Behind the Scenes — Section 4

Relational Database Technology

EHRP is based on relational database technology. Relational databases are an excellent means for organizing data efficiently. Unlike traditional data storage strategies, which center around output requirements, relational databases store data based on its true characteristics, focusing on how each data item relates to other data items. Each data item is stored only once, simplifying data management workloads.

Tables

- **Translate Table -** System tables that are maintained by PeopleSoft, and edited by EHRP Power Users. These tables store codes and values for many fields used throughout the EHRP database.

- **Setup Table -** Editable tables that are maintained by EHRP Power Users. These tables contain values that have been entered by DHHS. For example, each time a new job code is created, it is stored on the Job Code Table.

Required Fields

When processing actions in EHRP, there will be certain fields that are required in order to process an entry. These fields are marked by an * throughout the system and must be completed before an action can be saved in the system.

Effective Dating

In EHRP, you must set the *effective date* to indicate when you want data to go into effect.

This requirement serves the following two important purposes:

1. EHRP users maintain a complete chronological history of all data – whether you changed it two years ago or want it to go into effect in two months.

2. EHRP always compares the effective dates of tables and verifies the data being selected from a setup table is valid as of the effective date of the data on which you're working.

Effective Dating Sample

Effective dates allow you to keep historic, current, and future information in the EHRP tables. You can use the information to look at what has happened up to now and to plan for the future.

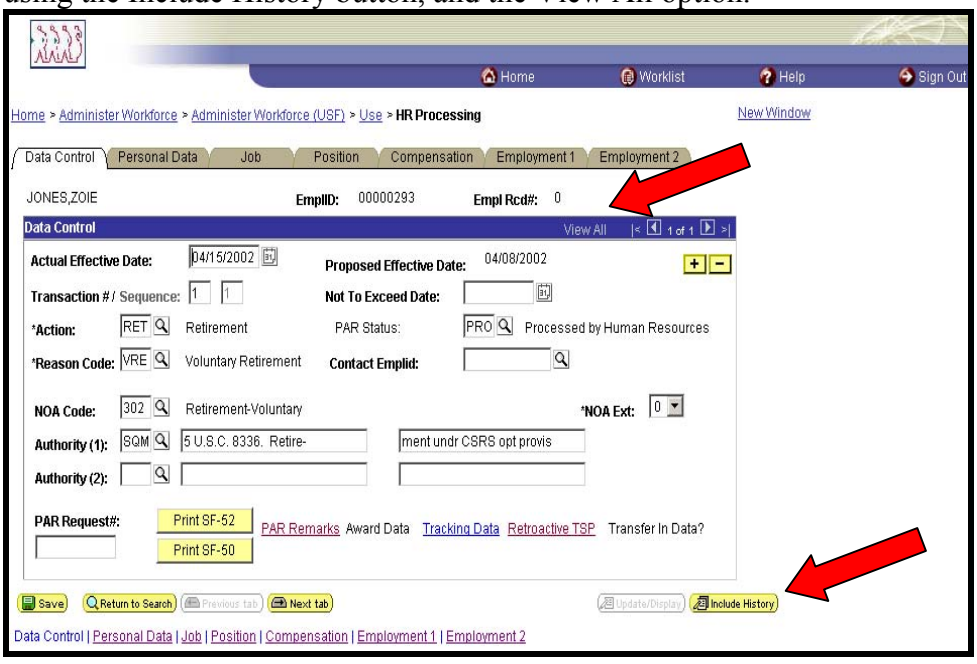
EHRP categorizes effective-dated rows into three basic types explained in the following table:

Future	Data rows that have effective dates greater than the system date (today's date).
Current	The data row with the most recent effective date closest to the system date - but not a future date. Only one row is the current row.
Historic	Data rows that have effective dates less than the current data row.

Rows in a Relational Database

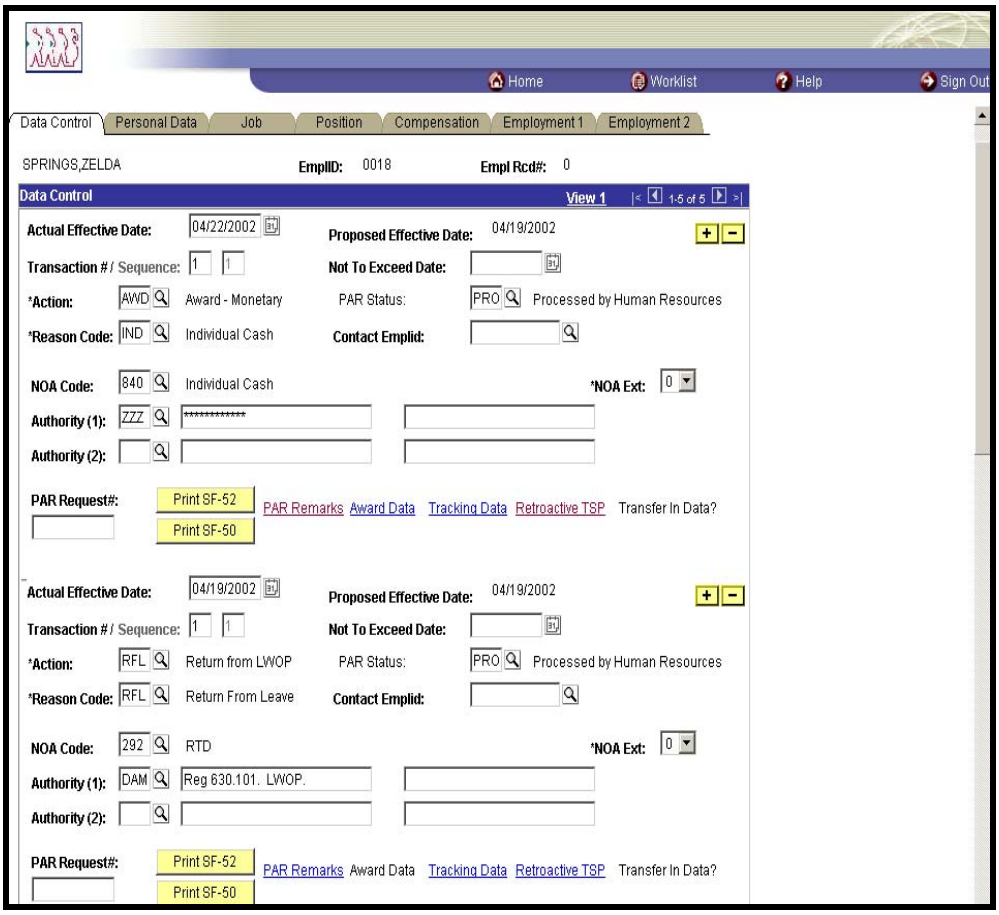
Because data in EHRP is effective dated, the user has access to current, future and historical data rows.

