



PeopleSoft HR Reports Manual

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Human Resources

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Ω ALL REPORTS ARE FOR COMPANIES UNLESS STATED DIFFERENTLY

Ω NEWS INFORMATION FOR ALL MODULES CAN BE OBTAINED BY USING THE CRYSTAL NEWS REPORT LOCATED IN THE HUMAN RESOURCES SECTION.

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**INFOPAC/
DOCUMENT
DIRECT
REPORTS**

REPORT ID: HRxxx0004

REPORT NAME: Active Position History Report

PURPOSE: Lists every action that has been entered on all active positions for specified company.

SORT BY: Department, Maildrop, Classification, As of Date or JobCode

CONTENTS:	Company	Mail Drop	Employee Type	Budgeted Position
	Report ID	Effective Date	County	
	Page Number	Action Date	Max Head Count	
	Run Date	Action Reason	SCOA Type	
	Run Time	Position Title	Full/Part Time	
	Selected Subgroups	Department ID	Standard Hours	
	Sort Order	JobCode	Classified/Unclassified	
	Position Number	Pay Group	Status Date	

FREQUENCY: Upon Request

**DISTRIBUTION/
RETENTION PERIOD:** InFoPac/Document Direct - 30 Days

RESPONSIBILITY: Company

NAVIGATION: Organizational Development/Position Management/Position Reports

JOB/PROGRAM NAME: N/A/ POS004X

PHOENIX HRMS
HUMAN RESOURCES REPORTS

Company		STATE OF GEORGIA											Report ID: HR4000004				
400 Ga. Dept. of Omni		ACTIVE POSITION HISTORY REPORT											Page No. 1				
Selected Subgroups		Sort Order											Run Date 11/21/2000				
-----		-----											Run Time 16:43:53				
Department = 4001530151																	
Maidrop =																	
Class =																	
As Of Date = 15-NOV-2000																	
JobCode =																	
Position No.	Mail Drop	Effective Date	Action Date	Act Rsn	Position Title	DeptID	Jobcode	Pay Grp	Empl Type	County	Max Head Count	SCOA Type	Full/Part	Std Hours	Class/Uncl	Status Date	Budg Posn
00157082	400-000522	02/16/00	02/18/00	PRO	Personnel Technician 2	4001530151	16802	SS1	S	060	1	R	F	40.00	U	09/01/99	Y
	400-000522	09/01/99	09/30/99	CNV	Personnel Technician 1	4001530151	16801	SS1	S		1	R	F	40.00	U	09/01/99	Y
00157272	400-000522	02/01/00	02/09/00	PRO	Personnel Operations Sect Mgr	4001530151	16018	SS1	S	060	1	R	F	40.00	C	09/01/99	Y
	400-000522	09/01/99	09/30/99	CNV	Personnel Transactions Mgr	4001530151	16012	SS1	S		1	R	F	40.00	C	09/01/99	Y
00224225	400-000522	09/01/99	09/30/99	CNV	Human Resources Assistant	4001530151	16026	SS1	S	060	1	R	F	40.00	C	09/01/99	Y
00229189	400-000522	09/01/99	09/30/99	CNV	Personnel Technician 2	4001530151	16802	SS1	S	060	1	R	F	40.00	C	09/01/99	Y
00229375	400-000522	09/01/99	09/30/99	CNV	Personnel Analyst 3	4001530151	16022	SS1	S	060	1	R	F	40.00	C	09/01/99	Y
00229421	400-000522	12/01/99	12/13/99	UPD	Personnel Analyst 3	4001530151	16022	SS1	S	060	1	R	F	40.00	C	09/01/99	Y
	400-000000	10/13/99	10/13/99	UPD	Personnel Analyst 3	4001530151	16022	SS1	S		1	R	F	40.00	C	09/01/99	Y
	400-000000	09/01/99	09/30/99	CNV	Personnel Analyst 3	4001530151	16022	SS1	S		1	R	F	40.00	C	09/01/99	Y
00229553	400-000522	05/16/00	05/16/00	UPD	Personnel Technician 2	4001530151	16802	SS1	S	060	1	R	F	40.00	U	09/01/99	Y
	400-000522	04/01/00	04/03/00	JCG	Personnel Technician 2	4001530151	16802	SS1	S		1	R	F	40.00	C	09/01/99	Y
	400-000522	09/01/99	09/30/99	CNV	Personnel Analyst 2	4001530151	16009	SS1	S		1	R	F	40.00	C	09/01/99	Y
00229555	400-000522	12/01/99	11/02/00	UPD	Personnel Technician 2	4001530151	16802	SS1	S	060	1	R	F	40.00	U	09/01/99	Y
	400-000522	11/16/00	11/20/00	UPD	Personnel Technician 2	4001530151	16802	SS1	S		1	R	F	40.00	U	09/01/99	Y
	400-000522	09/01/99	09/30/99	CNV	Personnel Technician 2	4001530151	16802	SS1	S		1	R	F	40.00	C	09/01/99	Y
00229562	400-000522	03/16/00	03/16/00	JCG	Personnel Analyst 1	4001530151	16008	SS1	S	060	1	R	F	40.00	C	09/01/99	Y
	400-000522	09/01/99	09/30/99	CNV	Personnel Technician 2	4001530151	16802	SS1	S		1	R	F	40.00	C	09/01/99	Y

REPORT ID: HRxxx0002X

REPORT NAME: Active/Inactive Position Report

PURPOSE: Provides the ability to generate a listing of positions that are in active/inactive status and filled/vacant, depending on the subgroups that the company selects. The system allows the company to choose how the data is sorted by either filled or vacant.

SORT BY: Department, Maildrop, JobCode, Classified/Unclassified Indicator, or As of Date.

CONTENTS:	Company	Position Number	Maximum Head Count	Budgeted Position
	Report ID	Effective Date	FLSA Type	Vacant (Yes or No)
	Page Number	Position Title	SCOA Type	
	Run Date	Reports To	Full/Part-Time	
	Run Time	PayGroup	Standard Hours	
	Department ID	Employee Type	Class Indicator	
	Maildrop	Location	Effective Status	
	Jobcode	City	Position Status	

FREQUENCY: Upon Request

**DISTRIBUTION/
RETENTION PERIOD:** InFoPac/Document Direct - 30 Days

RESPONSIBILITY: Company

NAVIGATION: Organizational Development/Position Management/Position Reports

JOB/PROGRAM NAME: N/A/ POS002X

PHOENIX HRMS
HUMAN RESOURCES REPORTS

Company		STATE OF GEORGIA														Report ID: HR400002X				
400 Ga. Dept. of Omni		ACTIVE/INACTIVE POSITION REPORT														Page No. 62				
																Run Date 03/02/2001				
																Run Time 08:54:59				
Dept ID	Maildrop	Jobcode	Pos#	Effdt	Pos Title	Rpts To	Pay Grp	Empl Type	Loc	Cty	Max Head Count	Flsa Type	Scoa Type	Full Part	Std Hrs	Cls Ind	Eff Stat	Pos Stat	Budg Pos	Vac Pos
400D2504	400-220042	41302	00050038	01-SEP-1999	Workers Compensation Spc 1		SS1	S	060	060	1	A	R	F	40	C	A	A	Y	
400D2504	400-220042	41303	00050043	01-SEP-1999	Workers Compensatn Spc 2		SS1	S	060	060	1	E	R	F	40	C	A	A	Y	
400D2504	400-220042	41303	00050046	01-SEP-1999	Workers Compensatn Spc 2		SS1	S	060	060	1	N	R	F	40	U	A	A	Y	
400D2504	400-220042	41302	00050047	01-SEP-1999	Workers Compensation Spc 1		SS1	S	060	060	1	N	R	F	40	U	A	A	Y	Y
400D2504	400-220042	41302	00050048	01-SEP-1999	Workers Compensation Spc 1		SS1	S	060	060	1	N	R	F	40	C	A	A	Y	Y
400D2504	400-220042	41302	00050049	01-SEP-1999	Workers Compensation Spc 1		SS1	S	060	060	1	A	R	F	40	U	A	A	Y	
400D2504	400-220045	14602	00050051	01-SEP-1999	WC Regnl Return-To-Work Crd		SS1	S	060	060	1	A	R	F	40	U	A	A	Y	
400D2504	400-220045	14602	00050052	01-SEP-1999	WC Regnl Return-To-Work Crd		SS1	S	025	025	1	A	R	F	40	U	A	A	Y	
400D2504	400-220045	14602	00050053	01-SEP-1999	WC Regnl Return-To-Work Crd		SS1	S	141	141	1	A	R	F	40	U	A	A	Y	
400D2504	400-220042	41307	00151123	01-SEP-1999	Risk Management Asst Director		SS1	S	060	060	1	E	R	F	40	U	A	A	Y	
400E2364	400-230071	32023	00051592	01-DEC-2000	Motor Transprt Services Anlyst		SS1	S	ZIP30334	060	1	A	R	F	40	U	A	A	Y	
400E240410	400-240041	80049	00051124	01-SEP-1999	Information Tech Mgr 3		SS1	S	060	060	1	E	R	F	40	U	A	A	Y	
400E240410	400-240041	60102	00051292	16-FEB-2000	Secretary 2		SS1	S	ZIP30334	060	1	N	R	F	40	U	A	A	Y	

End of Report

REPORT ID: HRxxx0544

REPORT NAME: Cost of Reduced Percent

PURPOSE: Due to budgetary considerations, an agency may need to calculate the cost of salary increases at various increase percentages. Provides the ability to calculate the cost of Performance Based Salary Increases at a percentage increase less than that authorized by the General Assembly and the State Personnel Board. Calculations may be generated for a specified Salary Administration Plan or a group of plans.

SORT BY: N/A

CONTENTS:	Company	Old Salary
	Report ID	PBI
	Page Number	SCI
	Run Date	PBLSP
	Run Time	JBI
		Total Inc
		New Salary

FREQUENCY: Upon Request

**DISTRIBUTION/
RETENTION PERIOD:** Report Manager/Document Direct – 90 Days

RESPONSIBILITY: Company

NAVIGATION: Compensation-Salary Planning-SOG Reports-Cost of Reduced Salary Incr

JOB/PROGRAM NAME: N/A / PER544X

PHOENIX HRMS
HUMAN RESOURCES REPORTS

(First Page View)

Company 400 Ga. Dept. of Omni

STATE OF GEORGIA

Report ID: HR4000544

COST OF INCREASES
At 1.50 % PBI

Page No. 1

Run Date 07/12/2002

Run Time 09:36:36

	Old Salary	PBI	SCI	PBLSP	JBI	Total Inc	New Salary
4001110007 Chemical	\$ 181,745.88	0.00	0.00	0.00	0.00	0.00	181,745.88
4001110008 Optical	\$ 40,189.16	0.00	0.00	0.00	0.00	0.00	40,189.16
4001110009 Embroidery	\$ 23,680.84	0.00	0.00	0.00	0.00	0.00	23,680.84
4001110010 Panel System	\$ 57,197.94	0.00	0.00	0.00	0.00	0.00	57,197.94
4001110011 Garments-Pulaski Sp	\$ 202,184.00	0.00	0.00	0.00	0.00	0.00	202,184.00
4001110012 Garments-Hancock Sp	\$ 178,471.64	0.00	0.00	0.00	0.00	0.00	178,471.64
4001110014 Garment-Washington Sp	\$ 192,387.73	0.00	0.00	0.00	0.00	0.00	192,387.73
4001110015 Hoisery	\$ 26,183.77	0.00	0.00	0.00	0.00	0.00	26,183.77

(Last Page View)

Company 400 Ga. Dept. of Omni

STATE OF GEORGIA

Report ID: HR4000544

COST OF INCREASES
At 1.50 % PBI
Report Total

Page No. 4

Run Date 07/12/2002

Run Time 09:36:38

	Old Salary	PBI	SCI	PBLSP	JBI	Total Inc	New Salary
	\$ 5,651,065.11	28,800.00	0.00	0.00	0.00	28,800.00	5,679,865.11
	%	0.51				0.51	

REPORT ID: HRxxx0540

REPORT NAME: Cost of Salary Increase

PURPOSE: Provides the ability to determine the cost of October 1 salary increases for a specified Salary Administration Plan or group of plans. The cost may be summarized by Department Id, by Mail Drop ID, or by Employee. Costs summarized at the department or mail drop level may be calculated with or without the cost of fringe benefits.

