplid in the returned list ss'' button.
		Last Name	Lower or uppercase. "Begins with" condition.

15/11	0	Juenr Libranr I	Report													
0711		dery abrary i	nepon				Em	ploye	e Job Hist	ory						
eria:	Emplid	=00298785											Da	ata is expe	cted to be refreshe	d nig
	Employ	yee Name:	DOE, JANEL													
	Classifi	ed Seniority	Date													
P d	Pos Nbr	Dept ID	Job Code and Descr	Empl Class	Pay Basis	Comp Rate	FTE	Cont Code	Job Start Date	Job End Date	Expected End Date	Pay Group	HR Status	Empl Payroll	Actions	
	01224587	0221458	C40NN -	FA	С	45,850	1.00	01	08/26/2009			CRR	A	Status	SBK - Short Work	
ľ	01234007	W32 1400	ASSISTANT PROFESSOR		Ŭ	10,000	1.00		0012012020			0		-	Brk	
			C40NN -	FA	s	53,298	1.00	02A	06/17/2011	07/08/2011	07/08/2011	SRR	1	т	TER - Terminatn	
			PROFESSOR													
			C40NN - ASSISTANT	FA	s	22,382.53	1.00	02A	06/10/2011	08/05/2011	08/05/2011	SRR	A	A	DTA - Data Chg	
			PROFESSOR	84		0.000	0.00	02	06/01/2010	12/01/2010		1			06 - EIXED	
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	🔶 Th	e odd E	mplover IDs ar	e due	e to th	ese pos	ition	s endi	ing	01/31/2010		1			01 -	
H	pri	ior to co	onversion so a	"dum	mv″ n	number	is list	ed.		05/17/2009		1			RESIGNATION 06 - FIXED	
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1			ASST-DISSERTAT	00		0.000	0.00		07/12/20004	01/01/2005					TERMINAL	
			94870 - Student Help	ън	н	9.000	0.00		0771272004	0170172005					•	
			94870 - Student Help	SH	н	6.650	0.00		02/19/2001	05/25/2002					•	
			94870 - Student Help	SH	н	5.250	0.00		09/08/2000	05/26/2001					-	
			0.4070 Obudana	eu	LL	5.050	0.00									
			Help	011		0.200	0.00		01/25/2000	05/26/2001					-	
iePa JSi	ge 🖸	Employee	Job	re A	PPR v	with th	ne Ei	mplo	o1/25/2000	History	report	abo	ve.		•	
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	e this e	Employee examp DOE, SENIO T ID 34567 00150	Job J Job J JANE L RITY APPT% 0 C40N 0 D63N	TYF FF N ASS	PPR N PE E	with th BASIS C ISTANI L	RAT 4588 2 PR 0	mplo II CF	01/25/2000 Dyee Job D 0028 BC COMPI MAJOI DEPT Q3214 SSOR B817	History 7010 LETED 456 ON 161	v report DATE 0 NTINUI STATUS 01 -GOING 02 XED TE	abo 2/20 TY BE 08/ 06/	ve. 5/09 2GIN 226/0 (01/1	P# 99 0 1	AGE 01 END	
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	e this e APPR NAME 1 012. 012. 014.	Employee examp DOE, SENIO T ID 34567 00150 88888	Job Job JANE L RITY APPT% 0 C40N 0 D63N 0 C40N	re A TYF FF N AS	PPR A ASSIS ASSI	BASIS C ISTANI L I PROF L ISTANI	RAT 458 7 PR 0 7 L/ 0 7 PR	mplo II CE 50 SOFES	ovee Job o 0028' BC COMPI MAJOI DEPT Q321' SSOR B817' G3000 SSOR	History 7010 LETED R CO 456 ON 161 FI 200 ON	v report DATE 0 NTINUI STATUS 01 -GOING 02 XED TE 01 -GOING	abo 2/20 TY BF 08/ 08/ RMIN 08/	ve. 5/09 2GIN 226/0 701/1 JAL 704/1	P <i>P</i> 99 0 1 0 0	AGE 01 END .2/01/10 08/25/10	
	e this e APPR NAME 1 012 012 012 014 014	Employee examp DOE, SENIO T ID 34567 00150 88888 14141	Job Jeto compa JANE L RITY APPT% 0 C40N 0 D63N 0 C40N 0 C40N 0	TYPE FF N AS N FF N OT	PPR A A ASSI A ASSI 2	BASIS C ISTANI L ISTANI L ISTANI	RAT 4588 7 PR 0 7 L/ 0 7 PR 0	mplo II CE 50 COFES	ovee Job o 0028° o 000 o 0000 o 0000 o 0000 o 000 o 000 o 0000 o 00000	History 7010 LETED R CO 456 0N 161 FI 000 0N 045	v report DATE 0 NTINUI STATUS 01 -GOING 02 XED TE 01 -GOING 02	abo 2/20 TY BF 08/ 06/ RMIN 08/ 08/	ve. 5/09 2GIN 26/0 /01/1 NAL /04/1 /01/1	PP PP 0 1 0 0 0 0	AGE 01 END .2/01/10 08/25/10 01/31/10	
	e this e APPR NAME 1 012 015 014 014	Employee examp DOE, 0 SENIOI T ID 34567 00150 88888 14141	Job Job JANE L RITY APPT% 0 C40N 0 D63N 0 C40N 0 C40N 0 291N	TYF FZ N FZ N FZ N O I	PPR N PE F A ASSI ASSI AD F	BASIS C ISTANT L ISTANT L ISTANT L HOC PF	RATI 458 7 PR 0 7 L/ 0 7 PR 0 80GR	mplo II CF S50 S0FES I I S0FES	olizizzono oyee Job o 0028° BC COMPI MAJOI DEPT Q3214 SSOR B817° G3000 SSOR A2020 SPEC	History 7010 LETED R CO 456 0N 161 FI 000 0N 045 FI	v report DATE 0 NTINUI STATUS 01 -GOING 02 XED TE 01 -GOING 02 XED TE	abo 2/20 TY BE 08/ 08/ 08/ 01/ RMIN	Ve. 5/09 EGIN 26/0 26/0 26/0 26/0 26/0 26/0 26/0 26/0	PP PP 0 1 0 0 0 0	AGE 01 END 2/01/10 08/25/10 01/31/10	
	e this e APPR NAME : 012. 014. 014. 014. 014.	Employee examp DOE, SENIO T ID 34567 00150 88888 14141 11111	Job Job JANE L RITY 0 C40N 0 D63N 0 C40N 0 C40N 0 291N 25	re A Tyre F7 N S7 N F7 N S7 N S7 N S7 N S7 S7 S7 S7 S7 S7 S7 S7 S7 S7 S7 S7 S7	PPR N PE E A ASSI A ASSI A ASSI C AD F	BASIS C ISTANT L ISTANT L HOC PF C	RAT 4588 7 PR 0 7 L/ 0 7 PR 0 80GP 259	mplo II CF SO SOFES GOFES GOFES AM S 998	01/25/2000 Dyee Job D 0028' BC COMPI MAJOI DEPT Q3214 SSOR B817' G3000 SSOR A2020 SPEC B800	History 7010 LETED R CO 456 0N 161 FI 000 045 FI 900	v report DATE 0 NTINUI STATUS 01 -GOING 02 XED TE 02 XED TE 02	abo 2/20 TY BE 08/ 08/ 08/ 01/ RMIN 08/ 01/ RMIN 08/	ve. 5/09 2GIN 226/0 701/1 JAL 701/1 JAL 701/1 JAL 727/0	PP PP 0 1 0 0 0 0 7 0	AGE 01 END .2/01/10 08/25/10 01/31/10 05/17/09	
	e this e APPR NAME 1 APP' _ 012: _ 014: _ 014: _ 014: _ 011:	Employee examp DOE, SENIO T ID 34567 00150 88888 14141 11111	Job J Job J Job J JANE L RITY APPT% 0 C40N 0 C40N 0 C40N 0 Z91N 25 D80F	re A TYF FF N SF N FF N O'T N AS	PPR N PE E A ASSI ASSI AD F A ASSI	with th BASIS C ISTANI L ISTANI L HOC PF C DC LEC	RAT 4588 2 PR 0 7 L/ 0 7 PR 0 80GR 259 2TUR	II CF SO SOFES AM S SER	01/25/2000 Dyee Job D 0028' BC COMPI MAJOI DEPT Q3214 SSOR B817' G3000 SSOR A2020 SPEC B8009	History 7010 LETED 3 CO 456 0N 161 FI 000 045 FI 900 FI	v report DATE 0 NTINUI STATUS 01 -GOING 02 XED TE 02 XED TE 02 XED TE 02	abo 2/26 TY BF 08/ 08/ 08/ 01/ RMIN 08/ RMIN 08/ RMIN	Ve. 5/09 2GIN 226/0 (01/1 JAL (01/1) JAL (27/0 JAL	PP 99 0 1 0 0 0 0 77 0	AGE 01 END 2/01/10 08/25/10 01/31/10 05/17/09	
	e this e APPR NAME 1 APP' 012 015 014 014 014 014 014 014	Employee examp DOE, SENIO 34567 00150 88888 14141 11111 76543	Job Job JANE L RITY APPT% 0 C40N 0 D63N 0 C40N 0 C40N 0 Z91N 25 D80F 50	TYP FZ N SZ N SZ SZ	PPR N PPR N PE F A ASSI A ASSI A AD F 3 ASSI A	with th BASIS C ISTANI L ISTANI L HOC PF C C DC LEC C	RAT 4588 7 PR 0 7 L/ 0 7 PR 0 80GR 259 7 259 7 118	mplo II CF SO SOFES I SOFES AM S SP8 EER SP7	01/25/2000 Dyee Job D 0028' BC COMPI MAJOI DEPT Q321' SSOR B817' G3000 SSOR A2020 SPEC B8009 C4872	History 7010 LETED R CO 456 0N 161 FI 000 045 FI 900 FI 222	v report DATE 0 NTINUI STATUS 01 -GOING 02 XED TE 01 -GOING 02 XED TE 02 XED TE 02 XED TE 02	abo 2/26 TY BF 08/ 08/ 01/ RMIN 08/ RMIN 08/ RMIN 08/	Ve. 5/09 2GIN 226/0 226/0 201/1 JAL 201/1 JAL 27/0 JAL 225/0	PP PP 0 1 0 0 17 0 13 0	GE 01 END 2/01/10 08/25/10 01/31/10 05/17/09	
	e this e APPR NAME 1 APP' 012 015 014 014 014 014 014 014	Employee examp DOE, SENIO SENIO 34567 00150 88888 14141 11111 76543	JANE L RITY 0 C40N 0 C C40N 0 C C40N 0 C C40N 0 C C40N C40N	TYPE FF N AS N FF N OT N AS N SF D	PPR A PPR A ASSI A ASSI A ASSI A A ASSI A A A A A	BASIS C ISTANI L ISTANI L ISTANI L HOC PF C DC LEC C ING AS	RAT 4588 7 PR 0 7 L/ 0 7 PR 0 7 PR 0 7 PR 0 7 PR 0 7 PR 0 7 PR 0 7 PR 0 7 TUR 318 35T-	mplo II CE SO SO FES GAM S SO RER 998 RER 997 DISS	01/25/2000 Dyee Job D 0028 BC COMPI MAJOI DEPT Q3214 SSOR B817 G3000 SSOR A2020 SPEC B8009 C4872 SERTAT	History 7010 LETED R CO 456 0N 161 FI 200 FI 222 FI	v report DATE 0 NTINUI STATUS 01 -GOING 02 XED TE 01 -GOING 02 XED TE 02 XED TE 02 XED TE 02 XED TE	abo 2/26 TY BF 08/ 06/ RMIN 08/ RMIN 08/ RMIN 08/ RMIN 08/ RMIN	Ve. 5/09 EGIN 26/0 26/0 26/0 26/0 26/0 26/0 26/0 26/0	PP PP 9 0 1 0 0 0 0 1 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	AGE 01 END 2/01/To 08/25/10 01/31/10 05/17/09 05/17/09	
	e this e APPR NAME 1 012 015 014 014 014 014 014 014 014 008 009	Employee examp DOE, 0 SENIO 34567 00150 88888 14141 11111 11111 76543 19119	JANE L RITY 0 C40N 0 C C40N 0 C C40N 0 C C40N 0 C C40N 0 C C C C C C C C C C C C C C C C C C	re A TYF F7 N F7 N F7 N S7 D SF	PPR A ASSI ASSI AASSI AA ASSI AA ASSI A A ASSI A A TCHI H	BASIS C ISTANT L ISTANT L HOC PF C C ING AS H	RAT 458 7 PR 0 7 L/ 0 7 PR 0 7 L/ 0 7 PR 0 7 C 1 9 0 8 0 8 5 7 L/ 0 7 259 7 1 8 5 7 9 0	TI CF TE TE TE TE TE TE TE TE TE TE TE TE TE	01/25/2000 Dyee Job D 0028 BC COMPI MAJOI DEPT Q3214 SSOR B817 G3000 SSOR A2020 SPEC B8009 C4872 SERTAT D0178	History 7010 LETED R CO 456 0N 161 FI 900 FI 222 FI 336	v report DATE 0 NTINUI STATUS 01 -GOING 02 XED TE 02 XED TE 02 XED TE 02 XED TE 02 XED TE	abo 2/20 TY BE 08/ 08/ 08/ RMIN 08/ RMIN 08/ RMIN 08/ RMIN 08/ RMIN 07/	Ve. 5/09 EGIN 26/0 26/0 26/0 26/0 26/0 26/0 26/0 26/0	PP PP 0 1 0 0 1 0 0 1 7 0 3 0 4 0	AGE 01 END 2/01/10 08/25/10 01/31/10 05/17/09 05/17/09 01/01/05	

