



Information Tools

Chapter 3 Section 6

Introduction In addition to the EHRP PAR pages that are central to the business processes (covered in previous sections of this chapter), Management Information (MI) can be obtained in condensed formats from the following:

- Inquire Pages
 - Job Summary
 - Personal Data
 - Multiple Jobs
 - Nid Lookup
 -
 - Reports
 - Request for Personnel Action
 - Notice of Personnel Action
-

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

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

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

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

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

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

General Page Sample

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

Home > Administer Workforce > Administer Workforce (USF) > Inquire > Job Summary [New Window](#)

Job Summary

Barcroft, Fred Employee ID: 0036 Empl Rcd#: 0

Job Information View All First 1 of 1 Last

General Job Information Work Location Compensation

| Eff Date | Sequence | Action | Action Reason |
|------------|----------|--------|---------------|
| 10/11/2001 | 11 | Hire | New Position |

[Return to Search](#) [Next in List](#) [Previous in List](#)

Job Information Page Sample

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

Home > Administer Workforce > Administer Workforce (USF) > Inquire > Job Summary [New Window](#)

Job Summary

Barcroft, Fred Employee ID: 0036 Empl Rcd#: 0

Job Information View All First 1 of 1 Last

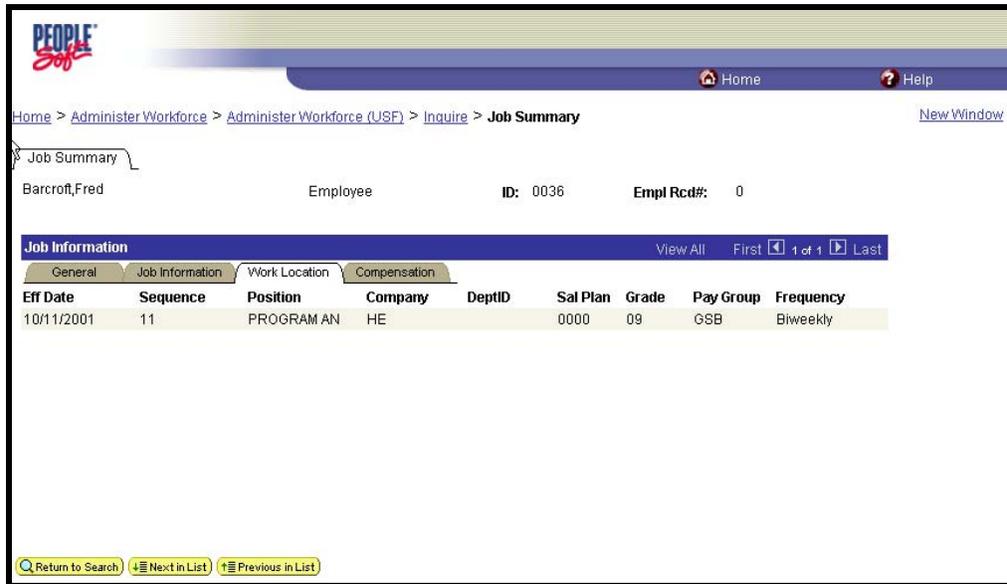
General Job Information Work Location Compensation

| Eff Date | Sequence | Jobcode | Empl Type | Empl Status | Full/Part Time | Reg/Temp | Standard Hours | Work Period |
|------------|----------|---------|-------------|-------------|----------------|----------|----------------|-------------|
| 10/11/2001 | 11 | | Excep Hrlly | Active | Full-Time | Regular | 40.00 | Weekly |

[Return to Search](#) [Next in List](#) [Previous in List](#)

Work Location Page Sample

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



Personal Data View

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

Navigational Path

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



Personal Data Page Sample

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

| | | | | |
|------------------------|-----------------------------|----------------|-----------|------------------------------|
| Personal Data | | Job Data1 | Job Data2 | Employment Data |
| Rodriquez,Anna Lucia | | ID: | L00001 | Effective Date: 02/01/1998 |
| Name: | Mrs Rodriquez,Anna Lucia | Gender: | Female | |
| Marital Status: | Married | Race: | Black | Handicap: No Handicap |
| Home Address | | | | |
| Country: | USA United States | | | |
| Address 1: | 897 Calvary Trail Boulevard | | | |
| Address 2: | Suite 302 | | | |
| Address 3: | | | | |
| City: | Arlington | | | |
| County: | Fairfax | Postal: | 22040 | |
| State: | VA Virginia | | | |