SORT BY: Department, Mail Drop ID, Job Code

CONTENTS:	Company	Department ID/Mail Drop ID/Job Code
	Report ID	Old Salary
	Page Number	PBI
	Department	SCI
	Run Date	PBLSP
	Mail Drop ID	JBI
	Run Time	Total Inc
	Job Code	New Salary

FREQUENCY: Upon Request

**DISTRIBUTION/
RETENTION PERIOD:** Report Manager/Document Direct – 90 Days

RESPONSIBILITY: Company

NAVIGATION: Compensation-Salary Planning-SOG Reports-Cost of Salary Increases

JOB/PROGRAM NAME: N/A / PER540X

PHOENIX HRMS
HUMAN RESOURCES REPORTS

(First Page View)

Company 400 Ga. Dept. of Omni

STATE OF GEORGIA

Report ID: HR4000540

COST OF INCREASES
By Department

Page No. 1
Run Date 07/11/2002
Run Time 14:30:38

Department:
Mail Drop ID:
Jobcode:

	Old Salary	PBI	SCI	PBLSP	JBI	Total Inc	New Salary
4001110007 Chemical	\$ 181,745.88 %	0.00	1,368.11 0.75	0.00	0.00	1,368.11 0.75	183,113.99
4001110008 Optical	\$ 40,189.16 %	0.00	0.00	0.00	0.00	0.00	40,189.16
4001110009 Embroidery	\$ 23,680.84 %	0.00	0.00	0.00	0.00	0.00	23,680.84
4001110010 Panel System	\$ 57,197.94 %	0.00	679.92 1.19	0.00	0.00	679.92 1.19	57,877.86
4001110011 Garments-Pulaski Sp	\$ 202,184.00 %	0.00	2,299.15 1.14	0.00	0.00	2,299.15 1.14	204,483.15
4001110012 Garments-Hancock Sp	\$ 178,471.64 %	0.00	1,432.86 0.80	0.00	0.00	1,432.86 0.80	179,904.50
4001110014 Garment-Washington Sp	\$ 192,387.73 %	0.00	2,700.30 1.40	0.00	0.00	2,700.30 1.40	195,088.03
4001110015 Hoisery	\$ 26,183.77 %	0.00	714.23 2.73	0.00	0.00	714.23 2.73	26,898.00

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Company 400 Ga. Dept. of Omni

STATE OF GEORGIA

Report ID: HR4000540

COST OF INCREASES
Report Total

Page No. 4
Run Date 07/11/2002
Run Time 14:30:39

Department:
Mail Drop ID:
Jobcode:

	Old Salary	PBI	SCI	PBLSP	JBI	Total Inc	New Salary
	\$ 5,651,065.11 %	12,651.41 0.22	26,726.12 0.47	0.00	0.00	39,377.53 0.70	5,690,442.64

REPORT ID: HRxxx031AX

REPORT NAME: EEO-4 by Company

PURPOSE: Provides EEO statistical totals for the company requested.

SORT BY: N/A

CONTENTS:

Company	Salaries
Report ID	Total
Page Number	Male
Run Date	Female
Run Time	
Function	
Employee Type	
Job Category	

FREQUENCY: Upon Request

**DISTRIBUTION/
RETENTION PERIOD:** Report Manager/Document Direct - 30 Days

RESPONSIBILITY: Company

NAVIGATION: Workforce Administration-Job Information-Reports- EEO4 Report by Company

JOB/PROGRAM NAME: N/A/ PER031AX

PHOENIX HRMS
HUMAN RESOURCES REPORTS

(First Page View)

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Company 400 Ga. Dept. of Omni

STATE OF GEORGIA
YEAR: 2001
EEO-4 STATE GOVERNMENT INFORMATION
UNOFFICIAL - DO NOT FILE

Report ID: HR400031AX
Page No. 1
Run Date 10/18/2001
Run Time 08:40:44

FUNCTION 01 : Financial Administration

1. Full-Time Employees

Job Category	Salaries	Total A	Male							Female							
			B	C	D	E	F	G	H	I	J	K	L	M			
			Wht	Blk	Hsp	Asn	AmInd	Multi	Wht	Blk	Hsp	Asn	AmInd	Multi			
Officl/Adm 08	\$70.0 Plus	4		1						1	2						
Professnls 11	\$20.0-24.9	4								2	2						
	12 25.0-32.9	12	3	1						2	5		1				
	13 33.0-42.9	26	4	5						10	6		1				
	14 43.0-54.9	26	7	4						4	11						
	15 55.0-69.9	15	5	2	1					3	4						
	16 70.0 Plus	6	2	1						2	1						
Technicns 20	\$25.0-32.9	2	1								1						
	22 43.0-54.9	1									1						
Para-Prof 35	\$20.0-24.9	7								2	5						
	36 25.0-32.9	5	1							1	3						
	37 33.0-42.9	3								1	2						
Admin Supp 42	\$16.0-19.9	1	1														
	43 20.0-24.9	8		1							7						
	44 25.0-32.9	4		1						2	1						
	45 33.0-42.9	6								2	4						
	46 43.0-54.9	1									1						
	48 70.0 Plus	1	1														
Total Full Time	65	132	25	16	1	0	0	0	32	56	0	2	0	0			

(Last Page View)

1
Company 400 Ga. Dept. of Omni

STATE OF GEORGIA
YEAR: 2001
EEO-4 STATE GOVERNMENT INFORMATION
UNOFFICIAL - DO NOT FILE

Report ID: HR400031AX
Page No. 5
Run Date 10/18/2001
Run Time 08:40:50

FUNCTION 01 : Financial Administration

- 400B136 Health Benefits
- 400B147 Accounting And Audits
- 400B148 Administration And Systems
- 400B149 Customer Services
- 400B162 Compensation And Staffing
- 400B164 Training And Organization Deve

End of Report

REPORT ID: HRxxx0020X

REPORT NAME: Employee Home Address Listing (**Highly Confidential**)

PURPOSE: Provides a listing of all employees' home addresses and phone numbers.

SORT BY: Company
Employee Name

CONTENTS:

Company	County
Report ID	State
Page Number	Zip
Run Date	Phone
Run Time	
Employee Name	
Address	
City	

FREQUENCY: Upon Request

**DISTRIBUTION/
RETENTION PERIOD:** Document Direct - 30Days

RESPONSIBILITY: Company

NAVIGATION: Workforce Administration-Personal Information-Biographical-EE Home Address

JOB/PROGRAM NAME: N/A/ PER020X

PHOENIX HRMS
HUMAN RESOURCES REPORTS

Company 400 Ga. Dept. of Omni

STATE OF GEORGIA

Report ID: HR4000020X
Page No. 17
Run Date 11/15/2000
Run Time 13:06:37

EMPLOYEE HOME ADDRESS LISTING

"CONTAINS SENSITIVE PERSONAL INFORMATION - NOT FOR PUBLIC DISTRIBUTION. KEEP IN A SECURE LOCATION WHEN NOT IN USE."

Employee Name	Address	City	County	State	Zip	Phone
Doe,Jane	195 Cambridge Dr	Athens	Clarke	GA	30606	555/555-1234
Foster,Jon	2136 Kelly St	Augusta	Richmond	GA	30904	555/555-5678
Harris,James	1993 Powers Ferry Road	Marietta	Cobb	GA	30067	555/555-1234
Livingston,Ken	553 Brandywine Drive	Evans	Columbia	GA	30809	555/555-5678
Moss,Lisa	23 Haver Drive	Jonesboro	Clayton	GA	30238	555/555-1234
Neighbor,Fichard	5538 Carriage Walk Way	Stone Mountain	Dekalb	GA	30087	555/555-1234
Osborne,Matt	50 Riverside Drive	Sharpsburg	Coweta	GA	30277	555/555-5678
Richards,Joshua	7186 Cantrell Rd	Douglasville	Douglas	GA	30135	555/555-1111
Smith,Jane	140 Hillbrooke Ct	Macon	Bibb	GA	31210	555/555-2222
Thomas,Beb	130 North Hampton	Fayetteville	Fayette	GA	30215	555/555-2222
Youngblood,Bob	2657 Lenox Road	Atlanta	Fulton	GA	30324	555/555-4444
Zacks,Tyler	5450 Glenridge Drive, NE	Atlanta	Fulton	GA	30342	555/555-5555

End of Report

REPORT ID:	HRxxx0008		
REPORT NAME:	Employee Review Audit		
PURPOSE:	Allows the company to view the most current Employee Reviews in one report. Gives all ratings for all employees so that the company can assure that every employee got a review during the Review Period. This report is not to be used to in place of the Salary Planning Tool.		
SORT BY:	Department, Maildrop ID, Job Code, or Summary Rating		
CONTENTS:	Company Report ID Page Number Run Date Run Time Selected Subgroups Sort Order Evaluation Type Codes	Department ID Maildrop Employee ID Record Number Employee Name Service Date Job Code Last Review	Reviewer ID Reviewer Name Evaluation Type Summary Rating Job Performance Terms/Conditions
FREQUENCY:	Upon Request		
DISTRIBUTION/ RETENTION PERIOD:	Report Manager/ Document Direct		
RESPONSIBILITY:	Company		
NAVIGATION:	Compensation-Salary Planning-SOG Reports-Employee Review Audit		
JOB/PROGRAM NAME:	N/A/ PER008X		

PHOENIX HRMS
HUMAN RESOURCES REPORTS

Company 400 Ga. Dept. of Omni

STATE OF GEORGIA

Report ID: HR4000008

EMPLOYEE REVIEW AUDIT

Page No. 1

Run Date 03/28/2001

Run Time 10:14:18

Selected Subgroups Sort Order

Eval Type Codes

Department =
Mail Drop ID =
Job Code =
Summary Rating =

A = Approved B = Subordinat C = Customer E = Exec Comm
M = Mentor P = Peer R = Supervisor S = Self

