



3270 QUERY to HRS MAPPING

For BUDGET RELATED DATA

November 2011

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When in WORD, to quickly advance to a specific section of this document, place cursor 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: <https://www.hrs.wisconsin.edu/login>
- EPM Production queries: <https://www.epm.wisconsin.edu/login>
HR and EPM Contact: HRS Support Center , 855-4UW-SUPP or 608-890-1501
- Interactive Reporting (IR) query: <https://bi2.fastar.wisconsin.edu/workspace>
IR Contact: Kathy Luker at 608-265-3761, kwluker@wisc.edu

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
- Workforce Administration
 - Personal Information
 - Job Information
 - Contract Administration
 - Temporary Assignments
 - Employment Categorization ITA
 - Review Job Information
 - Workforce Job Summary
 - Job Summary JPN
 - Multiple Jobs Summary
 - Compensation Summary USF
 - Personal Data USF

Workforce Job Summary

Jimi Coco EMP ID: 00650118

Org Relation	Empl Rcd#	Effective Date	Seq	Action	Action Reason	Go To Job
EMP	0	05/23/2011	0	Short Work Brk	EndAcdmcYr	Job Data
EMP	1	12/15/2010	0	Posn Chg		Job Data
EMP	1	11/12/2010	0	Hire	Orig	Job Data
EMP	1	11/12/2010	1	Data Chg	EEDtaUpdt	Job Data
EMP	0	11/01/2010	0	Hire	Reassign	Job Data

Return to Search Notify

Active hyperlinks based on user's row level security

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 EMP ID: 00650118

Job Information Customize | Find | View All | First 1-5 of 5 Last

General Job Information Work Location Salary Plan Compensation

Org Relation	Empl Rcd#	Effective Date	Seg	Sal Plan	Grade	Step	Pay Group	Frequency
EMP	0	05/23/2011	0	AD1C	I03	0	CAR	9M
EMP	1	12/15/2010	0	XXXX	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	I03	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 Information Customize | Find | View All | First 1-5 of 5 Last

General Job Information Work Location Salary Plan Compensation

Org Relation	Empl Rcd#	Effective Date	Seg	Annual Rt	Monthly Rt	Daily Rt	Hrly Rate	Currency	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	9999999999999999.999	9999999999999999.999	9999999999999999.999	9999999999999999.999	XXX	999.999	Components
EMP	1	11/12/2010	0	9999999999999999.999	9999999999999999.999	9999999999999999.999	9999999999999999.999	XXX	999.999	Components
EMP	1	11/12/2010	1	9999999999999999.999	9999999999999999.999	9999999999999999.999	9999999999999999.999	XXX	999.999	Components
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

```
DOE, JANE L                AS OF 07 12 11                APPI PAGE 1
APPT ID 01234567          PERS ID 00298765          SENIORITY:

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)

MAJOR DEPT Q321456 (UW-MNT/PSYCHOLOGY)    TOTAL APPT %    0.000
                                           TOTAL LEAVE %    0.000

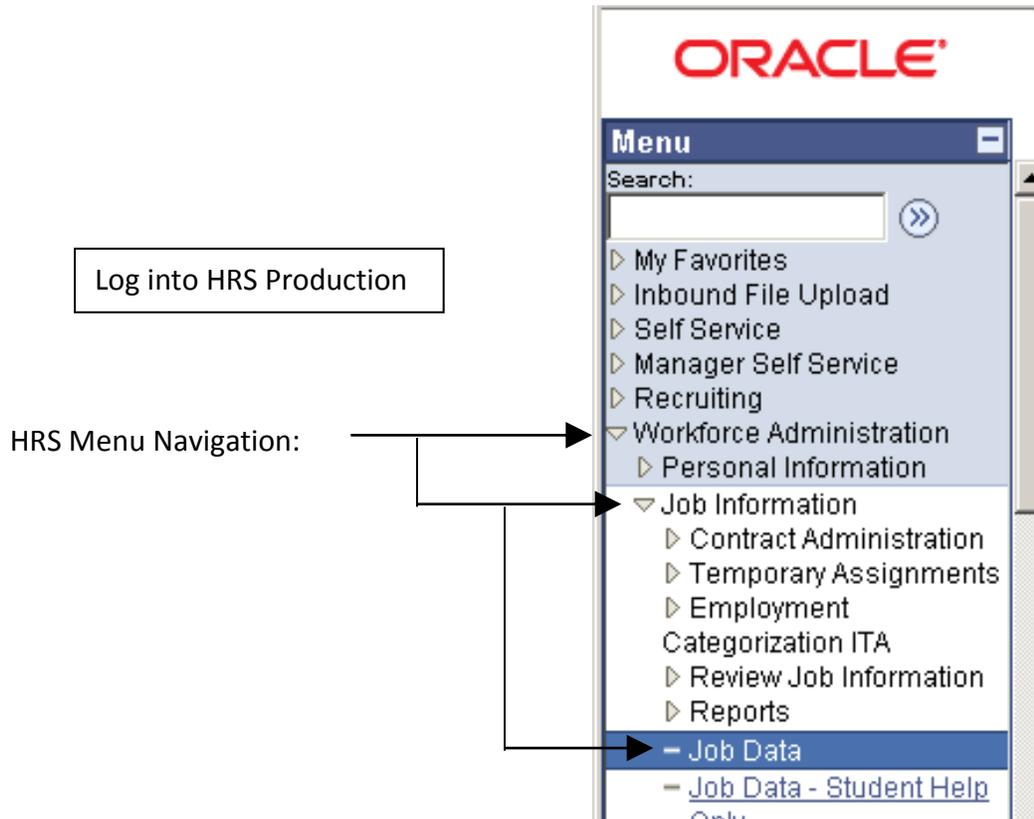
BACKUP FOR APPT

NEXT _____ TP EXIT _____
                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 | Worklist | MultiChannel Console | Add to Favorites | Sign out

New Window | Help | HRS

Job Data

Enter any information you have and click Search. Leave fields blank for a

Find an Existing Value

EmpID: begins with 00298765

Empl Rcd Nbr: =

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 Save Search Criteria

Search Results

View All First 1-3 of 3 Last

EmplID	Empl Rcd Nbr	Name	Last Name	Second Name	Alternate Character Name	Middle Name
00298765 0		JANE DOE	DOE	(blank)	(blank)	L
00298765 1		JANE DOE	DOE	(blank)	(blank)	L
00298765 2		JANE DOE	DOE	(blank)	(blank)	L

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

Check "Include History" box if you want to see the changes to an appointment over time, or else only the most current info will be returned.

Click on Search box or hit Enter key.

If there are multiple appointments, a selection list is returned. Otherwise you will be taken directly to the Job Data screen.

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

Job Data: HRS Work Location Tab

Work Location **JANE DOE** EMP **ID: 00298765** **Empl Rcd #: 0**

Work Location Find First 1 of 1 Last

HR Status: Active **Payroll Status:** Leave of Absence **Go to Row**

Effective Date: 05/26/2011 **Sequence:** 0 **Job Indicator:** Primary Job

Action: Short Work Break **Reason:** End of Academic Year **Current**

Last Start Date: 02/10/2011 **Termination Date:**

Expected Job End Date: **Expected Return Date:**

Last Date Worked: 05/25/2011 **Override Last Date Worked** **Position Entry Date:** 02/10/2011

Position Number: 01234567 ASSISTANT PROFESSOR **Position Management Record**

Override Position Data

Regulatory Region: USA United States

Company: UWS University of Wisconsin System

Business Unit: MNT/PSYCHOLOGY

Department: Q321456 **Department Entry Date:** 02/10/2011

Location: MAIN-ADMINISTRATION BLDG

Establishment ID: **Date Created:** 05/28/2011

Job Data **Employment Data** [Earnings Distribution](#) [Benefits Program Participation](#)

A date of 02/10/2011 is the migration date to the new HR System. Obtaining the original entry date is explained on the next page.

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

DOE, JANE L	AS OF 06 22 11	APPI PAGE 1
APPT ID 01234567	PERS ID 00298765	SENIORITY:
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)		
MAJOR DEPT Q321456 (UW-MNT/PSYCHOLOGY)	TOTAL APPT % 0.000	
	TOTAL 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 Date 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:

Employment Information

JANE DOE EMP ID: 00298765 Empl Rcd #: 0

Organizational Instance

Organizational Instance Rcd:	0	Original Start Date:	08/26/2009	<input checked="" type="checkbox"/> Override
Last Start Date:	02/10/2011	First Start Date:	02/10/2011	
Termination Date:		Years	Months	Days
Adj Cont Service Date:		0	0	0

Organizational Assignment Data

Instance Record

Last Assignment Start Date:	02/10/2011	First Assignment Start:	02/10/2011		
Assignment End Date:					
Home/Host Classification:	Home	Years	Months	Days	Time Reporter Data
Company Seniority Date:	02/10/2011	<input type="checkbox"/> Override	0	5	3
Benefits Service Date:	08/26/2009	<input checked="" type="checkbox"/> Override	1	10	17
Seniority Pay Calc Date:	02/10/2011	<input type="checkbox"/> Override	0	5	3
Criminal Background Check Date:	02/26/2009				
Probation Date:					
Professional Experience Date:		Last Verification Date:			
Business Title:	ASSISTANT PROFESSOR	Position Phone:			

USA

[Job Data](#) Employment Data [Earnings Distribution](#) [Benefits Program Participation](#)

- The Employment Data screen will show you the **original start date**. This is equivalent to **APPT BEGIN DATE** on the 3270 APPI screen. This is useful if the HRS Work Location tab showed the migration date in the Position Entry Date; if the person started after migration, the Work Location tab will show the original start date.
- **Adi Cont Service Date** shows the classified **seniority** date.

```

DOE, JANE L                AS OF 06 22 11                APPI PAGE 1
APPT ID 01234567          PERS ID 00298765          SENIORITY:
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%

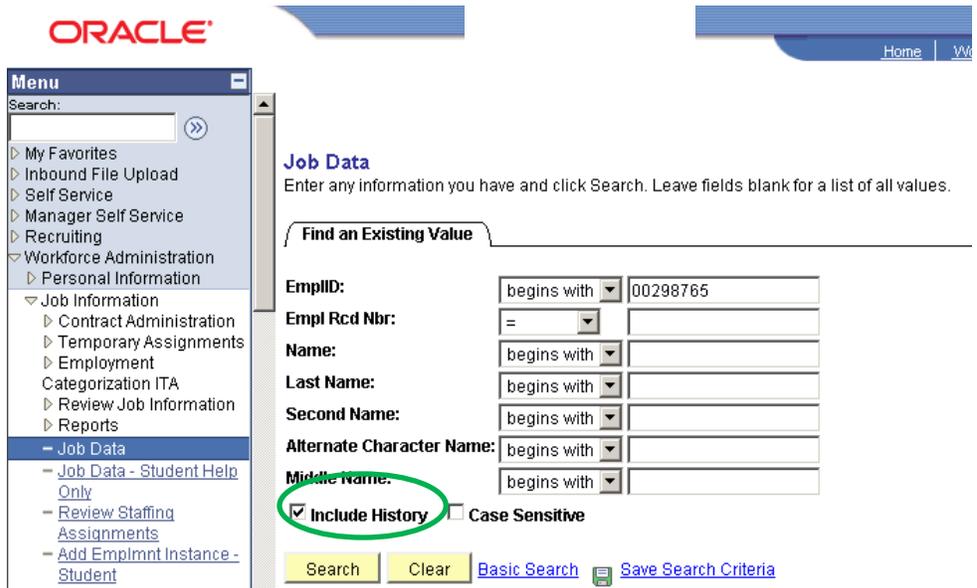
CONTINUITY 01 (ON-GOING)                SEASONAL
FLSA E (EXEMPT)

