BP004 Employee History Lookup

Purpose

The purpose of this report description is to explain how to generate the Employee History Lookup Report.

Report Description

This report provides basic employment information and a hyperlink to the BP002: Employee History report. Data returned is based on Last4 SSN and Last Name provided for prompt during report execution.

Report Location

Cross Agency Verification

Report Uses

This report has 2 mandatory prompts.

- SSN Last 4: Type in the last 4 digits of the employee’s Social Security Number.
- Last Name: Type in a value (all UPPERCASE) or do a search and select from a list.

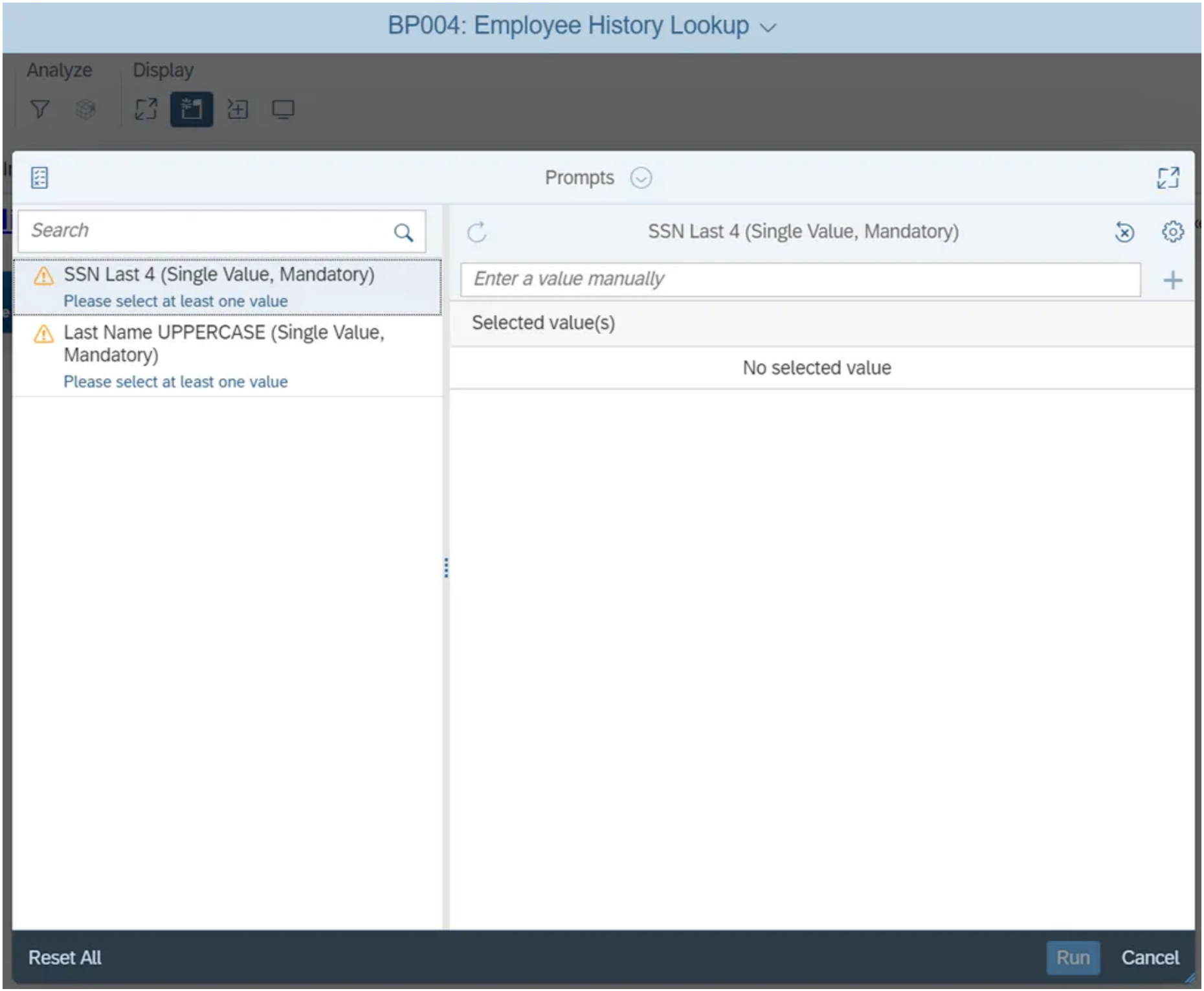
How to Generate This Report

This report is generated after selecting values for the mandatory prompts. All mandatory prompts must have values selected before the Run Icon can be used to generate the report. Mandatory prompts can be identified as mandatory by the exclamation mark inside of the yellow-orange triangle, the square with the checkmark, or the display of (Mandatory). Detailed instructions for interaction with each prompt can be found on the Web Intelligence Prompt List on the OSC website.

The Mandatory prompts for this report are:

- SSN Last 4 (Single Value, Mandatory)
- Last Name UPPERCASE (Single Value, Mandatory)

Image


BP004: Employee History Lookup
Analyze
Display
Prompts
Search
SSN Last 4 (Single Value, Mandatory)
Please select at least one value
Last Name UPPERCASE (Single Value, Mandatory)
Please select at least one value
SSN Last 4 (Single Value, Mandatory)
Enter a value manually
Selected value(s)
No selected value
Reset All
Run
Cancel

Initial Layout