Job Data 1 Page Sample

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

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



Benefits / FEHB Hyperlink

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

Benefits/FEHB Data

Benefits Control

Benefits Employee Status: Active

BAS Group ID: LFG Full Benefits Group

Benefit Program: LFB Full Time Employee Benefit Pgm

FEHB Eligibility

Permanent

Continuing Coverage

Temporary Appointment > 1 yr

Temp Appt < 1yr + FedSvc > 1yr

Not Eligible

Eligibility

Elig Fld 1:

Elig Fld 2:

Elig Fld 3:

Elig Fld 4:

Elig Fld 5:

Elig Fld 6:

Elig Fld 7:

Elig Fld 8:

Elig Fld 9:

FEHB Date

FEHB Date:

Benefits System

Benefits System: Benefits Administration

Job Data 2 Page Sample

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

Personal Data Job Data1 Job Data2 Employment Data

Rodriguez,Anna Lucia ID: L00001 Effective Date: 02/01/1998

Pay Rate Determinant: Regular Rate Step Entry Date: 02/01/1998

Rtnd PP/Table/Grade: GS 0000 08 Step: 6 Grade Entry Date 02/02/1996

| Quoted Pay | | Expected Pay | |
|-----------------|-----------|--------------|---------------------|
| Compensation | Annual | Base Pay | With Locality |
| Frequency: | | Hourly: | 9.16 16.43 |
| Base Pay: | 31,958.00 | Daily: | 73.28 131.44 |
| Loc/LEO Adjust: | 2,323.00 | Biweekly: | 732.80 1,314.40 |
| Total Pay: | 34,281.00 | Monthly: | 1,587.73 2,847.87 |
| | | Annual: | 19,052.80 34,174.40 |

FGLI Annual Base Rate: 37,709.10



Employment Data Page Sample

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

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

Multiple Jobs View

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

Navigational Path

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



Employee Page Sample

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

The screenshot shows the 'Employee' page for employee ID 0036, Fred Barcroft. The page includes a breadcrumb trail: Home > Administer Workforce > Administer Workforce (USF) > Inquire > Multiple Jobs. Below the breadcrumb, the employee's name and ID are displayed. A 'Multiple Jobs' section shows the 'As Of Date' as 10/11/2001. Underneath, there is a 'Job Information' section with tabs for 'Employee', 'Position Data', and 'Job Information'. The 'Job Information' tab is active, displaying a table with one record:

| Empl Rcd# | Short Name | Job Indicator | Effective Date | Sequence |
|-----------|------------|---------------|----------------|----------|
| 0 | Active | Primary | 10/11/2001 | 11 |

At the bottom of the page, there are 'Save' and 'Return to Search' buttons.

Position Data Page Sample

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

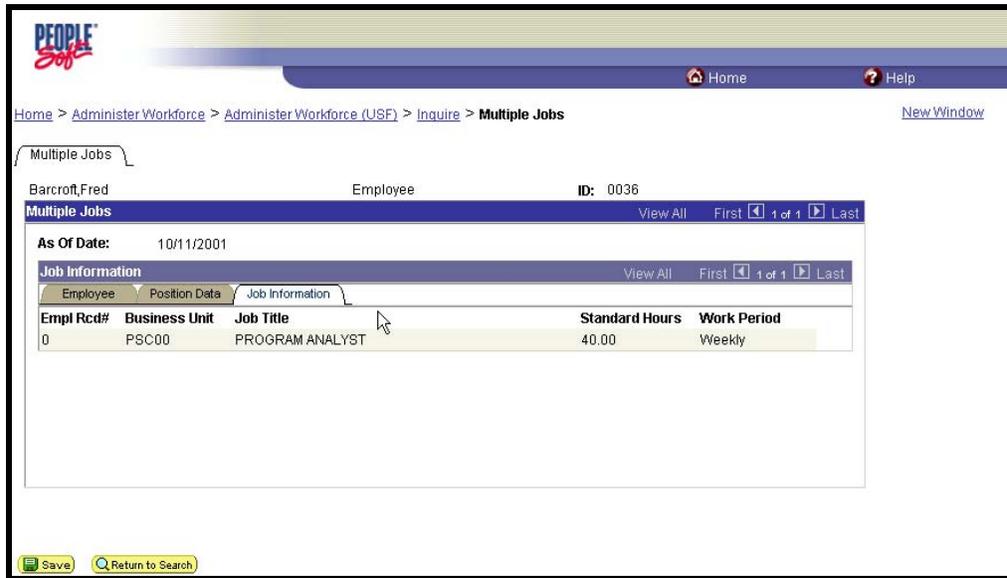
The screenshot shows the 'Position Data' page for employee ID 0036, Fred Barcroft. The page includes a breadcrumb trail: Home > Administer Workforce > Administer Workforce (USF) > Inquire > Multiple Jobs. Below the breadcrumb, the employee's name and ID are displayed. A 'Multiple Jobs' section shows the 'As Of Date' as 10/11/2001. Underneath, there is a 'Job Information' section with tabs for 'Employee', 'Position Data', and 'Job Information'. The 'Position Data' tab is active, displaying a table with one record:

| Empl Rcd# | Position | Company | Department | Location |
|-----------|------------|---------|--------------------------------|-----------|
| 0 | PROGRAM AN | HE | DIVISION OF COMMISSIONED PERSO | Rockville |