MAJOR DEPT Q321456 (UW-MNT/PSYCHOLOGY)    TOTAL APPT % 0.000
                                           TOTAL LEAVE % 0.000
  
```

At the bottom of the HRS Employment Data screen, click on [Job Data](#) to return to the Job Data tabs.

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

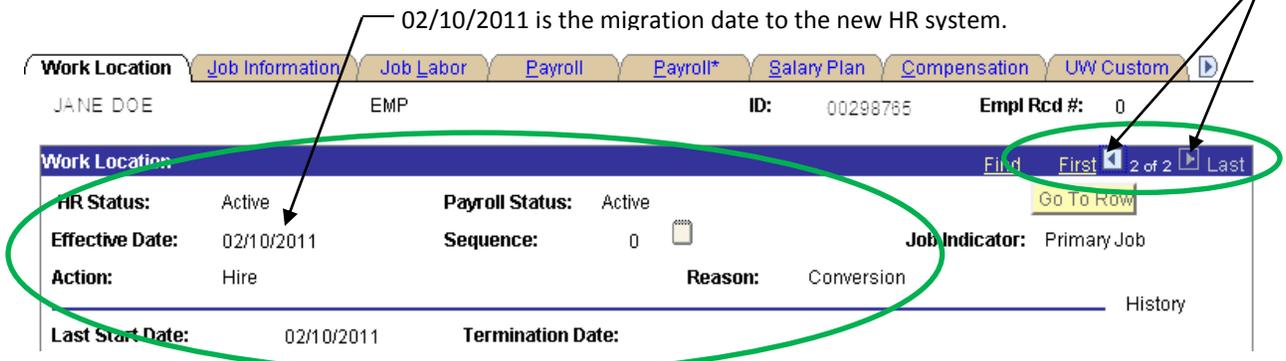
As explained earlier, to request history from the search criteria screen , click on the Include History box:



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



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.



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 .

Job Data: HRS Job Information Tab

Work Location	Job Information	Job Labor	Payroll	Payroll*	Salary Plan	Compensation	UW Custom	UW Custc
JANE DOE	EMP	ID: 00298765	Empl Rcd #: 0.					
Job Information Find First 1 of 2 Last								
Effective Date:	05/26/2011	Effective Sequence:	0	Job Indicator:	Primary Job	Go To Row		
Action:	Short Work Brk	Reason:	End of Academic Year					
Job Code:	C40NN	ASSISTANT PROFESSOR	Entry Date:	02/10/201				
Supervisor Level:			Seasonal:	N/A				
Supervisor ID:			Full/Part:	Full-Time				
Reports To:			Officer Code:	None				
Regular/Temporary:	Regular		Shift Rate:					
Empl Class:	FA		Shift Factor:					
Regular Shift:	N/A		Pay Basis:	Academic				
Classified Indc:	Classified							
UWC / UWEX Program Area:	Not Applicable							
Standard Hours								
Standard Hours:	40.00		Combined Std Hours / FTE:	40.00 / 1.000000				
Work Period:	WUWS	WUWS	As of Date	05/26/2011				
FTE:	1.000000		<input type="checkbox"/>	Adds to FTE Actual Count?		<input type="checkbox"/>	Encumbrance Override	
Contract #								
Contract Number:	Next Contract Number		Contract Type:					
	Click on the USA Flag to get the FLSA Status box, shown here, to appear.							
FLSA Status:	Exempt		EEO Class:	None		Work Day Hours:		
Job Data	Employment Data	Earnings Distribution	Benefits Program Participation					

Full/Part refers to health insurance eligibility, not FTE %.; if part-time but enough to be eligible for HI, will say "Full-Time".

If a person has multiple active appt.s, Combined Std Hours should be a sum of the FTE and standard hours for all as of when the apt. being viewed started.

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 in **green ovals**

```

DOE, JANE L                AS OF 06 22 11                APPI PAGE 1
APPT ID 01234567          PERS ID 00298765          SENIORITY:

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                UWMP%

CONTINUITY 01 (ON-GOING)          SEASONAL
FLSA E (EXEMPT)

MAJOR DEPT Q321456 (UW-MNT/PSYCHOLOGY)          TOTAL APPT % 0.000
                                                TOTAL LEAVE % 0.000
    
```

Job Data: HRS Compensation Tab

Work Location Job Information Job Labor Payroll Payroll* Salary Plan Compensation UW Custom

JANE DOE EMP ID: 00298765 Empl Rcd #: 0

Compensation Find First 1 of 2 Last

Effective Date: 05/26/2011 Effective Sequence: 0 Job Indicator: Primary Job Go To Row

Action: Short Work Brk Reason: End of Academic Year Current

Compensation Rate: 5,094.444444 **Frequency:** 9M 9M

Comparative Information

Pay Rates

Default Pay Components

Pay Components Customize Find First 1 of 1 Last

Amounts Controls Changes Conversion

Rate Code	Seq	Comp Rate	Currency	Frequency	Percent
1 NAANNL	0	45,850.000000	USD	A	

Calculate Compensation

Job Data Employment Data Earnings Distribution Benefits Program Participation

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                AS OF 06 22 11                APPI PAGE 1
APPT ID 01234567          PERS ID 00298765                SENIORITY:

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)

MAJOR DEPT Q321456 (UW-MNT/PSYCHOLOGY)    TOTAL APPT % 0.000
TOTAL 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 Job Information Job Labor Payroll Payroll* Salary Plan Compensation UW Custom

JANE DOE EMP ID: 00298765 Empl Rcd #: 0

UW Custom Data Find 1 of 2 Last

Effective Date: 05/26/2011 **Effective Sequence:** 0 **Job Indicator:** Primary Job
Action: Short Work Brk **Reason:** End of Academic Year Current

<p>Continuity Status Information</p> <p>Continuity 01</p> <p>Job Security</p> <p>Guaranteed Length</p>	<p>Probation</p> <p>Probation Type: Not Required</p> <p>Probation End Date:</p>
<p>Rate Exceptions</p> <p>Under Min <input type="checkbox"/></p> <p>Over Max <input type="checkbox"/></p>	<p>Additional</p> <p>Working Title: ASSISTANT PROFESSOR Reset</p>
<p>External Systems</p> <p>Source System: Other</p> <p>Number:</p>	<p>Encumbrances</p> <p>Business Unit: [REDACTED]</p> <p>Year: 2011 Begin Date: 08/26/2010</p> <p>Session: AY End Date: 05/25/2011</p>

Non-Resident Alien Info

Income Code (for 1042-S):

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

```

DOE, JANE L                AS OF 06 22 11                APPI PAGE 1
APPT ID 01234567          PERS ID 00298765          SENIORITY:

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)

MAJOR DEPT Q321456 (UW-MNT/PSYCHOLOGY)          TOTAL APPT %    0.000
                                                    TOTAL LEAVE %   0.000
    