Dept Id	Mail Drop	Empl ID	Empl Rcd#	Employee Name	Service Date	Job Code	Last Review	Reviewer ID	Reviewer Name	Eval Type	Summary Rating	Job Perf	Term Cond
4001114032	400-111038	00090886	0	Alexandar, Elisabeth L	01/20/1965	80439	10/01/2000			M	M	M	
4002110120	400-210022	00101050	0	Jones, Mitchell R.	04/16/1968	31703	10/01/2000			M	M	M	
4001113030	400-111007	00102992	0	Marshall, Vincent	07/01/1968	80104	10/01/2000			M	M	M	
4001113050	400-111006	00104187	0	Spears, Melissa L	07/01/1968	80124	10/01/2000			E	E	M	
4001114032	400-111038	00107243	0	Walker, Barbie S.	12/09/1968	80437	10/01/2000			M	M	M	
4001114022	400-111044	00108206	0	Hughes, James H.	02/03/1969	80436	10/01/2000			M	M	M	
4001801000	400-180163	00108763	0	Thomas, John K.	02/03/1969	95206	10/01/2000			C	C	C	
4001114032	400-111037	00109861	0	Chaffin, Elaine F.	03/25/1969	80438	10/01/2000			M	M	M	
4001113090	400-111009	00109907	0	Combs, Tiffany S.	04/21/1969	80127	10/01/2000			E	E	M	
4001114032	400-111035	00110444	0	McDaniel, Russell	05/16/1969	80439	10/01/2000			E	E	M	
4001114032	400-111035	00111242	0	Salter, Angela	07/16/1969	80439	10/01/2000			M	M	M	
4001114043	400-111043	00113314	0	Wallace, Amanda	09/10/1969	80004	10/01/2000			M	M	M	
4002710600	400-270092	00114207	0	Byrd, Micheal K.	09/29/1969	81106	10/01/2000			M	M	M	
4002710300	400-270012	00115530	0	Allen, Timothy L.	12/16/1969	40216	10/01/2000			E	E	M	
4001114032	400-111035	00116078	0	Martin, Stephinae	12/11/1969	80438	10/01/2000			M	M	M	
4001114022	400-111044	00116129	0	Johnson, Patsy A.	06/01/1970	80436	10/01/2000			M	M	M	

REPORT ID:	HRxxx0118X			
REPORT NAME:	Employee Status Report			
PURPOSE:	Provides a listing of all active employees with their titles, salary, ID, and Paygroup all on one report. (Could serve as an employee Roster.)			
SORT:	Company, Department ID or Maildrop ID			
CONTENTS:	Company Report ID Department ID Page Number Run Date Run Time Line 1 Data: Employee Name	Position Number *Employee Status Hours Paygroup Plan Grade Step Comp Frequency	Salary Service Date Maildrop ID Line 2 Data: Employee ID Record Number *Position Status Job Code/Title	Classification Indicator FLSA Status SCOA Type Department ID (*only displays employee & position statuses other than “active”.)
FREQUENCY:	Upon Request			
DISTRIBUTION/ RETENTION PERIOD:	Report Manager/Document Direct – 30 Days			
RESPONSIBILITY:	Company			
NAVIGATION:	Workforce Administration-Job Information-Reports- Employee Status Report			
JOB/PROGRAM NAME:	N/A/ PER118X			

PHOENIX HRMS
HUMAN RESOURCES REPORTS

Company 400 Dept. of Omni
Dept ID: 4000101001 Ireland Ydc-Management Ser

STATE OF GEORGIA

Report ID: HR4000118X
Page No. 1
Run Date 11/17/2000
Run Time 17:43:14

EMPLOYEE STATUS REPORT

Employee Name	Emplid	Rcd#	Pos No. Pos Status	Status Job Code/Title	Hrs	Pygrp	Plan	Grade	Step	Comp Freq FLSA	Salary	Svc Date SCOA Type	Mail Drop Dept Id	
Anthony,Jack C	11111111	0	11094477	16801 Personnel Technician 1	40	SS1	SWD	11R	1	Semi-monthly Classified Nonexempt	882.82	17-JUL-1995 Regular	400-010101 4000101001	BILL IRELAND YDC Ireland Ydc-Management Ser
Cawley Jr,Samual J.	11111111	0	11094074	17247 Youth Dev Campus Director	40	SS1	SWD	016		Semi-monthly Asst Classified Executive	2,295.36	16-MAR-1972 Regular	400-010101 4000101001	BILL IRELAND YDC Ireland Ydc-Management Ser
Cook,Jackie S	11111111	1	11152578	T6111 Support Services Worker	40	SH1	TPW	TPW		Hourly Unclassified Nonexempt	15.05	01-SEP-1996 Temporary	400-010101 4000101001	BILL IRELAND YDC Ireland Ydc-Management Ser
Gaskin,Joshua J.	11111111	0	11094068	16116 Personnel Manager	40	SS1	SWD	14N		Semi-monthly Classified Administr	1,750.74	25-FEB-1980 Regular	400-010101 4000101001	BILL IRELAND YDC Ireland Ydc-Management Ser
Hargrove,Helga	11111111	1	11092514	H1400 Social Serv Aide	40	SH1	CHW	YMW		Hourly Unclassified Nonexempt	6.22	16-OCT-2000 Temporary	400-010105 4000101001	BILL IRELAND YDC Ireland Ydc-Management Ser
Harris-Harris, Janet M	11111111	0	11094071	60103 Secretary 3	40	SS1	SWD	11S		Semi-monthly Classified Nonexempt	1,431.70	01-OCT-1973 Regular	400-010101 4000101001	BILL IRELAND YDC Ireland Ydc-Management Ser
Manning,Georgia M	11111111	0	11097265	16802 Personnel Technician 2	40	SS1	SWD	12D		Semi-monthly Unclassified Nonexempt	981.75	16-OCT-1998 Regular	400-010101 4000101001	BILL IRELAND YDC Ireland Ydc-Management Ser
Rainey,Elizabeth H	11111111	0	11094061	60102 Secretary 2	40	SS1	SWD	09M		Semi-monthly Classified Nonexempt	1,218.49	18-SEP-1978 Regular	400-010112 4000101001	BILL IRELAND YDC Ireland Ydc-Management Ser
Rhodes,Lisa Lee	11111111	0	11094091	60108 Clerk 2, General	40	SS1	SWD	090	1	Semi-monthly Classified Nonexempt	985.59	01-DEC-1995 Regular	400-010110 4000101001	BILL IRELAND YDC Ireland Ydc-Management Ser
Suggs,Stephanie M	11111111	0	11094477	16801 Personnel Technician 1	40	SS1	SWD	11R		Semi-monthly Classified Nonexempt	1,236.26	01-JUN-1979 Regular	400-010101 4000101001	BILL IRELAND YDC Ireland Ydc-Management Ser
Wilson,Phillips E.	11111111	0	11092591	61167 Center Director	40	SS1	SWD	018		Semi-monthly Unclassified Executive	3,164.16	01-NOV-1993 Regular	400-010962 4000101001	YDCDIRECTORS Ireland Ydc-Management Ser

REPORT ID:	TRxxx0384		
REPORT NAME:	Employee Transcript		
PURPOSE:	Listing of training taken by an individual employee.		
SORT BY:	Employee ID, Department, Start Date, or Thru Date		
CONTENTS:	Company	Employee ID	Duration
	Report ID	Job Title	CEU's
	Page Number	Department ID	Status
	Run Date	Period	Grade
	Run Time	Course Name	
	Selected Subgroups	Course Code	
	Sort Order	Start Date	
	Employee Name	End Date	
FREQUENCY:	Upon Request		
DISTRIBUTION/ RETENTION PERIOD:	InFoPac/ Document Direct – 10 Days		
RESPONSIBILITY:	Company		
NAVIGATION:	Enterprise Learning>Result Tracking>Update Competencies/Accomps>Empl Transcript		
JOB/PROGRAM NAME:	N/A /TRN384X		

PHOENIX HRMS
HUMAN RESOURCES REPORTS

Company 400 Ga. Dept. of Omni

STATE OF GEORGIA
EMPLOYEE TRANSCRIPT

Report ID: TR4000384
Page No. 1
Run Date 01/22/2001
Run Time 14:24:22

Selected Subgroups

Sort Order

Employee ID =
Department =
Start Date = Thru Date =

Name Morgan, Alice C.
Employee ID XXXXXXXX
Job Title Computer Operations Tech
Dept ID 4000000000
Period

Course Name Course Start Date End Date Duration CEUs Status Grade

Course Name	Course Code	Start Date	End Date	Duration	CEUs	Status	Grade
Interviewing Skills	400INT000	18-OCT-1999	18-OCT-1999	7.00	0.00	Completed	

TOTAL HRS- 7.00

REPORT ID: HRxxx0011X

REPORT NAME: Employee Work Phone Number Listing

PURPOSE: Provides a contact list for all employees within the company.

SORT BY: Maildrop ID or Department ID

CONTENTS:	Company	Employee Name
	Report ID	Office Phone
	Page Number	Maildrop
	Selected Subgroups	Department ID
	Sort Order	
	Run Date	
	Run Time	

FREQUENCY: Upon Request

**DISTRIBUTION/
RETENTION PERIOD:** Report Manager/Document Direct - 30 Days

RESPONSIBILITY: Company

NAVIGATION: Workforce Administration-Personal Information-Biographical-EE Work Phone Listing

JOB/PROGRAM NAME: N/A/ PER119X

PHOENIX HRMS
HUMAN RESOURCES REPORTS

Company 400 Ga. Dept. of Omni
Selected Subgroups Sort Order

Department =
Maildrop =

STATE OF GEORGIA

EMPLOYEE WORK PHONE NUMBER LISTING

Report ID: HR4000011X
Page No. 1
Run Date 11/15/2000
Run Time 13:07:38

Employee Name Office Phone Maildrop Department
Duck, Donald S. 404/555-5555 400-000000 4000503000
Mouse, Mickey 404/555-1234 400-000000 4000100000

End of Report

REPORT ID:	HRxxx0116X			
REPORT NAME:	Employee/Position/Budget Status Report			
PURPOSE:	Provides totals for Positions (filled and vacant) and employees (classified, unclassified, regular, permanent labor or temporary). Lists employees with position, employee and funding information. Also provides salary totals by Compensation Frequency.			
SORT BY:	Company Position Number			
CONTENTS:	Company Report ID Department ID Page Number Run Date Run Time Line 1 Data: Position Number Budgeted Last Action	Position Status SCOA Type Location Class Indicator Standard Hours FTE Paygroup Mail Drop Budget Begin/End Cost FYTD	Line 2 Data: Drug Test Indicator Position Override Indicator Employee ID Record Number Employee Name FLSA Service Date Tax Location Code Race/Sex	Plan/Grade/Step Comp Frequency Salary Line 3 Data: Project ID Program Sub Class Fund Financials Org. Distribution % & Account Code
FREQUENCY:	Upon Request			
DISTRIBUTION/ RETENTION PERIOD:	InFoPac/Document Direct – 30 Days			
RESPONSIBILITY:	Company			
NAVIGATION:	Organizational Development/Position Management/Position Reports			
JOB/PROGRAM NAME:	N/A /PER116X			

PHOENIX HRMS
HUMAN RESOURCES REPORTS

(First Page View)

Company 400 Dept. of Omni
Dept ID: 4007092001 Cys-Reg 1 Cycc Comm Policing

STATE OF GEORGIA

Report ID: HR4000116X
Page No. 941
Run Date 11/09/2000
Run Time 09:11:24

EMPLOYEE / POSITION / BUDGET STATUS REPORT

Position#	Budgeted	Job / Title	Last Action	Pos.Status	SCOA	Location	Class	Std	FTE	PayGroup	Mail Drop	Bud Beg/End	Cost FYTD
DTI	Over	Emplid Rcd Name	FLSA	Tax Loc Cd	Type	Race/Sex	Ind	Hrs		Plan/Gr/Step	CompFreq	Salary	
		Project	Program	Sub Class	Fund	Fin Org	Dist.%	Acct	Code				
11095649		T1701 Law Enforcement Worker	09/01/1999	Approved	Temp	137	U	40	0.00	SH1	400-070618		3,370.68
P	11695882	1 Combs,Lester L.	10/16/1999	Nonexempt	GEORGIA	Black M	U	29		TPW /TPW /0	Hourly		15.00
		40091101	40090	311	A1		100	4003		Cycc Community Policing Int Sp			

Positions	Filled	Vacant	Totals	Employees	Comp Frequency	Salaries	Monthly Estimate
Budgeted	0	0	0	Total			
Non Budgeted	4	0	4	Classified			
				Unclassified			
Regular	0	0	0	Regular			
Permanent	0	0	0	Perm Labor	Hourly	69.00	11,959.77
Temporary	4	0	4	Temporary			
FTE	0	0	0		Est Total		11,959.77
					FYTD Total		10,912.47