At the bottom of the page, there are 'Save' and 'Return to Search' buttons.

Job Information Page Sample

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



Nid Lookup View

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

Navigational Path

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



Nid Lookup Page Sample

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

The screenshot shows a web application interface for 'Nid Lookup'. At the top, there is a navigation bar with links for Home, Worklist, Help, and Sign Out. Below the navigation bar, the breadcrumb trail reads: Home > Administer Workforce > Administer Workforce (USF) > Inquire > Nid Lookup. A 'New Window' link is also present. The main content area features a search form with the following elements:

- A search box containing the text '100110'.
- A dropdown menu labeled 'Search in:' with 'Employees' selected.
- A yellow 'Search...' button.

Below the search form is a table titled 'Lookup by NID'. The table has five columns: National ID, EmpID, Name, Country, and National ID Type. The table contains 11 rows of data, all of which are for employees in the United States with Social Security Number national ID types.

| National ID | EmpID | Name | Country | National ID Type |
|-------------|-------|---------------|---------------|------------------------|
| 100-11-0001 | 0011 | Springs,Adam | United States | Social Security Number |
| 100-11-0002 | 0012 | Springs,Betty | United States | Social Security Number |
| 100-11-0003 | 0013 | Springs,Chris | United States | Social Security Number |
| 100-11-0004 | 0014 | Springs,Dan | United States | Social Security Number |
| 100-11-0005 | 0015 | Springs,Evan | United States | Social Security Number |
| 100-11-0006 | 0016 | Springs,Fred | United States | Social Security Number |
| 100-11-0007 | 0017 | Springs,Greg | United States | Social Security Number |
| 100-11-0013 | 0018 | SPRINGS,ZELDA | United States | Social Security Number |
| 100-11-0012 | 0019 | Springs,Leo | United States | Social Security Number |
| 100-11-0011 | 0020 | Springs,Kyle | United States | Social Security Number |

**Reports -
Parameters**

EHRP enables the user to print two reports. They are the Request for Personnel Action or Notice of Personnel Action. Both are available on the Report menu.

**Notice of
Personnel
Action –
SF-50**

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

**Procedure:
Method 1
1**

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

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

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

**2**

Click on the **Add a New Value** hyperlink to create a new Run Control, or use an existing one.

NOTE: If you are using an existing Run Control, click on the Search button and select the Run Control from the list.

3 Indicate a Run Control ID and click **Add**.

NOTE: The Run Control ID must not contain any spaces.

The following **Parameters** page appears:

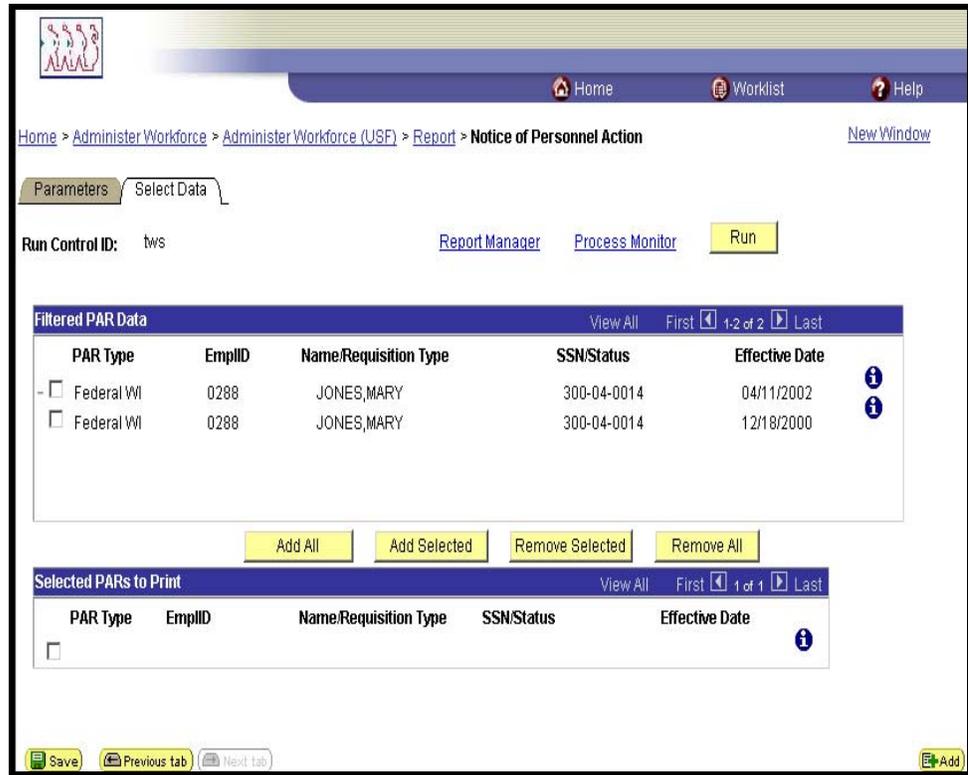
The screenshot shows the 'Parameters' page in a web application. The page has a navigation bar with 'Home', 'Worklist', 'Help', and 'Sign Out' links. The breadcrumb trail is 'Home > Administer Workforce > Administer Workforce (USF) > Report > Notice of Personnel Action'. The page title is 'Parameters' and there is a 'Select Data' tab. The 'Run Control ID' is 'tws'. There are buttons for 'Report Manager', 'Process Monitor', and 'Run'. The 'PAR Type' is 'Federal WIP Records'. The 'Copies Requested' section has checkboxes for 'Employee' (checked), 'OPF', 'Payroll', and 'Utility'. The 'Criteria' section has radio buttons for 'On-line' (selected) and 'Within Batch Program'. The 'Filter Criteria' section has input fields for 'EmpID', 'SSN', 'Name', 'PAR Status', 'Department', 'Location', and 'NOA Code'. The 'PAR Status Date Range' section has a 'PAR Status' dropdown. At the bottom, there are buttons for 'Save', 'Previous tab', 'Next tab', and 'Add'.

