HUMAN RESOURCES QUERIES

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QUERY NAME	PURPOSE	COMMENTS	DATA RETURNED BY QUERY
0HR000_Employee_Detail	Provides comprehensive data regarding employees' job data, position data and tax withholding. *This report contains sensitive data, so please protect the contents of the report appropriately*.	Query prompts for entry of a DeptID and Job code. A specific value may be entered or a percent sign (%) maybe used as a wildcard in any position of either prompt field. To include all Job Codes or all Deptids, enter % into the first position of the appropriate prompt field. Data is sorted by Deptid, then by Name	Data As Of, Co, DeptID, Dept Descr, Mail Drop, EmplID, Empl Rcd#, Empl Status, Name, Address 1, Address 2, Address 3, Address 4, City, County, St, Zip, Phone, Work Phone, SSN, Gender, Birthdate, Ethnic Grp, Hire Date, Service Dt, Company Seniority Dt, Rehire Dt, Return Dt, Term Date, Last Date Worked, Increase Dt, Job Code, Job Code Descr, Business Title, Job Family, Reports To, Drug Test Indc, Active Row Eff Date, Action, Reason, Action Dt, Location, Job Code Entry Date, Dept Entry Dt, Posn Entry Dt, Shift, SCOA Type, Full/Part Time, FLSA Status, Pay Group, Empl Type, Std Hrs/Wk, Sal Plan, Grade, Step, Comp Freq, Comp Rate, Chng Amt, Chg Pct, Annual Rt, Monthly Rt, Hrly Rate, Ann Ben Base Rt, Class/Uncl, Rating Scale, Rating, Rating Date, Position, Posn DeptID, Status, Posn Action_Reason, Posn Eff Date, Posn Status, PosnDta5 Budgeted Posn, FWT Addl Amount, FWT Allows, FWT Mar St, SWT Addl Amount, SWT Addl Amt, SWT Allows, SWT Mar St, Paygrade Min/Annual, Paygrade Max/Annual

QUERY NAME	PURPOSE	COMMENTS	DATA RETURNED BY QUERY
0HR001_Employee_Status_Info	Provides basic information on all active employees in the company. The query retrieves similar information to what is printed on the Employee Status Report - HRXXX0118X	Query prompts for entry of a Deptid and Job Code. A percent sign (%) may be used as a wildcard in any position of the Job Code and Deptid prompt fields or a specific value may be entered. You may enter any of the following combinations for deptid: (1) your company number followed by a wildcard to get results for your entire company (401%), or (2) a specific deptid to get results for just that deptid (4012403030), or (3) your company number followed by a portion of a deptid and a wildcard (40124%). The wildcard can also be embedded in the middle of the character string such as 401%12; where all 401 deptids with 12 in the 9th and 10th positions of the 10 character deptid field will be retrieved. Does not include terminated employees. Data is sorted by NAME.	Name, Empl ID, Empl Rcd#, Empl Status, Job Family, Job Code, Job Code Descr, Position, Eff Status, FLSA Status, SCOA Type, Full/Part Time, Class/Uncl, Birthdate, Age, Ethnic Grp, Gender, Service Dt, Tenure, Std Hrs/Wk, Sal Plan, Grade, Step, Comp Freq, Comp Rate, Annual Rt, Rating, Pay Group, Mail Drop, Location, DeptID, Dept Descr, Co
0HR002_Employee_Turnover_Actns	Provides a listing of employees who were terminated from employment within a specified period of time. TER and XRF action codes are used as the criteria for determining if someone has terminated. For XRF actions, the reason code must equal 'OUT' in order to be considered a termination in this query.	Query prompts for Job Code, Deptid, Start Date and End Date. A percent sign (%) may be used as a wildcard in any position of the Job Code and DeptID prompt fields or a specific value may be entered. To include all Job Codes or all DeptIDs, enter % into the first position of the appropriate prompt field. Actual dates must be entered into the Start Date and End Date prompt fields. Data is sorted by Name, then by Class/Uncl	Name, EmplID, Empl Rcd#, Eff Date, Empl Status, Job Family, Job Code, Job Code Descr, Position, FLSA Status, SCOA Type, Full/Part Time, Class/Uncl, Birthdate, Age, Ethnic Grp, Gender, Service Dt, Tenure, Std Hrs/Wk, Sal Plan, Grade, Step, Comp Freq, Annual Rt, Rating, Action, Reason, Action Dt, Maildrop, Location, DeptID, Dept Descr, Co