3270 Query to HRS Mapping –APPR / IR Query or HRS Workforce Job Summary

5.2 APPR / HRS Workforce Job Summary Method

APPR 3270 Screen

APPR								PAGE 01
NAME DOE, JAN	IE L			ID	0028701	0		
SENIORII	Ϋ́Υ			CE	BC COMPLET	ED DATE 0	2/26/09	
					MAJOR	CONTINUI	ΓY	
APPT ID	APPT%	TYPE	BASIS	RATE	DEPT	STATUS	BEGIN	END
01234567	0	FA	С	45850	Q321456	01	08/26/09	
_	C40NN	AS	SISTAN	T PROFES	SOR	ON-GOING		
01500150	0	AS	L	0	B817161	02	06/01/10	12/01/10
_	D63NN	AS	ST PRC	F L/I		FIXED TE	RMINAL	
01488888	0	FA	L	0	G300000	01	08/04/10	08/25/10
_	C40NN	AS	SISTAN	T PROFES	SOR	ON-GOING		
01414141	0	OT	L	0	A202045	02	01/01/10	01/31/10
_	Z91NN	AD	HOC F	ROGRAM S	SPEC	FIXED TE	RMINAL	
01111111	25	AS	С	25998	B800900	02	08/27/07	05/17/09
	D80FN	AS	SOC LE	CTURER		FIXED TE	RMINAL	
00876543	50	SA	С	31897	C487222	02	08/25/03	05/17/0
_	Y31ND	TC	HING A	SST-DISS	SERTAT	FIXED TE	RMINAL	
00919119	0	SH	Н	9.000	D017836		07/12/04	01/01/05
	94870	ST	UDENT	HELP				
IFVT.							TP EXIT	

A list of appointments can be obtained from the HRS Job Data search described in section *0. APPI / HRS Job Data Query*, but each appointment must be looked at separately to obtain the same information as on the APPR 3270 screen

Alternately, the Workforce Job Summary provides a listing of all the person's jobs, a summary of the change history for the jobs, and a hyperlink to the HRS Job Data to obtain details.

ORACLE'	Log into HRS	Production	ľ	Home Vvorklist MuttiChannel Co
Menu Search: > My Favorites > Inbound File Upload > Self Service > Manager Self Service	Workforce Job Sumn Enter any information you f Enter any information You f	nary nave and click Search. Lea	we fields blank for a	list of all values.
Recruiting Workforce Administration Personal Information Personal Information Contract Administration Temporary Assignments Employment Categorization ITA Review. Job Information	EmpliD: Name: Last Name: Second Name:	begins with 💌 0029 begins with 💌 begins with 💌	18765	Enter search criteria
- Workforce Job Summary - Job Summary Multiple Jobs Summary - Compensation Summary USF - Personal Data USF	Alternate Character Name Middle Name: Organizational Relationsh Case Sensitive	e: begins with v begins with v ip: = v Basic Search Save Se	earch Criteria	

You can view data by using the tabs, or click on the Re-sort the order of the data by clicking on any file icon and the data row from each tab will of the column names (ex: Effective Date) appear on a single screen in one line Workforce Job Summary JANE DOE 00298765 EMP ID: Job Information First 🗹 1-7 of 7 🕩 Last Customize | Find | 🍉 All | 🏙 General Job Information Vork Location 👌 Salary Plan Compensation Org Relation Empl Rcd# ffective Date Seq Action Action Reason <u>Go To Job</u> 07/09/2011 EMP 0 Terminatn Fixed-Term Job Data 1 EMP 1 06/17/2011 0 Hire Orig Job Data EMP 06/17/2011 1 Data Chg BNeligUpdt 1 Job Data 06/10/2011 EMP 2 0 Hire Orig Job Data EMP 2 06/10/2011 1 Data Chq BNeligUpdt Job Data EMP 0 05/26/2011 0 Short Work Brk EndAcdmcYr Job Data EMP 0/02/10/2011 0 Hire Conversn Job Data

All the jobs are listed with a summary of changes riangledown

Below shows how the data for each record is now on one line instead of broken into tabs. In this view-mode, scroll to the right to see more data.

Workforce	e Job Summa	ry ∖									
JANE DO	DE		EMP		ID	00298	3765				
Job Inform	nation)
€r Org Relation	Empl Rcd#	<u>Effective</u> Date	<u>Seq</u>	Action	Action Reason	<u>Go To</u> Job	<u>Job Code</u>	<u>Empl</u> Type	<u>Empl Status</u>	<u>Full/Part Time</u>	5
EMP	1	07/09/2011	0	Terminatn	Fixed-Term	Job Data	C40NN	Salaried	Terminated	Full-Time	(
EMP	1	06/17/2011	0	Hire	Orig	Job Data	C40NN	Salaried	Active	Full-Time	\backslash
EMP	1	06/17/2011	1	Data Chg	BNeligUpdt	Job Data	C40NN	Salaried	Active	Full-Time	1
EMP	2	06/10/2011	0	Hire	Orig	Job Data	C40NN	Salaried	Active	Full-Time	
EMP	2	06/10/2011	1	Data Chg	BNeligUpdt	Job Data	C40NN	Salaried	Active	Full-Time)
EMP	0	05/26/2011	0	Short Work Brk	EndAcdmcYr	Job Data	C40NN	Salaried	Leave	Full-Time	(
EMP	0	02/10/2011	0	Hire	Conversn	Job Data	C40NN	Salaried	Active	Full-Time	١

- Reclick on the icon to revert back to tab mode.

Use whatever view you like best. The examples in this document show the tab view.

Workforce Job Summary: General Tab

Workforce Job Summary														
JANE DOE		EMP			ID: 00298765									
Job Informatio	Job Information Customize Find View All 🗰 First 🗹 1-7 of 7 🗈 Last													
				Salary Flan / Compensation	Antinu Dananu									
Urg Relation	<u>Empi RCa#</u>	Effective Date	<u>seq</u>	Action	Action Reason	<u>GO TO JOD</u>								
EMP		1 07/09/2011	0	Terminatn	Fixed-Term	Job Data								
EMP		1 06/17/2011	0	Hire	Orig	Job Data								
EMP		1 06/17/2011	1	Data Chg	BNeligUpdt	Job Data								
EMP		2 06/10/2011	0	Hire	Orig	Job Data								

Click on Job Data to be taken directly to the Job Data screens to obtain additional info (ex.: original date, employee class type, continuity status, or title description). To return back here from the Job Data screen, close the Job Data screen. Job Data is described in section *O. APPI / HRS Job Data Query*.

The items in red boxes above are equivalent to the APPR items highlighted in yellow below.

APPR <mark>NAME</mark> DOE, JAN SENIORII	IE L IY			<mark>ID</mark> CBC	0028701 COMPLET	0 ED DATE 02	2/26/09	PAGE 01
					MAJOR	CONTINUI	ГҮ	
<mark>APPT ID</mark>	APPT%	TYPE	BASIS	RATE	DEPT	STATUS	BEGIN	END
_ 01234567	0	FA	С	45850	Q321456	01	08/26/09	
	C40N	in as	SISTAN	I PROFESS	OR	ON-GOING		
_ 01500150	0	AS	L	0	B817161	02	06/01/10	12/01/10
	D63N	in as	ST PROP	F L/I		FIXED TE	RMINAL	

- The new APPT ID is equal to the last 6 digits of Empl ID + 2-digit Empl Rec #
- The END date would be the HRS effective date of an ending action such as termination.

Workforce Job Summary: Job Information Tab

Job Inforn	nation				<u>_</u>	Sustomize Find	View All 🎽	First 🛃 1-	7 of 7 🕩 Last
Gener	Job Information	Work Loc	ation Y S	alary Plan	Compensation				
<u>Org</u> <u>Relation</u>	Empl Rcd# Effective Date	Seq	<u>Job Code</u>	<u>Empl</u> <u>Type</u>	Empl Status	Full/Part Time	<u>Reg/Temp</u>	<u>Standard</u> <u>Hours</u>	<u> Work Period</u>
EMP	1 07/09/2011	0	C40NN	Salaried	Terminated	Full-Time	Regular	40.00	WUWS
EMP	1 06/17/2011	0	C40NN	Salaried	Active	Full-Time	Regular	40.00	WUWS
EMP	1 06/17/2011	1	C40NN	Salaried	Active	Full-Time	Regular	40.00	WUWS
EMP	2 06/10/2011	0	C40NN	Salaried	Active	Full-Time	Regular	40.00	WUWS
EMD	0.0674.07004.4	4	CAONINI	Coloriad	0 otivo	Full Time	Degular	40.00	VALL NAVO

The items in red boxes above are equivalent to the APPR items highlighted in yellow below.