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

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

5 Click on **Filter** pushbutton.

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



7

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

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

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

Parameters | Select Data

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

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

Add All | Add Selected | Remove Selected | Remove All

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

Save | Previous tab | Next tab | Add

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

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

Process Scheduler Request

User ID: A3HR Run Control ID: tws

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

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

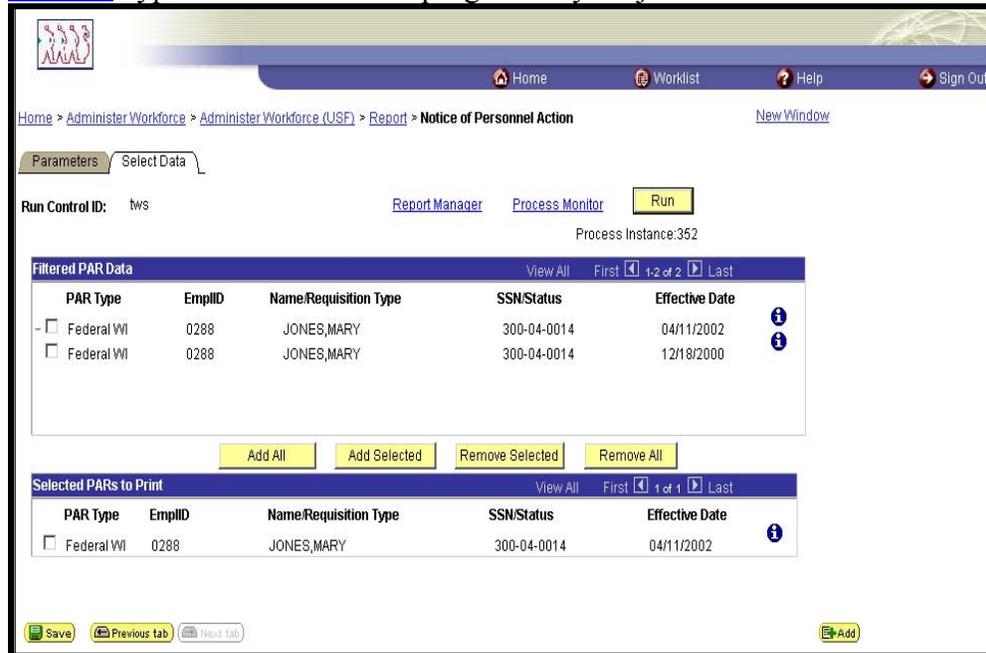
Time Zone: Reset to Current Date/Time

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

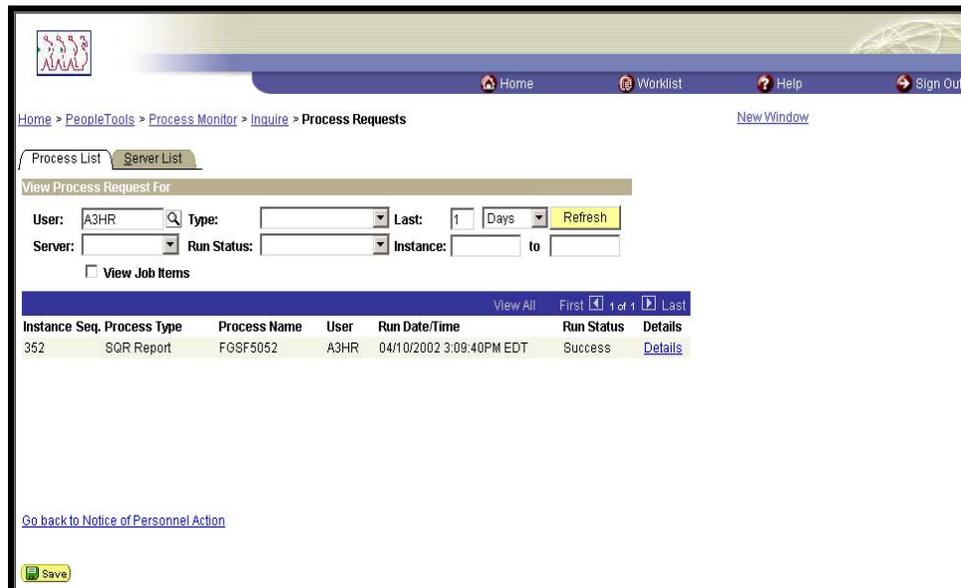
OK | Cancel

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

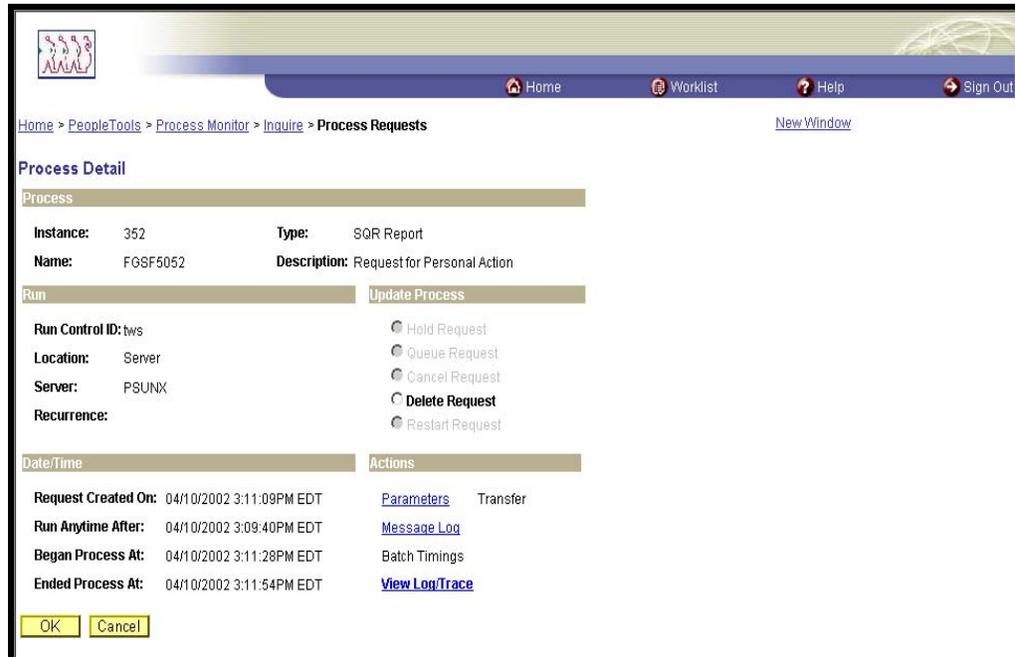
10 You will be routed back to the **Select Data** page. Click on the [Process Monitor](#) hyperlink to follow the progress of your job.