The BP004 report renders some basic employment information along with the employee number which acts as a hyperlink to launch the BP002: Employee History report.

Image



- Click on the employee PersNo. Hyperlink to launch BP002 report.

Image

BP002: Employee History

Execution Date: 9/12/24

Jane Doe (1234567)

Valid From	Action Type/ Reason	Action Desc	Job	Job Desc	Position	Position Text (Time Based)	Pos GR/ LVL	Org Unit	Org Unit Desc	Employee Subgroup
06/01/2022	ZE05	LM No Salary Adjustment	39999999	Engineering Technician III	12345678	Engineering Technician	J	20001922	DOT CD SH D3 OPS TRAFFIC	FT S-FLSAOT Perm
11/16/2021	111	Position Budgeted Salary Change	39999999	Engineering Technician III	12345678	Engineering Technician	J	20001922	DOT CD SH D3 OPS TRAFFIC	FT S-FLSAOT Perm
07/01/2021	ZC22	Legislative Increase	39999999	Engineering Technician III	12345678	Engineering Technician	J	20001922	DOT CD SH D3 OPS TRAFFIC	FT S-FLSAOT Perm
07/01/2020	ZC22	Legislative Increase	39999999	Engineering Technician III	12345678	Engineering Technician	J	20001922	DOT CD SH D3 OPS TRAFFIC	FT S-FLSAOT Perm
12/11/2019	111	Position Budgeted Salary Change	39999999	Engineering Technician III	12345678	Engineering Technician	J	20001922	DOT CD SH D3 OPS TRAFFIC	FT S-FLSAOT Perm
07/01/2019	ZC22	Legislative Increase	39999999	Engineering Technician III	12345678	Engineering Technician	J	20001922	DOT CD SH D3 OPS TRAFFIC	FT S-FLSAOT Perm
08/11/2018	ZC17	In-Range - Other Labor Market	39999999	Engineering Technician III	12345678	Engineering Technician	J	20001922	DOT CD SH D3 OPS TRAFFIC	FT S-FLSAOT Perm

Available Objects

This is a list of the available objects that can be added to the report, from the Document Dictionary once in the Design mode:

Dimensions

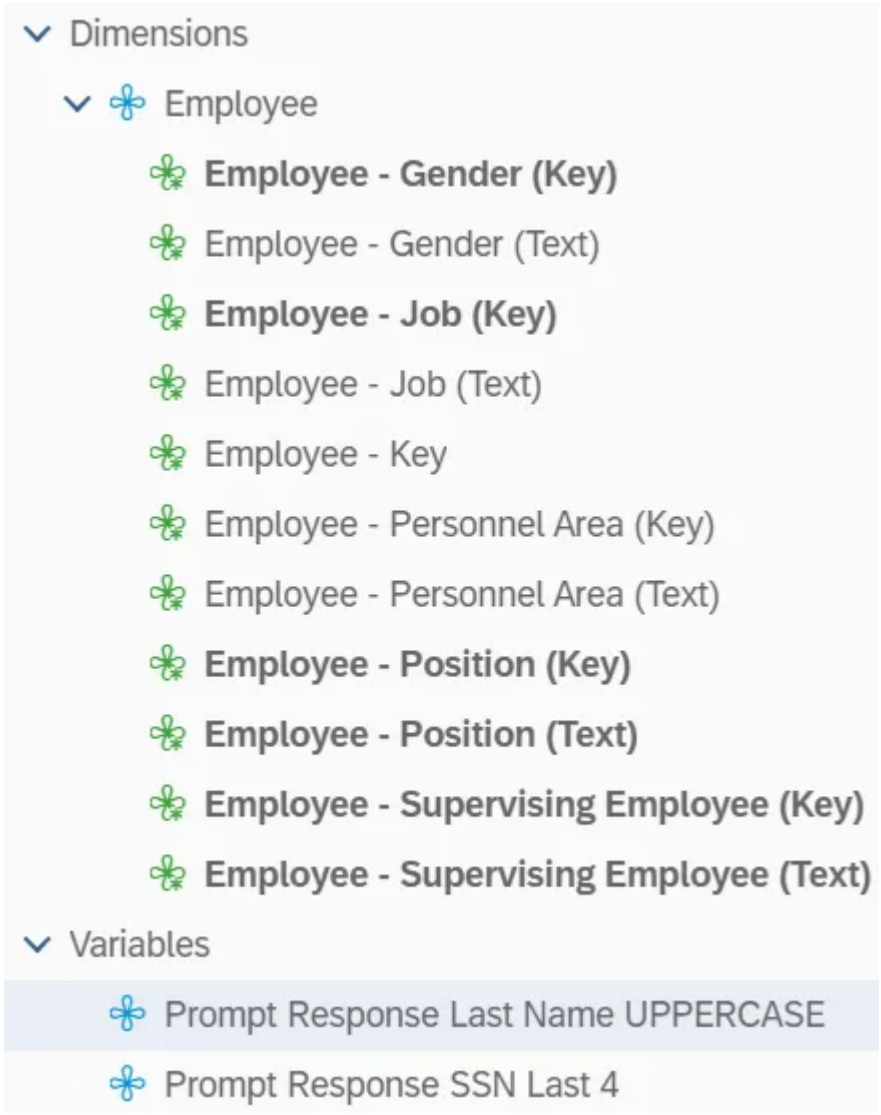
- Employee – Gender (Key)
- Employee – Gender (Text)
- Employee – Job (Key)
- Employee – Job (Text)
- Employee – Key
- Employee – Personnel Area (Key)

- Employee – Personnel Area (Text)
- Employee – Position (Key)
- Employee – Position (Text)
- Employee – Supervising Employee (Key)
- Employee – Supervising Employee (Text)