APPR							PAGE 01
NAME DOE, JAN	ΕL			ID	0028701)	
SENIORIT	Y			CBC	COMPLETI	ED DATE 02/26/09	
					MAJOR	CONTINUITY	
APPT ID	APPT%	TYPE	BASIS	RATE	DEPT	STATUS BEGIN	END
_ 01234567	0	FA	С	45850	Q321456	01 08/26/09)
	C40N	<mark>n</mark> as	SISTAN	r professo	OR	ON-GOING	

Workforce Job Summary: Work Location Tab

Workforc	e Job Summa	ry							
JANE D	OE		EMP			I	D:	0029865	
Job Inform	nation			r. V. o. i		Customiz	e Finc	View All 🛗	First 🛃 1-7 of 7 🕨 Last
Org Relation	<u>Empl Rcd#</u>	Effective Date	Seq	Position Salary	<u>Company</u>	Departme	nt	Location	<u>Reports To</u>
EMP	1 (07/09/2011	0	C40NN	UWS			10110301-101	1966101-080379261
EMP	1 (06/17/2011	0	C40NN	UWS	******		10.1000-0-0-	Weissel (BRITISE)
EMP	10	06/17/2011	1	C40NN	UWS	******		1011001-001	1986 (Lot 1986 (1986
EMP	2 0	06/10/2011	0	C40NN	UWS			10110301-101	
EMP	2 0	06/10/2011	1	C40NN	UWS			1011001-001	- HERE CARTES IN THE
EMP	0.0	05/26/2011	0	C40NN	UWS	Q321456		10111-01	
EMP	0.0	02/10/2011	0	C40NN	UWS	Q321456		0111-0-0-1	

The items in red boxes above are equivalent to the APPR items highlighted in yellow below.

APPR									PAGE	01
NAME DOE, JA	NE L			II	D	0028701)			
SENIORI	TY			CI	BC	COMPLET	ED DATE 02	2/26/09		
						<mark>MAJOR</mark>	CONTINUI	ΓY		
APPT ID	APPT%	TYPE	BASIS	RATE		<mark>DEPT</mark>	STATUS	BEGIN	El	JD
_ 01234567	0	FA	С	45850		Q321456	01	08/26/09		
	<mark>C40N</mark>	in as	SISTAN	I PROFES	SSC	DR	ON-GOING			
_ 01234567	APPT% 0 <mark>C40N</mark>	FA FA IN AS	C SISTAN	ATE 45850 I PROFE:	SSC	DEPT Q321456 DR	01 ON-GOING	BEGIN 08/26/09	Εſ	ND

Workforce Job Summary: Salary Plan Tab

L	Workforce Job Summary	· \						
	JANE DOE	EM	þ			ID: 0029876	65	
	Job Information				Customize	<u>Find</u> View All 🚟	First 🛃 1-7 of 7	▶ Last
	General Y Job Inform	nation 🍸 Work Lo	cation Y	Salary Plan 🔪	Compensatio	in 📰		_
	Org Relation Empl Rcd#	<u>Effective</u> <u>Date</u>	<u>Seq</u>	<u>Sal Plan</u>	<u>Grade</u>	Step Pay Group	<u>Frequency</u>	
	EMP	1 07/09/2011	0	RD1C	S03	0 SRR	9M	
	EMP	1 06/17/2011	0	RD1C	S03	0 SRR	9M	
	EMP	1 06/17/2011	1	RD1C	S03	0 SRR	9M	
	EMP	2 06/10/2011	0	RD1C	S03	0 SRR	9M	
	EMP	2 06/10/2011	1	RD1C	S03	0 SRR	9M	
	EMP	0 05/26/2011	0	RD1C	S03	0 CRR	9M	
	EMP	0 02/10/2011	0	RD1C	S03	0 CRR	9M	

If a field contains x'es , it means the data is being masked for a viewer who does not have security clearance to the information.

The items in the red box above is equivalent to the APPR item highlighted in yellow below.

							PAGE 0
VE L			ID	0028701)		
ГҮ			CBC	COMPLET	ED DATE 02	2/26/09	
				MAJOR	CONTINUIT	ſΥ	
APPT%	TYPE	<mark>basis</mark> ra	TE	DEPT	STATUS	BEGIN	END
0	FA	C 45	850	Q321456	01	08/26/09	
C40N	N AS	SISTANT P	ROFESSO	DR	ON-GOING		
	NE L TY APPT% 0 C40N	NE L TY APPT% TYPE 0 FA C40NN AS	NE L IY APPT% TYPE <mark>BASIS</mark> RA O FA C 45 C40NN ASSISTANT P	NE L ID PY CBC APPT% TYPE <mark>BASIS</mark> RATE 0 FA C 45850 C40NN ASSISTANT PROFESSO	NE L ID 00287010 TY CBC COMPLETE MAJOR APPT% TYPE BASIS RATE DEPT 0 FA C 45850 Q321456 C40NN ASSISTANT PROFESSOR	NE L ID 00287010 TY CBC COMPLETED DATE 02 MAJOR CONTINUIT APPT% TYPE BASIS RATE DEPT STATUS 0 FA C 45850 Q321456 01 C40NN ASSISTANT PROFESSOR ON-GOING	NE L ID 00287010 TY CBC COMPLETED DATE 02/26/09 MAJOR CONTINUITY APPT% TYPE BASIS RATE DEPT STATUS BEGIN 0 FA C 45850 Q321456 01 08/26/09 C40NN ASSISTANT PROFESSOR ON-GOING

Workforce Job Summary: Compensation Tab

Job Inform	nation				Customize	e <u>Find</u> Viev	/ All 🛗	First 🗹 1-7 of 7 🕩 Last
Genera	al γ Job Information γ	Work Local	tion Y Salary	Plan C	ompensati	ion \ 📼		
<u>Org</u> Relation	Empl Rcd# Effective Date	<u>Seq</u>	<u>Annual Rt</u>	<u>Monthly</u> <u>Rt</u>	Daily Rt	<u>Hrly Rate</u>	<u>Currency</u>	<u>Change</u> Percent
EMP	1 07/09/2011	0	53298.000	4441.500	149.75 <mark>1</mark>	25.525862	USD	Components
EMP	1 06/17/2011	0	53298.000	4441.500	149.751	25.525862	USD	Components
EMP	1 06/17/2011	1	53298.000	4441.500	149.751	25.525862	USD	<u>Components</u>
EMP	2 06/10/2011	0	22382.530	1865.211	62.888	10.719602	USD	<u>Components</u>
EMP	2 06/10/2011	1	22382.530	1865.211	62.888	10.719602	USD	<u>Components</u>
EMP	0 05/26/2011	0	45850.000	3820.833	128.825	5 21.958812	USD	<u>Components</u>
EMP	0 02/10/2011	0	45850.000	3820.833	128.825	5 21.958812	USD	<u>Components</u>

If a field contains all 9s, it means the data is being masked for a viewer who does not have security clearance to the information.

The items in red boxes above are equivalent to the APPR item highlighted in yellow below.

APPR							PAGE 01
NAME DOE, JAI	NE L			ID	0028701	0	
SENIORI	ΓY			CBC	COMPLET	ED DATE 02/26/09	
					MAJOR	CONTINUITY	
APPT ID	APPT%	TYPE	BASIS	<mark>rate</mark>	DEPT	STATUS BEGIN	END
_ 01234567	0	FA	С	45850	Q321456	01 08/26/0	9
	C40N	n As	SISTAN	T PROFESS	OR	ON-GOING	

Workforce Job Summary: Components Tabs

Click on Components to

Salary Components				view Salary C	Components
JANE DOE	ID:	00298765	Empl Rcd#:	0	
Compensation Rate: 5,094.444444 🛒	USD				
Compensation Frequency: 9M 9M					
Pay Components					
Amounts Controls Changes Conver	sion				
Rate Code Seg Comp Rate Currency	Frequency	<u>Points Percent</u>	Rate Code G	oup	
1 NAANNL 0 45,850.000000 🛒 USD	Annual				
	Ť	For classified	, the hourly r	ate would be displayed,	,
		and frequent	cy would say	'Hourly".	
Click on OK to return to the Wo	rktorce Job	Summary tabs	view.		

- Amounts tab shows Compensation Rate and Frequency (example: Annual)
- Controls tab shows how the pay components were assigned (example: Calculated by, or Manually Updated).
- Changes tab shows any changes made to pay components
- Conversion tab shows the converted compensation rate. The "Apply FTE" (apply full-time equivalent) indicates that the value associated with the rate code is to be multiplied by the FTE factor for annualization and de-annualization.

6. APDT and APCT / HRS Job Data Query and Tenure Query

APDT 3270 screen

DOE, JANE L	PERS ID 00298765	APDT PAGE 1
APPT ID 01234567	SENIORITY:	AS OF 07 14 2011
TYPE FA (FACULTY)	C40NN (ASSISTANT PROF	ESSOR)
APPT BEGIN 08 26 2009	END BAS	IS C SEASONAL
MAJ DEPT Q321456		
TOT APPT % 0.0000 TOT	LOA % 0.0000 NET %	0.0000
_ DEPARTMENT X999999	(UW-MNT/HISTORY)	FROM 06 21 2010 - 07 09 2010
BEGIN END	SESSION TYPE PERCENT	HRS LOA TYPE/CHANGE RSN
CURRENT FACULTY REL	2 (TENURE-TRACK)	FAC REL BEGIN 06 21 2010
06 21 2010 07 09 2010	SS DEPT% 50.0000	
_ DEPARTMENT Q321456	(UW-MNT/PSYCHOLOGY)	FROM 08 26 2009 -
CURRENT FACULTY REL	2 (TENURE-TRACK)	FAC REL BEGIN 08 26 2009
08 26 2010 05 25 2011	AY DEPT% 100.0000	
08 26 2009 05 25 2010	AY DEPT% 100.0000	
_ DEPARTMENT Z999999	(ONLINE/PSYCHOLOGY)	FROM 06 07 2010 - 07 30 2010
CURRENT FACULTY REL	2 (TENURE-TRACK)	FAC REL BEGIN 06 07 2010
06 07 2010 07 30 2010	SS DEPT% 50.0000	
NEVT		
NEXI		IF EALT
1=APPROR 2=APTNR 3=APPR	4=APPI 5=APRH 6=DEPT 7=A	PCT 8=CHCT 9=-1 10=+1 11=FXTT
I MINOD 2-ALIMA J-ALIMA	I MILL S-ALIMI S-DEEL /-A	101 0 0 001 - 1 10 - 1 11 - 0 001

APDT: Appointment Department Inquiry

Provides information regarding: how an appt is shared, what dept affiliation exists, dept FTE%, and active LOA

APCT 3270 screen

DOE, JANE L	PERS	ID 00298765	APCT PAGE 1 MORE
AFF1 1D 01234307	5EN10		
TYPE FA (FACULTY)	APPT	BEGIN 08 26 2009	APPT END
MAJ DEPT Q321456	REQUESTED	DATES 07 01 2010	THRU 06 30 2013
INTERVAL BEGIN	END	NET % APPT	% LOA %
_ 08 26 2010	05 25 2011 1	L00.0000 100.00	00
_ 07 10 2010	07 30 2010	50.0000 50.00	00
_ 07 01 2010	07 09 2010 1	100.0000 100.00	00

APCT: Appointment Percent History

Displays the total appt % levels for a requested period of time. (Net % = Appt % - LOA %)

No queries currently exists that closely mimic the APDT and APCT 3270 screens.