```

Other useful information on the HRS UW Custom tab, shown in **green ovals**:

- Rate Exceptions and Encumbrances

4. APRH / HRS Rate and Title History Query

APRH 3270 Screen

DOE, JANE L	AS OF 07 13 2011	APRH PAGE 1 OF 1	
APPT ID 01234567	PERS ID 00298765	SENIORITY:	
EFF DATE	BASIS RATE	TITLE AND CHANGE REASON	RATE CHANGE REASON
_ 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)	
NEXT _____		TP EXIT _____	
3=APPR 4=APPI 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 Section 4. APRH / HRS Rate and Title History Query
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.

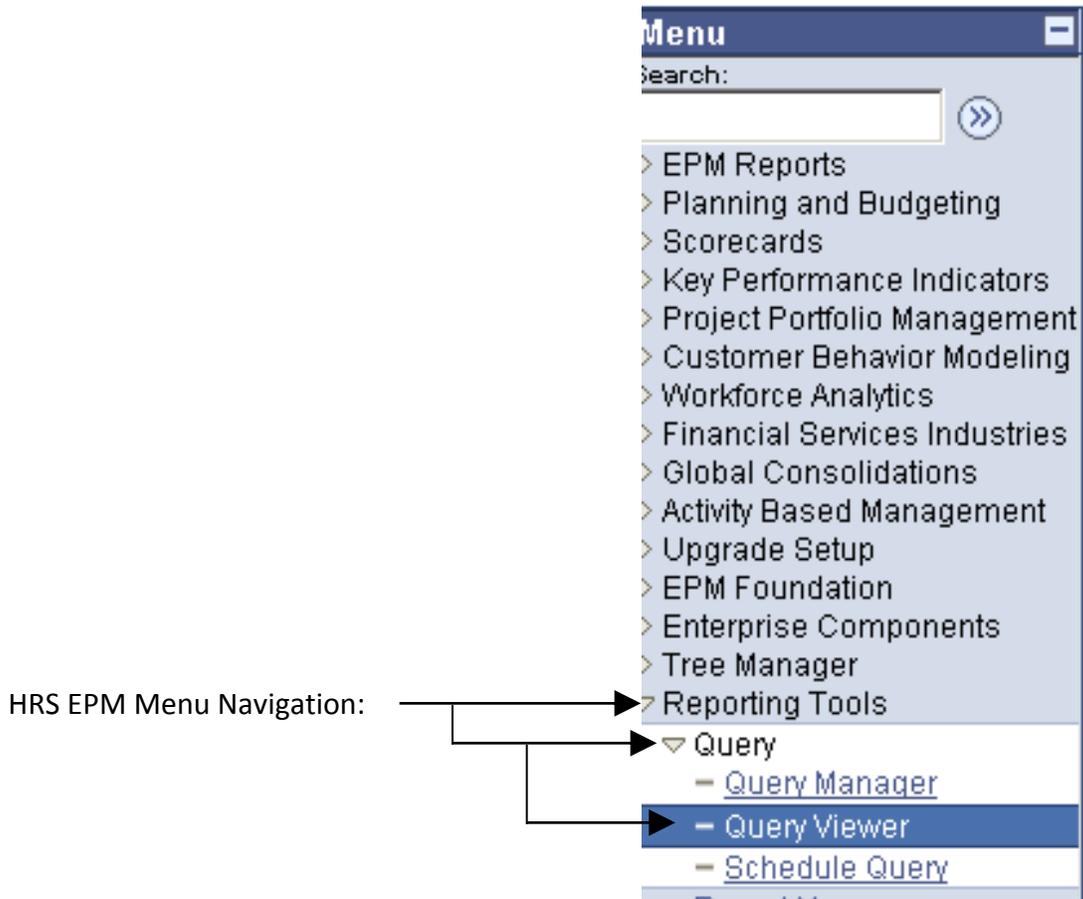
To use the Rate and Title History query, you must know the Empl Id and the HRS Position number of the appointment you wish to query. To get the position number, perform the HRS Job Data query described in section 0. *APPI / HRS Job Data Query*. Position number is on the HRS Work Location tab.

Work Location | Job Information | Job Labor | Payroll | Payroll* | Salary Plan | Compensation | UW Custom

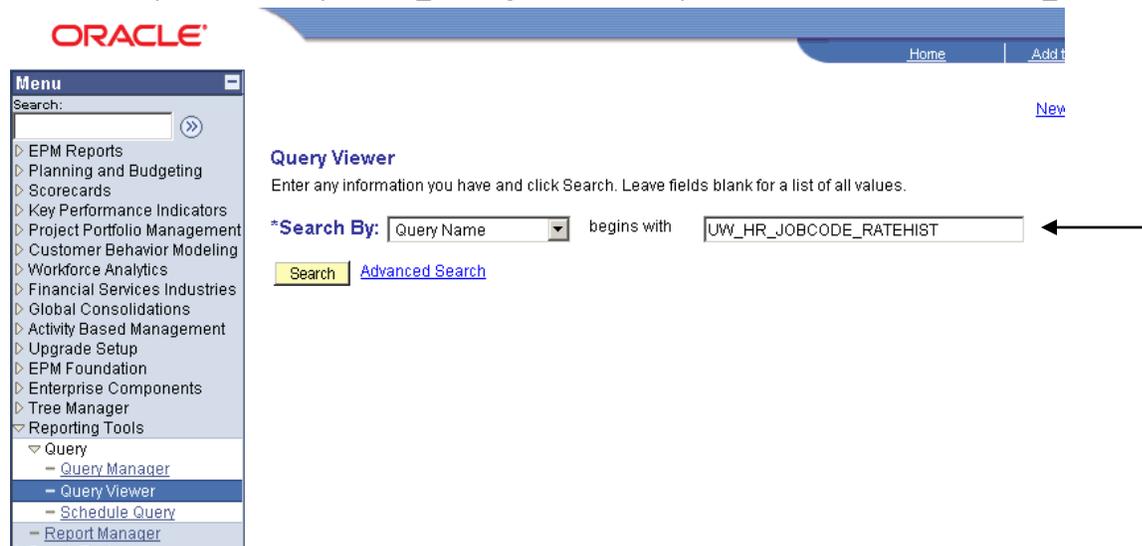
JANE DOE EMP ID: 00298765 Empl Rcd #: 0

Work Location		Find	First	1 of 1	Last
HR Status:	Active	Payroll Status:	Leave of Absence	Go To Row	
Effective Date:	05/26/2011	Sequence:	0	Job Indicator: Primary Job	
Action:	Short Work Break	Reason:	End of Academic Year	Current	
Last Start Date:	02/10/2011	Termination Date:		Expected Return Date:	
Expected Job End Date		<input type="checkbox"/> Override Last Date Worked		Position Entry Date: 02/10/2011	
Last Date Worked:	05/25/2011	<input type="checkbox"/> Position Management Record			
Position Number:	01234567		ASSISTANT PROFESSOR		
Override Position Data					
Regulatory Region:	USA		United States		

For the HRS Rate and Title History Query, log into the [HRS EPM](#) 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.

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

*Search By: Query Name begins with UW_HR_JOBCODE_RATEHIST

Search Advanced Search

Search Results
Folder View: -- All Folders --

Query Name	Description	Owner	Folder	Run to HTML	Run to Excel	Schedule	Add to Favorites
UW_HR_JOBCODE_RATEHIST	Job Code & Rate History	Public		HTML	Excel	Schedule	Favorite

Now select your results to be returned either as HTML format, or in an Excel spreadsheet that you can save, sort and edit.

The following search criteria screen is returned.

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

If you asked for Excel when you requested the report, a box will pop-up asking if the system should open Microsoft Excel.

UW_HR_JOBCODE_RATEHIST - Job Code & Rate History

Empl ID (required / no %): 00298765
 Position Nbr (required / no %): 01234567
 View Results

Name	Empl ID	Empl Rcd #	Adjusted Continuous Service Dt	HR Status	Payroll Status	Position Number	Action	Action Reason
------	---------	------------	--------------------------------	-----------	----------------	-----------------	--------	---------------

Opening UW_HR_JOBCODE_RATEHIST_4725.xls

You have chosen to open
 UW_HR_JOBCODE_RATEHIST_4725.xls
 which is a: Microsoft Office Excel 97-2003 Worksheet
 from: https://www.epm.wisconsin.edu

What should Firefox do with this file?

Open with: Microsoft Excel (default)

Save File

Do this automatically for files like this from now on.

OK Cancel

First click the "Open with" (even though it is already marked), then OK. Your results will be displayed in an Excel spreadsheet.

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.

View All first 1-4 of 4 Last

	Name	Empl ID	Empl Rcd #	Adjusted Continuous Service Dt	HR Status	Payroll Status	Position Number	Action	Action Reason	Action Reason Descriptor	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	C	45850.000000	C40NN	ASSISTANT PROFESSOR
2	DOE, JANE	00298765	0				01234567	RTCHG	078	HIGH DEMAND FA	08/26/2010	C	45850.000000		
3	DOE, JANE	00298765	0				01234567	RTCHG	078	HIGH DEMAND FA	01/10/2010	C	44000.000000		
4	DOE, JANE	00298765	0				01234567	TITLE			08/26/2009	C	43000.000000	C40NN	ASSISTANT PROFESSOR

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

DOE, JANE L	AS OF 07 13 2011	APRH PAGE 1 OF 1			
APPT ID 01234567	PERS ID 00298765	SENIORITY:			
EFF DATE	BASIS	RATE	TITLE	AND CHANGE REASON	RATE CHANGE REASON
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 not the EFF DATE
- **SENIORITY** is 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, JANE L				ID	00287010				
SENIORITY				CBC	COMPLETED DATE		02/26/09		
APPT ID	APPT%	TYPE	BASIS	RATE	MAJOR DEPT	CONTINUITY STATUS	BEGIN	END	
_ 01234567	0	FA	C	45850	Q321456	01	08/26/09		
		C40NN	ASSISTANT PROFESSOR			ON-GOING			
_ 01500150	0	AS	L	0	B817161	02	06/01/10	12/01/10	
		D63NN	ASST PROF L/I			FIXED TERMINAL			
_ 01488888	0	FA	L	0	G300000	01	08/04/10	08/25/10	
		C40NN	ASSISTANT PROFESSOR			ON-GOING			
_ 01414141	0	OT	L	0	A202045	02	01/01/10	01/31/10	
		Z91NN	AD HOC PROGRAM SPEC			FIXED TERMINAL			
_ 01111111	25	AS	C	25998	B800900	02	08/27/07	05/17/09	
		D80FN	ASSOC LECTURER			FIXED TERMINAL			
_ 00876543	50	SA	C	31897	C487222	02	08/25/03	05/17/09	
		Y31ND	TCHING ASST-DISSERTAT			FIXED TERMINAL			
_ 00919119	0	SH	H	9.000	D017836		07/12/04	01/01/05	
		94870	STUDENT HELP						
NEXT:							TP EXIT		
**** MORE APPOINTMENTS FOLLOW ****									
1=APPROB 2=APTNR 3=SORT 4=APPI 5=APRH 6=APDT 7=SABB 8=CHGT 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.

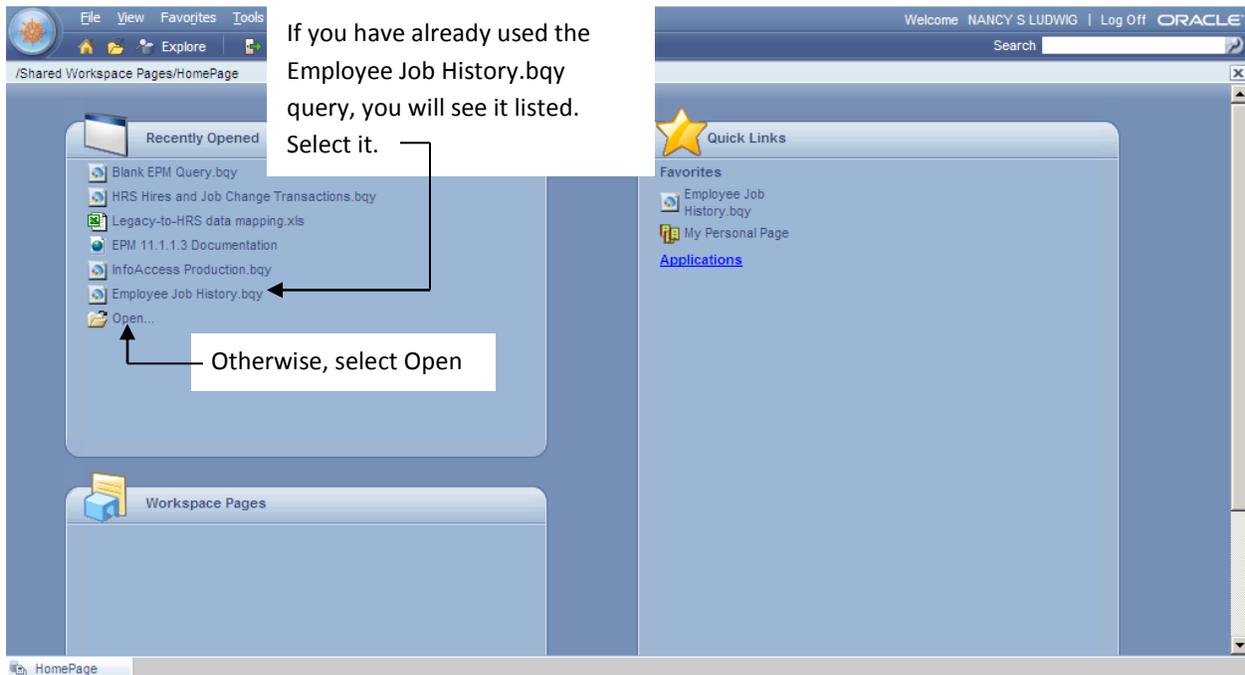
5.1 APPR / IR Query Library Method

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 <https://bi2.faster.wisconsin.edu/workspace/index.jsp>

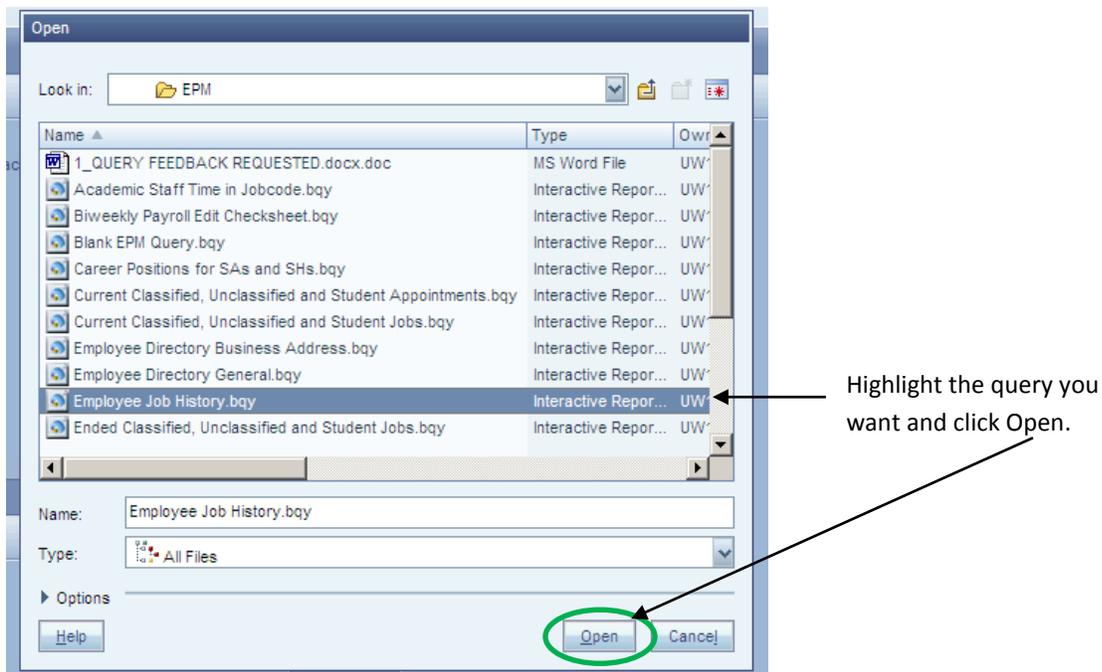
This document assumes that you have obtained access to the IR and know how to Logon.

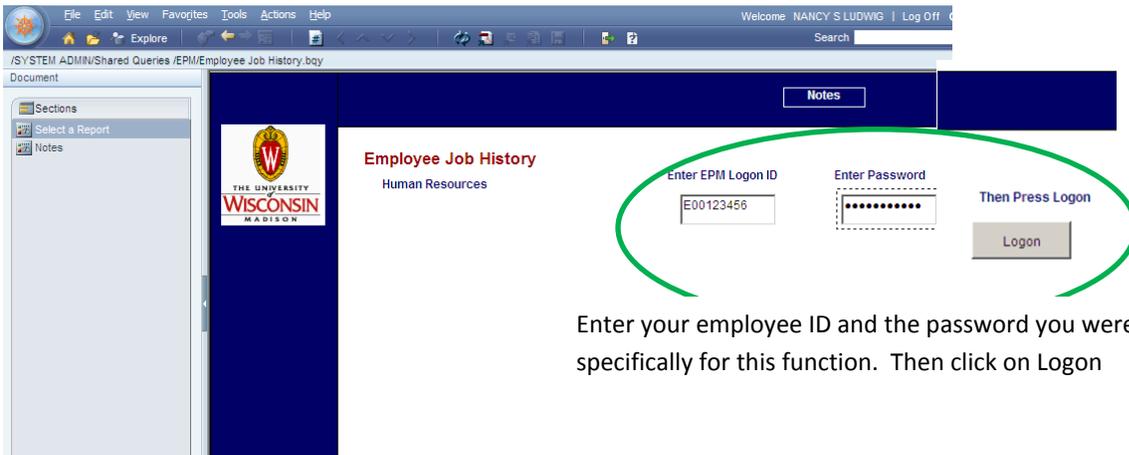
You will be using the query name Employee Job History.bqy

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



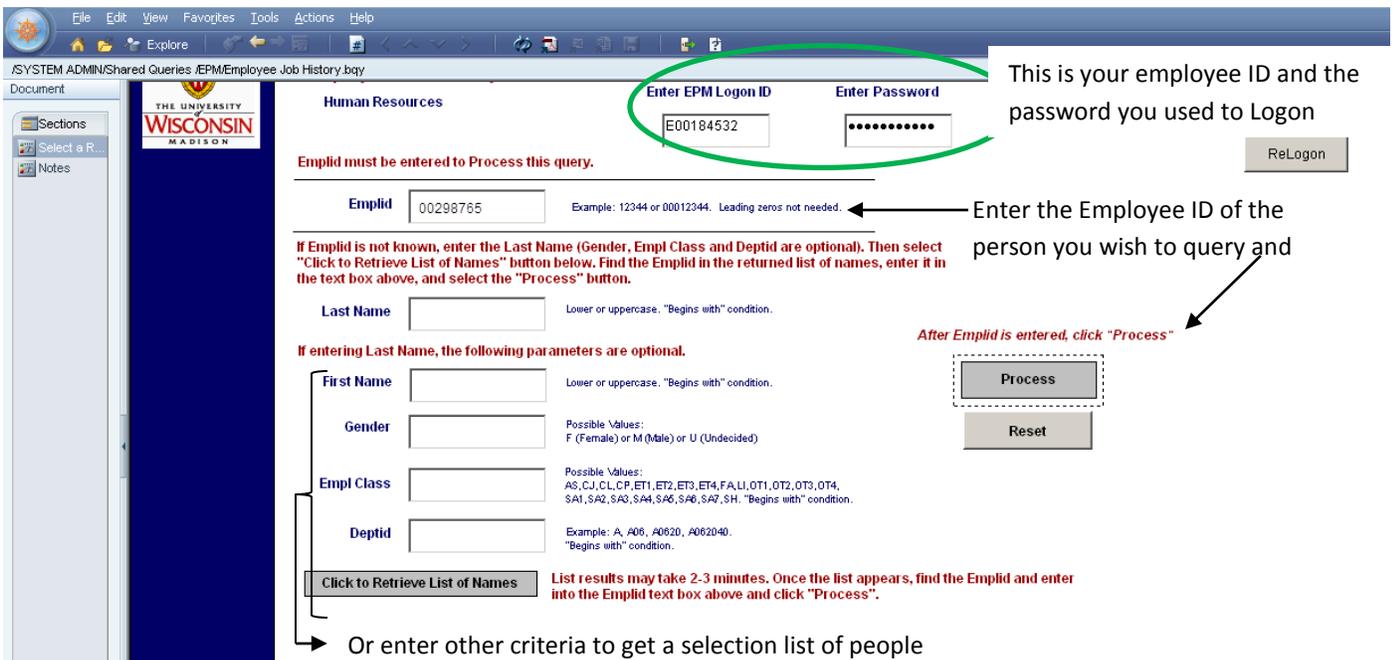
If you selected Open, you will be presented with a list of queries available to you.





Enter your employee ID and the password you were given specifically for this function. Then click on Logon

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



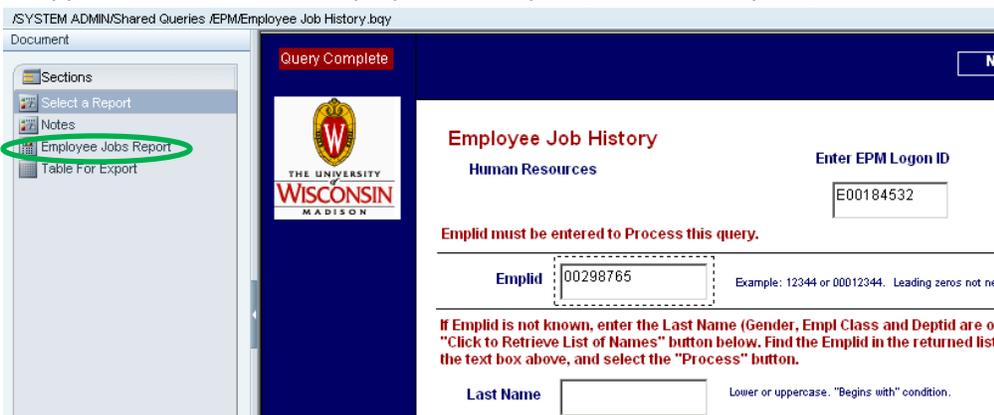
This is your employee ID and the password you used to Logon

Enter the Employee ID of the person you wish to query and

After Emplid is entered, click "Process"

Or enter other criteria 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.



SYSTEM ADMIN/Shared Queries /EPM/Employee Job History.bqy

07/15/11 Query Library Report

Employee Job History

Criteria: Emplid =0028785 Data is expected to be refreshed nightly.
 Employee Name: DOE, JANEL
 Classified Seniority Date

Emp Rod	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 Status	Actions	Action Reasons
0	01234567	Q321456	C40NN - ASSISTANT PROFESSOR	FA	C	46,850	1.00	01	08/26/2009			CRR	A	L	SBK - Short Work Brk	001 - End of Academic Year
1			C40NN - ASSISTANT PROFESSOR	FA	S	53,298	1.00	02A	06/17/2011	07/08/2011	07/08/2011	SRR	I	T	TER - Terminatn	006 - Fixed-Terminal
2			C40NN - ASSISTANT PROFESSOR	FA	S	22,382.53	1.00	02A	06/10/2011	08/05/2011	08/05/2011	SRR	A	A	DTA - Data Chg	006 - BN Eligibility Update
900			D63NN - ASST PROF L/I	AS	L	0.000	0.00	02	06/01/2010	12/01/2010		1			06 - FIXED TERMINAL	- N/A
996			C40NN - ASSISTANT PROFESSOR	FA	L	0.000	0.00	01	08/04/2010	08/25/2010		1			01 - RESIGNATION	- N/A
997									01/31/2010			1			01 - RESIGNATION	- N/A
998									05/17/2009			1			06 - FIXED TERMINAL	- N/A
999			Y31ND - TCHING ASST-DISSERTAT	SA	C	31897.000	0.50	02	08/25/2003	05/17/2009		1			06 - FIXED TERMINAL	- N/A
NA			94870 - Student Help	SH	H	9.000	0.00		07/12/2004	01/01/2005						-
NA			94870 - Student Help	SH	H	6.650	0.00		02/19/2001	05/25/2002						-
NA			94870 - Student Help	SH	H	5.250	0.00		09/08/2000	05/26/2001						-
NA			94870 - Student Help	SH	H	5.250	0.00		01/25/2000	06/26/2001						-

The odd Employer IDs are due to these positions ending prior to conversion so a "dummy" number is listed.

Use this example to compare APPR with the Employee Job History report above.

APPR PAGE 01

NAME DOE, JANE L ID 00287010
 SENIORITY CBC COMPLETED DATE 02/26/09

APPT ID	APPT%	TYPE	BASIS	RATE	MAJOR DEPT	CONTINUITY STATUS	BEGIN	END
01234567	0	FA	C	45850	Q321456	01 ON-GOING	08/26/09	
01500150	0	AS	L	0	B817161	02 FIXED TERMINAL	06/01/10	12/01/10
01488888	0	FA	L	0	G300000	01 ON-GOING	08/04/10	08/25/10
01414141	0	OT	L	0	A202045	02 FIXED TERMINAL	01/01/10	01/31/10
01111111	25	AS	C	25998	B800900	02 FIXED TERMINAL	08/27/07	05/17/09
00876543	50	SA	C	31897	C487222	02 FIXED TERMINAL	08/25/03	05/17/09
00919119	0	SH	H	9.000	D017836	07/12/04	01/01/05	

NEXT: _____ TP EXIT _____

5.2 APPR / HRS Workforce Job Summary Method

APPR 3270 Screen

APPR		PAGE 01							
NAME DOE, JANE L		ID 00287010							
SENIORITY		CBC COMPLETED DATE 02/26/09							
APPT ID	APPT%	TYPE	BASIS	RATE	MAJOR DEPT	CONTINUITY	STATUS	BEGIN	END
_ 01234567	0	FA	C	45850	Q321456	01	08/26/09		
		C40NN	ASSISTANT PROFESSOR		ON-GOING				
_ 01500150	0	AS	L	0	B817161	02	06/01/10	12/01/10	
		D63NN	ASST PROF L/I		FIXED TERMINAL				
_ 01488888	0	FA	L	0	G300000	01	08/04/10	08/25/10	
		C40NN	ASSISTANT PROFESSOR		ON-GOING				
_ 01414141	0	OT	L	0	A202045	02	01/01/10	01/31/10	
		Z91NN	AD HOC PROGRAM SPEC		FIXED TERMINAL				
_ 01111111	25	AS	C	25998	B800900	02	08/27/07	05/17/09	
		D80FN	ASSOC LECTURER		FIXED TERMINAL				
_ 00876543	50	SA	C	31897	C487222	02	08/25/03	05/17/09	
		Y31ND	TCHING ASST-DISSERTAT		FIXED TERMINAL				
_ 00919119	0	SH	H	9.000	D017836		07/12/04	01/01/05	
		94870	STUDENT HELP						
NEXT: _____							TP EXIT _____		
**** MORE APPOINTMENTS FOLLOW ****									
1=APPROB 2=APTNR 3=SORT 4=APPI 5=APRH 6=APDT 7=SABB 8=CHGT 9=-1 10=+1 11=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.