Variables

- Prompt Response Last Name UPPERCASE
- Prompt Response SSN Last 4

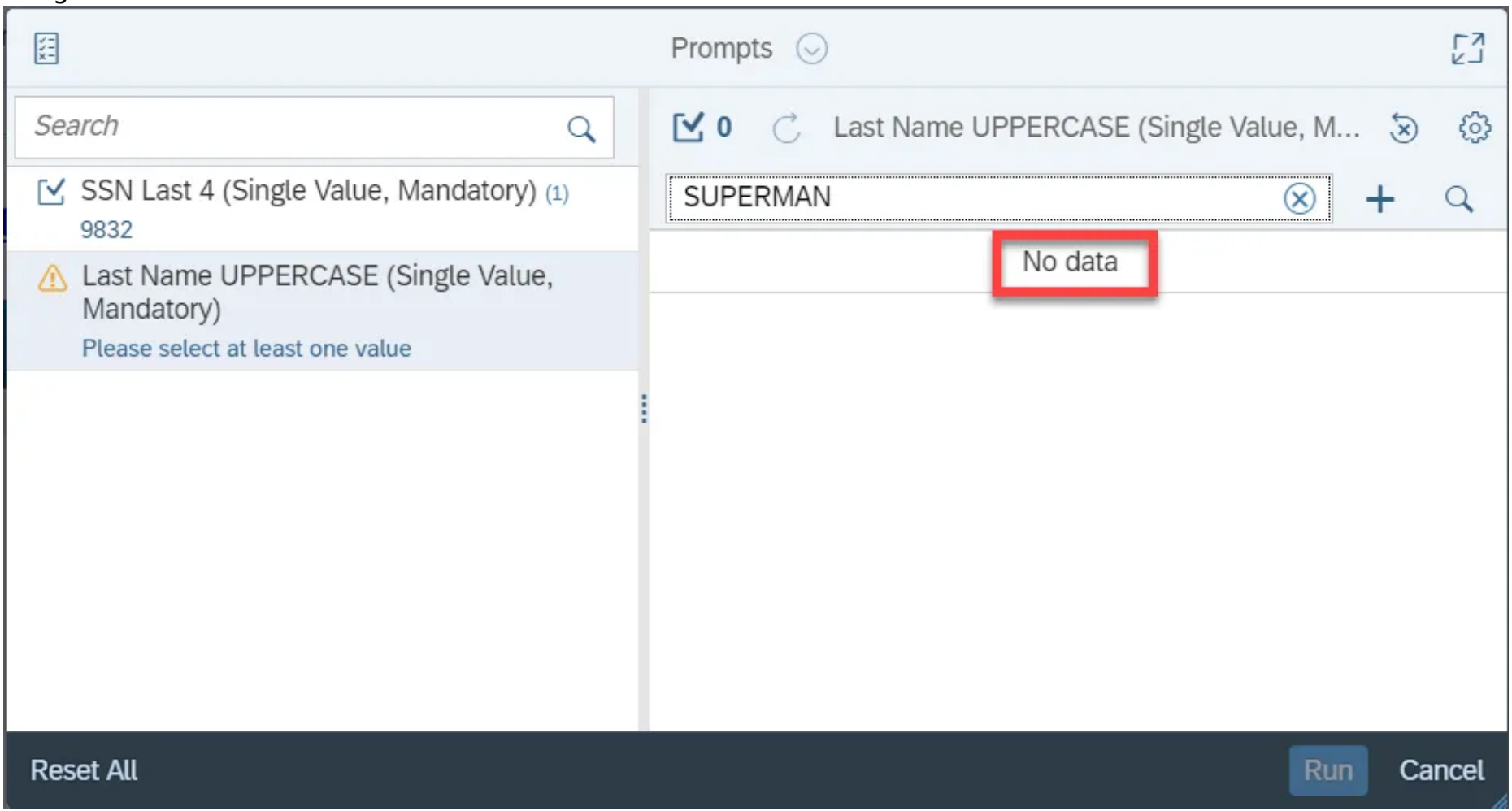
Image