QUERY NAME	PURPOSE	COMMENTS	DATA RETURNED BY QUERY
0HR003_Classification_Mismatch	Compares the classification indicator (Classified/Unclassified) on the employee's job data to the employee's position for all active employees and lists any employees where the indicators don't match.	Query prompts for Deptid. A percent sign (%) may be used as a wildcard in any position of the Deptid prompt field or a specific value may be entered. To include all Deptids, enter % into the first position of the prompt field. Data is sorted by Deptid, then by Name	DeptID, Dept, Name, ID, Empl Rcd#, Position, Job Code, Job Title, Position Class/Uncl, Job Class/Uncl, Mail Drop, Company
0HR004_Vacant_Positions	Provides a listing of positions by department ids, which are currently vacant.	Query prompts for Job Code and DeptID. A percent sign (%) may be used as a wildcard in any position of the Job Code and DeptID prompt fields or a specific value may be entered. To include all Job Codes or all DeptIDs, enter % into the first position of the appropriate prompt field. Data is sorted by DeptID, then by Position.	DeptID, Dept Descr, Position, Eff Date, Date Vacated, Eff Status, Budgeted, Job Code, Job Code Descr, SCOA Type, Location, Class/Uncl, Std Hrs/WK, FTE, Pay Group, Mail Drop, Budget Begin Dt, Budget End Dt, Drug Test Indc, FLSA Status, Reports To, Sal Plan, Grad, Step, Paygrade Min/Annual, Co
0HR005_EEO-4_Demographic_Sumry	Provides a count of male and female employees by ethnic group.	Query prompts for Job Code, Deptid, and Mail Drop ID. A percent sign (%) may be used as a wildcard in any position of the Mail Drop ID, Deptid or Job Code prompt fields or a specific value may be entered. To include all Mail Drop IDs, Deptids and/or Job Codes, enter % into the first position of the prompt fields. Data is sorted by Gender, then by Ethnic Grp.	Ethnic Grp, Gender, Count of Employees

QUERY NAME	PURPOSE	COMMENTS	DATA RETURNED BY QUERY
0HR006_Birthday_Listing	Provides a listing of employees in order by their birth month and day. This report contains sensitive data, so please protect the contents of the report appropriately.	Query prompts for a Deptid. A percent sign (%) may be used as a wildcard in any position of the Deptid prompt field or a specific value may be entered. To include all Deptids, enter % into the first position of the prompt field. Data is sorted by Birth Month, Birth Day, then by Name.	Birth Month, Birth Day, Name, Address 1, Address 2, Address 3, Address 4, City, St, Zip, DeptID, Dept, Company
0HR007_Emplid_SSN_XREF	Provides a cross-reference listing of employee ids and SSNs. This report contains sensitive data, so please protect the contents of the report appropriately	Query prompts for a Deptid. A percent sign (%) may be used as a wildcard in any position of the Deptid prompt field or a specific value may be entered. To include all Deptids, enter % into the first position of the prompt field. Data is sorted by Name.	Name, ID, Empl Rcd#, SSN, DeptID, Dept, Company
0HR008_EEs_By_Position_County	Provides counts of employees grouped by county. The county used for grouping is the county associated with the employee's position.	Query prompts for a Deptid. A percent sign (%) may be used as a wildcard in any position of the Deptid prompt field or a specific value may be entered. To include all Deptids, enter % into the first position of the prompt field. Data is sorted by County.	County, Count of Employees
0HR009_EEs_By_Residence_County	Provides counts of employees grouped by county. The county used for grouping is the county associated with the employee's home address.	Query prompts for a Deptid. A percent sign (%) may be used as a wildcard in any position of the Deptid prompt field or a specific value may be entered. To include all Deptids, enter % into the first position of the prompt field. Data is sorted by County.	County, Count of Employees