• Appointment information can be obtained through the various HRS Job Data tabs discussed in section *0. APPI / HRS Job Data Query*.

Review HRS Job Data historical information for changes to FTE and standard hours, and whether the employee was on LOA.

- Tenure and faculty relationship information must be obtained through the HRS Tenure Query discussed in section 7. TNIQ / HRS Tenure Query.
- Section *8. HRS Budget Funding Query* will display how appointment funding is shared across departments.

7. APTNR / HRS Tenure Query

The APTNER 3270 Screen, formerly the TNIQ screen, displayed history of faculty relation changes for all campuses and history of tenure percent changes for Madison campus.

NAME SMILEY, JOANN	PERSON ID 00	0074068 APTNR PA	GE 1 MORE
APPT ID 00064909 BEGIN 03	. 01 1990 END	AS OF	06 01 1998
TYPE FA (FACULTY)	C30NN (ASSOCIATE PROP	FESSOR) MAJOR DEPT	A060100
PROBATION FROM	ТО	PRIOR SERVICE 0.0	
CONTRACT FROM	ТО		
BASIS A TENURE % & PROB V	VERIF Y TENURE VER	IF N TOT TENURE %	70.0000
_ APPT DEPT A037700 (BUS SV)	STORES)	BEG 01 01 1990 END	
BEG END	FAC REL	DEPT TENURE %	
01 01 1995	5(AFFILIATE)		
01 01 1994 12 31 1994	1 (TENURE)	20.0000	
06 01 1993 12 31 1993	2 (TENURE-TRACK)	20.0000	
01 01 1990 05 31 1993	2 (TENURE-TRACK)	0.0000	
_ APPT DEPT A060100(A D P/2	ADMINISTRATION)	BEG 01 01 1990 END	
BEG END	FAC REL	DEPT TENURE %	
01 01 1994	1(TENURE)	60.0000	
06 01 1993 12 31 1993	2 (TENURE-TRACK)	60.0000	
01 01 1992 05 31 1993	2 (TENURE-TRACK)	50.0000	
01 01 1990 12 31 1993	2 (TENURE-TRACK)	40.0000	

- Appointment information can be obtained through the various HRS Job Data tabs discussed in section *0. APPI / HRS Job Data Query*. Review HRS Job Data historical information for changes, and whether the employee was on leave.
- This section will show how to find tenure data.
- Section *8. HRS Budget Funding Query* will explain how to obtain funding data to determine if the tenure home departments or faculty relationship departments fund the employee's position and by what percentage.





*Navigation tip: When you get here, add this to your *Favorites* if you have not already done so.

ORACLE	Home V
Menu Search: Search: My Favorites Inbound File Upload Self Service Manager Self Service Manager Self Service Recruiting Workforce Administration Benefits Compensation Stock Time and Labor Payroll for North America Global Payroll & Absence Mgmt Payroll Interface Workforce Development Profile Management Performance Management Ceatulty Events Calculate Tenure Pathoms	Create Tenure Data Enter any information you have and click Search. Leave fields blank for a list of all values. Find an Existing Value EmpliD: begins with • 00314159 Name: begins with • Last Name: begins with • Second Name: begins with • Atternate Character Name: begins with • Middle Name: begins with • Case Sensitive Search Clear Basic Search Save Search Criteria

Enter your search criteria. For an EmplID, you will be taken directly to the tenure data. If other search criteria fits multiple employees, a listing will appear for you to select an employee.

Create Tenure Data: Tenure Data Tab

DHN DOE				ID: 003	14159	
enure Status:	Tenure	Home Rank:	002	Associate Profe	ssor	
rack Start Date:	07/01/2005	Change Date:			Change Reason	:
enure Target Date:	07/01/2005	Tenure Home:	B949494	SMPH/RADIO /RADIOLOGY	DLOGY Y	Grant Tenure: Y
ervice Calc. Group:		Mandatory Review Dt	:	Notes	Granted Date:	07/01/2005
🗹 Override Calcul	ation	Committed FTE:	1.000000			
Probation (Number	of Years)					
Total Required:	7.000000	Time Accrued:	0.00	0000	Current As	Of Date: 04/09/2011
Extended By:	0.000000	Time To Accrue	:: 7.00	0000	🗖 Termina	l Year
Other Tenure Depar	tments List			<u>Customize Fi</u>	nd View All 🏙	First 🛃 1 of 1 🕑 I
<u>Department</u>	Description	<u>Grant</u>	<u>Tenure Status</u>	<u>Begin Date</u>	<u>FTE</u>	End Date
1 B949494	SMPH/RADIOLOGY /RADIOLOGY	Y	Tenure	07/01/2005	1.000	000 -
Extensions				Custo	omize Find 🗮	First 🛃 1 of 1 🕨 I
Extension Reas	on Code	<u>Approval Date</u>		Length of Extens	sion (In Years)	

• All fenure home departments are listed here. In this example, the employee has only one tenure home, but if an employee has multiple tenure homes, they are all listed here.

• In this example, the FTE is shown for the Tenure Home; but this is not always the case.

Create Tenure Data: Prior Experience Credits Tab

Just a point of interest here is that the faculty member's original start data can be found on this tab as well as the Employee Information screen described in section *0. APPI / HRS Job Data Query*.

Tenure Data / Prior Experience/Credits	Service <u>H</u> istory	Faculty <u>R</u> elationships			
JOHN DOE		Person ID:	00314159		
Original Start Date: 10/10/1998)	High Leve	nest Education A-No el:	ot Indicated	
Summary Totals					
Total Time Required: 7.000000	Total Time Accrued:	0.000000 Pr i	ior: 0.000000	Time To Accrue:	7.000000
Drior Experience/Credit			Quetomize LEind D/iv	ow All I 🚻 🛛 Eirot 🗹	la sta 🖹 Loot
Exp / Credit Description F	rom Date <u>To Da</u>	<u>te <u>Credit</u> <u>Granted</u></u>	Add to Tenure Ra	ink <u>Rank Descri</u>	ption Notes
1			\checkmark		Notes

Create Tenure Data: Faculty Relationships Tab

Tenure Data	Prior Experience/Credits	Service <u>H</u> istory	Faculty Relationships	1
JOHN DOE			Person ID:	00314159

Post Tenure Review Date

Faculty Relationship	S	Customize	<u>Find</u> 📜	First 🛃 1-2 of 2 🕑 Last
Department	Description	<u>Faculty</u> Relationship	<u>Begin Date</u>	End Date
1 B948000	SMPH/MED PHYSICS/MED PHYSIC	Affiliate	02/04/2003	06/30/2014
2 B261000	PHARM/PHARMACY	Affiliate	06/01/2008	06/30/2011

This tab lists faculty relationships with other departments. Relationship types can be Affiliate, Joint Department, and Joint Executive.

To determine at what percentage, if any, tenure home and faculty relationship departments fund the employee's position or positions, and what the Employee title modifiers that appear on Budget screens will be, one must look at funding information as well. The HRS Budget Funding Query is described in the next section, *8. HRS Budget Funding Query*

8. HRS Budget Funding Query



*Navigation tip: When you get here, add this to your *Favorites* if you have not already done so.

	,,	······································
ORACLE'		Home VVo
Menu 🗖	1	
Budget Information Combination Code		
Table		
 <u>ChartField</u> Transaction Table 	Enter any information you have and cli	ick Search Teave fields blank for a list of all values
- Budget Benefit		
Groups — Department Budget	Find an Existing Value	
FTE CAN		
FTE USA	SeuD: begins with V S	HARE Q
- Department Budget	Business Unit: begins with V	
Table CAN Department Budget	Figure Veen	Q
Table USA	Fiscal fear:	
 Budget Funding Data Entry 	Budget Level: = -	
 <u>Department Offset</u> 	Franklin Number: begins with	Q
<u>Groups</u> – Position Pool Table	Emplo: begins with	Q
- <u>SETID/BU</u>		Q.
Crosswalk – Date Control Table	Include History	
- Load UW Pay	Search Clear Pasic Search	h 📼 Save Search Criteria
Schedule Table Process Buddets		
		tem automatically fills in the Business Unit,
	based o	on your log-on into HKS, as part of your search criteria.
	if the p	erson you want is not in the unit listed in Business Unit,
	CIICK OI	ice the system will respond that it cannot find the percent
/ Find an Existing Value	otherw	ise the system will respond that it cannot find the person.
	· L	
SetID:		
Ducinoco Unit		As the example person is not in UWSYS, a clear was
Business Unic: begin	ns with	done to remove the business unit.
Department: begin	ns with 💌	Q
Fiscal Year: =		
Budget Level: =	-	
Position Number: begin	ns with 🔽	9
EmpliD: begin	os with 🔽 00214159	Then enter your search criteria and click the SEARCH
Empl Red Nbr:		button. EmplID is toward the bottom of the search
		criteria on this screen.
🗆 Include History		
		A funding list will appear. Select the correct
Search Clear	Basic Search	fiscal year and employer record number.
Consuls Docusitor		
Search Results	Ţ	
	▼	
Sead Business Unit De	9/9/10/11/11/11/11/11/11/11/11/11/11/11/11/	(blaph) 00214159.0
SHARE B	<u>949494</u> 2012 Appointment	(blank) 00314159.0
COLUMN AL	ZOTT Appointment	(aranny 000141000

Funding for the fiscal year and the empl rec selected is returned.

B949494

Department:

Funding Data Entry

SHARE

SetID:

If there were changes to the appointment that affects the funding, such as FTE %, history along with the current data will be displayed on multiple lines.