The screenshot shows the Oracle HR system interface. On the left is a 'Menu' with a search box and a list of options. 'Workforce Job Summary' is selected. The main area is titled 'Log into HRS Production' and 'Workforce Job Summary'. Below the title is a search form with the following fields:

- EmpID: begins with [00298765]
- Name: begins with []
- Last Name: begins with []
- Second Name: begins with []
- Alternate Character Name: begins with []
- Middle Name: begins with []
- Organizational Relationship: []

There is a 'Case Sensitive' checkbox and a 'Search' button. The text 'Enter search criteria' is visible on the right side of the form.

Workforce Job Summary: General Tab

Workforce Job Summary						
JANE DOE		EMP		ID: 00298765		
Job Information						
General Job Information Work Location Salary Plan Compensation						
Org Relation	Empl Rcd#	Effective Date	Seq	Action	Action Reason	Go To Job
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 0. APPI / HRS Job Data Query.

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

APPR										PAGE 01
NAME	DOE, JANE L				ID	00287010				
SENIORITY					CBC COMPLETED DATE	02/26/09				
APPT ID	APPT%	TYPE	BASIS	RATE	DEPT	STATUS	BEGIN	END		
01234567	0	FA	C	45850	Q321456	01	08/26/09			
		C40NN	ASSISTANT PROFESSOR			ON-GOING				
01500150	0	AS	L	0	B817161	02	06/01/10	12/01/10		
		D63NN	ASST PROF L/I			FIXED TERMINAL				

- 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 Information										
General Job Information Work Location Salary Plan Compensation										
Org Relation	Empl Rcd#	Effective Date	Seq	Job Code	Empl Type	Empl Status	Full/Part Time	Reg/Temp	Standard Hours	Work Period
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

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

APPR										PAGE 01
NAME	DOE, JANE L				ID	00287010				
SENIORITY					CBC COMPLETED DATE	02/26/09				
APPT ID	APPT%	TYPE	BASIS	RATE	DEPT	STATUS	BEGIN	END		
01234567	0	FA	C	45850	Q321456	01	08/26/09			
		C40NN	ASSISTANT PROFESSOR			ON-GOING				

Workforce Job Summary: Work Location Tab

Workforce Job Summary

JANE DOE

EMP

ID: 0029865

Job Information								
Customize Find View All First 1-7 of 7 Last								
General		Job Information		Work Location		Salary Plan		Compensation
Org Relation	Empl Rcd#	Effective Date	Seg	Position	Company	Department	Location	Reports To
EMP	1	07/09/2011	0	C40NN	UWS			
EMP	1	06/17/2011	0	C40NN	UWS			
EMP	1	06/17/2011	1	C40NN	UWS			
EMP	2	06/10/2011	0	C40NN	UWS			
EMP	2	06/10/2011	1	C40NN	UWS			
EMP	0	05/26/2011	0	C40NN	UWS	Q321456		
EMP	0	02/10/2011	0	C40NN	UWS	Q321456		

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

APPR								
PAGE 01								
NAME DOE, JANE L			ID 00287010					
SENIORITY			CBC COMPLETED DATE 02/26/09					
		MAJOR		CONTINUITY				
APPT ID	APPT%	TYPE	BASIS	RATE	DEPT	STATUS	BEGIN	END
_ 01234567	0	FA	C	45850	Q321456	01	08/26/09	
			C40NN	ASSISTANT PROFESSOR			ON-GOING	

Workforce Job Summary: Salary Plan Tab

Workforce Job Summary

JANE DOE

EMP

ID: 00298765

Job Information								
Customize Find View All First 1-7 of 7 Last								
General		Job Information		Work Location		Salary Plan		Compensation
Org Relation	Empl Rcd#	Effective Date	Seg	Sal Plan	Grade	Step	Pay Group	Frequency
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.

APPR								
PAGE 01								
NAME DOE, JANE L			ID 00287010					
SENIORITY			CBC COMPLETED DATE 02/26/09					
		MAJOR		CONTINUITY				
APPT ID	APPT%	TYPE	BASIS	RATE	DEPT	STATUS	BEGIN	END
_ 01234567	0	FA	C	45850	Q321456	01	08/26/09	
			C40NN	ASSISTANT PROFESSOR			ON-GOING	

Workforce Job Summary: Compensation Tab

Job Information										
Customize Find View All First 1-7 of 7 Last										
General Job Information Work Location Salary Plan Compensation										
Org Relation	Empl Rcd#	Effective Date	Seq	Annual Rt	Monthly Rt	Daily Rt	Hrly Rate	Currency	Change Percent	Components
EMP	1	07/09/2011	0	53298.000	4441.500	149.751	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		Components
EMP	2	06/10/2011	0	22382.530	1865.211	62.888	10.719602	USD		Components
EMP	2	06/10/2011	1	22382.530	1865.211	62.888	10.719602	USD		Components
EMP	0	05/26/2011	0	45850.000	3820.833	128.825	21.958812	USD		Components
EMP	0	02/10/2011	0	45850.000	3820.833	128.825	21.958812	USD		Components

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, JANE L					ID 00287010					
SENIORITY					CBC COMPLETED DATE 02/26/09					
MAJOR CONTINUITY										
APPT ID	APPT%	TYPE	BASIS	RATE	DEPT	STATUS	BEGIN	END		
_ 01234567	0	FA	C	45850	Q321456	01	08/26/09			
C40NN ASSISTANT PROFESSOR					ON-GOING					

Workforce Job Summary: Components Tabs

Click on [Components](#) to view Salary Components.

Salary Components

JANE DOE ID: 00298765 Empl Rcd#: 0

Compensation Rate: 5,094.444444 USD
 Compensation Frequency: 9M 9M

Pay Components

Amounts Controls Changes Conversion

Rate Code	Seq	Comp Rate	Currency	Frequency	Points	Percent	Rate Code Group
1 NAANNL	0	45,850.000000	USD	Annual			

OK Cancel

For classified, the hourly rate would be displayed, and frequency would say "Hourly".

Click on OK to return to the Workforce 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 PROFESSOR)	
APPT BEGIN 08 26 2009	END	BASIS 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
NEXT _____		TP EXIT _____
1=APPROB 2=APTRN 3=APPR 4=APPI 5=APRH 6=DEPT 7=APCT 8=CHGT 9=-1 10=+1 11=EXIT		

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			
APPT ID 01234567	SENIORITY:				
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	100.0000	100.0000	
_	07 10 2010	07 30 2010	50.0000	50.0000	
_	07 01 2010	07 09 2010	100.0000	100.0000	

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

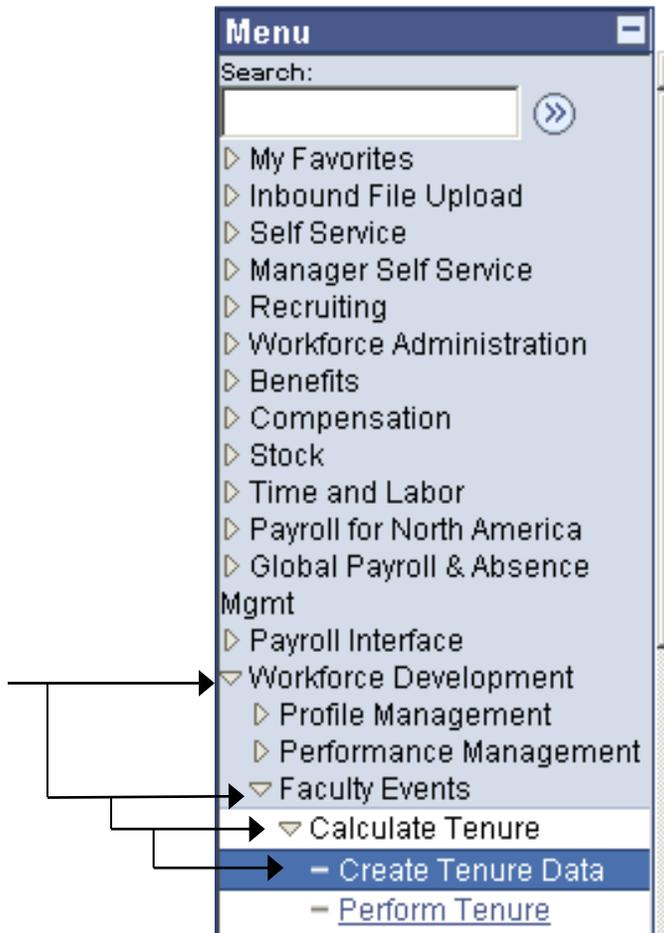
The **APTNER 3270 Screen**, formerly the TNIQ screen, displayed history of faculty relation changes for all campuses and history of tenure percent changes for Madison campus.

NAME SMILEY, JOANN	PERSON ID 00074068	APTNR PAGE 1 MORE
APPT ID 00064909	BEGIN 01 01 1990	END AS OF 06 01 1998
TYPE FA (FACULTY)	C30NN (ASSOCIATE PROFESSOR)	MAJOR DEPT A060100
PROBATION FROM	TO	PRIOR SERVICE 0.0
CONTRACT FROM	TO	
BASIS A	TENURE % & PROB VERIF Y	TENURE VERIF 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/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 1991	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.

Log into HRS Production

HRS Menu Navigation:



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

Menu

Search:

- ▷ My Favorites
- ▷ Inbound File Upload
- ▷ 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
 - ▽ Faculty Events
 - ▽ Calculate Tenure
 - Create Tenure Data
 - Perform Tenure

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:

Name:

Last Name:

Second Name:

Alternate Character Name:

Middle Name:

Case Sensitive

[Basic Search](#)

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

Tenure Data | [Prior Experience/Credits](#) | [Service History](#) | [Faculty Relationships](#)

JOHN DOE

ID: 00314159

Tenure Status: Tenure

Home Rank: 002 Associate Professor

Track Start Date: 07/01/2005

Change Date:

Change Reason:

Tenure Target Date: 07/01/2005

Tenure Home: B949494

SMPH/RADIOLOGY
/RADIOLOGY

Grant Tenure: Y

Service Calc. Group:

Mandatory Review Dt:

Notes

Granted Date: 07/01/2005

Override Calculation

Committed FTE: 1.000000

Probation (Number of Years)

Total Required:	7.000000	Time Accrued:	0.000000	Current As Of Date:	04/09/2011
Extended By:	0.000000	Time To Accrue:	7.000000	<input type="checkbox"/> Terminal Year	

Other Tenure Departments List

[Customize](#) | [Find](#) | [View All](#) | 1 of 1

Department	Description	Grant	Tenure Status	Begin Date	FTE	End Date
1 B949494	SMPH/RADIOLOGY /RADIOLOGY	Y	Tenure	07/01/2005	1.000000	

Extensions

[Customize](#) | [Find](#) | 1 of 1

Extension Reason Code	Approval Date	Length of Extension (In Years)
1		

- All Tenure 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 History | Faculty Relationships

JOHN DOE Person ID: 00314159

Original Start Date: 10/10/1998 Highest Education Level: A-Not Indicated

Summary Totals			
Total Time Required:	7.000000	Total Time Accrued:	0.000000
Prior:	0.000000	Time To Accrue:	7.000000

Prior Experience/Credit Customize | Find | View All | First 1 of 1 Last

Exp / Credit	Description	From Date	To Date	Credit Granted	Add to Tenure	Rank	Rank Description	Notes
1					<input checked="" type="checkbox"/>			Notes

Create Tenure Data: Faculty Relationships Tab

Tenure Data | Prior Experience/Credits | Service History | **Faculty Relationships**

JOHN DOE Person ID: 00314159

Post Tenure Review Date

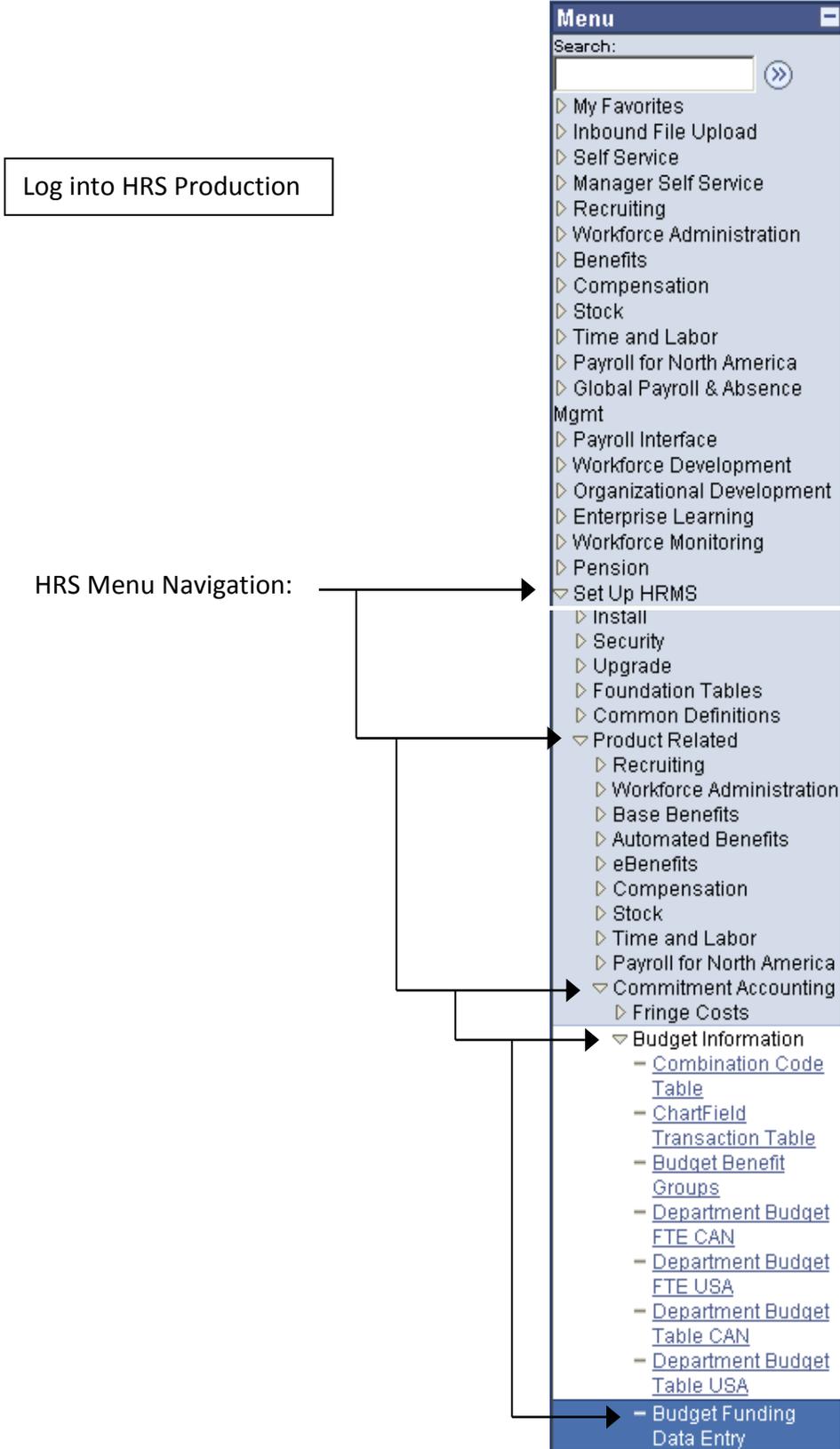
Faculty Relationships				
Department	Description	Faculty Relationship	Begin Date	End Date
1 B948000	SMPH/MED PHYSICS/MED PHYSIC	Affiliate	02/04/2003	06/30/2014
2 B261000	PHARM/PHARMACY	Affiliate	06/01/2008	06/30/2011

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

ORACLE



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

ORACLE

Home | Wo

Menu

- ▼ Budget Information
 - Combination Code Table
 - ChartField
 - Transaction Table
 - Budget Benefit Groups
 - Department Budget FTE CAN
 - Department Budget FTE USA
 - Department Budget Table CAN
 - Department Budget Table USA
 - Budget Funding Data Entry
 - Department Offset Groups
 - Position Pool Table
 - SETID/BU Crosswalk
 - Date Control Table
 - Load UWV Pay Schedule Table
- Process Budgets

Funding Data Entry

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

Find an Existing Value

SetID: begins with SHARE

Business Unit: begins with UWSYS

Department: begins with