QUERY NAME	PURPOSE	COMMENTS	DATA RETURNED BY QUERY
0HR010_Actions_Ethnic_Grp&Gndr	Provides counts of employee transactions by Action and Reason Code in the specified time frame. A separate employee count is provided for each combination of ethnic group and gender.	Query prompts for a Start Effective Date, End Effective Date, DeptID, Job Code, Action, and Reason Code. A percent sign (%) may be used as a wildcard in any position of the DeptID and Job Code prompt fields or a specific value may be entered. To include all DeptIDs, Job Codes, and/or Reason Codes enter % into the first position of the prompt field. Data is sorted by Ethnic Grp, then by Gender.	Ethnic Grp, Gender, Count, Action, Reason
0HR011_EEs_By_Job_Code	Provides a count of employees by job code	Query prompts for a Deptid and Job Code. A percent sign (%) may be used as a wildcard in any position of the Deptid and Job Code prompt fields or a specific value may be entered. To include all Deptids and/or Job Codes, enter % into the first position of the prompt field. Data is sorted by Job Code, then by DeptID	DeptID, Dept Name, Job Code, Job Title, Count of Employees
0HR012_EE_Salaries_By_Job_Code	Provides a listing of employees, their salaries and related data; grouped by Job Code.	Query prompts for Job Code, Deptid, and Mail Drop ID. A percent sign (%) may be used as a wildcard in any position of the Mail Drop ID, Deptid or Job Code prompt fields or a specific value may be entered. To include all Mail Drop IDs, Deptids and/or Job Codes, enter % into the first position of the prompt fields. Data is sorted by Job Code, Annual Rt, then by Name.	Job Code, Job Title, Annual Rt, Name, ID, Hire Date, DeptID, Dept, Mail Drop

QUERY NAME	PURPOSE	COMMENTS	DATA RETURNED BY QUERY
0HR013_Employee_Comp_Changes	Provides a listing of the PAY actions employees have received during the date range specified.	Query prompts for Deptid, Begin Date, End Date and Job Code. A percent sign (%) may be used as a wildcard in any position of the Deptid or Job Code prompt fields or a specific value may be entered. To include all Deptids and/or Job Codes, enter % into the first position of the prompt fields. Data is sorted by DeptID, then by Name.	ID, Empl Rcd#, Name, DeptID, Dept, Hire Date, Type, Job Code, Job Title, Sal Plan, Grade, Comp Rate, Comp Freq, Eff Date, Pct, Chng Amt, Action, Reason Descr
0HR014_Absence_History	Provides a listing of absence history records of employees for the date range specified.	Query prompts for Deptid, Begin Date, and End Date. A percent sign (%) may be used as a wildcard in any position of the Deptid prompt field or a specific value may be entered. To include all Deptids enter % into the first position of the prompt field. Data is sorted by DeptID, then by Name.	ID, Empl Rcd#, Name, DeptID, Dept, Employee Type, Job Title, Absence Type, Begin Date, Return Dt, Days, Hours, Paid/Unpd, Approved, Reason
0HR015_Personnel_Actions_Hist	Provides a listing of the last personnel action for each employee during the date range specified.	Query prompts for From Date, To Date, DeptID, Action and Action Reason. A percent sign (%) may be used as a wildcard in any position of the DeptID, Action or Action Reason prompt fields or a specific value may be entered. To include all DeptIDs,etc. enter % into the first position of the prompt field. Data is sorted by Action, Reason then by Eff Date.	Eff Date, Action, Action Descr, Reason, Reason Descr, Action Dt, Name, Empl ID, Empl Rcd#, Gender, Ethnic Grp, Class/Uncl, DeptID, Dept Descr, Job Code, Job Code Descr, Service Dt, Tenure, Empl Type, SCOA Type, Full/Part Time, Sal Plan, Grade, Comp Rate, Comp Freq, Mail Drop, Reports To
0HR016_Sal_History_By_Employee	Provides a listing of an employee's beginning salary row, and any subsequent rows, which involve a pay rate/amount/% change.	Query prompts for an EmplID. Data is sorted by EmplID.	EmplID, Name, Eff Date, DeptID, Job Code, Action, Reason, Comp Freq, Comp Rate, Change Amt, Pct, Rating, Annual Rate, Currency, Sal Plan, Grade