Fiscal	Year:	2012	Budge	et Begi	n Date:	07/01/201	1 Budget	End Date:	06/30/2012	2	displayed	on multi	ole lines.
ıdget	Data										Find View A	I 🛛 First 🗹] 1 of 1 🕑 La
Department Position Appointment JOHN DOE ID: 00314159 Empl Rcd#: 0													
Eff D) <u>ate</u>	Eff Seq	Comp Ra	ate	<u>Job Co</u>	ode Job De	escr		Pos Nbr	Pay Basi:	s <u>FTE %</u>		
07/0	1/2011	0	11030.7	50000	C30NN	ASSO	CIATE PROF	ESSOR	01234567	Annual	1.000000	◀	
02/1	0/2011	0	11030.7	50000	C30NN	ASSO	CIATE PROF	ESSOR	01234567	Annual	1.000000		
Effe	ective Da	ate: 07/0	1/2011	Ef	f Seq:	0 Status	s: Active	Da	te Entered:	04/10/2011	Used by I	Distribution	Process 🗆
Fund	ing Dist	ribution								Customiz	ze Find 🏪	First 🛃 1-2	of 2 🕑 Last
	SEQ#	<u>GL Busine</u>	ess Unit	<u>Fund</u>		<u>DeptID</u>	Prog	ram	Project	<u> </u>	roject End Date	Distrib %	ERNCD
1	1	UWMSN		136		933333	4					5.000	
2	1	UWMSN		233		949494	4		233Y 876	1	2/31/9999	95.000	

SMPH/RADIOLOGY/RADIOLOGY

This funding example is for the same JOHN DOE queried in section 7. TNIQ / HRS Tenure Query. Here is a recap of JOHN DOE's Tenure Home department and Faculty Relationships from the HRS Tenure Query.

Other Tenure Depar	tments List			Customize Find V	'iew All 🛄	First 🕙 1 of 1 🕑 La
Department	Description	<u>Grant</u>	<u>Tenure Status</u>	Begin Date	FTE	End Date
1 8949494	SMPH/RADIOLOGY /RADIOLOGY	Y	Tenure	07/01/2005 1.000		0
Faculty Relation	nships		Customi	ze l Find l 📕	First 🖣 1.	2 of 2 ▶ Last
Departmen	t <u>Description</u>		Faculty Relationship	Begin Date	End	<u>Date</u>
1 B948000	SMPH/MED PHY: PHYSIC	BICS/MED	Affiliate	02/04/2003	06/3	0/2014
2 B261000	PHARM/PHARMA	ICY .	Affiliate	06/01/2008	06/3	0/2011

From the funding and tenure information, one can see that this person is funded:

- 95% by the Tenure Home Department 949494, and
- 5% by "another" department 933333.
- No funding is by the Affiliate departments.

From this, one can also deduce that the title modifier for the employee under the Tenure Home UDDS will be "T", and the title modifier under the Other (non-faculty relationship) department UDDS will be "A"

9. PHIQ / HRS Payroll History Query

The PHIQ 3270 Screen listed data related to an employee's payroll history including:

- Job Data
- Funding
- Payment Details

phaq					EM	PLOYEE P	AYMI	INT L	IST			8-1
ARNO	DLD,	MAY				PERSON	ID	0000	2648	SS#	393-33-9999	
MAY	A CI APP	LASSI F ID	FIED T000384	0 44 TI	ALC ID	8705700 101 CLER	CHA	ANGE ASS	ID ISTAN	T 1	CURRENT	
	U	DDS	ACT	FND	ACCT	GROSS	PD	PAY	TYPE	HOURS	HRLY RATE	
01	λ53:	3375	4	133	D926	267	.76		E 4	0.0	6.694	
	APP:	ID ID I	T000770	09 TI	TLE 94	300 CLER	ICAL	HEL	PER-L'	TE		
	U	DDS	ACT	FND	ACCT	GROSS	₽D	PAY	TYPE	HOURS	HELY RATE	
02	A516	8303	з	139		240	-00		E 4	0.0	6.000	
02	A51	8303	3	139	HUUT	240	.00	PA1	E 4	0.0	5.000	

01 ENTER LINE NUMBER FOR EMPLOYEE PAYMENT DETAIL SELECTION CRITERIA USED: CALC NUMBER 8705700

		****** END	OF LISTINGS	******	
(1) HELP	(2) NEXT	(3) PREV	(4) GOBACK	(5) MENU	(11) EKIT

PHAQ	EMPLOYEE	PAYMENT DETAIL		B-1-1
ARNOLD, MAY MAY A CLASSIFIED CHANGE ID APPT ID T000384		PERSON ID 0000264 CALC ID 8705700 CHANGE REASON TITLE 16101 CLERI	8 SS# 39 CAL ASSISTAN	3-33-9999 CURRENT T 1
GR PAID 267.76 HOURS 40.0 PAY BASIS H	PAY TYPE HRLY RATE AUTHORIZED HO	REG HOURS 6.694 DURS 0.0		
FT 87 FUND 133	ACCT D926 UDI	DS A533375 ACT	4 CLASS	1522
SECTION 09 PEG AS	333	WRS SERVICE	HOURS	PAR 05
FED TAXABLE SS/FICA UC WAGE DEDUCTION	A01 C01 U01	STATE TA RETR	EAC	
EARNED PERIOD PYM7 BEG-END	05/87 04/26/87-05/09	WORKSTUD	Y PERIOD	
(1) HELP (2) NE	CT (3) PREV	(4) GOBACK (5)	MENU (11)	EXIT

- Appointment/job information can be obtained through the various HRS Job Data tabs discussed in section *0. APPI / HRS Job Data Query*
- Section 8. HRS Budget Funding Query explains how to obtain funding data
- This section shows the payment information that can be obtained in the HRS Payroll History.



*Navigation tip: When you get here, add this to your *Favorites* if you have not already done so.

Review Paycheck

Enter any information you have and click Search. Leave fields blank for a list of all values.

/ Find a	n Existing \	/alue \								
Compar	iy:	begins with	7			Q				
Pay Gro	up:	begins with	٦r							
Pay Per	iod End Dat	e: 😑 🔻	- -							
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Line #:		= •	Ē							
Separat	e Check #:	= •	Ē							
Payche	ck Number:		Ē							
EmpliD:		begins with		1208765			- Enter your sear	ch criteria. If	you know	the EmplID
Name:		begins with		230703			(formerly Perso	n ID), use it.	-	-
	Concition	Dogino Mili					· · ·	,,		
- Case	; Sensitive									
Searc	h Cle	ar Basic Sear	ch 🖪	🗉 Save Sea	rch Cr	iteria	If there is a hist	orv of navme	nts over ti	me a list will he
			- 6				returned Othe	orwise vou wil	ll he taken	directly to the
Search	n Results	•					first and only a			the employee
View All							nrst, and only, p	bayment mau	le so lar to	
Compan	N Pay Group	Pay Period End	Off ?	Cycle Page #	Line #	Separate Check #	Form Identification	Paycheck Number	<u>EmpliD</u>	<u>Name</u>
UWS	CRR	04/25/2011	Ň	<u>~</u> <u>161</u>	2	0	ADVICE	<u>runnoci</u>	00298765	DOE, JANEL
UWS	CRR	05/25/2011	N	163	2	0	ADVICE	110000	00298765	DOE, JANEL
UWS	SRR	06/22/2011	N	69	1	0	ADVICE	111000	0029876	<u>5 DOE, JANEL</u>

—Pick the pay period you wish to view and click on it.

Note: If the employee has multiple appointments with the same payroll period, the payments for those appointments will all be on the same check.

This payroll history sample is for an unclassified person



- 1 Employee ID and name
- 2 Pay Period End Date
- 3 Paycheck Status: Confirmed means this is not a pre-payroll run, but the final payment amount.
- 4 The Earnings section. This example shows the earnings section displayed (expanded). Clicking on the triangle will collapse the display into just the header line; re-click to expand.
- 5 The number of earnings records for the payment. This example has 4 earnings records for this paycheck (described on next page). You may scroll through each record by using the arrows or click on the "View All" to have all 4 earnings sections display on one screen.
- 6 This is the pay period for the earnings record being displayed. If this earnings record was for a retro adjustment, the begin and end dates would be earlier to indicate the pay period for which the retro applies.
- 7 This is the Empl record. If there are multiple appointments on this paycheck, this will indicate the appointment associated with this earnings record.
- 8 For an <u>unclassified</u> person, this is their "regular" earnings for the pay period indicated in #6.
- 9 For an <u>unclassified</u> person, any other earnings (positive or negative amounts) beyond the regular earnings in #8 are listed here. An example is on the next page.
- 10 This could be used to explain other earnings or adjustments, but this information must be entered by HRS staff in order to be listed on the payment history, and is not always provided.
- 11 This is the gross for the entire paycheck, which is NOT necessarily the amount coming to Budget.To determine the amount coming to Budget, sum the "regular" earnings.

This page shows the other 3 earnings records for the unclassified person from the previous page: 🕶 Earnings Find | View All Firs 💶 2 of 4 🕨 Last Begin Date: 06/17/2011 End Date: 06/22/2011 Addl Line #: 1 Reason: Not Specified **Employment Record Number:** Benefit Record Number: 0 Original Paygroup: SRR Additional Data Overtime Hours: 0.00 Hours: 0.00 Hours: 0.00 Rate: Rate: 0.000000 Rate: 0.000000 25.525862 Earnings: 0.00 Earnings: 0.00 Earnings: 0.00 Rate Code: Rate Code: Rate Used: Hourly Rate Shift: N/A Shift Rate: Locality: State: WI Subtracted from the gross payment, but not sent on to Budget. Other Earnings Other Earnings Details 1)ther Earnings Details 2 🐧 🖽 Code Description Rate Used Hours Rate Amount ≻-38.89 FUD Furlough Percent Reduction Hourly Rate Earnings з of 4 🕨 Last Find | View All First Begin Date: 06/10/2011 End Date: 06/22/201 AddI Line #: 2 Reason: Not Specified Employment Record Number: Benefit Record Number: 0 Original Paygroup: SRR 2 Additional Data Salaried A 2nd appointment is also on this payment since the Hours: 0.00 76.27 pay period end date is the same. Rate: 10.719602 0.000000 Earnings: Earnings: 0.00 Earnings: 0.00 1,154.66 Rate Code: Rate Code: Rate Used: Hourly Rate Shift: N/A Shift Rate: State: WI Locality: Other Earnings Customize | Find | View All | 🏙 Other Earnings Details 1 Other Earnings Details 2 👌 📼 Rate Used Code Description Hours <u>Rate</u> Amount 4 of 4 🕑 Last 🔻 Earnings First 4 Find | View All End Date: 06/22/2011 Addl Line #: Begin Date: 06/10/2011 3 Reason: Not Specified **Employment Record Number:** 2 Benefit Record Number: 0 Original Paygroup: SRR Additional Data Salaried Hourly Overtime Hours: 0.00 Hours: 0.00 Hours: 0.00 Rate: Rate: Rate: 10.719602 0.000000 0.000000 Earnings: 0.00 Earnings: 0.00 Earnings: 0.00 Rate Code: Rate Code: Shift: N/A Shift Rate: Rate Used: Hourly Rate State: WI Locality: Other Earnings First 🗹 1 of 1 🕑 Last 🛛 <u>Customize | Find |</u> View All | 🏙 Other Earnings Details 1 Other Ear nings Details 2 🛝 📖 Code Description Rate Used Hours <u>Rate</u> <u>Amount</u> FUD **Furlough Percent Reduction** Hourly Rate -35.39

What the payroll history <u>does not</u> show you:

- Funding splits: it does not show the amount paid under each fund, nor funding percentages. You have to calculate this after looking at the HRS Budget Funding for the correct fiscal year.
- Departments: it does not show the major department, nor the funding departments
- Though you see the earnings codes listed, it does not tell you which of the earnings are part of the amounts that are sent on to Budget. For example, overtime payments are added into the earned gross, but overtime amounts are not sent to Budget as they are not "regular "earnings.