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

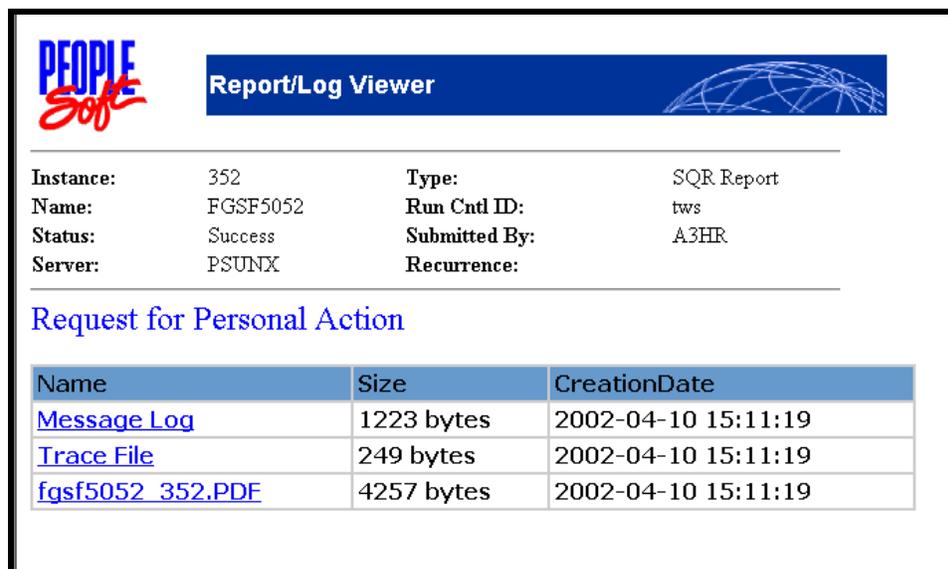


12 When the Run Status reflects Success, click on the [Details](#) hyperlink.



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

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



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



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

**Procedure:
Method 2**

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

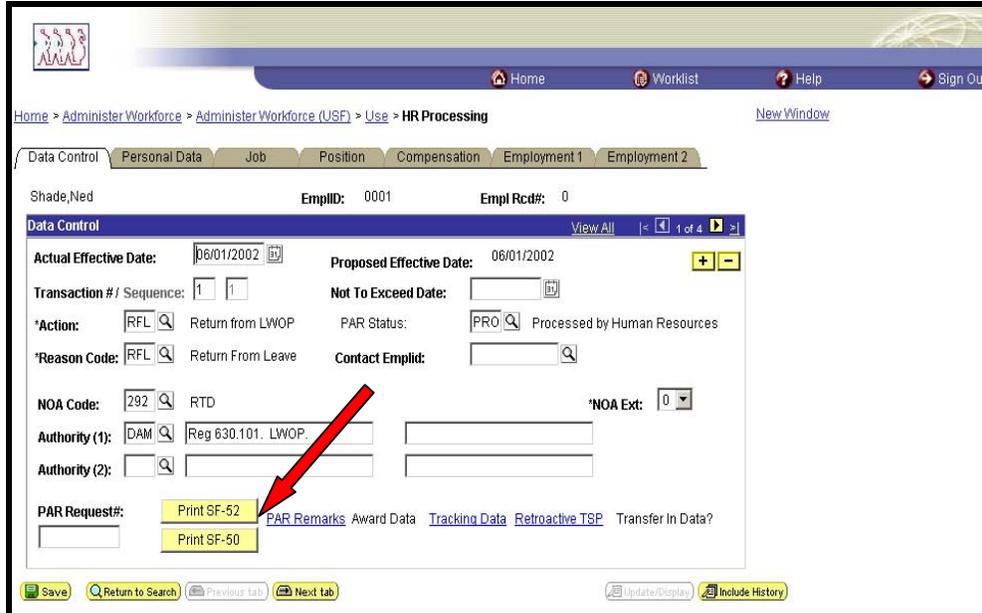
1 Follow the navigational path:

**Home → Administer Workforce → Administer Workforce (USF)
Use → Supervisor Request (or 1st Authorizer, 2nd Authorizer, Approver)**

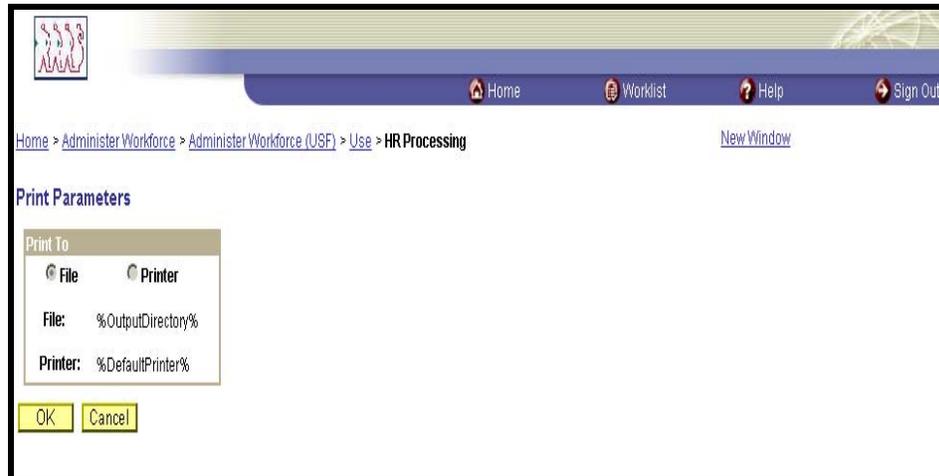
The following search page (**Find an Existing Value**) appears:



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



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



- 5 You will see the following message:



- 6 Click .

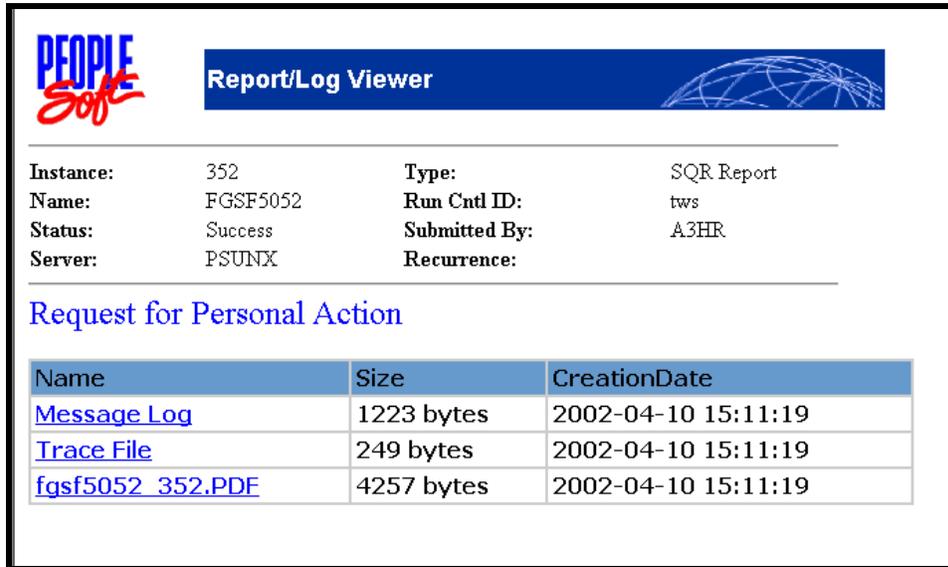
- 7 Follow the navigational path:

**Home → PeopleTools → Process Monitor → Inquire → Process Requests OR:
Home → PeopleTools → Report Manager → Inquire → Report List**

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

- 9 When the Run Status reflects **Success**, click on the [Details](#) hyperlink; this will take you to the **Process Detail** page. If you are using the **Report Manager** option, click on the [View](#) link, and proceed to step #11

- 10 At the **Process Detail** page, click on **View Log/Trace** hyperlink; this will take you to the **Report/ Log Viewer**.



The screenshot shows the 'Report/Log Viewer' interface. It features the 'PEOPLE Soft' logo on the left and a blue header with the text 'Report/Log Viewer' and a globe icon. Below the header, there is a table of metadata:

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

Below the metadata table, there is a section titled 'Request for Personal Action' with a blue hyperlink. Underneath is a table listing files:

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

- 11 Click on the .PDF hyperlink in the **Report/Log Viewer**.

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

Generating Public Queries

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

Navigational Path Home → PeopleTools → Query Manager
Use → Query Manager

Procedure for Generating a Public Query The following steps detail the procedure for generating a public query:

1 Follow the navigational path:

Home → PeopleTools → Query Manager → Use → Query Manager

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



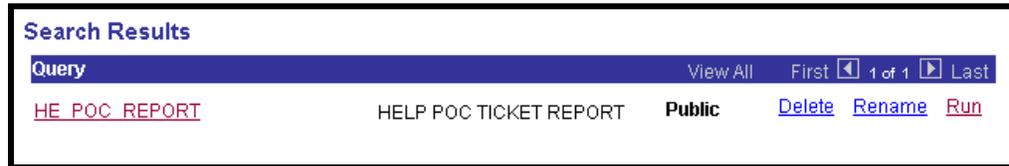
The screenshot shows the 'Find an Existing Query' page. At the top, there is a breadcrumb trail: [Home](#) > [PeopleTools](#) > [Query Manager](#) > [Use](#) > **Query Manager**. Below this is the title 'Query Manager'. The main heading is 'Find an Existing Query'. There is a 'Search For:' text box with an empty input field and a yellow 'Search' button. To the right of the input field are two columns of radio button options. The first column is titled 'Search In' and has three options: 'Name' (selected), 'Description', and 'Both'. The second column is titled 'Search Type' and has three options: 'Begins With' (selected), 'Ends With', and 'Contains'. At the bottom left of the form area is a blue link for 'Create New Query'.