QUERY	PURPOSE	COMMENTS	DATA RETURNED BY QUERY
0HR017_Temporary_Employees	Provides a listing of employees with an "SCOA Type" of "T".	Query prompts for Deptid and Job Code. A percent sign (%) may be used as a wildcard in any position of the Deptid or Job Code prompt fields or a specific value may be entered. To include all Deptids and/or Job Codes, enter % into the first position of the prompt fields.	ID, Empl Rcd#, Name, Hire Date, Hire Days, Position, DeptID, Job Code, Descr, Rehire Dt, Comp Freq, Comp Rate, FLSA Stat, Supv ID
0HR018_Departmental_Salaries	Provides a listing of the current salaries of employees	Query prompts for Deptid and Job Code. A percent sign (%) may be used as a wildcard in any position of the Deptid or Job Code prompt fields or a specific value may be entered. To include all Deptids and/or Job Codes, enter % into the first position of the prompt fields. Data is sorted by DeptID, Job Code, then by Name	DeptID, ID, Empl Rcd#, Name, Ethnic Grp, Gender, Hire Date, Type, Full/Part, Reg/Temp, Job Code, Job Title, Pay Group, Sal Plan, Grade, Comp Freq, Hourly Rt, Semimonthly Rt, Monthly Rt, Annual Rt, Supv ID
0HR019_Dept Last_Increase	Provides a listing of the most recent Job Data row, which involves a pay rate/amount/% change for current employees of the selected department(s).	Query prompts for Deptid and Job Code. A percent sign (%) may be used as a wildcard in any position of the Deptid or Job Code prompt fields or a specific value may be entered. To include all Deptids and/or Job Codes, enter % into the first position of the prompt fields. Data is sorted by DeptID, Job Code, EmplID, then by Effdt	Empl ID, Name, Eff Date, DeptID, Dept Descr, Job Code, Job Code Descr, Action, Reason, Comp Freq, Comp Rate, Change Amt, Chng Pct, Rating, Sal Plan, Grade

QUERY	PURPOSE	COMMENTS	DATA RETURNED BY QUERY
0HR020_Employees_Below_Minimum	Provides a listing of employees whose salary is below the target salary for each selected employee's Job Code.	Query prompts for DeptID and Job Code. A percent sign (%) may be used as a wildcard in any position of the DeptID and Job Code prompt fields or a specific value may be entered. To include all Job Codes or All DeptIDs, enter % into the first position of the appropriate prompt field. Data is sorted by Job Code, then by DeptID, then by Name.	Job Code, Job Code Descr, DeptID, Dept Descr, Empl Status, Empl Rec#, Empl ID, Name, Position, Grade, Annual Rate, Std Hrs/Wk, Full Time Equiv Annual Rt, Annual Min Rt, Annual Min Diff
0HR021_Employees_Above_Maximum	Provides a listing of employees whose salary is above the maximum salary for each selected employee's Job Code.	Query prompts for DeptID and Job Code. A percent sign (%) may be used as a wildcard in any position of the DeptID and Job Code prompt fields or a specific value may be entered. To include all Job Codes or All DeptIDs, enter % into the first position of the appropriate prompt field. Data is sorted by Job Code, then by DeptID, then by Name.	Job Code, Job Code Descr, DeptID, Dept Descr, Empl Rcd#, Empl ID, Name, Position, Grade, Annual Rt, Std Hrs/Wk, Full Time Equiv annual Rt, Annual Max Rt, Annual Max Diff
0HR022_Positions_Sbjct_Drg_Tst	Provides a listing of positions by Department ID, which are subject to drug testing	Query prompts for DeptID and Test Code. A percent sign (%) may be used as a wildcard in any position of the DeptID prompt field or in the Test Code prompt field. Data is sorted by DeptID, Test Code, and Position Number.	DeptID, Dept Description, Test Code, Position, Position Description, Job Code, Job Code Description, Mail Drop, Mail Drop Description
0HR023_Pos_Multiple_Incumbents	Provides a listing of positions by Department ID which have more than one incumbent.	Query prompts for DeptID and Job Code. A percent sign (%) may be used as a wildcard in any position of the DeptID prompt field or in the Job Code prompt field. Data is sorted by DeptID and Position Number.	DeptID, Dept Descr, Position, Empl ID, Name, Empl Status, Action, Reason, Action Dt, Service Dt, Mail Drop, Job Code, Job Code Descr, Total Incumbents