Developela luferon etien			Developely Tetalo	
Paycheck Information Paycheck Status: Confirmed	Paycheck Option: Adv	vice	Earnings: Taxes:	1,995.39
Issue Date: 06/02/2011	Paycheck Number: 99	99999	Deductions:	23 41
🗖 Off Cycle 🛛 Reprint 🗖 Ad	ljustment 🛛 🗖 Corrected	Cashed	Net Pav:	1 482 24
▼ Earninge			Final D Garry All	
Begin Date: 05/08/2011 End Date:	05/14/2011 Addl Line #:	4 Reason: N	lot Specified	<u>isi</u> == 3 or 5 == <u>Lasi</u>
Employment Record Number: 0	Benefit Record Number:	0		Additional Data
Salaried	Hourly	C	Vertime	
	Hours: 0.00		Hours: 0.00	
Rate: 23.858000	Rate: 0.000000		Rate: 0.0000	000
Earnings: 0.00	Earnings: 0.00		Earnings: 0.00	
	Rate Code:		Rate Code:	
Rate Used: Rate S	Shift: N/A Sh	ift Rate:		
State: 2	ocality:			
Other Earnings	rnings Details 2 🔪 💷 🕅	: <mark>ustomize Find</mark> Vi	ew All 🛗 🛛 First	🖣 1-2 of 2 🕨 Last
Code Description	Rate Used	Hours	Rate	<u>e Amount</u>
HRG Regular Hours - No IC/IC 19	Hourly Rate	40.00	23.85800	0 954.32
OTR Overtime 1.5 - No IC/IC 19	FLSA Rate	0.25	24.85788	8 9.07

Here is an example earnings record from a <u>classified hourly</u> employee

Information is similar to that on the unclassified paycheck except for the following:

- 1 The hourly rate is listed. Nothing is shown in Earnings as this data field is for unclassified.
- 2 The person's earnings are detailed-out in the "Other Earnings" section. This example shows for week 05/08/2011 05/14/2011, which is the first week of the biweekly May B 2011 pay period, the hours, hourly rate, and amount earned for regular earnings (HRG). The OTR, which has been added into the paycheck gross amount, is not regular earnings and so does not get passed to Budget.

A retro payment could appear 2 ways:

- If the pay record's Begin and End dates are prior to the dates of the pay period being run, all amounts shown in "Other Earnings" are retro
- A retro earnings code(example: HRP) is listed in "Other Earnings". Retros are not passed to Budget.

10. CNAM / HRS Person Information Query

The CNAM 3270 Screen presented a list of people with data similar to the search requested.

INQ WAS: DOE, JANE	SEX:	TYPE:	UD: Q	PG 01 OF 01
DOE, JANE L		CAMPUS:	222-599	9
TRANS: 999999345		A	NYCOUNTY	COUNTY-MAIN AD
C40NN ASSISTANT PROFESSOR				
Q321456 UW/UW-MNT/PSYCHOLOGY/GENERAL				00000
Y31ND TCHING ASST-DISSERTAT (H)		HOME:	414-222	2-9444
B123456 MIL/L&S/PSYCHOLOGY/PSY		1500 MAI	N ST	
APPT PERSON ID: 00298765		ANYTOWN,	WI	
UPID: 0000212345				53700
DOB: 08-08-48 EMAIL:	JANE.DOE	@UW.EDU		
DOF TANTS A		CAMDIIG .		
TRANS: 22222222		NO CAMPI	S ADDRES	S GIVEN
94870 STUDENT HELP		110 011110	0 IIDDI(LO	
K905017 STP/CNR/ENVIRON RES UNIT/LAND				
94870 STUDENT HELP (H)		HOME:		
R346800 UWC/UW-RLN/STUDENT CENTER/GENE	NOT RELEASED			
APPT PERSON ID: 00987654				
UPID: 0000490646				

There is not one query that will present all the data that is in the CNAM query. The HR query you use depends on whether you are looking for a UDDS, Budget ID, or Employee ID for a person to access a Budget appointment, or demographic information such as address or date of birth.

10.1. Job Data Search Method

If you are trying to find a UDDS, Budget ID, or Employee ID for a person to access a Budget appointment or HRS information, go directly to the Job Data search **described in section** *0. APPI / HRS Job Data Query*, and enter name criteria. A list of matches is returned for you to select from. Other than name, the return list does not present enough information for you to determine which appointment to select. You will need to look at each appointment's Job Data detail.

Menu	^	I						INEM N	vitianen l Heib I 🛱	•
- Budget Funding Data Entry										
- Create Tenure Data		Job Data								
- Job Data		Enter any information you ha	ve and click Sear	ch. Lea	ve fields blank i	or a list of all	values.			
- Modity a Person										
- Query Manager		/ Find an Existing Value								
= Workforce Job Summany										
- Add to Eavorites		EmpliD:	hegins with 💌							
- Edit Favorites		E				_				
Inbound File Upload		Empi Rca Nor:	= 🗾							
Self Service		Name:	begins with 💌					Log into H	RS Dradu	ction
Manager Self Service		Last Name	h a nin a cuitte	0.005		_		Log Into In	NJ I I OUU	ction
Recruiting		Eust Hume.	begins with 💌	DOF						
Workforce Administration		Second Name:	begins with 💌							
D Benefits		Alternate Character Name:	hegine with			_				
Compensation		Middle Marrie	begins war			_				
D Slock		middle Name:	begins with 🗾							
D Payroll for North America		🗆 Include History 🗆 Cas	e Sensitive							
D Global Payroll & Absence		,								
Mamt										
Pavroll Interface		Search Clear Ba	<u>sic Search</u> 📳 <u>S</u>	save Se	arch Criteria					
Workforce Development										
D Organizational Development		Search Results								
Enterprise Learning								First 🖬 1-85 of 85 🕟 Last		
Workforce Monitoring		EmpliD Empl Dod Mist Nav			Loot Name	Cocond M	ama Altarnata Ck	Paragter Name Middle Name		
Pension		Emplo Empl Red Nor Mar	115		DOE	Second N	ame Alternate Cr	Taracter Name Mitule Name		
▷ Set Up HRMS		0025 10 N	<u>DIL DOE</u>		DOE	(blank)	(blank)	<u> </u>		
DiSet Up SAUR		<u>0027 0 JC</u>	E DOE		DUE .	(blank)	(blank)	M		
N LIM Abcence Management		<u>002987650</u> <u>JA</u>	NEDUE		DOE	(blank)	(blank)	L		
Renorte		002987651 JA	NEDOE		DUE	(blank)	(blank)	L		
		<u>002987652</u> <u>JA</u>	NE DOE		DOF	(blank)	(blank)	<u>L</u>		

10.2. Person Organizational Summary Method

-

A quick means of obtaining a list of <u>all</u> the appointments for a person is through the HRS Person Organizational Summary. (* Add to favorites if you use this frequently.)

ORACLE	Log int	o HRS Production	Home Wo	rklist MultiChannel Console	Add to Fav
Menu Search: > My Favorites > Inbound File Upload	Person Organizational	Summary			New Wind(
 ▷ Self Service ▷ Manager Self Service ▷ Recruiting ♥ Workforce Administration 	Find an Existing Value	e and click Search. Leave helds bla	nk for a list of all values.		
 ▶ Biographical ▶ Organizational Relationships ▶ Personal Relationships 	Name:	begins with begins with begins with DO	Enter search	criteria and click	
 ▷ Citizenship ▷ Disability ▷ OEE Workforce Survey CAN ▷ Diversity Compliance 	Alternate Character Name: Middle Name:	begins with 💌	If there	are too many matc	hes,
NLD ▶ I-9 Forms - Add a Person - <u>Manage Hires</u> - Mandifra Person	└─ Case Sensitive	sic Search 📋 Save Search Criteria	you will in your s	need to be more s search criteria. I	pecific
E-Verify Status E-Verify Status Person Organizational Summary Add a Person - Student	Search Results	A list of matches is return be displayed. Enter more informatio	ned. n above and search again t ^{First} ब	o reduce the number of sear	ch results.
Help - Badge - <u>Security Clearance</u> - Badge/Clearance	AARON DOEBO ALLY DOAK 00298765 JANE DOE	Y DOEBOY (blank) DOAK (blank) DOE (blank)	o <u>n Name Alternate Unaracte</u>) (<u>blank</u>)) (<u>blank</u>)) (<u>blank</u>)		
Click on the per-	T son you want to reviev	Left click on a this example name/last na	a column header to , the list was sorted ame column.	o sort by it. In d by first	

Person Org Summ	iary		Click or	n View All to	This person h see all 3 on the san	as 3 appointments.
JANE DOE				Person ID:	00298765	
 Employment Ins 	tances				Find View All	First 🗹 1 of 3 🕨 Las
ORG Instance:	0	Last Hire:	02/10/2011	Termination	Date:	
HR Status:	Active	Payroll Status:	Leave of Abs	sence		
Assignments				<u>Custo</u>	mize Find 🛗 🛛 Fira	st 🕙 1 of 1 🗈 Last
Empl Rcd# Home/Host	HR Status	<u>Payroll</u> <u>Status</u>	<u>Date Last</u> <u>Change</u>	<u>Business</u> <u>Unit</u>	<u>Department</u> <u>Last As</u> <u>Start</u>	ign <u>Term Date</u>
0 Home	Active	Leave of Absence	05/26/2011	1000-00	Q321456 02/10/2	011

This example shows all the appointments on the same screen.