Special Report Considerations/Features

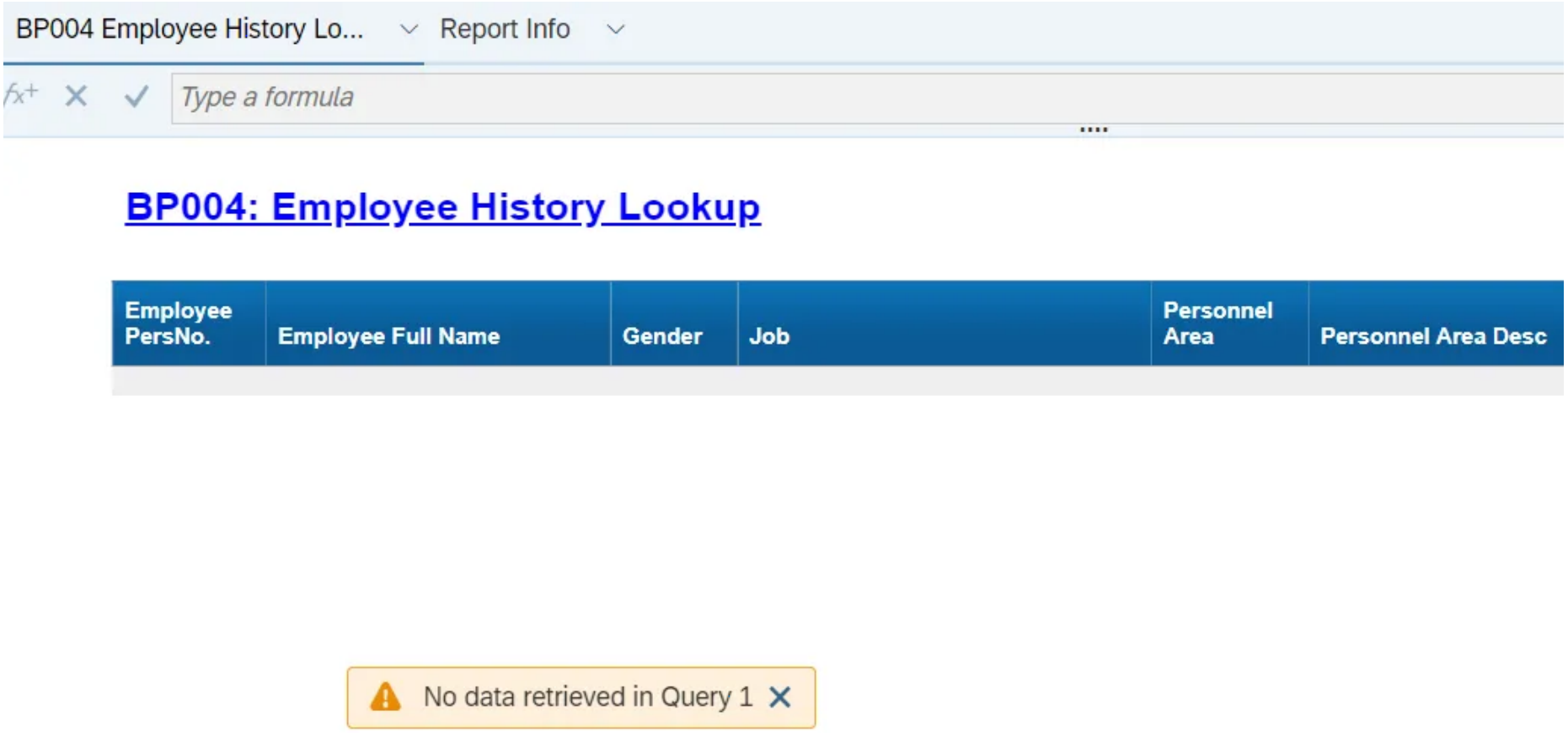
- When a Last Name entered does not exist in the system, No data will display.