QUERY	PURPOSE	COMMENTS	DATA RETURNED BY QUERY
0HR024_LOA_Employees	Provides a list of employees whose current status is Leave of Absence.	Query prompts for entry of a DeptID, Action and Reason. A percent sign (%) may be entered in any position of the DeptID prompt field. Only LOA may be entered in the Action prompt field. A percent sign (%) in the Reason prompt field will return all reasons associated with the Action LOA.	DeptID, Dept Descr, Action, Reason, Empl ID, Name, Eff Date
0HR025_Employee_Hire_Actns	Provides a listing of all employees who have been hired, rehired, or transferred into an agency within a specified period of time. Includes all Transfer (XFR) Action/Reason Codes except XFR/LAT.	Query prompts for Job Code, DeptID, Start Date and End Date. A percent sign (%) may be used as a wildcard in any position of the Job Code and DeptID prompt fields or a specific value may be entered. To include all Job Codes or all DeptID's, enter % into the first position of the appropriate prompt field. Actual dates must be entered into the Start Date and End Date prompt fields. Data is sorted by Name.	Name, Empl ID, Empl Rcd#, Eff Date, Empl Status, Job Family, Job Code, Job Code Descr, Position, FLSA Status, SCOA Type, Full/Part Time, Class/Uncl, Drug Test Indc, Birthdate, Age, Ethnic Grp, Gender, Service Dt, Tenure, Std Hrs/Wk, Sal Plan, Grade, Step, Comp Freq, Annual Rt, Rating, Action, Reason, Action Date, Mail Drop, Location, DeptID, Dept Descr, Company.
0HR026_Employee_Demographics	Provides employee specific demographic and educational data.	Query prompts for DeptID and Job Code. A specific value may be entered or a percent sign (%) may be used as a wild card in any position of either prompt field. To include all DeptID's and/or all Job Codes, enter % into the first position of the appropriate prompt field. Data is sorted by EmplID.	Empl ID, Name, Hi Educ Level, Job Code, Job Title, DeptID, Dept Descr, Service Date, Tenure, Birthdate, Age Gender, Ethnic Grp, Full/Part Time.