Person Org Sumr	nary \						
JANE DOE				Person ID:	00298	3765	
 Employment Inst 	tances				Find Viev	w 1 First	🖸 _{1-3 of 3} 🕩 Last
ORG Instance:	0	Last Hire:	02/10/2011	Termination	Date:		
HR Status:	Active	Payroll Status:	Leave of Abs	ence			
Assignments				<u>Custo</u>	mize Find 🎽	📕 🛛 First 🗹	1 of 1 🕩 Last
Empl Rcd# Nome/Host	HR Status	Payroll Status	<u>Date Last</u> <u>Change</u>	<u>Business</u> <u>Unit</u>	Department	<u>Last Asgn</u> <u>Start</u>	<u>Term Date</u>
0 Home	Active	Leave of Absence	05/26/2011	100110	Q321456	02/10/2011	
ORG Instance:	1	Last Hire:	06/17/2011	Termination	Date: 07	7/08/2011	
ORG Instance: HR Status:	1 Inactive	Last Hire: Payroll Status:	06/17/2011 Terminated	Termination	Date: 03	7/08/2011	
ORG Instance: HR Status: Assignments	1 Inactive	Last Hire: Payroll Status:	06/17/2011 Terminated	Termination Custo	Date: 0; mize Find	7/08/2011 I First 🗨	1 of 1 🕨 Last
ORG Instance: HR Status: Assignments <u>Empl</u> <u>Home/Host</u>	1 Inactive <u>HR Status</u>	Last Hire: Payroll Status: <u>Payroll</u> <u>Status</u>	06/17/2011 Terminated Date Last Change	Termination <u>Custo</u> <u>Business</u> <u>Unit</u>	Date: 07 mize Find [#] Department	7/08/2011 First Last Asgn Start	1 of 1 🕨 Last <u>Term Date</u>
ORG Instance: HR Status: Assignments Empl Rcd# 1 Home	1 Inactive <u>HR Status</u> Inactive	Last Hire: Payroll Status: Payroll Status Terminated	06/17/2011 Terminated	Termination Custo Business Unit	Date: 0; mize Find [‡] Department	7/08/2011 First Last Asgn Start 06/17/2011	1 of 1 D Last Term Date 07/08/2011
ORG Instance: HR Status: Assignments Empl Rcd# 1 Home	1 Inactive <u>HR Status</u> Inactive	Last Hire: Payroll Status: <u>Payroll</u> <u>Status</u> Terminated	06/17/2011 Terminated Date Last Change 07/09/2011	Termination <u>Custo</u> <u>Business</u> <u>Unit</u>	Date: 0; mize Find [±] Department	7/08/2011 First Last Asgn Start 06/17/2011	1 of 1 🕑 Last Term Date 07/08/2011
ORG Instance: HR Status: Assignments Empl Home/Host 1 Home ORG Instance:	1 Inactive HR Status Inactive	Last Hire: Payroll Status: Payroll Status Terminated Last Hire:	06/17/2011 Terminated	Termination <u>Custo</u> <u>Business</u> <u>Unit</u> Termination	Date: 0; mize Find Department Date:	7/08/2011 First Last Asgn Start 06/17/2011	1 of 1 🕑 Last Term Date 07/08/2011
ORG Instance: HR Status: Assignments Empl Home/Host 1 Home ORG Instance: HR Status:	1 Inactive HR Status Inactive	Last Hire: Payroll Status: Payroll Status Terminated Last Hire: Payroll Status:	06/17/2011 Terminated Date Last Change 07/09/2011 06/10/2011 Active	Termination Custo Business Unit Termination	Date: 0; mize Find Department Date:	7/08/2011 First 4 Last Asgn Start 06/17/2011	1 of 1 D Last <u>Term Date</u> 07/08/2011
ORG Instance: HR Status: Assignments Empl Home/Host 1 Home ORG Instance: HR Status: Assignments	1 Inactive MR Status Inactive	Last Hire: Payroll Status: <u>Payroll Status</u> <u>Status</u> Terminated Last Hire: Payroll Status:	06/17/2011 Terminated	Termination Custo Business Unit Termination Custo	Date: 0; <u>mize Find </u> <u>Department</u> Date: <u>mize Find </u>	7/08/2011 First Last Asgn Start 06/17/2011 First First	1 of 1 🕑 Last Term Date 07/08/2011 1 of 1 🕑 Last
ORG Instance: HR Status: Assignments Empl Home/Host 1 Home ORG Instance: HR Status: Assignments Empl Home/Host	1 Inactive HR Status Inactive 2 Active HR Status	Last Hire: Payroll Status: <u>Payroll Status</u> <u>Terminated</u> Last Hire: Payroll Status: <u>Payroll Status</u>	06/17/2011 Terminated	Termination Custo Business Unit Termination Custo Business Unit	Date: 0; <u>mize Find </u> <u>Department</u> Date: <u>mize Find </u>	7/08/2011 First Last Asgn Start 06/17/2011 First Last Asgn Start	1 of 1 Last Term Date 07/08/2011 1 of 1 Last Term Date

The items in red boxes above are equivalent to the CNAM items highlighted in yellow below. Other useful information on the HRS Person Org Summary is shown in the green oval

INQ WAS: DOE, JANE		SEX:	TYPE:	UD: Q	PG 01 OF 01
DOE, JANE L			CAMPUS:	222-599	9
TRANS: 999999345			A	NYCOUNTY	COUNTY-MAIN AD
C40NN ASSISTANT PROFESSOR					
Q321456 UW/UW-MNT/PSYCHOLOGY/GENE	RAL				00000
Y31ND TCHING ASST-DISSERTAT	(H)		HOME :	414-222	-9444
B123456 MIL/L&S/PSYCHOLOGY/PSY			1500 MAI	N ST	
APPT PERSON ID: 00298765			ANYTOWN,	WI	
UPID: 0000212345					53700
DOB: 08-08-48 E	MAIL: J	JANE.DOE	@UW.EDU		

Unfortunately the Person Organizational Summary does not list the appointment title, which would be helpful to identify the appointment you wish to query. Nor does it allow you to select an appointment and through a hyper-link and directly jump to the Job Data details.

10.3. EPM Person Lookup Method

A third alternative is through EPM

ORACLE'	Lo	g into EPM Pro	oduction	
Menu Search: EPM Reports FR Reports HR Reports UW Person Lookup UW Person NS Lookup Locate Duplicate Employees rep	UW_HR_PER Enter any informa	ation you have and	click Search Leave fi	ields blank for a list of all values.
 Job List by Department Benefit Reports TL Reports Absence Management Reports Query Planning and Budgeting Scorecards 	EmpIID: be Date of Birth: = Last Name: be First Name: be National ID: be	egins with egins with doe egins with egins with	}	1
 Key Performance Indicators Project Portfolio Management Customer Behavior Modeling Workforce Analytics Financial Services Industries Global Consolidations Activity Based Management Upgrade Setup 	Case Sensitive Search Search Result View All	ve Clear <u>Basic Sea</u> Its First (1-10	arch 📕 Save Search	<u>h Criteria</u> Click on a column header
 Deprivate Setup EPM Foundation Enterprise Components Tree Manager Reporting Tools PeopleTools Development Utilities 	Last Name DOE DOEBBERT DOEBEL DOEBERT DOEBERT	First Name JANE AMALIA STEVEN THOMAS ADAM	Click on the p	to sort; this example was sorted by Last Name
 <u>Change My Password</u> <u>My Personalizations</u> <u>My System Profile</u> <u>My Dictionary</u> <u>HRS</u> 	DOEBLER DOEBLEY DOEDE DOEDE DOEDE DOEDE	PAUL JOHN LISA CHRIS MATTHEW	you want to	review

	UW PersonNS	Search						
	EmpliD	00298765						
	Person Informa	ation				<u>Find</u>	First -	🛙 1 of 1 🕩 Last
	Name	DOE		JANE	L			
	Date of Birth	08/08/1948						
	Gender	Female						
	Job Informatic:						Find	First 1-3 of 3 Last
	Status	Active	Primary 🗸	Effective Date	08/26/2011			
(Action	Return from RBk	< c	Action Date	08/27/2011			
	Reason	Start Academic Y	/ear	Job Start Date	08/26/2009			
	Department	Q321456	MN1/PSYCHOLOGY					
	Position Nbr	01234567	ASSISTANT PROFESS	OR				
	Job Code	C40NN	ASSISTANT PROFESS	OR				
	Status	Inactive	Primary	Effective Date	07/09/2011			
	Action	Terminatn		Action Date	07/08/2011			
	Reason	Fixed-Terminal		Job Start Date	06/17/2011			
	Department	Q320400	MNT/DEANS OFFICE					
	Position Nbr	01004567	ASSISTANT PROFESS	OR				
	Job Code	C40NN	ASSISTANT PROFESS	OR				
	Status	Inactive	Primary	Effective Date	08/06/2011			
	Action	Terminatn		Action Date	08/05/2011			
	Reason	Fixed-Terminal		Job Start Date	06/10/2011			
	Department	Q420400	ONL/DIRECTORS OFF	ICE				
	Position Nbr	02007654	ASSISTANT PROFESS	OR				
	Job Code	C40NN	ASSISTANT PROFESS	OR				

The items in red boxes above are equivalent to the CNAM items highlighted in yellow below Other useful information is shown in the green oval What this query does not show is employer record number.

INQ WAS: DOE, JANE	SEX: TYPE: UD: Q PG 01 OF 01
DOE, JANE L TRANS: 999999345	CAMPUS: 222-5999 ANYCOUNTY COUNTY-MAIN AD
C40NN ASSISTANT PROFESSOR	
Q321456 UW/UW-MNT/PSYCHOLOGY/GENERAL	00000
Y31ND TCHING ASST-DISSERTAT (H)	HOME: 414-222-9444
B123456 MIL/L&S/PSYCHOLOGY/PSY	1500 MAIN ST
APPT PERSON ID: 00298765	ANYTOWN, WI
UPID: 0000212345	53700
DOB: 08-08-48 EMAIL: 5	JANE.DOE@UW.EDU

10.4 Demographic Data Query

The Demographic Data Query will provide you with a person's demographic information such as date of birth, gender, home contact information and business contact information.

*Navigation tip: When you get here, add this to your *Favorites* if you have not already done so.

ORACLE'	
Manu	Home
Search:	
 My Favorites Inbound File Upload Self Service Manager Self Service Recruiting Workforce Administration Biographical Organizational Relationships Personal Relationships Citizenship Disability OEE Workforce Survey CAN Diversity Compliance NLD I-9 Forms Add a Person Modify a Person 	Personal Information Enter any information you have and click Search. Leave fields blank for a list of all values. Find an Existing Value EmplD: begins with • 00298765 Name: begins with • Last Name: begins with • Second Name: begins with • Alternate Character Name: begins with • Middle Name: begins with • Include History Case Sensitive Search Clear Basic Search East Search Criteria

Enter your search criteria. If you know the EmplID (formerly Person ID), use it.

If you want to see changes to the demographic data over time, check the "Include History" box, else only the most current information will be returned.

If the criteria you enter, such as a last name only, matches multiple people, a selection list is returned. Otherwise you will be taken directly to the person's demographic data.