Total positions in Department: 4

(Last Page View)

Company 400 Dept. of Juvenile Justice
Dept ID: 400 Dept. of Juvenile Justice

STATE OF GEORGIA

Report ID: HR4000116X
Page No. 945
Run Date 11/09/2000
Run Time 09:13:25

EMPLOYEE / POSITION / BUDGET STATUS REPORT

Summary Report for 400

Positions	Filled	Vacant	Totals	Employees	Pay Frequency	Salaries	Monthly Estimate
Budgeted	3,818	446	4,264	Total	Monthly	1,788,558.15	1,788,558.15
Non Budgeted	674	654	1,328	Classified	Semi-Monthly	4,796,626.32	9,593,252.64
				Unclassified			
Regular	3,866	747	4,613	Regular	Hourly	12,987.81	2,251,177.11
Permanent	328	214	542	Perm Labor			
Temporary	298	139	437	Temporary			
FTE	3,707	764	4,471		Est Total		13,632,987.90
Total Positions:	5,592				FYTD Total		58,555,315.98

REPORT ID:	HRxxx0543		
REPORT NAME:	Employees by Increase Rating/Recommendation		
PURPOSE:	Provides employee specific data and summary counts by Responsibility Rating type(s) or by Increase Recommendation(s). The report may be run for a specified Salary Administration Plan or a group of plans.		
SORT BY:	Department, Mail Drop ID, Job Code		
CONTENTS:	Company Report ID Page Number Department Run Date Mail Drop ID Run Time Job Code	Name / Empl ID/Maildrop Perf Evaluations/Resp Perf Evaluations/T & C Old Salary PBI SCI PBLSP JBI	Total Inc New Salary
Line 1 Data:	Dollar Value		
Line 2 Data	Percent Change Value		
FREQUENCY:	Upon Request		
DISTRIBUTION/ RETENTION PERIOD:	Reports Manager/Document Direct – 90 Days		
RESPONSIBILITY:	Company		
NAVIGATION:	Compensation-Salary Planning-SOG Reports-Employees by Inc Rating/Recmdt		
JOB/PROGRAM NAME:	N/A / PER543X		

PHOENIX HRMS
HUMAN RESOURCES REPORTS

(First Page View)

Company 400 Ga. Dept of Omni
Department: 4001110027 Printing
Mail Drop ID:
Job Code:

STATE OF GEORGIA
EMPLOYEES BY RATING

Report ID: HR4000543
Page No. 1
Run Date 07/12/2002
Run Time 10:39:17

Name / Emplid / Maildrop	Perf Evaluations Resp	T & C	Old Salary	PBI	SCI	PBLSP	JBI	Total Inc	New Salary
Responsibility Rating: D Did Not Meet Expectations									
McCulloum,James N. 11111111 / 400-010999	D	M	\$ 40,399.03 %	0.00 0.00	0.00 0.00	0.00	0.00 0.00	0.00 0.00	40,399.03 100.00
McLemorgan,T. S 11111111 / 400-010999	D	M	\$ 39,410.16 %	0.00 0.00	0.00 0.00	0.00	0.00 0.00	0.00 0.00	39,410.16 100.00
Turner,Robert C 11111111 / 400-010999	D	M	\$ 35,736.13 %	0.00 0.00	0.00 0.00	0.00	0.00 0.00	0.00 0.00	35,736.13 100.00
Responsibility Rating: E Exceeded Expectations									
Beach,Francis R 11111111 / 400-010999	E	M	\$ 29,838.74 %	671.37 2.25	0.00 0.00	610.20	0.00 0.00	671.37 2.25	30,510.11 102.25
Wallace,Jessie H 11111111 / 400-010999	E	M	\$ 36,267.02 %	816.01 2.25	0.00 0.00	741.66	0.00 0.00	816.01 2.25	37,083.03 102.25
Clifford,Mark B. 11111111 / 400-010999	E	M	\$ 33,000.00 %	0.00 0.00	0.00 0.00	660.00	0.00 0.00	0.00 0.00	33,000.00 100.00
SUBTOTAL: C - 0 D - 3 E - 3 M - 0 N - 0									

(Last Page View)

Company 400 Ga. Dept. of Omni
Department:
Mail Drop ID:
Job Code:

STATE OF GEORGIA
EMPLOYEES BY RATING

Report ID: HR4000543
Page No. 8
Run Date 07/12/2002
Run Time 10:39:18

Name / Emplid / Maildrop	Perf Evaluations Resp	T & C	Old Salary	PBI	SCI	PBLSP	JBI	Total Inc	New Salary
REPORT TOTAL: C - 0 D - 3 E - 3 M - 0 N - 0									

REPORT ID:	HRxxx0542		
REPORT NAME:	Employees by Increase Type		
PURPOSE:	Provides the ability to generate a listing of all employees who will receive a specified type of salary increase. The report may be run for a specified Salary Administration Plan or a group of plans.		
SORT BY:	Department, Mail Drop ID, Job Code		
CONTENTS:	Company Report ID Page Number Department Run Date Mail Drop ID Run Time Job Code	Name / Empl ID Perf Evaluations/Resp Perf Evaluations/T & C Increase Recommendation Old Salary PBI SCI PBLSP	JBI Total Inc New Salary
Line 1 Data:	Dollar Value		
Line 2 Data:	Percent Change Value		
FREQUENCY:	Upon Request		
DISTRIBUTION/ RETENTION PERIOD:	Report Manager/Document Direct – 90 Days		
RESPONSIBILITY:	Company		
NAVIGATION:	Compensation-Salary Planning-SOG Reports-Salary Increase List by Type		
JOB/PROGRAM NAME:	N/A / PER542X		

PHOENIX HRMS
HUMAN RESOURCES REPORTS

(First Page View)

Company 400 Ga. Dept. of Omni

STATE OF GEORGIA
EMPLOYEES RECEIVING
Performance Based Increase

Report ID: HR4000542
Page No. 1
Run Date 07/01/2002
Run Time 13:56:32

Department: 4001110027 Printing
Mail Drop ID:
Job Code:

Name/Empl ID	Perf Evaluations			Old Salary	PBI Inc	SCI Inc	PBLSP	JOB Inc	Total Inc	New Salary
	Resp	T&C	Rec							
Altlan,Gary E. 11111111	M	M	Y	\$ 49,181.15 %	1,106.64 2.25	0.00	0.00	0.00	1,106.64 2.25	50,287.79 102.25
Hart,Clayton R. 11111111	M	M	Y	\$ 32,000.04 %	720.00 2.25	0.00	0.00	0.00	720.00 2.25	32,720.04 102.25
Jones,Mary A. 11111111	M	M	Y	\$ 37,892.32 %	852.48 2.25	0.00	0.00	0.00	852.48 2.25	38,744.80 102.25
Jones,N. G. 11111111	M	M	Y	\$ 30,708.64 %	690.96 2.25	0.00	0.00	0.00	690.96 2.25	31,399.60 102.25
Matthew,Charles R 11111111	M	M	Y	\$ 39,804.18 %	895.68 2.25	0.00	0.00	0.00	895.68 2.25	40,699.86 102.25
McCullow,James N. 11111111	M	M	Y	\$ 40,399.03 %	908.88 2.25	0.00	0.00	0.00	908.88 2.25	41,307.91 102.25
McLemore,T. S. 11111111	M	M	Y	\$ 39,410.16 %	886.80 2.25	0.00	0.00	0.00	886.80 2.25	40,296.96 102.25
Perch,Francis C 11111111	M	M	Y	\$ 29,838.74 %	671.28 2.25	0.00	0.00	0.00	671.28 2.25	30,510.02 102.25
4001110027 Printing				\$ 299,234.26 %	6,732.72 2.25	0.00	0.00	0.00	6,732.72 2.25	305,966.98 102.25

(Last Page View)

Company 400 Ga. Dept. of Omni

STATE OF GEORGIA
EMPLOYEES RECEIVING
Performance Based Increase

Report ID: HR4000542
Page No. 8
Run Date 07/01/2002
Run Time 13:56:32

Department: 4002220024 Division III
Mail Drop ID:
Job Code:

Name/Empl ID	Perf Evaluations			Old Salary	PBI Inc	SCI Inc	PBLSP	JOB Inc	Total Inc	New Salary
	Resp	T&C	Rec							
Barron,Gerald 11111111	M	M	Y	\$ 43,784.60 %	985.20 2.25	0.00	0.00	0.00	985.20 2.25	44,769.80 102.25
4002220024 Division III				\$ 43,784.60 %	985.20 2.25	0.00	0.00	0.00	985.20 2.25	44,769.80 102.25
Company Totals				\$ 562,285.30 %	12,651.36 2.25	294.96 0.05	0.00	0.00	12,946.32 2.30	575,231.62 102.30

REPORT ID:	HRxxx0545																				
REPORT NAME:	Increase Distribution Summary																				
PURPOSE:	Provides summary counts and percentages of Performance Ratings, Terms & Conditions Ratings and Increase Recommendations. The report may be run for a specified Salary Administration Plan or a group of plans.																				
SORT BY:	Department, Mail Drop ID, Job Code																				
CONTENTS:	<table><tr><td>Company</td><td>Total</td></tr><tr><td>Report ID</td><td>Performance Rating</td></tr><tr><td>Page Number</td><td>C, D, E, M, N None</td></tr><tr><td>Department</td><td>T & C Rating</td></tr><tr><td>Run Date</td><td>C, D, I, M, N, None</td></tr><tr><td>Mail Drop ID</td><td>Recommendation</td></tr><tr><td>Run Time</td><td>Yes, No, None</td></tr><tr><td>Job Code</td><td></td></tr></table> <table><tr><td>Line 1 Data:</td><td>Count</td></tr><tr><td>Line 2 Data</td><td>Percent of Total</td></tr></table>	Company	Total	Report ID	Performance Rating	Page Number	C, D, E, M, N None	Department	T & C Rating	Run Date	C, D, I, M, N, None	Mail Drop ID	Recommendation	Run Time	Yes, No, None	Job Code		Line 1 Data:	Count	Line 2 Data	Percent of Total
Company	Total																				
Report ID	Performance Rating																				
Page Number	C, D, E, M, N None																				
Department	T & C Rating																				
Run Date	C, D, I, M, N, None																				
Mail Drop ID	Recommendation																				
Run Time	Yes, No, None																				
Job Code																					
Line 1 Data:	Count																				
Line 2 Data	Percent of Total																				
FREQUENCY:	Upon Request																				
DISTRIBUTION/ RETENTION PERIOD:	Reports Manager/Document Direct – 90 Days																				
RESPONSIBILITY:	Company																				
NAVIGATION:	Compensation-Salary Planning-SOG Reports-Increase Distribution Summary																				
JOB/PROGRAM NAME:	N/A / PER545X																				

PHOENIX HRMS
HUMAN RESOURCES REPORTS

(First Page View)

Company 400 Ga. Dept. of Omni

STATE OF GEORGIA

Report ID: HR4000545

RATINGS/RECOMMENDATIONS DISTRIBUTION SUMMARY

Page No. 1
Run Date 07/12/2002
Run Time 14:01:25

Department:
Mail Drop ID:
Job Code:

	Total	C	D	Performance				C	D	T & C				Recommendation		
				E	M	N	None			I	M	N	None	Yes	No	None
400110007 Chemical	# 6 % 0	0	0	0	6	0	0	0	0	0	6	0	0	0	0	6
4001110008 Optical	# 1 % 0	0	0	0	1	0	0	0	0	0	1	0	0	0	0	1
4001110009 Embroidery	# 1 % 0	0	0	0	1	0	0	0	0	0	1	0	0	0	0	1
4001110010 Panel System	# 2 % 0	0	0	0	2	0	0	0	0	0	2	0	0	0	0	2
4001110011 Garments-Pulaski Sp	# 7 % 0	0	0	0	7	0	0	0	0	0	7	0	0	0	0	7
4001110012 Garments-Hancock Sp	# 6 % 0	0	0	0	6	0	0	0	0	0	6	0	0	0	0	6
4001110014 Garment-Washington Sp	# 7 % 0	0	0	0	7	0	0	0	0	0	7	0	0	0	0	7
4001110015 Hoisery	# 1 % 0	0	0	0	1	0	0	0	0	0	1	0	0	0	0	1

(Last Page View)

Company 400 Ga. Dept. of Omni

STATE OF GEORGIA

Report ID: HR4000545

RATINGS/RECOMMENDATIONS DISTRIBUTION SUMMARY
Report Total

Page No. 4
Run Date 07/12/2002
Run Time 14:01:27

Department:
Mail Drop ID:
Job Code:

	Total	C	D	Performance				C	D	T & C				Recommendation		
				E	M	N	None			I	M	N	None	Yes	No	None
	# 171 % 0	0	3	3	165	0	0	0	0	0	171	0	0	15	5	151
		0	1.75	1.75	96.49	0	0	0	0	0	100.00	0	0	8.77	2.92	88.30

REPORT ID:	HRxxx0261				
REPORT NAME:	Incumbent Position History Report				
PURPOSE:	Lists the incumbent history for every position within the selection criteria. Provides data that tells when and what salary plan the incumbent was in when hired and when, why, and what plan the incumbent was in when terminated.				
SORT:	Department ID, Maildrop, Job Code, Classification or As of Date.				
CONTENTS:	Company Report ID Page Number Run Date Run Time Selected Subgroups Sort Order	Position Data: Maildrop Position Number Pay Group Plan/Grade/Step Job Code Position Title	Incumbent Data: Entry Date Exit Date Incumbent Name Employee ID Employee Record Entry Salary Employee Type	Exit Salary Entry Plan/Grade/Step Exit Plan/Grade/Step Exit Reason	
FREQUENCY:	Upon Request				
DISTRIBUTION/ RETENTION PERIOD:	InFoPac/Document Direct – 30 Days				
RESPONSIBILITY:	Company				
NAVIGATION:	Organizational Development/Position Management/Position Reports				
JOB/PROGRAM NAME:	N/A/ POS003X				

PHOENIX HRMS
HUMAN RESOURCES REPORTS

Company 400 Ga. Dept. of Omni

STATE OF GEORGIA

Report ID: HR4000261

INCUMBENT POSITION HISTORY REPORT

Page No. 1
Run Date 11/21/2000
Run Time 16:52:27

Selected Subgroups

Sort Order

Department = 4001030101
Maildrop =
JobCode =
Class =
As Of Date =

P O S I T I O N

I N C U M B E N T

Maildrop Jobcode	Position No./ Position Title	Pay Group	Pln/Grd/Stp	Entry Date	Exit Date	Incumbent Name	Empl ID	Empl Rcd#	Entry Salary	Empl Type	Exit Salary	Entry Pln/Grd/Stp	Exit Pln/Grd/Stp	Exit Reason
400-000522 16802	11107082 Personnel Technician 2	SS1	SWD 12D	10/01/99	//	Rose,Jarnetta E	11337790	0	858	S		SWD 11R		
400-000522 16018	11107272 Personnel Operations Sect Mgr	SS1	SWD 015	10/01/99	//	Harris,Randall Louis	11311642	0	1,356	S		SWD 013		
400-000522 16026	11224225 Human Resources Assistant	SS1	SWD 013	10/01/99	//	Thomas,Glenda G.	11194091	0	1,885	S		SWD 013		
400-000522 16802	11229189 Personnel Technician 2	SS1	SWD 12D	10/01/99	//	Kenty,Felicia A.	11254841	0	1,298	S		SWD 12W		
400-000522 16022	11229375 Personnel Analyst 3	SS1	SWD 015	10/01/99	//	Visha,Phillip S	11252962	0	1,626	S		SWD 15L		
400-000522 16802	11229553 Personnel Technician 2	SS1	SWD 12D	05/16/00 10/01/99	07/16/00 04/01/00	Shreeve,Sherry Ralston Harris,Demetria A.	11284072 11273504	0 0	1,435 1,292	S S	1,435 1,292	SWD 12D SWD 14H	SWD 12D SWD 014	Transfer Promotion
400-000522 16802	11229555 Personnel Technician 2	SS1	SWD 12D	12/01/99 10/01/99	11/16/00 10/28/99	Parker,Vicki L Daniell,Sandra F.	11284806 11282248	0 0	1,160 1,063	S S	1,212 1,063	SWD 12W SWD 12W	SWD 12D SWD 12W	Transfer Terminatn
400-000522 16118	11229562 Personnel Analyst 1	SS1	SWD 012	10/01/99	//	Beall,Jennifer Renea	11348293	0	1,548	S		SWD 12W		

REPORT ID:	PER966X, PER965X, PER952X	
REPORT NAME:	Mailing Labels by Company	
PURPOSE:	Allows the company to receive a complete set of 3-up labels for external/internal mass mail-outs.	
SORT BY:	Alphabetically/Numerically depending on the selected labels.	
CONTENTS:	Company by Company Org. Number Company Number Employee Name Employee Home Address	Company by Name Employee Name Employee ID Company Number
	Company by Department Employee Name Department Number Company Number	
FREQUENCY:	Upon Request	
DISTRIBUTION/ RETENTION PERIOD:	Mainframe Printer – 30 Days	
RESPONSIBILITY:	Central Support	
NAVIGATION:	Workforce Administration-Personal Information	
JOB/PROGRAM NAME:	N/A /PER966X, PER965X, PER952X	

REPORT ID:	PER961X, PER959X, PER957X, PER953X, PER963X		
REPORT NAME:	Mailing Labels by Deduction Code		
PURPOSE:	Allows the company to receive a complete set of 3-up labels for external/internal mass mail-outs.		
SORT BY:	Alphabetically/Numerically depending on the selected labels.		
CONTENTS:	Deduction Code by Deduction Code Company Number Employee Name Department ID Check Address Deduction Code Deduction Code by Department w/Check Address Company Number Employee Name Department ID Check Address Deduction Code Deduction Code by Department w?Home Address Company Number Employee Name Department ID Home Address Deduction Code	Deduction Code by Department w/o Addresses Employee Name Department Number Company Number Deduction Code by Maildrop Company Number Employee Name Maildrop ID Home Address Deduction Code	
FREQUENCY:	Upon Request		
DISTRIBUTION/ RETENTION PERIOD:	Mainframe Printer – 30 Days		
RESPONSIBILITY:	Central Support		
NAVIGATION:	Workforce Administration-Personal Information		
JOB/PROGRAM NAME	N/A /PER961X, PER959X, PER957X, PER953X, PER963X		

REPORT ID:	PER954X, PER960X, PER958X, PER964X		
REPORT NAME:	Mailing Labels by Paygroup		
PURPOSE:	Allows the company to receive a complete set of 3-up labels for external/internal mass mail-outs.		
SORT BY:	Alphabetically/Numerically depending on the selected labels.		
CONTENTS:	Paygroup by Department w/o Address Employee Name Department Number Company Number Paygroup by Department w/Check Address Company Number Department Number Paygroup Employee Name Check Address	Paygroup by Department w/Home Address Company Number Department Number Paygroup Employee Name Home Address Paygroup by Maildrop ID Company Number Maildrop ID Paygroup	Employee Name Home Address
FREQUENCY:	Upon Request		
DISTRIBUTION/ RETENTION PERIOD:	Mainframe Printer – 30 Days		
RESPONSIBILITY:	Central Support		
NAVIGATION:	Workforce Administration-Personal Information		
JOB/PROGRAM NAME:	N/A /PER954X, PER960X, PER958X, PER964X		

PHOENIX HRMS
HUMAN RESOURCES REPORTS

400		400		400	
40011	MS1	40011	MS1	40011	MS1
Abbit, Jesse 111 East 11th Street Sunnyville GA 11111		Advise, Ronnie 111 Rain Song Court Sunnyville GA 11111		Adams, Marshall J. 1111 Hug Mommy Lane Sunnyville GA 11111	
400		400		400	
40011	MS1	40011	MS1	40011	MS1
Alley, Madison K.. 1111 See Donna Way Sunnyville GA 11111		Allbright, Knotts 222 Mill Edge Drive Sunnyville GA 11111		Alternate, Jeffery Po Box 1111 Sunnyville GA 11111	
400		400		400	
40011	MS1	40011	MS1	40011	MS1
Baggage, Derrick 1122 Postal Road Sunnyville GA 11111		BayLeaf, Harry 111 Church Leaf St Sunnyville GA 11111		BaldEaglen, Allen Po Box 1234 Sunnyville GA 11111	
400		400		400	
40011	MS1	40011	MS1	40011	MS1
Barney, Ralph J. . 1111 Lyle Lovett St Sunnyville GA 11111		Barrett, David E. 11 N. Main St. Sunnyville GA 11111		Bass Jr, James F. 11 Twelve Dogs Alley Sunnyville GA 11111	

REPORT ID:	HRxxx0036	
REPORT NAME:	New Hire Reporting	
PURPOSE:	Provides a hard copy of the data that is sent to the Child Support Recovery Department for each individual company. This report gives the Child Support Recovery Department the name and address of all new hires so that they can continue to monitor employment of individuals who owe Child Support.	
SORT:	Company Employee Name	
CONTENTS:	Report ID Page Number Run Date Run Time Employer Information Federal EIN Employee Name	Street Address City State & Zip National ID (SSN) Medical Insurance Eligible
FREQUENCY:	1 st & 16 th of each month	
DISTRIBUTION/ RETENTION PERIOD:	InFoPac/Document Direct – 30 Days	
RESPONSIBILITY:	Control-M	
NAVIGATION:	New Hire Reporting	
JOB/PROGRAM NAME:	fshrs010/ PER036X	

PHOENIX HRMS
HUMAN RESOURCES REPORTS

STATE OF GEORGIA
NEW HIRE REPORTING

Report ID: HR4000036
Page No. 1
Run Date 12/01/2000
Run Time 18:38:10

For the period 11/16/2000 through 11/30/2000

EMPLOYER	FED EIN	NAME	STREET	CITY	ST ZIP	NATIONAL ID	MED INS	ELIG
Department of Omni 200 Piedmont Ave Room 502 Atlanta	GA 30334 XXXXXXXXX	Nelson, Wayne S.	123 Candy Lane	Marietta	GA 30067	XXX-XX-XXXX		Y
Department of Omni 200 Piedmont Ave Room 502 Atlanta	GA 30334 XXXXXXXXX	Osborne, James K.	456 Sour Court	Hampton	GA 30248	XXX-XX-XXXX		Y

REPORT ID:	HRxxx0021X		
REPORT NAME:	Pending Future Actions		
PURPOSE:	Provides a list of all future dated rows of data entered on individuals in their company.		
SORT:	Company Employee Name		
CONTENTS:	Report ID Page Number Run Date Run Time As of Date Employee Name/Employee ID Effective Date Action	Action Reason Employee Type SCOA Type Full/Part-Time Department ID Department Title Job Code Job Title	Salary Grade Comp Rate
FREQUENCY:	1 st & 16 th of each month		
DISTRIBUTION/ RETENTION PERIOD:	Document Direct – 30 Days		
RESPONSIBILITY:	Control-M		
NAVIGATION:	Workforce Administration-Workforce Reports-Pending Future Actions		
JOB/PROGRAM NAME:	fshrs020/ PER012X		