QUERY	PURPOSE	COMMENTS	DATA RETURNED BY QUERY
0HR027_Frozen_Positions	Provides a listing of positions selected by Position Status(Approved, Frozen, Pending).	Query prompts for DeptID, Job Code, and Position Status. A percent sign (%) may be used as a wildcard in any position of the DeptID or Job Code prompt fields. To include all DeptID's or Job Codes, enter % into the first position of the appropriate prompt field. Data is sorted by DeptID, then by Position Number.	DeptID, Dept Descr, Position, Position Status, Eff Status, Eff Date, Posn Head Count, Budgeted, Job Code, Job Code Descr, SCOA Type, Location, Class/Uncl, Std Hrs/Wk, FTE, Pay Group, FLSA Status, Mail Drop, Reports To, Sal Plan, Grade, Step.
0HR028_Job_Code_Originator_Co	Provides a listing of Job Codes by Pay Grade or Originating Company	Query prompts for Job Code, Pay Grade, and Originating Company. A percent sign (%) may be entered in any position of the Job Code, Pay Grade, or Originating Company prompt fields. To include all Job Codes, Pay Grades, or Originating Companies, enter % into the firs position of the appropriate prompt field. Data is sorted by Job Code.	Job Code, Job Code Descr, Job Family, Sal Plan, Grade, Step, Min/Annual, Max/Annual, EEO-4 Cat, Orig Co.
0HR029_EE_Gender_Count	Provides a total count of Female and Male employees by Company.	Query prompts for Company number.	Co, Gender, Count
0HR030a_EE_Emergency_Contacts	Provides a listing of employee emergency contact information.	Query prompts for Employee ID and DeptID. A specific value may be entered or a percent sign (%) may be used as a wild card in any position of the Employee ID or DeptID prompt fields.	Empl ID, Name, DeptID, Dept Descr, Contact Name, Relationship, Primary, Address 1, Address 2, Address 3, City, County, State, Zip, Phone Type, Phone.
0HR030b_EEs_Without_Emerg_Cont	Provides a listing of employees who have no emergency contact information.	Query prompts for DeptID. A specific value may be entered or a percent sign (%) may be used as a wild card in any position of the DeptID prompt field.	Empl ID, Name, DeptID, Dept Descr.

QUERY	PURPOSE	COMMENTS	DATA RETURNED BY QUERY
0HR031_Reports_To_Position	Provides position and incumbent data based upon the "Reports To Posn" field on the Position Data 1 panel	Query prompts for DeptID and Reports To position number. A specific value may be entered or a percent sign (%) may be used as a wild card in any position of either field. Data is sorted by Reports To position number then by DeptID	Reports To, Reports To Name, Position, Empl ID, Empl Rcd#, Name, Location, DeptID, Dept Descr
0HR032_DeptID_Listing	Provides a listing of department ID's by Company.	Query prompts for Company and DeptID. A specific value may be entered or a percent sign (%) may be used as a wild card in any position of the DeptID prompt field.	DeptID, Dept Descr.
0HR033_Mail_Drop_Listing	Provides a listing of Maildrops by Company	Query prompts for Company and Maildrop. A specific value may be entered or a percent sign (%) may be used as a wild card in any position of the Maildrop prompt field.	Maildrop, Maildrop Descr.
0HR034__Employee_Languages	Provides a listing of employees who possess facility in languages other than English	Query prompts for DeptID and Language Code. A specific value may be entered or a percent sign (%) may be used as a wild card in any position of the DeptID or Language Code prompt fields.	Empl ID, Name, Language, Descr, Native, Translator, Speak, Read, Write, DeptID, Dept Descr.
0HR035_Positions_by_Job_Code	Provides a listing of positions by job code(s).	Query prompts for Department and Job Code. A specific value may be entered or a percent sign (%) may be used as a wild card in any position of the Department or Job Code prompt fields.	Position, Effective Date, Status, DeptID, and Job Code

QUERY	PURPOSE	COMMENTS	DATA RETURNED BY QUERY
0HR036_Performance_Evaluations	Provides a listing of Performance Evaluations for employees in a specified time period.	Query prompts for Deptartment, Employee, From Date and To Date. A specified value may be entered or a percent sign (%) may be used as a wild card in any position of the Department or Employee ID prompt fileds.	Empl ID, Name, DeptID, Dept Descr, Job Code, Job Code Descr, Scale, Review Dt, summary Rating, Reviewer ID, Reviewer Name.
0HR037_Count_EEs_on_SalPlans	Provides a count of employees assigned to a Salary Administration Plan.	Query prompts for Department. A specified value may be entered or a percent sign (%) may be used as a wild card in any position of the Department prompt field.	DeptID, Dept Descr, Sal Plan, Sal Plan Descr, # of EEs on Plan.
0HR038_Salary_Plan_Grade_Data	Provides the description and salary range of each grade associated with a specified Salary Administration Plan.	Query prompts for Salary Administration Plan.	Sal Plan, Sal Plan Descr, Grade, Grade Descr, Paygrade Min Annual, Paygrade Mid Annual, Paygrade Max Annual.
0HR039_Count_Filled_Positions	Provides a count of filled positions in a specified Department(s).	Query prompts for Department. A specified value may be entered or a percent sign (%) may be used as a wild card in any position of the Department prompt field.	DeptID, Dept Descr, Count of Positions.
0HR040_Count_Psns_by_Job_Code	Provides a count of positions by Job Code in a specified Department(s).	Query prompts for Department and Job Code. A specified value may be entered or a percent sign (%) may be used as a wild card in any position of the Department or Job Code prompt field.	Job Code, Job Code Descr, Count of Positions, Sal Plan, Grade, Grade Descr, Paygrade Min Annual, Paygrade Mid Annual, Paygrade Max Annual, DeptID, Dept Descr.

