

BENEFIT QUERIES

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QUERY NAME	PURPOSE	COMMENTS	DATA RETURNED BY QUERY
OBN001_Leave_Adjust_Audit	Provides a listing for audit purposes of adjustment type leave transactions within a specified time period. This includes all adjustment, donation and forfeiture leave usage codes. The actual leave usage codes reported are: SLA, FOT, SLD, ALA, ALD, PLA, PLD, GAA, FLA, M1A, M2A, HDA, FOA, KDA, PUA, DRA.	Query prompts for Start Date, End Date and DeptID. A percent sign (%) may be used as a wildcard in any position of the DeptID prompt field. Examples: 401%, 40124%, 4012403%. Data is sorted by Operator, EmplID, Empl Rcd#, then by Date/Time.	Operator, ID, Empl Rcd#, Name, Usage Dt, Plan Type, Lv Usage Cd, SOG LvUsageHrs, Leave Balance, Date/Time, DeptID, Dept, Company
OBN002_Leave_Negative_Amts	Provides a listing for audit purposes of any leave usage transactions with negative hours. All leave usage codes are considered by this query.	Query prompts for Start Date, End Date and DeptID. A percent sign (%) may be used as a wildcard in any position of the DeptID prompt field. Examples: 401%, 40124%, 4012403%. Data is sorted by Operator, EmplID, Empl Rcd#, then by Date/Time.	Operator, ID, Empl Rcd#, Name, Usage Dt, Plan Typ, Lv Usage Cd, SOG LvUsageHrs, Leave Balance, Date/Time, DeptID, Dept, Company
OBN005_Leave_Balance_Snapshot	Provides leave balance information for all employees for a specified month. The information is obtained from the Leave Balance Snapshot panel which is automatically generated once a month. Keep in mind, this does not provide current balance information. See query OBN007_Leave_Balances_Current for information that is current as of the time the query is run.	Query prompts for DeptID, From Month-Year, To Month-Year, and EmplID. A percent sign (%) may be used as a wildcard in any position of the DeptID and EmplID prompt fields. Examples: 401%, 40124%, 4012403%. The month and year fields need to have the numeric month (ie: 01 = Jan.) and a complete year (2001). Data is sorted by DeptID or EmplID.	ID, Empl Rcd#, Name, As of Date, Plan Typ, Plan Type Description, Co., DeptID, Dept, Year Begin, Earn YTD, Taken YTD, Adj YTD, Forfeit, Hrs Bal, Created

QUERY NAME	PURPOSE	COMMENTS	DATA RETURNED BY QUERY
0BN006_Low_Leave_Balances	Provides a listing of employees with an annual leave or sick leave balance below a specified number of hours.	Query prompts for Hours and DeptID. A percent sign (%) may be used as a wildcard in any position of the DeptID prompt field. Examples: DeptID - 401%, 40124%, 4012403%. Data is sorted by EmplID.	ID, Empl Rcd#, Name, Company, DeptID, Dept, Plan Type, Long Name, Hours Balance, Begin Year Balance, Hrs Earned, Hrs Taken, Hrs Adjust, Forfeited, Last # Process Hours
0BN007_Leave_Balances_All	Provides a listing of all leave plans and associated balances for each employee. The information is retrieved from the Leave Balances panel and is current as of the moment the query is run.	Query prompts for DeptID, Mail Drop, Employee ID and Leave Plan. A percent sign (%) may be used as a wildcard in any position of the DeptID and mail drop prompt fields. Examples: DeptID - 401%, 40124%, 4012403%. Data is sorted by EmplID.	ID, Empl Rcd#, Name, Company, DeptID, Dept, Mail Drop, Plan Type, Plan Type Description, Begin Year Bal, Earned YTD, Taken YTD, Adjusted YTD, Forfeited, # Hrs Last Proc, Hrs Bal
0BN010_Leave_Taken	Provides a listing of leave taken transactions for all leave plan types and all employees.	Query prompts for a Start Date, End Date, DeptID, Mail Drop and Employee ID. A percent sign (%) may be used as a wildcard in any position of the DeptID and mail drop prompt fields. Examples: DeptID - 401%, 40124%, 4012403%. Data is sorted by Operator, EmplID, Empl Rcd#, then by Date/Time.	Operator, Empl ID, Empl Rcd#, Name, Company, DeptID, Dept, Mail Drop, Usage Date, Plan Type, Lv Usage Cd, SOG LvUsageHrs, Leave Balance, Date/Time
0BN011_Military_Leave	Provides a listing of employees with total military leave taken transactions for leave plan types M1T (18-Day) and M2T (30-Day) and annual compensation rate.	Query prompts for a Start Date, End Date, EmplID, DeptID, and Mail Drop. A percent sign (%) may be used as a wildcard in any position of the EmplID, DeptID or Mail Drop prompt fields. (Examples: DeptId - 401%, 40124%, 4012403%. Data is sorted Co and EmplID.	Co, EmplID, Name, Total Military Leave Taken, Current Annual Comp Rt