Fiscal Year: =

Budget Level: =

Position Number: begins with

EmplID: begins with

Empl Rcd Nbr: =

Include History

Search Clear Basic Search Save Search Criteria

The system automatically fills in the Business Unit, based on your log-on into HRS, as part of your search criteria. If the person you want is not in the unit listed in Business Unit, click on the CLEAR button before you enter additional search criteria otherwise the system will respond that it cannot find the person.

Find an Existing Value

SetID: begins with SHARE

Business Unit: begins with

Department: begins with

Fiscal Year: =

Budget Level: =

Position Number: begins with

EmplID: begins with 00314159

Empl Rcd Nbr: =

Include History

As the example person is not in UWSYS, a clear was done to remove the business unit.

Then enter your search criteria and click the SEARCH button. EmplID is toward the bottom of the search criteria on this screen.

Search Clear Basic Search Save Search Criteria

A funding list will appear. Select the correct fiscal year and employer record number.

Search Results

View All

First 1-2 of 2 Last

SetID	Business Unit	Department	Fiscal Year	Budget Level	Position Number	EmplID	Empl Rcd Nbr
SHARE		B949494	2012	Appointmnt	(blank)	00314159 0	
SHARE		B949494	2011	Appointmnt	(blank)	00314159 0	

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

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.

Funding Data Entry

SetID: SHARE **Department:** B949494 SMPH/RADIOLOGY/RADIOLOGY
Fiscal Year: 2012 **Budget Begin Date:** 07/01/2011 **Budget End Date:** 06/30/2012

Budget Data							
Eff Date	Eff Seq	Comp Rate	Job Code	Job Descr	Pos Nbr	Pay Basis	FTE %
07/01/2011	0	11030.750000	C30NN	ASSOCIATE PROFESSOR	01234567	Annual	1.000000
02/10/2011	0	11030.750000	C30NN	ASSOCIATE PROFESSOR	01234567	Annual	1.000000

Department: JOHN DOE ID: 00314159 Empl Rcd#: 0

Effective Date: 07/01/2011 Eff Seq: 0 Status: Active Date Entered: 04/10/2011 Used by Distribution Process

Funding Distribution									
SEQ#	GL Business Unit	Fund	DeptID	Program	Project	Project End Date	Distrib %	ERNCD	
1	1 UWMSN	136	933333	4			5.000		
2	1 UWMSN	233	949494	4	233Y 876	12/31/9999	95.000		

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 Departments List						
Department	Description	Grant	Tenure Status	Begin Date	FTE	End Date
1 B949494	SMPH/RADIOLOGY /RADIOLOGY	Y	Tenure	07/01/2005	1.000000	

Faculty Relationships				
Department	Description	Faculty Relationship	Begin Date	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

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 EMPLOYEE PAYMENT LIST B-1

ARNOLD, MAY PERSON ID 00002648 SS# 393-33-9999

MAY A CLASSIFIED CALC ID 8705700 CHANGE ID CURRENT
 APPT ID T0003844 TITLE 16101 CLERICAL ASSISTANT 1
 UDDS ACT FND ACCT GROSS PD PAY TYPE HOURS HRLY RATE
 01 A533375 4 133 D926 267.76 H 40.0 6.694
 APPT ID T0007709 TITLE 94300 CLERICAL HELPER-LTE
 UDDS ACT FND ACCT GROSS PD PAY TYPE HOURS HRLY RATE
 02 A518303 3 139 240.00 H 40.0 6.000

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) EXIT

PHAQ EMPLOYEE PAYMENT DETAIL B-1-1

ARNOLD, MAY PERSON ID 00002648 SS# 393-33-9999
 MAY A CLASSIFIED CALC ID 8705700
 CHANGE ID CHANGE REASON CURRENT
 APPT ID T0003844 TITLE 16101 CLERICAL ASSISTANT 1

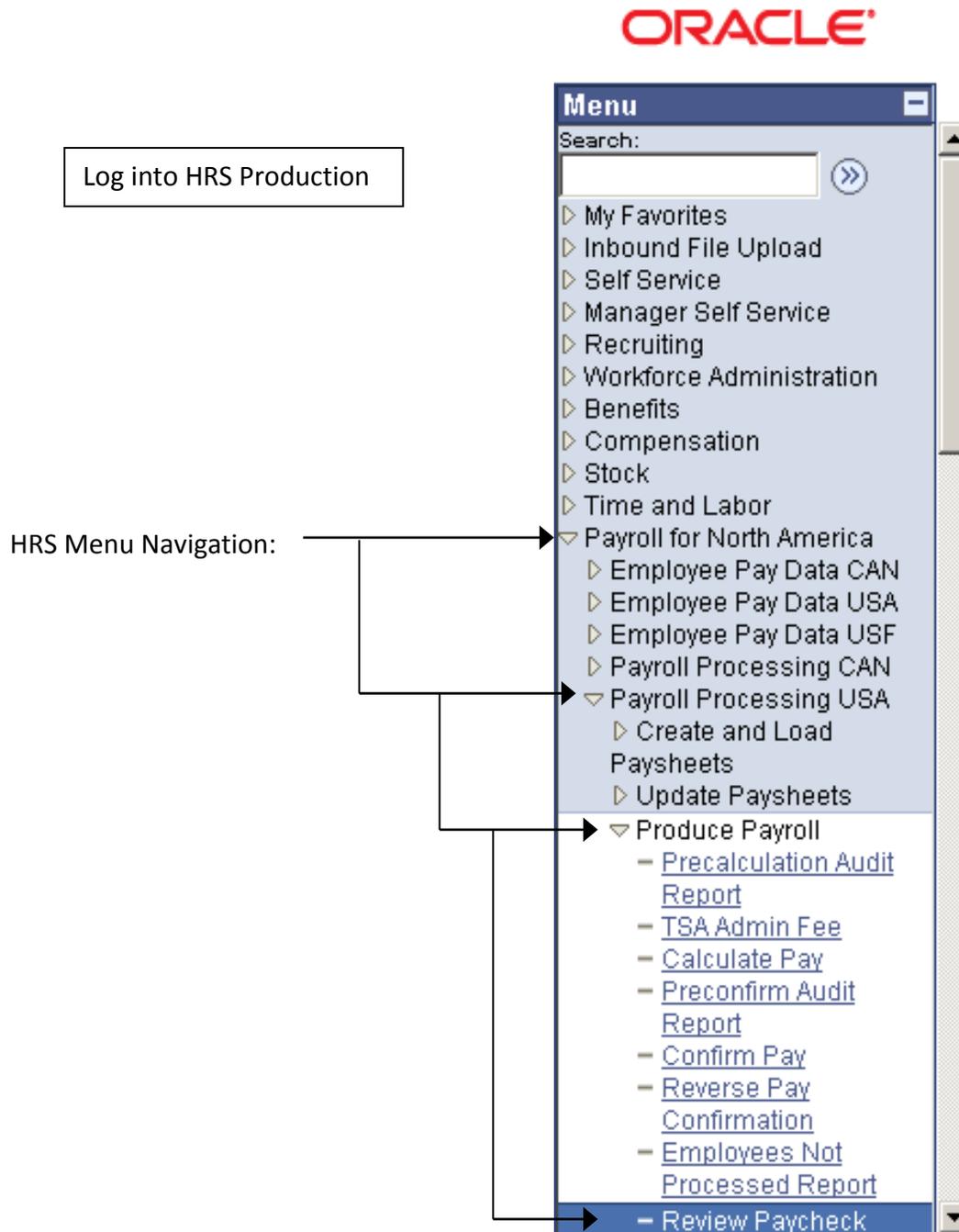
GR PAID 267.76 PAY TYPE REG HOURS
 HOURS 40.0 HRLY RATE 6.694
 PAY BASIS H AUTHORIZED HOURS 0.0

FT 87 FUND 133 ACCT D926 UDDS A533375 ACT 4 CLASS 1522
 PAR 05

SECTION 09 PEG A5333 WRS SERVICE HOURS
 FED TAXABLE A01 STATE TAXABLE B01
 SS/FICA C01 RETR BAC
 UC WAGE DEDUCTION U01
 EARNED PERIOD 05/87 WORKSTUDY PERIOD
 PYMT BEG-END 04/26/87-05/09/87

(1) HELP (2) NEXT (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 an Existing Value

Company: begins with 
Pay Group: begins with 
Pay Period End Date: = 
Off Cycle ?
Page #: = 
Line #: = 
Separate Check #: =
Paycheck Number: =
EmplID: begins with 
Name: begins with

Case Sensitive

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

Search

Clear

[Basic Search](#)



[Save Search Criteria](#)

If there is a history of payments over time, a list will be returned. Otherwise you will be taken directly to the first, and only, payment made so far for the employee.

Search Results

[View All](#)

Company	Pay Group	Pay Period End Date	Off Cycle ?	Page #	Line #	Separate Check #	Form Identification	Paycheck Number	EmplID	Name
UWS	CRR	04/25/2011	N	161	2	0	ADVICE	[REDACTED]	00298765	DOE, JANE L
UWS	CRR	05/25/2011	N	163	2	0	ADVICE	[REDACTED]	00298765	DOE, JANE L
UWS	SRR	06/22/2011	N	69	1	0	ADVICE	[REDACTED]	00298765	DOE, JANE L

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

The screenshot shows a payroll system interface with the following elements and callouts:

- 1**: Points to the **EmpID: 00298765** and **Name: DOE, JANE L** fields.
- 2**: Points to the **Pay Period End: 06/22/2011** field.
- 3**: Points to the **Paycheck Status: Confirmed** field.
- 4**: Points to the **Earnings** section header.
- 5**: Points to the **Paycheck Totals** table, specifically the **Earnings: 2,349.38** row.
- 6**: Points to the **Begin Date: 06/17/2011** and **End Date: 06/22/2011** fields.
- 7**: Points to the **Hours: 35.20** and **Rate: 25.525862** fields in the Salaried section.
- 8**: Points to the **Earnings: 1,269.00** field in the Salaried section.
- 9**: Points to the **Other Earnings** section header.
- 10**: Points to the **Reason: Not Specified** field.

The **Paycheck Totals** table is as follows:

Earnings:	2,349.38
Taxes:	11 547.27
Deductions:	4.88
Net Pay:	1,797.26

The **Salaried** section details are:

Hours:	35.20
Rate:	25.525862
Earnings:	1,269.00

The **Hourly** section details are:

Hours:	0.00
Rate:	0.000000
Earnings:	0.00

The **Overtime** section details are:

Hours:	0.00
Rate:	0.000000
Earnings:	0.00

- 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 unclassified person, this is their “regular” earnings for the pay period indicated in #6.
- 9 – For an unclassified 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 First 2 of 4 Last

Begin Date: 06/17/2011 End Date: 06/22/2011 Addl Line #: 1 Reason: Not Specified

Employment Record Number: 1 Benefit Record Number: 0 Original Paygroup: SRR Additional Data

Salaried	Hourly	Overtime
Hours: 0.00	Hours: 0.00	Hours: 0.00
Rate: 25.525862	Rate: 0.000000	Rate: 0.000000
Earnings: 0.00	Earnings: 0.00	Earnings: 0.00
Rate Code:	Rate Code:	Rate Code:

Rate Used: Hourly Rate Shift: N/A Shift Rate:

State: WI Locality: Subtracted from the gross payment, but not sent on to Budget.

Other Earnings Custom

Other Earnings Details 1 Other Earnings Details 2

Code	Description	Rate Used	Hours	Rate	Amount
FUD	Furlough Percent Reduction	Hourly Rate			-38.89

Earnings Find | View All First 3 of 4 Last

Begin Date: 06/10/2011 End Date: 06/22/2011 Addl Line #: 2 Reason: Not Specified

Employment Record Number: 2 Benefit Record Number: 0 Original Paygroup: SRR Additional Data

Salaried	Hourly	Overtime
Hours: 76.27	Hours: 0.00	Hours: 0.00
Rate: 10.719602	Rate: 0.000000	Rate: 0.000000
Earnings: 1,154.66	Earnings: 0.00	Earnings: 0.00
Rate Code:	Rate Code:	Rate Code:

Rate Used: Hourly Rate Shift: N/A Shift Rate:

State: WI Locality: A 2nd appointment is also on this payment since the pay period end date is the same.

Other Earnings Customize | Find | View All | First 1 of 1 Last

Other Earnings Details 1 Other Earnings Details 2

Code	Description	Rate Used	Hours	Rate	Amount
FUD	Furlough Percent Reduction	Hourly Rate			-35.39

Earnings Find | View All First 4 of 4 Last

Begin Date: 06/10/2011 End Date: 06/22/2011 Addl Line #: 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: 10.719602	Rate: 0.000000	Rate: 0.000000
Earnings: 0.00	Earnings: 0.00	Earnings: 0.00
Rate Code:	Rate Code:	Rate Code:

Rate Used: Hourly Rate Shift: N/A Shift Rate:

State: WI Locality:

Other Earnings Customize | Find | View All | First 1 of 1 Last

Other Earnings Details 1 Other Earnings Details 2

Code	Description	Rate Used	Hours	Rate	Amount
FUD	Furlough Percent Reduction	Hourly Rate			-35.39

What the payroll history does not 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.

Here is an example earnings record from a classified hourly employee

Paycheck Information		Paycheck Option:	
Paycheck Status: Confirmed	Paycheck Option: Advice		
Issue Date: 06/02/2011	Paycheck Number: 9999999		
<input type="checkbox"/> Off Cycle	<input type="checkbox"/> Reprint	<input type="checkbox"/> Adjustment	<input type="checkbox"/> Corrected
<input type="checkbox"/> Cashed			

Paycheck Totals	
Earnings:	1,995.39
Taxes:	489.74
Deductions:	23.41
Net Pay:	1,482.24

Earnings		Find View All		First 3 of 5 Last	
Begin Date: 05/08/2011	End Date: 05/14/2011	Add Line #: 4	Reason: Not Specified		
Employment Record Number: 0	Benefit Record Number: 0	Additional Data			

Salaried	Hourly	Overtime
Hours: 0.00	Hours: 0.00	Hours: 0.00
Rate: 23.858000	Rate: 0.000000	Rate: 0.000000
Earnings: 0.00	Earnings: 0.00	Earnings: 0.00
Rate Code:	Rate Code:	Rate Code:

Rate Used: Hourly Rate **Shift:** N/A **Shift Rate:**

State: **Locality:**

Other Earnings		Customize Find View All		First 1-2 of 2 Last	
Code	Description	Rate Used	Hours	Rate	Amount
HRG	Regular Hours - No IC/IC 19	Hourly Rate	40.00	23.858000	954.32
OTR	Overtime 1.5 - No IC/IC 19	FLSA Rate	0.25	24.857888	9.07

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: 222-5999			
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:	JANE.DOE@UW.EDU		

DOE, JANIS A		CAMPUS:			
TRANS:	222222222	NO CAMPUS ADDRESS GIVEN			
94870	STUDENT HELP				
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.

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