Image



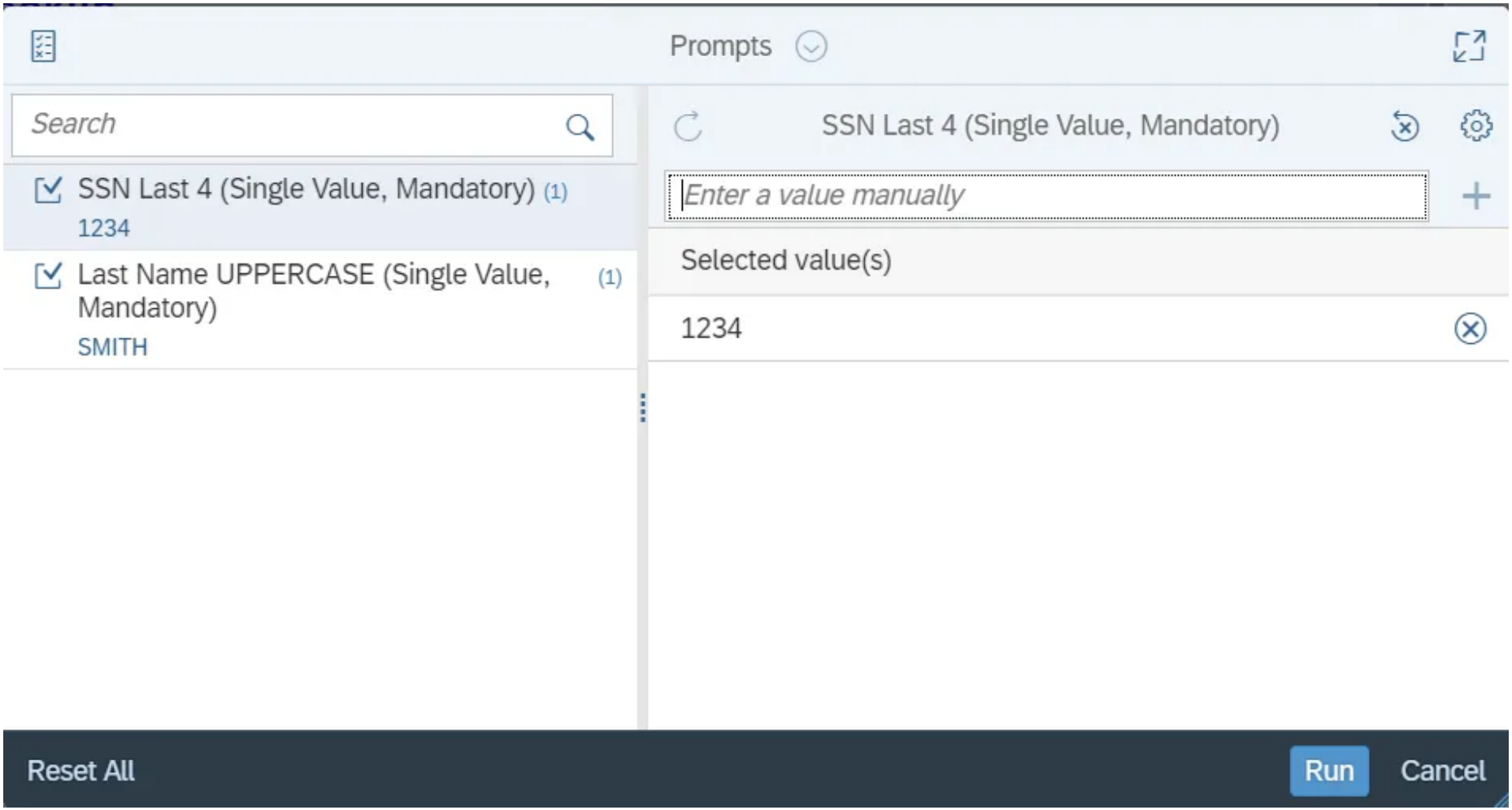
- When the Last 4 SSN and the Last Name exist individually in the system BUT the combination together does not exist, the following message will be displayed

Image



- Based on the example above, Last 4 SSN of 1234 exists in the system and Last Name of SMITH exists in the system. However, the combination of 1234/SMITH does not exist.

Image



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