QUERY NAME	PURPOSE	COMMENTS	DATA RETURNED BY QUERY
0BN012_Earned_Time	Provides a listing of employees who have earned Georgia Comp Time, FLSA Comp Time or Holiday Deferral, which has been entered into the system.	Query prompts for a Start Date, End Date, EmplID, DeptID, Mail Drop and Plan Type. A percent sign (%) may be used as a wildcard in any position of the EmplID, DeptID, Mail Drop or Plan Type. (Examples: DeptID-401%, 40124%, 4012403%.) Data is sorted by Operator, EmplID, Empl Rcd#, then by Date/Time.	Operator, Empl ID, Empl Rcd#, Name, FLSA Stat, Co, DeptID, Dept, Mail Drop, Usage Date, Plan Type, Lv Usage Cd, SOG LvUsageHrs, Leave Balance, Date/Time
0BN020_Missing_PEP	Provides a listing of employees who are active on Job Data but do not have a Pensionable Earnings panel for the employment record number.	Query prompts for DeptID. A percent sign (%) may be used as a wildcard in any position of the DeptID prompt field. Examples: DeptID - 401%, 40124%, 4012403%. Data is sorted by EmplID.	EmplID, Empl Rcd#, Name, Status, DeptID, Hire Date, Ben Progrm
0BN021_Emp_Zero_Rcrd_W/O_ERS/TRS	Provides a list of all active employees on the Zero Employment record who are not currently assigned to an ERS or TRS pension plan.	Query prompts for DeptID. A percent sign (%) may be used as a wildcard in any position of the DeptID prompt field. Examples: DeptID - 401%, 40124%, 4012403%. Data is sorted by Deduction Code.	Name, EmplID, Pension Plan, Contribution Grp, Term Plan, DeptID
0BN030_SHBP_Head_Counts	Provides a list of all SHBP Health Insurance deduction codes and the number of active employees enrolled for each code.	Query prompts for DeptID. A percent sign (%) may be used as a wildcard in any position of the DeptID prompt field. Examples: DeptID - 401%, 40124%, 4012403%. Data is sorted by Deduction Code.	Deduction Code, Descr, Count of employees
0BN031_Char_Contrib_Totals	Provides a list of contributors and the amounts that have been posted in the Charitable Contributions panel	Query prompts for Year of Contribution and Company. A percent sign (%) may be used as a wild card in the Company field.	Co, DeptID, Descr, Mail Drop, Total No. of Contr., Total Dollar Amounts

QUERY NAME	PURPOSE	COMMENTS	DATA RETURNED BY QUERY
0BN032_Char_Contrib_Cds	Provides a listing and description of all Charities which participate in the State Charitable Contributions Program.	Query prompts for Charity Code. A percent sign (%) may be used as a wildcard in the field.	Contrib Cd, Cd Status, Eff Date, Cd Short Desc, Cd Long Desc
0BN034_Char_Contrib_Pledge_Amts	Provides a listing of all active employees who have had pledges entered into the Employee Pledge panel for the Charitable Contribution program for the year specified	Query prompts for Year of Contribution and Company. A percent sign (%) may be used as a wild card in the Company field.	Empl Name, Empl ID, Empl Rec#, Contrib Type, Contrib Cd, Contrib Amt
0BN033_Char_Contrib_Sum	Provides a listing of Contribution Types and amounts which have been entered on the Charitable Contributions panel.	Query prompts for Contribution Type. A percent sign (%) may be used as a wildcard in the field.	Co, Contr Type, Contribution
0BN035_Act_Ben_Ded_Codes	Provides a list of all employees with the general deduction code chosen that contains either no end date or one that is later than the one specified by the user.	Query prompts for Deduction Code and End Date.	Name, EmplID, Empl Rcd#, Co, Empl Status, Ded Cd, Ded Descr., Ded End Dt, Ded Amt
0BN041_Agen_Spon_Sav_Pln_Audit	Provides a list of all active participants in any Agency Sponsored Savings Plan during a specified year.	Query prompts for Calendar Year.	Name, Empl ID, Empl Rcd#, Current Co, Ded Co, Ded Cd, Ded Descr., Ded Amt, CY Ded Bal