QUERY	PURPOSE	COMMENTS	DATA RETURNED BY QUERY
0HR080_GEMS_Posn_History	Provides position data from the GEMS legacy system.	Query prompts for Company Number, Organization Number, Position Number, From Date and To Date. A specific value may be entered or a percent sign (%) may be used as a wild card in any position of the Company Number, Organization Number or Position Number prompt fields.	Position, Last Action Dt, Action Code, Legacy Pos Nbr, Job Code, Job Code Descr, Grade, County Code, Cnty Code Descr, Action Cd Descr, FLSA Stat, Union Code, Util Pct, Class Inc Allwd, Position Status, Posn Stat Descr, Vacant Date, Org Nbr, Co
0HR081_GEMS_Perf_Rating_Hist	Provides performance evaluation data from the GEMS legacy system.	Query prompts for Company Number, EmplID, From Date and To Date. A specific value may be entered or a percent sign (%) may be used as a wild card in any position of the Company Number, EmplID prompt fields.	EmplID, Name, Date, Rating, Term & Cond, Job Code, Co.
0HR082_GEMS_Training_History	Provides employee training data from the GEMS legacy system.	Query prompts for EmplID. A percent sign (%) may be used as a wildcard in any position of the EmplID prompt field. To include all EmplID's, enter % into the first position of the prompt field.	EmplID, Name, Date Completed, Course, Title, Status Code, Student Hrs, Unit, Locality, Dept Empl By, Co
0HR083_GEMS_Work_History	Provides employee work history data from the GEMS legacy system.	Query prompts for Company Number, Organization Number, EmplID, From Date and To Date. A specific value may be entered or a percent sign (%) may be used as a wild card in any position of the Company Number, Organization Number or EmplID prompt fields.	EmplID, Name, Auth Eff Dt, Auth Cd 1, Auth Cd 2, Auth Cd 3, Pay Grade, Pay Step, Pos Nbr, Emp Status, Time Status, Pay Plan, Class Nbr, Class Nbr Descr, Org Nbr, Status, Rehire Cd, Hrs Out Pay, Chk Loc Cd, Co.

QUERY	PURPOSE	COMMENTS	DATA RETURNED BY QUERY
0HR090_Account_Codes	Provides a listing of Account Codes, their descriptions and chart field values from the Account Code Table.	Query prompts for an Account Code. A percent sign (%) may be used as a wildcard in any position of the Account Code prompt field or a specific value may be entered. You may enter any of the following combinations for Account Code: (1) your 3-digit company number followed by a wildcard to get results for your entire company (401%), or (2) a specific Account Code to get results for just that Account code (40101), or (3) your 3-digit company number followed by a portion of an Account Code and a wildcard (4011%). Results print only the current row of data from the Account Code Table.	Account Code, Effective Date, Description, SetID, Project/Grant, Program, Sub-Class, and Fund Code.
0HR091_Dept_Budget	Provides a Department ID listing that includes the Account Code(s) and Percent of Distribution for the Department Default and Positions in the Department Budget Table.	Query prompts for Department ID (Org Code). A percent sign (%) may be used as a wildcard in any position of the Department ID prompt field or a specific value may be entered. You may enter any of the following combinations for Department ID: (1) your 3-digit company number followed by a wildcard to get results for your entire company (401%), or (2) a specific Department ID to get results for just that Department ID (4012005000), or (3) your 3-digit company number followed by a portion of a Department ID and a wildcard (4012%). Results print only the current row of data from the Department Budget Table. Data is sorted by DeptID.	Effective Date, Department ID, Position Number (Position Number will be blank for Department Default), Account Code, and Percent of Distribution.