PHOENIX HRMS
HUMAN RESOURCES REPORTS

STATE OF GEORGIA
PENDING FUTURE ACTIONS

Report ID: HR4000021X
Page No. 1
Run Date 11/16/2000
Run Time 19:25:38

As Of Date: 11/16/2000

Employee Name/ Employee ID	EFFDT	Action	Action Reason	Empl Type	SCOA TYPE	Full/ Part	DeptID	Department	Job Code	Job Title	Salary Grade	Comp Rate
Patch, Jennifer D XXXXXXXX	12/01/2000	Current Posn Chg	Status ----> Job Change	S	R	F	4000752700	Npdes-Chat	XXXXX XXXXX	DataTrns2	SWD/09I SWD/011	936.79 S
Patch, Jennifer D XXXXXXXX	12/01/2000	Current Pay Rt Chg	Status ----> Job Reclas	S	R	F	4000752700	Npdes-Chat	XXXXX XXXXX	DataTrns2	SWD/09I SWD/011	936.79 S 1030.46 S

REPORT ID:	HRxxx0537			
REPORT NAME:	Personal Data Verification			
PURPOSE:	Provides a duplex single page document for each employee. The document contains personal data and emergency contact data. May be distributed to employees for verification and/or updating of data. The report may be run for a Department ID or Maildrop subset.			
SORT:	Department ID or Maildrop			
CONTENTS:	Front Page		Back Page	
	Report Number	County	Report Number	County
	Print Date	State	Print Date	State
	Name	Zip	Primary Contact	Zip
	Empl ID	Phone	Contact Name	Phone
	Record Number	Other Phone Type/Number	Relationship to Employee	Other Phone
	Maildrop	Birth Date	Home Address and Telephone	Type and Number
	Department ID	Gender	Same as Employee?	Signature/Date
	Address 1/2/3	Ethnic Group	Address 1/2/3	
	City	Signature/Date	City	
FREQUENCY:	Upon Request			
DISTRIBUTION/ RETENTION PERIOD:	InfoPac/Document Direct – Mainframe Printer – 120 Days			
RESPONSIBILITY:	Company			
NAVIGATION:	Workforce Administration-Personal Information-Biographical-Personal Data Verification			
JOB/PROGRAM NAME:	FSHRA537 / PER537X			

PHOENIX HRMS
HUMAN RESOURCES REPORTS

(Front View)

STATE OF GEORGIA

Report No : HR4000537
Print Date : 02/26/2003

PERSONAL DATA VERIFICATION

NAME	EMPL ID	RCD#	MAILDROP	DEPT ID
Kennedy, Michelle Z	11111111	000	400-010001	40001001

Address 1: 2380 Briarcliff Court _____

Address 2: _____

Address 3: _____

City: Atlanta _____

County: Fulton _____

State: GA _____ ZIP: 30345 _____

Phone: 404/555-5555 _____

Other Phone Type:	Number:
Business	404/555-5556 _____
Cellular	_____
Pager	_____
Fax	_____
Other	_____

Birthdate: 10/11/1940 _____ Gender: F _____ Ethnic Group: White _____

The information contained on this form reflects your personal data as of the Print Date indicated in the upper right hand corner of this page.

The reverse side of this form indicates the name, address and contact information of the individual(s) you have indicated as whom to contact in case of an on-the-job emergency.

Please review the information, indicate any necessary CHANGES or ADDITIONS in the spaces provided. Sign, date, and return the form to your local personnel representative.

(SIGNATURE)

(DATE)

PHOENIX HRMS
HUMAN RESOURCES REPORTS

(Back View)

Report No : HR4000537
Print Date : 02/26/2003

PERSONAL DATA VERIFICATION

NAME	EMPL ID	RCD#	MAILDROP	DEPT ID
Kennedy, Michelle S	11111111	000	400-010001	40001001

Contact Name: Primary Contact: Yes Yes No (Circle One)
Kennedy, Pete R.
Relationship to Employee: Spouse _____
Home Address and Telephone
Same Address/Home Phone as Employee: Yes Yes No (Circle One)

Address 1: 2380 Briarcliff Court _____

Address 2: _____

Address 3: _____

City: Atlanta _____

County: Fulton _____

State: _____ ZIP: 30345 _____

Phone: 404/555-5555 _____

Other Phone: Type and Number Cellular
Business _____

Contact Name: Primary Contact: No Yes No (Circle One)
Gibsen, Deborah
Relationship to Employee: Daughter _____
Home Address and Telephone
Same Address/Home Phone as Employee: No Yes No (Circle One)

Address 1: Marion Walker Rd. _____

Address 2: _____

Address 3: _____

City: Pine Lake _____

County: DeKalb _____

State: _____ ZIP: 30058 _____

Phone: 770/222-2222 _____

Other Phone: Type and Number Cellular
Business _____

(SIGNATURE)

(DATE)

REPORT ID:	HRxxx0005	
REPORT NAME:	Position/Incumbent FLSA Status Discrepancies	
PURPOSE:	Provides a listing of discrepancies between FLSA status on position and in incumbent employee record. The Program that generates this report forces the Job Data record to agree with the Position Data record.	
SORT:	Department ID	
CONTENTS:	Company Report ID Page Number Run Date Run Time Department ID	Position Number Position FLSA Empl ID Record Number Job FLSA Error Message
FREQUENCY:	Weekly – Friday Night	
DISTRIBUTION/ RETENTION PERIOD:	InfoPac/Document Direct – 30 Days	
RESPONSIBILITY:	Control-M	
NAVIGATION:	N/A	
JOB/PROGRAM NAME:	FSHRW005/PER005X	

PHOENIX HRMS
HUMAN RESOURCES REPORTS

Company 400 Ga.Dept of Omni

STATE OF GEORGIA

Report ID: HR4000005

Page No. 1

Run Date 07/05/2002

Run Time 18:51:08

POSITION/INCUMBENT FLSA DISCREPANCIES UPDATE

Dept ID	Position Nbr	Position FLSA	Empl ID	Rcd#	Job FLSA	Error Message
4003200000	00164398	Nonexempt	00734821	0	Administrative	
4003403000	00056233	Administrative	00517673	0	Executive	

REPORT ID:	HRxxx0556		
REPORT NAME:	Preliminary Exception List		
PURPOSE:	Provides a listing of employees who, as of the date of the report, would not receive a salary increase during mass processing. The report may be run for a specified Salary Administration Plan or a group of plans.		
SORT:	Department, Mail Drop ID, Job Code		
CONTENTS:	Company	Name / Empl ID	JBI
	Report ID	Perf Evaluations/Resp	Total Inc
	Page Number	Perf Evaluations/T & C	New Salary
	Department	Increase Recommendation	
	Run Date	Old Salary	
	Mail Drop ID	PBI	
	Run Time	SCI	
	Job Code	PBLSP	
Line 1 Data:	Dollar Value		
Line 2 Data	Percent Change Value		
Line 3 Data	Reason		
FREQUENCY:	Upon Request		
DISTRIBUTION/ RETENTION PERIOD:	Report Manager/Document Direct – 90 Days		
RESPONSIBILITY:	Company		
NAVIGATION:	Compensation-Salary Planning-SOG Reports-Preliminary Exception List		
JOB/PROGRAM NAME:	N/A / PER556X		

PHOENIX HRMS
HUMAN RESOURCES REPORTS

Company 400 Ga. Dept. of Omni

STATE OF GEORGIA
PRELIMINARY EXCEPTION LIST

Report ID: HR4000556
Page No. 1
Run Date 07/12/2002
Run Time 14:26:00

Department: 4001110014 Garment-Washington Sp
Mail Drop ID:
Job Code:

Name/Empl ID	Perf Evaluations		Old Salary	PBI	SCI	PBLSP	JBI	Total Inc	New Salary
	Resp	T&C Rec							
Ball,Tony L. 11111111	M	M	\$ 19,581.12 %	0.00	587.52 3.00	0.00	0.00	587.52 3.00	20,168.64 103.00
Reason: Recommendation not specified.									
Clifford,Mark C. 11111111	E	M N	\$ 33,000.00 %	0.00	0.00	660.00	0.00	0.00	33,000.00 0.00
Reason: This employee has a PBLSP but no PBI amount. Reason: Recommendation not specified.									
Maddux,Cathleen M. 11111111	M	M	\$ 26,248.74 %	0.00	649.20 2.47	0.00	0.00	649.20 2.47	26,897.94 102.47
Reason: Recommendation not specified.									
Marks,Collen Y. 11111111	M	M	\$ 22,663.68 %	0.00	679.92 3.00	0.00	0.00	679.92 3.00	23,343.60 103.00
Reason: Recommendation not specified.									
Sharp,H. Baxter 11111111	M	M	\$ 27,730.84 %	0.00	0.00	0.00	0.00	0.00	27,730.84 0.00
Reason: Recommendation not specified. This employee is on leave without pay.									
Hagg Jr,John X 11111111	M	M	\$ 28,130.93 %	0.00	0.00	0.00	0.00	0.00	28,130.93 0.00
Reason: This employee is on suspension without pay.									
Roy,Barbara 11111111	M	M	\$ 46,575.00 %	0.00	0.00	0.00	0.00	0.00	46,575.00 0.00
Reason: This employee has an action dated on or after the increase date.									

REPORT ID:	HRxxx0539		
REPORT NAME:	Salary Increase List		
PURPOSE:	Provides a listing of employees who may be considered for a salary increase. May be distributed to supervisors and used as a summary/data entry source document. The report may be run for a specified Salary Administration Plan or a group of plans.		
SORT:	Department, Mail Drop ID		
CONTENTS:	Company	Empl ID	JBI
	Report ID	Perf Evaluations/Responsibilities	
	Page Number	Perf Evaluations/Terms & Conds	
	Run Date	Increase Recommendation	
	Run Time	Evaluator Empl ID	
	Department	Supervisor Signature	
	Salary Plan		
	Name		
FREQUENCY:	Upon Request		
DISTRIBUTION/ RETENTION PERIOD:	Report Manager/Document Direct – 90 Days		
RESPONSIBILITY:	Company		
NAVIGATION:	Compensation-Salary Planning-SOG Reports-Salary Increase List		
JOB/PROGRAM NAME:	N/A / PER539X		

PHOENIX HRMS
HUMAN RESOURCES REPORTS

Company 400 Ga. Dept. of Omni

STATE OF GEORGIA

Report ID: HR4000539

SALARY INCREASE LIST

Page No. 1
Run Date 07/12/2002
Run Time 14:49:05

Department: 4002220023 Division II
Mail Drop ID:

Salary Plan: SWD

Name Empl ID	Performance Evaluations		Increase		Eval Empl ID	Supervisor Signature
	Responsibilities	Terms & Conds	Recommended			
B0sley,Vera J 11111111	D M E C N	D M I C N	Yes	No	_____	_____
Carlson,Marsha V. 11111111	D M E C N	D M I C N	Yes	No	_____	_____
Funk,Linda G. 11111111	D M E C N	D M I C N	Yes	No	_____	_____
Gabbs,Bessie 11111111	D M E C N	D M I C N	Yes	No	_____	_____
Heward,Arnold D 11111111	D M E C N	D M I C N	Yes	No	_____	_____
Roy,Barbara 11111111	D M E C N	D M I C N	Yes	No	_____	_____
Rogers,Suella 11111111	D M E C N	D M I C N	Yes	No	_____	_____
Shuman,Roberto X 11111111	D M E C N	D M I C N	Yes	No	_____	_____