Find an Existing Value

EmpID: [begins with] []
 Empl Rcd Nbr: [=] []
 Name: [begins with] []
 Last Name: [begins with] DOE
 Second Name: [begins with] []
 Alternate Character Name: [begins with] []
 Middle Name: [begins with] []

Include History Case Sensitive

[Search] [Clear] [Basic Search] [Save Search Criteria]

Search Results
View All First 1-85 of 85 Last

EmplID	Empl Rcd Nbr	NOEL	Last Name	Second Name	Alternate Character Name	Middle Name
0025	0	NOEL	DOE	(blank)	(blank)	C
0027	0	JOE	DOE	(blank)	(blank)	M
002987650		JANE	DOE	(blank)	(blank)	L
002987651		JANE	DOE	(blank)	(blank)	L
002987652		JANE	DOE	(blank)	(blank)	L

Log into HRS Production

10.2. Person Organizational Summary Method

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

Log into HRS Production

Menu

- My Favorites
- Inbound File Upload
- Self Service
- Manager Self Service
- Recruiting
- Workforce Administration
 - Personal Information
 - Biographical
 - Organizational Relationships
 - Personal Relationships
 - Citizenship
 - Disability
 - OEE Workforce Survey
 - CAN
 - Diversity Compliance
 - NLD
 - I-9 Forms
 - Add a Person
 - Manage Hires
 - Modify a Person
 - E-Verify Status
 - Person Organizational Summary
 - Add a Person - Student
 - Help
 - Badge
 - Security Clearance
 - Badge/Clearance

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

Find an Existing Value

EmpID: [begins with] []
 Name: [begins with] []
 Last Name: [begins with] [DO]
 Second Name: [begins with] []
 Alternate Character Name: [begins with] []
 Middle Name: [begins with] []

Case Sensitive

[Search] [Clear] [Basic Search] [Save Search Criteria]

Search Results ← A list of matches is returned.
 Only the first 300 results can be displayed. Enter more information above and search again to reduce the number of search results.
[View All](#) First [] 1-100 of 300 [] Last

EmpID	Name	Last Name	Second Name	Alternate Character Name	Middle Name
	AARON DOEBOY	DOEBOY	(blank)	(blank)	D
	ALLY DOAK	DOAK	(blank)	(blank)	C
00298765	JANE DOE	DOE	(blank)	(blank)	L

Enter search criteria and click on Search.

If there are too many matches, you will need to be more specific in your search criteria.

Click on the person you want to review

Left click on a column header to sort by it. In this example, the list was sorted by first name/last name column.

Person Org Summary

JANE DOE Person ID: 00298765

Employment Instances Find | View All First [] 1 of 3 [] Last

ORG Instance: 0 Last Hire: 02/10/2011 Termination Date:

HR Status: Active Payroll Status: Leave of Absence

Assignments Customize | Find [] First [] 1 of 1 [] Last

Empl Rcd#	Home/Host	HR Status	Payroll Status	Date Last Change	Business Unit	Department	Last Asgn Start	Term Date
0	Home	Active	Leave of Absence	05/26/2011		Q321456	02/10/2011	

This person has 3 appointments.
 Click on View All to see all 3 on the same screen.

This example shows all the appointments on the same screen.

Person Org Summary

JANE DOE Person ID: 00298765

▼ **Employment Instances** Find | View 1 | First 1-3 of 3 Last

ORG Instance: 0 **Last Hire:** 02/10/2011 **Termination Date:**
HR Status: Active **Payroll Status:** Leave of Absence

Assignments Customize | Find | First 1 of 1 Last

Empl Rcd#	Home/Host	HR Status	Payroll Status	Date Last Change	Business Unit	Department	Last Asgn Start	Term Date
0	Home	Active	Leave of Absence	05/26/2011		Q321456	02/10/2011	

ORG Instance: 1 **Last Hire:** 06/17/2011 **Termination Date:** 07/08/2011
HR Status: Inactive **Payroll Status:** Terminated

Assignments Customize | Find | First 1 of 1 Last

Empl Rcd#	Home/Host	HR Status	Payroll Status	Date Last Change	Business Unit	Department	Last Asgn Start	Term Date
1	Home	Inactive	Terminated	07/09/2011			06/17/2011	07/08/2011

ORG Instance: 2 **Last Hire:** 06/10/2011 **Termination Date:**
HR Status: Active **Payroll Status:** Active

Assignments Customize | Find | First 1 of 1 Last

Empl Rcd#	Home/Host	HR Status	Payroll Status	Date Last Change	Business Unit	Department	Last Asgn Start	Term Date
2	Home	Active	Active	06/10/2011			06/10/2011	

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 I                          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:  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

The screenshot displays the Oracle EPM Production interface. On the left is a 'Menu' sidebar with a search field and a list of categories including 'EPM Reports', 'HR Reports', and 'UW Person NS Lookup'. The 'UW Person NS Lookup' option is highlighted. The main content area is titled 'Log into EPM Production' and features a search box containing the query 'UW_HR_PERS_NS_SRCH'. Below the search box is a 'Find an Existing Value' section with input fields for 'EmplID', 'Date of Birth', 'Last Name', 'First Name', and 'National ID'. The 'Last Name' field is populated with 'doe'. There are buttons for 'Search', 'Clear', 'Basic Search', and 'Save Search Criteria'. Below the search fields is a 'Search Results' section showing a table of results. The table has columns for 'Last Name' and 'First Name'. The results are sorted by last name, with 'DOE' at the top. The first row is highlighted, and an arrow points to the 'JANE' first name. Another arrow points to the 'Last Name' header, indicating that clicking on it sorts the results. A text box explains that clicking on a column header sorts the results, and clicking on a person's name allows for review.

Menu

Search: []

- ▼ EPM Reports
 - ▼ HR Reports
 - UW Person Lookup
 - UW Person NS Lookup
 - Locate Duplicate Employees rep
 - Job List by Department
 - ▷ Benefit Reports
 - ▷ TL Reports
 - ▷ Absence Management Reports
 - ▷ Query
 - ▷ Planning and Budgeting
 - ▷ Scorecards
 - ▷ Key Performance Indicators
 - ▷ Project Portfolio Management
 - ▷ Customer Behavior Modeling
 - ▷ Workforce Analytics
 - ▷ Financial Services Industries
 - ▷ Global Consolidations
 - ▷ Activity Based Management
 - ▷ Upgrade Setup
 - ▷ EPM Foundation
 - ▷ Enterprise Components
 - ▷ Tree Manager
 - ▷ Reporting Tools
 - ▷ PeopleTools
 - ▷ Development Utilities
 - Change My Password
 - My Personalizations
 - My System Profile
 - My Dictionary
 - HRS

Log into EPM Production

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

Find an Existing Value

EmplID: [begins with] []
Date of Birth: [=] []
Last Name: [begins with] [doe]
First Name: [begins with] []
National ID: [begins with] []

Case Sensitive

[Search](#) [Clear](#) [Basic Search](#) [Save Search Criteria](#)

Search Results

[View All](#) First 1-100 of 120 [Last](#)

Last Name	First Name
DOE	JANE
DOEBBERT	AMALIA
DOEBEL	STEVEN
DOEBERT	THOMAS
DOEBERT	ADAM
DOEBLER	PAUL
DOEBLEY	JOHN
DOEDE	LISA
DOEDE	CHRIS
DOEDE	MATTHEW
DOEDE	JESSICA

Click on a column header to sort; this example was sorted by Last Name

Click on the person you want to review

UW PersonNS Search

EmpID 00298765

Person Information			Find	First	1 of 1	Last
Name	DOE	JANE				
Date of Birth	08/08/1948					
Gender	Female					

Job Information			Find	First	1-3 of 3	Last
Status	Active	Primary <input checked="" type="checkbox"/>	Effective Date	08/26/2011		
Action	Return from RBK		Action Date	08/27/2011		
Reason	Start Academic Year		Job Start Date	08/26/2009		
Department	Q321456	MNT/PSYCHOLOGY				
Position Nbr	01234567	ASSISTANT PROFESSOR				
Job Code	C40NN	ASSISTANT PROFESSOR				
<hr/>						
Status	Inactive	Primary <input type="checkbox"/>	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 PROFESSOR				
Job Code	C40NN	ASSISTANT PROFESSOR				
<hr/>						
Status	Inactive	Primary <input type="checkbox"/>	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 OFFICE				
Position Nbr	02007654	ASSISTANT PROFESSOR				
Job Code	C40NN	ASSISTANT PROFESSOR				

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                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:  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.

The screenshot shows the Oracle HRS Production interface. On the left is a 'Menu' with a search box and a list of options including 'Personal Information' and 'Modify a Person'. The main area is titled 'Log into HRS Production' and 'Personal Information'. Below this is a 'Find an Existing Value' section with search criteria for 'EmpID', 'Name', 'Last Name', 'Second Name', and 'Middle Name'. Each criterion has a 'begins with' dropdown and a text input field. The 'EmpID' field contains '00298765'. Below the search criteria are two checkboxes: 'Include History' (circled in green) and 'Case Sensitive'. At the bottom are 'Search', 'Clear', 'Basic Search', and 'Save Search Criteria' buttons.

Enter your search criteria. If you know the EmpIID (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 Details](#) | [Contact Information](#) | [Regional](#) | [UW Personal](#)

JANE DOE **Person ID:** 00298765

Name Find | 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 page.

Biographic Information

Date of Birth: 08/08/1948 62 Years 10 Months **Date of Death:**
Birth Country: USA United States
Birth State:
Birth Location: **Waive Data Protection**

Biographical History Find | View All First 1 of 1 Last

Effective Date: 04/15/2011
Gender: Female
Highest Education Level: A-Not Indicated
Marital Status: Unknown **As of:** 02/10/2011
Language Code:
Alternate ID: XXXXXXXXXX
 Full-Time Student Employee

▼ **National ID** Customize | Find | View All | First 1 of 1 Last

Country	National ID Type	National ID	Primary ID
USA	Social Security Number	999-99-9345	<input checked="" type="checkbox"/>

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 I                          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: JANE.DOE@UW.EDU
    
```