QUERY	PURPOSE	COMMENTS	DATA RETURNED BY QUERY
0SC100_Security_Tree_By_Agency	Provides a listing of an agency's Security Tree for agency users who manage the HRMS Security Tree. It reveals the agency's hierarchical relationship and can be produced in the following methods: - By Agency No. (i.e., 400) - By Agency Divison No. (400A24) if applicable - By Agency Department No. (i.e., 4000000024) For larger agencies, it may be beneficial to run the query by agency division or department number(s).	Query prompts for Department Node (Agency No.) or %.	Node, Description, and Level

QUERY	PURPOSE	COMMENTS	DATA RETURNED BY QUERY
0TR001_Training_Summary	Provides a listing of employees' training records recorded in the Phoenix Training Administration module, by department and course during a specified date range.	Query prompts for Company, Department, Course, Session #, Start Date, Thru Date, and Job Code. All prompt fields must be populated or no data will be returned. A percent sign (%) may be used as a wildcard in any position of the prompts for Department, Course, Session #, and Job Code. The Start Date and Thru Date fields must be entered.	DeptID, Department, Name, EmplID, Job Title, Course Code, Course Name, Duration (Hrs), Course End Date, Status, Grade (if recorded), CEUs, Hire Date, Gender, and Race.
0TR002_Course_Session_Records	Provides a listing of course sessions established in the Phoenix Training Administration module with attendees and their attendance status.	Query prompts for Course Code, Session #, and Enrollment/Attendance. All prompt fields must be populated. The entire Course Code must be entered. A percent sign (%) may be used as a wildcard in any position of the Session # or Enrollment/Attendance. Individual Values for Enrollment/Attendance are: A=Currently Attending, C=Completed, D=Dropped, E=Enrolled, I=Incomplete, L=Cancelled, N=No Show, S=Session Waitlist, and W=Course Waitlist.	Course Code, Course, Session #, Name, EmplID, Start Date, Completion Status, and Grade (if recorded).

QUERY	PURPOSE	COMMENTS	DATA RETURNED BY QUERY
0WP001_Current_Employee_Data	Provides all data necessary for purposes of workforce planning.	Query prompts for DeptID and Job Code. A specific value may be entered or a percent sign (%) may be used as a wild card in any position of the DeptID or Job Code prompt fields.	Name, Empl ID, Job Family, Job Code, Job Code Descr, Position, FLSA Status, SCOA Type, Class/Uncl, Age, Ethnic Group, Gender, Tenure, Std Hours/Wk, Sal Plan, Grade, Annual Rt, Rating, Pay Group, Mail Drop, Location, Business Function, Posn County, DeptID, Dept Descr, Co.
0WP002_WF_Turnover_Actions	Provides data for all employees that left agency service during the planning period.	Query prompts for Job Code, DeptID, Start Date and End Date. A specific value may be entered or a percent sign (%) may be used as a wild card in any position of the Job Code or DeptID prompt fields.	Name, Empl ID, Job Family, Business Function, Job Code, Job Code Descr, Position, FLSA Status, SCOA Type, Class/Uncl, Age, Ethnic Group, Gender, Tenure, Std Hours/Wk, Sal Plan, Grade, Annual Rt, Rating, Action, Reason, Action Dt, Mail Drop, Location, Posn County, DeptID, Dept Descr, Co.
0WP003_Employee_Data_As-of-Dt	Provides a listing of all those employed in an agency as of a specified date.	Query prompts for DeptlID, Job Code and Data As Of. A specific value may be entered or a percent sign (%) may be used as a wildcard in any position of the DeptID or Job Code prompt fields.	Name, Empl ID, Position, DeptID, DeptID Descr, Job Code, JobCd Descr, Annual Rt.