Legends: D - Did Not Meet Expectations M - Met Expectations E - Exceeded Expectations
C - Consider N - New Hire I - Needs Improvement

REPORT ID:	HRxxx0511																								
REPORT NAME:	Salary Plan Increases-Employees Successfully Processed																								
PURPOSE:	A hardcopy record of all employee increases that were processed using the mass update program for October salary increases. This report would be the tool to use in order to audit the data entry into the Salary Planning Tool. Also provides totals by department ID's and company.																								
SORT:	Department ID Employee Name																								
CONTENTS:	<table><tr><td>Company</td><td>Responsibility</td><td>*Business Process Improvement</td></tr><tr><td>Report ID</td><td>Terms & Conditions</td><td>*Total Increase</td></tr><tr><td>Page Number</td><td>Increase Recommendation</td><td>*New Salary</td></tr><tr><td>Run Date</td><td>*Old Salary</td><td></td></tr><tr><td>Run Time</td><td>*Job Increase</td><td></td></tr><tr><td>Employee Name</td><td>*Full to Target Increase</td><td>(*provides annual amounts, compensation frequency amounts and percentages for each category.)</td></tr><tr><td>Employee ID</td><td>*Partial to Target Increase</td><td></td></tr><tr><td>Maildrop</td><td>*Performance Based Increase</td><td></td></tr></table>	Company	Responsibility	*Business Process Improvement	Report ID	Terms & Conditions	*Total Increase	Page Number	Increase Recommendation	*New Salary	Run Date	*Old Salary		Run Time	*Job Increase		Employee Name	*Full to Target Increase	(*provides annual amounts, compensation frequency amounts and percentages for each category.)	Employee ID	*Partial to Target Increase		Maildrop	*Performance Based Increase	
Company	Responsibility	*Business Process Improvement																							
Report ID	Terms & Conditions	*Total Increase																							
Page Number	Increase Recommendation	*New Salary																							
Run Date	*Old Salary																								
Run Time	*Job Increase																								
Employee Name	*Full to Target Increase	(*provides annual amounts, compensation frequency amounts and percentages for each category.)																							
Employee ID	*Partial to Target Increase																								
Maildrop	*Performance Based Increase																								
FREQUENCY:	October salary increase																								
DISTRIBUTION/ RETENTION PERIOD:	InFoPac/Document Direct – 366 Days																								
RESPONSIBILITY:	Control-M																								
NAVIGATION:	N/A																								
JOB/PROGRAM NAME:	fshrr510/ PER510																								

PHOENIX HRMS
HUMAN RESOURCES REPORTS

Company		STATE OF GEORGIA										Report ID: HR4000511		
400 Ga.Dept. of Omni		SWD, SRE, and MD1 Salary Plan Increases										Page No. 23		
		EMPLOYEES SUCCESSFULLY PROCESSED										Run Date 09/27/2000		
Department 40016403		Employee Development Team										Run Time 20:51:23		
		Perf Evaluations												
		Inc.												
		Rec.												
		Old Salary												
		Job Inc												
		FTI Inc												
		PTI Inc												
		PBI Inc												
		BPI Inc												
		Total Inc												
		New Salary												
Dylan, Donna B		M	M	Y	Annual	\$37,524.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,125.72	\$0.00	\$1,125.72	\$38,649.72
11338777	/ 400-160003				Cmp Frq	\$1,563.500000	\$0.000000	\$0.000000	\$0.000000	\$46.905000	\$0.000000	\$46.905000	\$1,610.405000	
					%		0.000	0.000	0.000	3.000	0.000	3.000	103.000	

Company		STATE OF GEORGIA										Report ID: HR4000511	
400 Ga.Dept. of Omni		SWD, SRE, and MD1 Salary Plan Increases										Page No. 26	
		COST INCREASES BY DEPARTMENT										Run Date 09/27/2000	
Department												Run Time 20:51:23	
		Old Salary											
		Job Inc											
		FTI Inc											
		PTI Inc											
		PBI Inc											
		BPI Inc											
		Total Inc											
		New Salary											
40016202	Applicant Services				Annual	\$167,598.30	\$0.00	\$0.00	\$0.00	\$5,888.57	\$0.00	\$5,888.57	\$173,486.87
					Cmp Frq	\$6,983.26	\$0.00	\$0.00	\$0.00	\$245.36	\$0.00	\$245.36	\$7,228.62
40016203	Teams				Annual	\$335,156.70	\$0.00	\$0.00	\$0.00	\$10,264.46	\$0.00	\$10,264.46	\$345,421.16
					Cmp Frq	\$13,964.86	\$0.00	\$0.00	\$0.00	\$427.69	\$0.00	\$427.69	\$14,392.55

Company		STATE OF GEORGIA										Report ID: HR4000511	
400 Ga.Dept. of Omni		SWD, SRE, and MD1 Salary Plan Increases										Page No. 27	
		COST INCREASES BY DEPARTMENT										Run Date 09/27/2000	
Department												Run Time 20:51:23	
		Old Salary											
		Job Inc											
		FTI Inc											
		PTI Inc											
		PBI Inc											
		BPI Inc											
		Total Inc											
		New Salary											
						\$210,549.446250		\$0.000000		\$6,832.372689		\$6,832.400256	

REPORT ID:	HRxxx0510	
REPORT NAME:	Salary Plan Increases-Salary Exception List	
PURPOSE:	Lists employees not processed by the mass update program for October salary increases and supplies the reason why.	
SORT:	Company Department ID Employee Name	
CONTENTS:	Company Report ID Page Number Run Date Run Time Employee Name Employee ID Maildrop	Responsibility Rating Terms & Conditions Rating Increase Recommendation Reason
FREQUENCY:	October salary increase	
DISTRIBUTION/ RETENTION PERIOD:	InFoPac/Document Direct – 366 Days	
RESPONSIBILITY:	Control-M	
NAVIGATION:	N/A	
JOB/PROGRAM NAME:	fshrr510/ PER510	

PHOENIX HRMS
HUMAN RESOURCES REPORTS

Company	400 Ga. Dept. of Omni					STATE OF GEORGIA	Report ID: HR4000510
						SWD, SRE, and MD1 Salary Plan Increases	Page No. 1
						SALARY EXCEPTION LIST	Run Date 09/27/2000
Department	40014801 Administration			page	1		Run Time 20:51:23
Name / EmplID / Maildrop		Resp	T&C	Inc.	Rec.	Reason	

Dennis,Denise Yvette		M	M			This employee has a missing or invalid Increase Recommendation.	
11716693	/ 400-140999					No performance row for this employee due to bad Recommendation value.	

Company	400 Ga. Dept. of Omni					STATE OF GEORGIA	Report ID: HR4000510
						SWD, SRE, and MD1 Salary Plan Increases	Page No. 2
						SALARY EXCEPTION LIST	Run Date 09/27/2000
Department	40016209 Personnel Evaluation And Audit			page	1		Run Time 20:51:23
Name / EmplID / Maildrop		Resp	T&C	Inc.	Rec.	Reason	

Middlebrooken,Taundra Latrice		M	M			This employee has a missing or invalid Increase Recommendation.	
11571111	/ 400-160001					No performance row for this employee due to bad Recommendation value.	

REPORT ID: TRxxx0382X

REPORT NAME: Training Summary Report

PURPOSE Provides basic demographic data and all the training courses taken for all employees meeting the selection criteria on the run control Panel.

SORT: Department, Employee ID, Course, Session, Start/Thru Date, or Job Code.

CONTENTS:		Line 1 Data:	Line 2 Data:
	Company	Employee Name	Employee ID
	Report ID	Job Title	Hire Date
	Page Number	Course Name	Course Code
	Run Date	Duration (Hrs)	CEU's
	Selected Subgroups	Gender	Race
	Sort Order	Date Completed	Department ID
	Run Time	Status	Grade

FREQUENCY: Upon Request

**DISTRIBUTION/
RETENTION PERIOD:** InFoPac/Document Direct - 10 Days

RESPONSIBILITY: Company

NAVIGATION: Enterprise Learning>Result Tracking>Update Competencies/Accomps>Empl Transcript

JOB/PROGRAM NAME: N/A/ TRN382X

PHOENIX HRMS
HUMAN RESOURCES REPORTS

Company 400 Ga. Dept. of Omni

STATE OF GEORGIA
TRAINING SUMMARY REPORT

Report ID: TR4000382
Page No. 1
Run Date 02/15/2001
Run Time 10:52:55

Selected Subgroups Sort Order

Department =
Employee ID = 11173828
Course =
Session =
Start Date = Thru Date =
Job Code =

Name EmplID	Job Title Hire Date	Course Name Course Code	Duration(Hrs) CEUs	Gender Race	Date Completed Dept ID	Status Grade
McElroy,Garvis E 11173828	Superintendent 01-NOV-1973	Sexual Harassment Update-Insv 400S33011	0.50 0.00	M White	12-DEC-2000 4002021151	Completed Pass
McElroy,Garvis E 11173828	Superintendent 01-NOV-1973	Inservice 2000 - Security 400S41111	15.50 0.00	M White	12-DEC-2000 4002021151	Completed Pass
McElroy,Garvis E 11173828	Superintendent 01-NOV-1973	Use of Force/Firearms Safety 400W19110	2.00 0.00	M White	12-DEC-2000 4002021151	Completed Pass
TOTAL HRS-			18.00			

End of Report

REPORT ID: HRxxx0003

REPORT NAME: Years of Service

PURPOSE: Provides the ability to generate a report that lists all individuals with a specified number of years of service.

SORT: Department ID, Maildrop or Job Code

CONTENTS:	Report Number	Employee Record Number
	Print Date	Employee Name
	As of Date	Job Code Title
	Page Number	Service Date
	Selected Subgroups	Service (Years/Months)
	Sort Order	Leave (Sick & Forfeited added together)
	Employee ID	Total Years (Years/Months)

FREQUENCY: Upon Request

**DISTRIBUTION/
RETENTION PERIOD:** Report Manager/Document Direct - 30 Days

RESPONSIBILITY: Company

NAVIGATION: Workforce Administration-Workforce Reports-Years of Service

JOB/PROGRAM NAME: N/A/ PER003X

PHOENIX HRMS
HUMAN RESOURCES REPORTS

State of Georgia
Ga. Dept. of Omni

Report No : HR4000003
Print Date : 11/15/2000

As Of Date 11/15/2000

Years of Service

Page : 1

Years of Service >=: 25 (Total including Sick Leave and Forfeited Leave)