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

Note: See table below that details samples of public queries available.

3 Click **Search**.

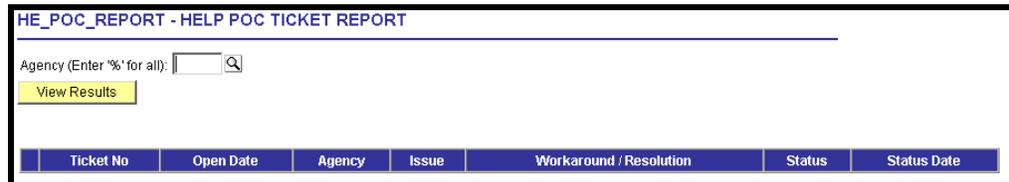
Search results will appear as in the following example:



The screenshot shows a search results interface. At the top, it says "Search Results". Below that is a search bar with the text "Query". To the right of the search bar are navigation links: "View All", "First", "1 of 1", and "Last". Below the search bar, there is a list of search results. The first result is "HE_POC_REPORT" with a sub-description "HELP POC TICKET REPORT" and a status of "Public". To the right of this result are three hyperlinks: "Delete", "Rename", and "Run".

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

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



The screenshot shows a page titled "HE_POC_REPORT - HELP POC TICKET REPORT". Below the title is a search bar with the text "Agency (Enter '*' for all):" and a search icon. Below the search bar is a yellow button labeled "View Results". Below the search bar and button is a table with the following columns: "Ticket No", "Open Date", "Agency", "Issue", "Workaround / Resolution", "Status", and "Status Date".

- 5 Enter the parameter data.

- 6 Click .

The results appear with the following at the top:



The screenshot shows a download options section. It says "Download results in:" followed by two hyperlinks: "Excel SpreadSheet" and "CSV Text File (8 kb)".

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

PUBLIC QUERIES

A current list of available public queries may be found on the EHRP website. This list includes the following information for each public query: See Sample list which follows:

- Name
- Purpose
- Parameters
- Data Provided

**EHRP PUBLIC QUERIES**

| Name | Purpose | Parameters | Data Provided |
|-----------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| HE0001 – Possible WGI | Provides a list of employees who are due for WGIs within a certain date range. | <ul style="list-style-type: none"> • Start Date • End Date | <ul style="list-style-type: none"> • Name • NID (SSN) • Dept ID (Admin Code) • Pay Plan • Grade • Step • Salary • LEI Date • WGI Due Date |
| HE0002 – Automatic WGI | Provides a list of employees who received WGIs during a certain period of time. | <ul style="list-style-type: none"> • Start Date • End Date | <ul style="list-style-type: none"> • NID (SSN) • Name • NOA Code • LA Code • Effective Date |
| HE0003 – Auto Terminations | Provides a list of employees whose appointments have expired. | <ul style="list-style-type: none"> • Appt Exp Start Date • Appt Exp End Date | <ul style="list-style-type: none"> • EmplID • Name • NID (SSN) • DeptID (Admin Code) • Acct Code (CAN) • EmplRec# (Appt Number) • Hire NTE Dt (Appt Exp Date) |
| HE0004 - Empl Express Actions/Action Dt | Provides a list of Employee Express actions processed between action dates entered at promt. | <ul style="list-style-type: none"> • Action Date Between | <ul style="list-style-type: none"> • Action Date • NOA Code • NOA Ext (Shred Out) • EmplID • Empl Record # (Indicating multiple appointments) • Eff Date • Eff Sequence (Sequence #) • User (User ID) |
| HE0005 – Minority Data Audit | Provides an audit of employees who are missing ethnic codes. It also provides a list of employees with the code of “6” which is Not Applicable. | <ul style="list-style-type: none"> • None | <ul style="list-style-type: none"> • Name • DeptID (Admin Code) • Location (Geo Loc Code) • NID (SSN) • NOA Code • Hire Date • Ethnic Group |
| HE0006 – Tenure Changes | Provides information for tenure conversions that have occurred. | <ul style="list-style-type: none"> • Auto Action Type | <ul style="list-style-type: none"> • AA Type (Auto Action Type) • Name • ID (EmplID) • EmpRcd# - Appt Number • Msg Cd 1 • Message • Position • Descr • Action Dt |