The system default is to show only the current row of data. However, if the user needs to see all rows of data for a record, those rows are accessible by using the Include History button, and the View All option.

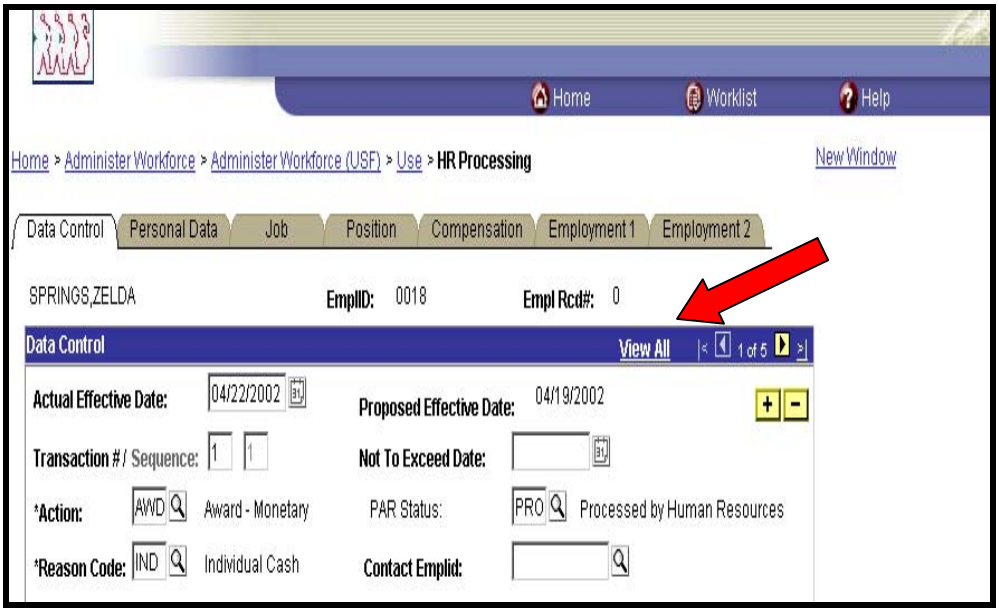


Adding new data

When adding a new row of data, the user clicks on the + button. The system orders the rows of data by placing the most recent on top.



Above is an example of how EHRP stores and makes these various data rows available to the user.



By selecting **View All**, the user can see all data rows within any given record.

Retroactive Actions

EHRP allows you to insert retroactive actions into an employee's record. However, when this is done, you must ensure that the retroactive action will not affect other actions on that employee's record. If the effective date of the action is before, or the same, as the effective date of a previously entered action, you will see a warning message instructing you to determine the impact of the new action on any previous actions. This is primarily the case with Correction and Cancellation actions.

Actions Related to Pay Periods

The duration of a pay period is 14 days. If an action is entered that falls with in the current pay period, it is considered a current action. If an action is entered that predates the current pay period, it is considered a retroactive action.

Example

The date is the 17th of the month; the current pay period runs from the 14th to the 28th of the month. An action that is made "today" (the 17th) may have an effective day of the 15th of the month and still be considered "current," as it falls within the current pay period

Given the same circumstances, if the user enters an action with an effective date of the 12th of the month, because the effective date falls before the current pay period, it is considered a "retroactive action."

Sequentially Auto-generated Numbers vs. Smart-coded

EHRP enables users to use one of two methods for assigning numbers to certain data elements.

- **Auto-generated -** EHRP auto-generated numbers assign sequential numbers to data elements.

Examples of EHRP auto-generated numbers include the following:

- Position numbers
- Employee IDs

- **Smart-coded – EHRP provides** the capability of assigning a specific numbering scheme or series to certain data elements.

Examples of EHRP smart-coded number include the following:

- Department ID (Admin Code)
- Job Code (PD #)

EmplID

EHRP assigns eight-digit, sequentially auto generated employee ID numbers to each employee in the database. These numbers provide a unique employee identifier for each employee. You can use Last Name, Name or EmplID to search for employee records.

Department ID

The Department ID is used to identify organizational components within DHHS. The Department ID is synonymous to the DHHS Admin Code.

Business Unit/Set ID

Business Units are a method used for tracking specific business information for reporting purposes. **Set IDs** are the labels used to identify specific groupings of information, which in turn allow for the restriction of values for each Agency. For every Business Unit, there is a corresponding and unique SetID. This relationship restricts data access and enables specific report generation.