Person Information: View Name Screen

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

The screenshot shows the 'Biographical Details' tab for a person named JANE DOE. The 'View Name' link is circled in green and pointed to by an arrow. The 'Person ID' is 00298765. The 'Effective Date' is 02/10/2011, the 'Format Type' is English, and the 'Display Name' is JANE DOE. The 'View Name' link is located at the bottom right of the 'Name' section.

Biographical Details	
JANE DOE	Person ID: 00298765
Name Find View All First 1 of 1 Last	
Effective Date:	02/10/2011
Format Type:	English
Display Name:	JANE DOE
View Name	

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

View Name

The 'View Name' screen displays the 'English Name Format' for JANE DOE. The 'Display Name', 'Formal Name', and 'Name' fields are circled in green. The 'Prefix' is blank, the 'First Name' is JANE, the 'Last Name' is DOE, and the 'Middle Name' is L. The 'Suffix' is blank. The 'Display Name' is JANE DOE, the 'Formal Name' is JANE DOE, and the 'Name' is DOE, JANE L.

English Name Format	
Prefix:	
First Name:	JANE
Last Name:	DOE
Middle Name:	L
Suffix:	
Display Name:	JANE DOE
Formal Name:	JANE DOE
Name:	DOE, JANE L

OK Cancel Refresh

Click on OK to return to the Biographical Details tab.

Person Information: Contact Information Tab

Biographical Details **Contact Information** Regional UW Personal

JANE DOE Person ID: 00298765

Release Home Information

Current Addresses				Customize Find View All	First 1-2 of 2 Last
Address Type	As Of Date	Status	Address		
Home	02/10/2011	A	1500 MAIN ST ANYTOWN, WI 53700-1234 ANYCOUNTY	View Address	Detail
Business	02/10/2011	A	222 S CAMPUS DR ANYTOWN, WI 53777-4321 ANYCOUNTY Location: R112 MAIN-ADMINISTRATION BLDG Room #: Mail Drop Id:	View Address	Detail

Phone Information				Customize Find	First 1-2 of 2 Last
Phone Type	Telephone	Extension	Preferred		
Business	414/333-9876		<input checked="" type="checkbox"/>		
Home	414/222-5999		<input type="checkbox"/>		

Email Addresses			Customize Find	First 1 of 1 Last
Email Type	Email Address	Preferred		
Business	JANE.DOE@UW.EDU	<input checked="" type="checkbox"/>		

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

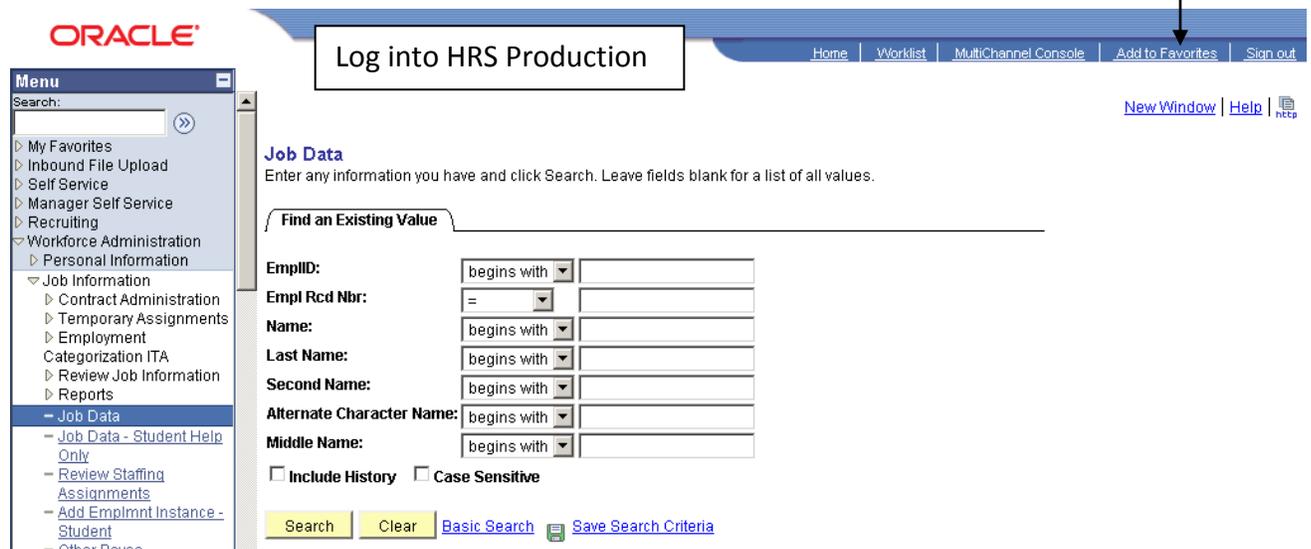
DOE, JANE L                        CAMPUS: 222-5999
TRANS: 999999345                   ANYCOUNTY COUNTY-MAIN AD
C40NN ASSISTANT PROFESSOR
Q321456 UW/UW-MNT/PSYCHOLOGY/GENERAL 00000
Y31ND TCHING ASST-DISSERTAT (H)     HOME: 414-222-9444
B123456 MIL/L&S/PSYCHOLOGY/PSY     1500 MAIN ST
APPT PERSON ID: 00298765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