Person Information: Biographical Details Tab

Biographical Detai	Is Y Contact Info	rmation Y <u>R</u> egio	nal 🍸 UW Per	sonal	
JANE DOE				Person	D: 00298765
Name			<u>Find</u> [¹	View All	First 🕙 1 of 1 🗈 Last
Effective Date:	02/10/2011				
Format Type:	English				
Display Name:	JANE DOE		View Name		Explained on the next pa
Biographic Informat	tion				
Date of Birth:	08/08/1948	62 Years	10 Months	Date of	Death:
Birth Country:	USA	United States	3		
Birth State:					
Birth Location:				Waive	Data Protection 🔲
Biographical Histo	iry		<u>Find</u> Vi	ew All	First 🛃 1 of 1 🕨 Last
Effective Date:	04/	15/2011			
Gender:	Fei	male			
Hignest Educatio	n Level: A-N	lot Indicated			
Marital Status:	Un	known		As of	02/10/2011
Language Code:					
Alternate ID:		11661381			
		Full-Time Student E	mployee		
▼ National ID		Custom	nize Find View.	AILT 🛄 🔤	First 🛃 1 of 1 🕩 Last
Country <u>Nationa</u>	al ID Type	National ID			Primary ID
USA Social S	Becurity Number	999-99-9345			

- Click on the National ID triangle to display the SSN

The items in red boxes above are equivalent to the CNAM items highlighted in yellow below. Other useful information on the HRS Person Org Summary is shown in the green ovals

INQ WAS: DOE, JANE	SEX: TYPE: UD: Q PG 01 OF 01
DOE, JANE L	CAMPUS: 222-5999
TRANS: 999999345	ANYCOUNTY COUNTY-MAIN AD
C40NN ASSISTANT PROFESSOR	
Q321456 UW/UW-MNT/PSYCHOLOGY/GENERAL	00000
Y31ND TCHING ASST-DISSERTAT (H)	HOME: 414-222-9444
B123456 MIL/L&S/PSYCHOLOGY/PSY	1500 MAIN ST
APPT PERSON ID: 00298765	ANYTOWN, WI
UPID: 0000212345	53700
DOB: 08-08-48 EMAIL: 3	JANE.DOE@UW.EDU

Person Information: View Name Screen

Biographical Detai	Is <u>C</u> ontact Informatio	on <u>R</u> egional	UW Personal	bioscold.
JANE DOE			Person	D: 00298765
Name			<u>Find</u> View All	First 🕙 1 of 1 🗈 Last
Effective Date:	02/10/2011			
Format Type:	English		\frown	
Display Name:	JANE DOE		View Name	
Biographic Informa	tion			
	- Andrew	62	ths Dale	

Near the top of the Biographical Details tab, click on View Name

The various ways of displaying the person's name in HRS is returned.

View Name					
English Name For	mat				
Prefix:					
First Name:	JANE		Middle Name:	L	
Last Name:	DOE				
Suffix:					
	Display Name:	JANE DOE			
(Formal Name:	JANE DOE)		
	Name:	DOE, JANE L			
OK Ca	ncel Refresh				
Click o	on OK to return to	the Biographical	Details tab.		

<u>B</u> iographical (Details / Con	tact Infor	mation	<u>R</u> egional) UW Perso	nal 🔪	
JANE DOE					Pers	on ID:	00298765
Release Hom	e Information						
Current Addr	esses		<u>Custo</u>	<u>mize Find </u> V	iew All 🛅	First 🖪	1-2 of 2 🕑 Last
Address Tvp	e As Of Date	Status	Address	8			
Home	02/10/2011	A	1500 MA ANYTOW ANYCOL	IN ST /N, WI 53700-' JNTY	1234	<u>Vie</u> De	w Address tail
Business	02/10/2011	A	222 S C/ ANYTOW ANYCOU Location MAIN-AD Room #: Mail Dro	AMPUS DR VN, WI 53777- JNTY :: R112 MINISTRATIO : p Id:	4321 N BLDG	<u>Vie</u> De	<u>w Address</u> tail
Phone Inform	nation			Customize	l Find I	First 🗹	1-2 of 2 🕑 Las
Phone Type		Telephor	<u>ne</u>		Extens	ion	Preferred
Business		414/333	-9876				\checkmark
Home		414/222	-5999				
Email Add <u>res</u>	sses			Customi	ze Find 🛄	First -	I of 1 🕑 Las
Email Type		Email Ad	ldress			Ē	Preferred
Business		JANE.DO	DE@UW	.EDU	J		\checkmark

The items in red boxes above are equivalent to the CNAM items highlighted in yellow below.

INQ WAS: DOE, JANE	SEX:	TYPE: UD: Q PG 01 OF 01
DOE, JANE L		CAMPUS: 222-5999
TRANS: 999999345		ANYCOUNTY COUNTY-MAIN AD
C40NN ASSISTANT PROFESSOR		
Q321456 UW/UW-MNT/PSYCHOLOGY/GENERAL		00000
Y31ND TCHING ASST-DISSERTAT (H)		HOME: 414-222-9444
B123456 MIL/L&S/PSYCHOLOGY/PSY		<mark>1500 main st</mark>
APPT PERSON ID: 00298765		ANYTOWN, WI
UPID: 0000212345		<mark>53700</mark>
DOB: 08-08-48 EMAIL:	JANE.DOE	E@UW.EDU

11. Navigation Tips

11.1. Add a Favorite in HR Prod

In this document are references to "*Navigation tip: When you get here, add this to your *Favorites* if you have not already done so." Follow this tip to quickly jump to the HRS screens you commonly use rather than drilling down through multiple menu layers.

Navigate via the Oracle menu to the query screen you frequently use. Click on Add to Favorites

			1			
	Log into H	IRS Production		Home VVorklist	MultiChannel Console	Add to Favorites Sign out
Menu 🗖						
Search:						New Window Help 📳
My Favorites Number of File Unload	Job Data					
▷ Self Service	Enter any information you ha	ave and click Search. Leave fields	blank for a list o	of all values.		
▷ Manager Self Service						
▷ Recruiting	f Find an Existing Value					
VVorkforce Administration						
	EmpliD:	begins with 💌				
▷ Contract Administration	Empl Rcd Nbr:	= 🔻				
▷ Temporary Assignments	Name:	begins with				
▷ Employment Categorization ITA	Last Name					
D Review Job Information		begins with				
▶ Reports	Second Name:	begins with 💌				
– Job Data	Alternate Character Name	begins with 💌				
- Job Data - Student Help	Middle Name:	begins with 💌				
- Review Staffing	🗆 Include History 🗖 Cas	se Sensitive				
Assignments	-					
- Add Empimnt Instance - Student	Search Clear Ba	asic Search 📳 Save Search Cri	iteria			

This screen will pop-up

ORACLE'	Home
Add to Favorites Please Enter a Unique Description for this Favorite	
*Description: Job Data	Enter whatever you want to name your favorite and click on OK

After you click OK you will be taken back to the original screen from which you started this process.

Navigate up to the top of the Oracle Menu and open "My Favorites". You should see your addition listed. If it is not, try closing and reopening "My Favorites; sometimes it takes a while for the new favorite to appear in the list. You can now navigate to the query from here.



To delete a favorite, go to Edit Favorites



Close and reopen Favorites. The favorite you deleted will no longer appear in your favorites list. You can also:

- Rename a favorite in Edit Favorites by typing in a new name and saving.
- Change the order of your Favorites list by changing the sequence numbers and save.

11.2. Navigation Search

You can also search for queries via the "Search" capability at the top of the Oracle menu. Type in a key word or words.



A list of possible queries is returned. Click on the query name to navigate directly to the query. -



11.3. Add a Favorite Query

This function is available in both HRS Production and EPM Production.

When in Query Viewer, you have the option of adding a specific query to a list of "My Favorite Queries".

CITALLE			Hor	ne	Add to Favorite	<u>18</u>
Menu Search: Search: Search: Search: Second	Query Viewer Enter any information you have and cl *Search By: Query Name Search Advanced Search Search Results *Folder View: All Folders	ick Search. Leave fields blank	for a list of all values.			
 Activity Based Management Upgrade Setup SPM Secondation 	Query	4	Customize Find View	All J 🛗	First 🛃 1-12 of -	12 🕑 Last
D Enterprise Components	Query Name	Description	<u>Owner</u> Folder	<u>Run to</u> <u>HTML</u>	Run to Excel	<u>Add to</u> Favorites
Reporting Tools	UWP_STUDENT_EMP_BY_SSN	Student Employees by SSN	Public PLATTEVILLE	HTML	Excel Schedule	Favorite
Query	UW_ALLJOB_BY_EMPL	Job History by Employee	Public	HTML	Excel Schedule	Favorite
- Query Manager	UW_EAU_WILLERDM_PERSONID	PersonID load query	Public	HTML	Excel Schedule	Favorite
Query Viewer Schedule Query	UW_HR_837_LTEX	LTE Not to Exceed 1043 Hours	Public	HTML	Excel Schedule	<u>Favorite</u>
- <u>Report Manager</u>	UW_HR_838_PERPT	Project Employee Report	Public	HTML	Excel Schedule	Favorite
Development Utilities	UW_HR_840_MARPT	Missing Address Report	Public	HTML	Excel Schedule	Favorite
 <u>Change My Password</u> <u>My Personalizations</u> 	UW_HR_COMP_HIST_CP_CJ	Rate History for CP and CJ Emp	Public	<u>HTML</u>	Excel Schedule	<u>Favorite</u>
- <u>My System Profile</u>	UW_HR_JOBCODE_RATEHIST	Job Code & Rate History	Public	HTML	Excel Schedule	Favorite
- My Dictionary	UW_HR_PERSON_LOOKUP_1	Person Lookup 1 (by SSN)	Public	HTML	Excel Schedule	<u>Favorite</u>
	UW_HR_PERSON_LOOKUP_2	Person Lookup 2 (by Name/DOB)	Public	HTML	Excel Schedule	<u>Favorite</u>
	UW_OSH_VANDBERG_PERSONIE) PersonID load query	Public	<u>HTML</u>	Excel Schedule	<u>Favorite</u>
	UW_SUP_PERSONID_EXTRACT	Extract HR Emplid Superior	Public	HTML	Excel Schedule	Favorite

Click on Favorite for a query you often access.

Your favorite query will now appear in a "My Favorite Queries" list at the bottom of the screen.

		_						
			Hon	ne	<u>A</u>	Sign		
Querv		Customiz	e I Find I View	AILT 🛄	First	1.12 of 1	iz ▶ Last	
Query Name	Description	<u>Owner</u>	Folder	Run to HTML	Run to Excel	Schedule	Add to Favorites	
UWP_STUDENT_EMP_BY_SSN	Student Employees by SSN	Public	PLATTEVILLE	HTML	<u>Excel</u>	Schedule	Favorite	
UW_ALLJOB_BY_EMPL	Job History by Employee	Public		HTML	Excel	Schedule	Favorite	
UW_EAU_WILLERDM_PERSONID	PersonID load query	Public		HTML	Excel	Schedule	Favorite	
UW_HR_837_LTEX	LTE Not to Exceed 1043 Hours	Public		<u>HTML</u>	<u>Excel</u>	<u>Schedule</u>	<u>Favorite</u>	
UW_HR_838_PERPT	Project Employee Report	Public		HTML	Excel	Schedule	Favorite	
UW_HR_840_MARPT	Missing Address Report	Public		HTML	Excel	Schedule	Favorite	
UW_HR_COMP_HIST_CP_CJ	Rate History for CP and CJ Emp	Public		<u>HTML</u>	<u>Excel</u>	<u>Schedule</u>	<u>Favorite</u>	
UW_HR_JOBCODE_RATEHIST	Job Code & Rate History	Public		HTML	Excel	Schedule	Favorite	
UW_HR_PERSON_LOOKUP_1	Person Lookup 1 (by SSN)	Public		HTML	Excel	Schedule	Favorite	
UW_HR_PERSON_LOOKUP_2	Person Lookup 2 (by Name/DOB)	Public		<u>HTML</u>	<u>Excel</u>	<u>Schedule</u>	<u>Favorite</u>	
UW_OSH_VANDBERG_PERSONID	PersonID load query	Public		HTML	Excel	Schedule	Favorite	
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And it will be displayed each time you go into the Query Viewer, saving you the step of searching for the query.

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