11. Navigation Tips

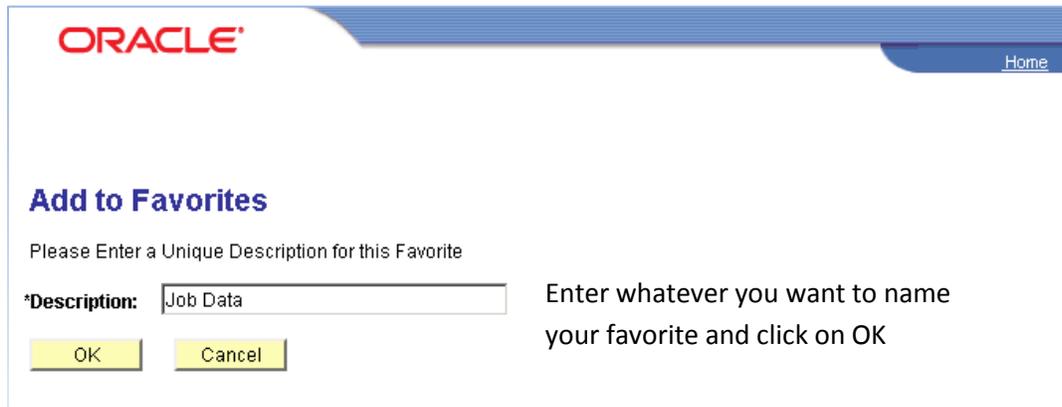
11.1. Add a Favorite in HR Prod

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](#)

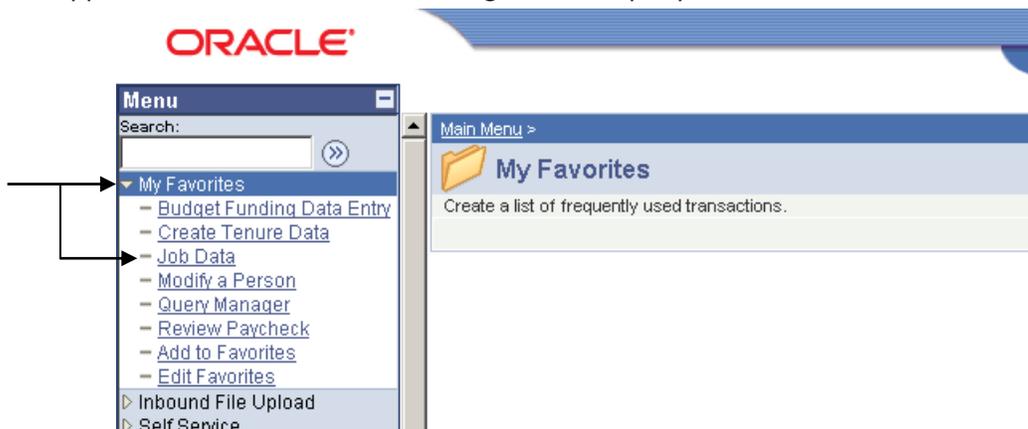


This screen will pop-up

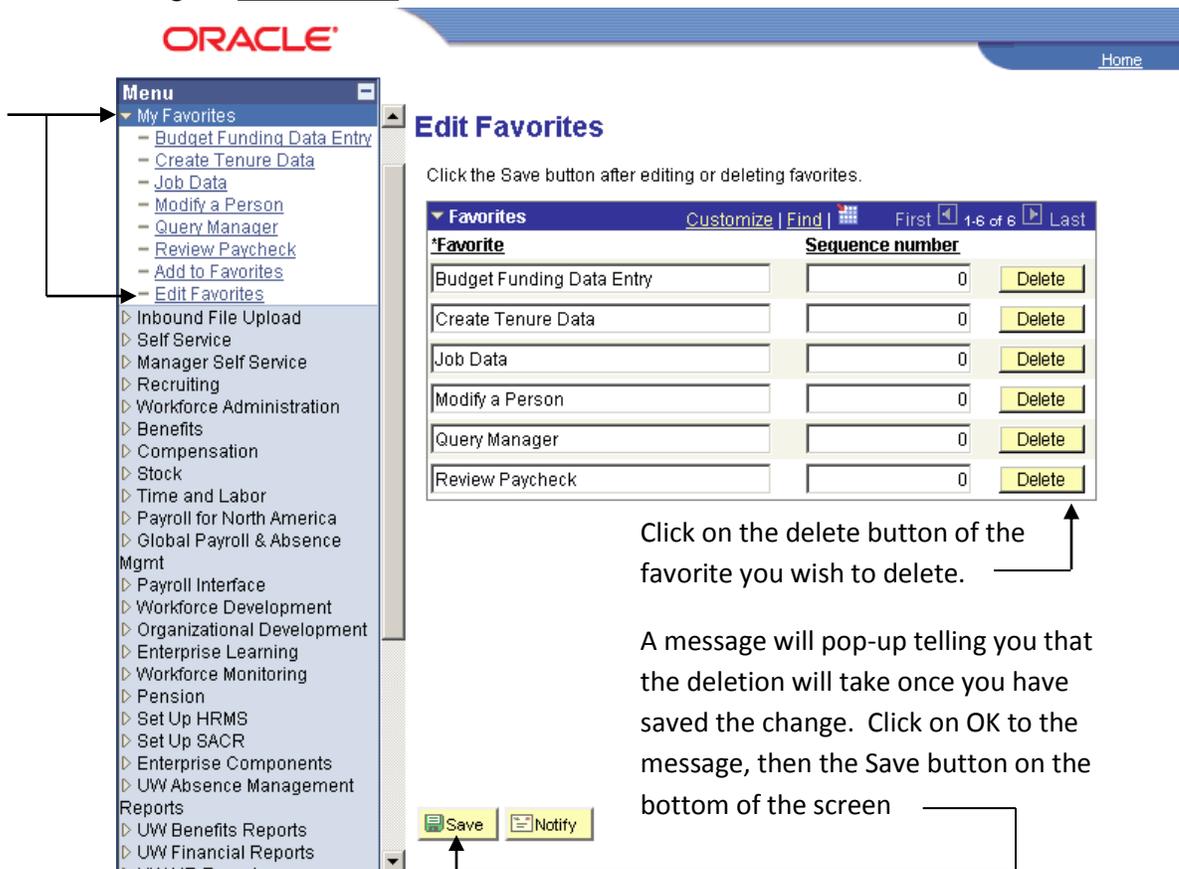


After you click OK you will be taken back to the original screen from which you started this process.

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.

A screenshot of the Oracle search results page. At the top, the Oracle logo is on the left, and navigation links for 'Home', 'Worklist', and 'MultiCh' are on the right. Below the logo, the text 'If you wish return to the Oracle menu, click on Home' is displayed with an arrow pointing to the 'Home' link. The main content area is titled 'Search' and contains instructions: 'Enter search keywords separated by a space. Use quotes for any phrases. For example: Cities Countries 'United States''. Below this, there are radio buttons for 'New Search' (selected) and 'Search Within Results', a search input field containing 'budget funding', and a 'Find' button. There are also links for 'Customize Settings' and 'Search Tips'. A 'Hide Summaries' link is present above a blue header for 'Search Results'. The results are listed as follows:

- 1 [UW Budget Funding Load](#)
UW Budget Funding Load
Home>Set Up HRMS>Product Related>Commitment Accounting>Process Budgets>UW Budget Funding Load
- 2 [Budget Funding Data Entry](#) ←
Budget Funding Data Entry
Home>Set Up HRMS>Product Related>Commitment Accounting>Budget Information>Budget Funding Data Entry

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”.

The screenshot shows the Oracle Query Viewer interface. On the left is a navigation menu with 'Query Viewer' selected. The main area has a search bar with 'UW' entered and a search button. Below the search bar is a table of search results. The table has columns for Query Name, Description, Owner, Folder, Run to HTML, Run to Excel, Schedule, and Add to Favorites. The 'Add to Favorites' column contains blue links for each query. An arrow points from the text 'Click on Favorite for a query you often access.' to the 'Favorite' link for the query 'UW_HR_PERSON_LOOKUP_1'.

Query Name	Description	Owner	Folder	Run to HTML	Run to Excel	Schedule	Add to Favorites
UWP_STUDENT_EMP_BY_SSN	Student Employees by SSN	Public	PLATTEVILLE	HTML	Excel	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		HTML	Excel	Schedule	Favorite
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		HTML	Excel	Schedule	Favorite
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		HTML	Excel	Schedule	Favorite
UW_OSH_VANDBERG_PERSONID	PersonID load query	Public		HTML	Excel	Schedule	Favorite
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.

The screenshot shows the Oracle Query Viewer interface. At the top, there are navigation links: Home, Add to Favorites, and Sign out. Below this is a table of queries with columns: Query Name, Description, Owner, Folder, Run to HTML, Run to Excel, Schedule, and Add to Favorites. The table lists various queries such as UWP_STUDENT_EMP_BY_SSN, UW_ALLJOB_BY_EMPL, and UW_HR_JOBCODE_RATEHIST. At the bottom, there is a section titled "My Favorite Queries" which contains a single query: UW_HR_JOBCODE_RATEHIST. Below this section is a "Clear Favorites List" button. An arrow points from the "Add to Favorites" column of the main query table to the "My Favorite Queries" section.

Query Name	Description	Owner	Folder	Run to HTML	Run to Excel	Schedule	Add to Favorites
UWP_STUDENT_EMP_BY_SSN	Student Employees by SSN	Public	PLATTEVILLE	HTML	Excel	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		HTML	Excel	Schedule	Favorite
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		HTML	Excel	Schedule	Favorite
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		HTML	Excel	Schedule	Favorite
UW_OSH_VANDBERG_PERSONID	PersonID load query	Public		HTML	Excel	Schedule	Favorite
UW_SUP_PERSONID_EXTRACT	Extract HR Emplid Superior	Public		HTML	Excel	Schedule	Favorite

Query Name	Description	Owner	Folder	Run to HTML	Run to Excel	Schedule	Remove
UW_HR_JOBCODE_RATEHIST	Job Code & Rate History	Public		HTML	Excel	Schedule	-

[Clear Favorites List]

And it will be displayed each time you go into the Query Viewer, saving you the step of searching for the query.

The screenshot shows the Oracle Query Viewer interface with a search bar and a "My Favorite Queries" section. The search bar is labeled "Query Viewer" and contains the text "Enter any information you have and click Search. Leave fields blank for a list of all values." Below the search bar is a dropdown menu for "Search By:" with "Query Name" selected, and a text input field for "begins with". There are "Search" and "Advanced Search" buttons. The "My Favorite Queries" section is at the bottom, showing the same query as in the previous screenshot: UW_HR_JOBCODE_RATEHIST. Below this section is a "Clear Favorites List" button. An arrow points from the "Remove" column of the "My Favorite Queries" table to the "Clear Favorites List" button. Another arrow points from the "Remove" column of the "My Favorite Queries" table to the text "To remove a favorite, click on '-'," and a third arrow points from the "Remove" column of the "My Favorite Queries" table to the text "Or remove the entire Favorites List."

ORACLE

Home | Add to Favorites | Sign out

New Window | Help | Customize Page |

Menu

Search:

- ▶ EPM Reports
- ▶ Planning and Budgeting
- ▶ Scorecards
- ▶ Key Performance Indicators
- ▶ Project Portfolio Management
- ▶ Customer Behavior Modeling
- ▶ Workforce Analytics
- ▶ Financial Services Industries
- ▶ Global Consolidations
- ▶ Activity Based Management
- ▶ Upgrade Setup
- ▶ EPM Foundation
- ▶ Enterprise Components
- ▶ Tree Manager
- ▼ Reporting Tools
 - ▼ Query
 - Query Manager
 - Query Viewer
 - Schedule Query
 - Report Manager
 - ▶ PeopleTools
 - ▶ Development Utilities
 - Change My Password
 - My Personalizations
 - My System Profile
 - My Dictionary
 - HRS

Query Viewer

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

*Search By: begins with

[Advanced Search](#)

Query Name	Description	Owner	Folder	Run to HTML	Run to Excel	Schedule	Remove
UW_HR_JOBCODE_RATEHIST	Job Code & Rate History	Public		HTML	Excel	Schedule	-

To remove a favorite, click on “-”,

Or remove the entire Favorites List.

End of Document