Selected Subgroups Sort Order

Department =
Maildrop =
Job Code =

Employee ID	Empl Rcd #	Employee Name	Job Code	Service Date	--Leave--					
					Yrs	Mths	Sick+Forf Yrs	Mths	--Total-- Yrs	Mths
XXXXXXXX	0	Reagan,Ronald	EDP Tech Asst Director	07/01/1969	31	4.5	1	10.1	33	2.6
XXXXXXXX	0	Bush,George W.	Audit Manager (AUD)	10/21/1969	31	0.8	1	10.2	32	11.0
XXXXXXXX	0	Gore,Albert	Audit Supervisor (AUD)	02/01/1969	31	9.5	0	4.1	32	1.6
XXXXXXXX	0	Michael,John	Auditor, Senior (AUD)	07/01/1969	31	4.5	0	8.0	32	0.5
XXXXXXXX	0	Churchill,Robert	Director	06/16/1971	29	5.0	1	10.6	31	3.6
XXXXXXXX	0	Whitehall,Diamond	Deputy Director	07/01/1971	29	4.5	1	8.2	31	0.7
XXXXXXXX	0	Thompson,Jane	Audit Manager (AUD)	07/01/1971	29	4.5	1	6.5	30	11.0
XXXXXXXX	0	Curtis,Elizabeth	Audit Supervisor/Recruitr (AUD)	04/10/1972	28	7.2	2	2.7	30	9.9
XXXXXXXX	0	Jones,Patricia	Sales Ratio Appraiser 2 (AUD)	03/31/1971	29	7.5	0	4.7	30	0.2
XXXXXXXX	0	Barnes,Edward J.	Director	07/17/1972	28	4.0	1	6.7	29	10.7
XXXXXXXX	0	Davis,Angela S.	Deputy Director	04/10/1972	28	7.2	1	0.5	29	7.7
XXXXXXXX	0	Allison,Wade	Print Center Manager (AUD)	11/01/1971	29	0.5	0	1.1	29	1.6
XXXXXXXX	0	Alexander,Jaime	Audit Supervisor (AUD)	11/19/1973	26	11.9	1	9.1	28	9.0
XXXXXXXX	0	Wells,Samuel	Director	12/16/1974	25	11.0	2	5.5	28	4.5
XXXXXXXX	0	Kellie,Jennifer	Audit Manager (AUD)	06/03/1974	26	5.4	1	10.4	28	3.8
XXXXXXXX	0	Smith,David	Deputy Director	09/24/1973	27	1.7	1	1.0	28	2.7
XXXXXXXX	0	McDaniel,Russell	Auditor, State	04/16/1974	26	7.0	1	1.9	27	8.9
XXXXXXXX	0	Edwards,Pamela	Database Administrator (AUD)	04/16/1974	26	7.0	1	0.8	27	7.8
XXXXXXXX	0	Hall,Michelle	Auditor, Senior (AUD)	10/07/1974	26	1.3	0	10.1	26	11.4
XXXXXXXX	0	Cullen,Jon Austin	Technical Assistance Specialst	06/01/1974	26	5.5	0	4.0	26	9.5
XXXXXXXX	0	Johnson,Dean	Deputy Director	02/03/1975	25	9.4	0	11.4	26	8.8
XXXXXXXX	0	Hardwick,Randall D	Audit Supervisor (AUD)	05/03/1976	24	6.4	1	4.5	25	10.9
XXXXXXXX	0	Lynn,Ronald	Deputy Director	05/16/1975	25	6.0	0	3.4	25	9.4
XXXXXXXX	0	Ray,Steve	Deputy Director	06/16/1976	24	5.0	1	2.5	25	7.5
XXXXXXXX	0	Street,Elm	Sales Ratio Appraiser 2 (AUD)	01/01/1977	23	10.5	1	4.0	25	2.5

CRYSTAL REPORTS

REPORT ID:	TRN002																
REPORT NAME:	Course Session Roster																
PURPOSE:	Provides a list of all participants for a specified course session.																
SORT BY:	Employee Name																
CONTENTS:	<table><tr><td>Report ID</td><td>Facility</td></tr><tr><td>Page Number</td><td>Days Attended</td></tr><tr><td>Run Date</td><td>Status</td></tr><tr><td>Course ID & Name</td><td>EmplID</td></tr><tr><td>Run Time</td><td>Employee Name</td></tr><tr><td>Session</td><td>Company</td></tr><tr><td>Instructor</td><td>Contact Phone</td></tr><tr><td>Start Date & Time</td><td>E-mail Address</td></tr></table>	Report ID	Facility	Page Number	Days Attended	Run Date	Status	Course ID & Name	EmplID	Run Time	Employee Name	Session	Company	Instructor	Contact Phone	Start Date & Time	E-mail Address
Report ID	Facility																
Page Number	Days Attended																
Run Date	Status																
Course ID & Name	EmplID																
Run Time	Employee Name																
Session	Company																
Instructor	Contact Phone																
Start Date & Time	E-mail Address																
FREQUENCY:	Upon Request																
DISTRIBUTION/ RETENTION PERIOD:	Crystal Report/ Window																
RESPONSIBILITY:	Company																
NAVIGATION:	Enterprise Learning>Course Reports>Course Session Roster																
JOB/PROGRAM NAME:	N/A/ TR02A																

State of Georgia
COURSE SESSION ROSTER

Report ID: DX_TN02A

Page No. 1
Run Date: 5/13/2002
Run Time: 10:09:42 AM

Course: 460TEL000 Telework Orientation
Session: 0015 Instructor: Smith,John
Start Date: 6/1/2002 Start Time 09:00:00 AM Facility: PS1708 GTA 1708 West Tower

Initial Days Attended	Status	EmplID	Name	Company	Contact Phone	E-mail Address
1 1__2__3__4__5__		00000003	Davis,Ernest B	460	404/555-8282	edavis@gms.state.ga.us
2 1__2__3__4__5__		00000026	Derricotte,Rosa W	460	404/888-8282	rderricotte@gms.state.ga.us
3 1__2__3__4__5__		00000000142	Non,Employee	460	404/555-9292	
4 1__2__3__4__5__		00000010	Richardson,Mary l	460	404/555-8282	
5 1__2__3__4__5__		00000007	Tye,Catherine	460	999/888-7654	ctye@gms.state.ga.us

REPORT ID:	PER094X
REPORT NAME:	Mailing Labels DeptID
PURPOSE:	Provides a list of all employees and their mailing addresses by Department ID and Pay Group in label format.
SORT BY:	Department ID Employee Name
CONTENTS:	Department ID/Pay Group Employee Name Employee Address 1 Employee Address 2 City/State/Zip
FREQUENCY:	Upon Request
DISTRIBUTION/ RETENTION PERIOD:	Crystal Report/ Window
RESPONSIBILITY:	Company
NAVIGATION:	Workforce Administration-Personal Information-Biographical-Mailing Label DeptID
JOB/PROGRAM NAME:	N/A/ PER094X

PHOENIX HRMS
HUMAN RESOURCES REPORTS

400040126 SH1
Adams, Charles
4165 Monroe Dr
Apt 296
Atlanta GA 30303

4000400126 SS1
Harper, Valarie
227 Concorde Dr
Atlanta GA 30308

4000402912 SS1
Brown, Alice
233 Cedar Bluff Ln
Macon GA 31738

4000400126 SH1
Dollar, Susan
8152 Paces Ferry West
Atlanta GA 30339

4000402859 SH1
Andrews, Daniel
152 Blackland Rd
Atlanta GA 30309

4000400126 SH1
Donaldson, Betty
2104 Briarcliff Way
Lawrenceville GA 31706

4000402859 SS1
Carter, Richard
1125 Tilly Mill Rd
Dunwoody GA 30308

4000400126 SH1
Murphy, Dale
PO Box 72254
Winder GA 30238

4000402911 SH1
Wilson, Kathy
8579 Fallen Acres Dr
Thomasville GA 31792

4000400126 SS1
Bradley, Thomas
618 Coburn St
Jasper GA 31139

4000402911 SH1
Woods, Edward
1852 Hidden Springs Rd
Albany GA 31641

NOTE: This report is formatted in portrait for
Avery 5160 (1 x 2 5/8) labels.

REPORT ID:	PER095X
REPORT NAME:	Mailing Labels Maildrop
PURPOSE:	Provides a list of all employees and their mailing addresses by Maildrop and name in label format. Wildcard can be use in any of the prompt fields.
SORT BY:	Maildrop Employee Name
CONTENTS:	Department ID/Pay Group/ Maildrop Employee Name Employee Address 1 Employee Address 2 City/State/Zip
FREQUENCY:	Upon Request
DISTRIBUTION/ RETENTION PERIOD:	Crystal Report/ Window
RESPONSIBILITY:	Company
NAVIGATION:	Workforce Administration-Personal Information-Biographical-Mailing Label Maildrop
JOB/PROGRAM NAME:	N/A/ PER095X

PHOENIX HRMS
HUMAN RESOURCES REPORTS

400040126 SH1 400-070201
Adams, Charles
4165 Monroe Dr
Apt 296
Atlanta GA 30303

4000400126 SS1 400-0070201
Harper, Valarie
227 Concorde Dr
Atlanta GA 30308

4000402912 SS1 400-0070202
Brown, Alice
233 Cedar Bluff Ln
Macon GA 31738

4000400126 SH1 400-0070202
Dollar, Susan
8152 Paces Ferry West
Atlanta GA 30339

4000402859 SH1 400-0070205
Andrews, Daniel
152 Blackland Rd
Atlanta GA 30309

4000400126 SH1 400-0070205
Donaldson, Betty
2104 Briarcliff Way
Lawrenceville GA 31706

4000402859 SS1 400-0070301
Carter, Richard
1125 Tilly Mill Rd
Dunwoody GA 30308

NOTE: This report is formatted in portrait for
Avery 5160 (1 x 2 5/8) labels.

REPORT ID:	TRN002X														
REPORT NAME:	Post Course Session Report – Replaced by On-line report: Review Session Summary														
PURPOSE:	Provides a list of all participants who have completed a specified course session.														
SORT BY:	Employee Name														
CONTENTS:	<table><tr><td>Report ID</td><td>Name</td></tr><tr><td>Page Number</td><td>Employee ID</td></tr><tr><td>Run Date</td><td>Completion Status</td></tr><tr><td>Course ID & Name</td><td>Grade</td></tr><tr><td>Run Time</td><td></td></tr><tr><td>Session</td><td></td></tr><tr><td>Start Date</td><td></td></tr></table>	Report ID	Name	Page Number	Employee ID	Run Date	Completion Status	Course ID & Name	Grade	Run Time		Session		Start Date	
Report ID	Name														
Page Number	Employee ID														
Run Date	Completion Status														
Course ID & Name	Grade														
Run Time															
Session															
Start Date															
FREQUENCY:	Upon Request														
DISTRIBUTION/ RETENTION PERIOD:	Crystal Report/ Window														
RESPONSIBILITY:	Company														
NAVIGATION:	Enterprise Learning > Result Tracking > Review Session Summary														
JOB/PROGRAM NAME:	N/A/ TRN002X														

State Of Georgia
POST COURSE SESSION REPORT

Report ID: TRN002X

Page No. 1
Run Date: 2/15/2001
Run Time: 3:35:19 PM

Course: 400NEO000 Orientation
Session: 0024
Start Date: 09/18/2000

<u>Name</u>	<u>Employee ID</u>	<u>Completion Status</u>	<u>Grade</u>
Black,Darryl	00011111	Completed	
Cherry,Pam A	00011111	Completed	
Dollie,Danny R	00011111	Completed	
Evans,Tonya J.	00011111	Completed	
Hail,Carson C.	00011111	Completed	
Jeffery,Frans L	00011111	Completed	
Mac,Andie A	00011111	Completed	
Molly,Cathy A	00011111	Completed	

REPORT ID:	TRN005		
REPORT NAME:	Training Facility Schedule		
PURPOSE:	Provides details of Course(s)/Session(s) scheduled for a Facility during a specified period.		
SORT BY:	Facility Number		
CONTENTS:	Report ID	Contact Number	Duration
	Page Number	Room	Course
	Run Date	Max # of Students	Session
	Run Time	Start Date	Course Name
	Date Range	End Date	Instructor
	Facility Number & Desc	Start Time	
	Facility Contact	End Time	
FREQUENCY:	Upon Request		
DISTRIBUTION/ RETENTION PERIOD:	Crystal Report/ Window		
RESPONSIBILITY:	Company		
NAVIGATION:	Enterprise Learning > Training Reports > Training Facility Schedule		
JOB/PROGRAM NAME:	N/A/ TRN005		

State of Georgia
FACILITY SCHEDULE

Report ID: DX_TN005

Page No: 1
Run Date: 05/13/2002
Run Time: 2:59:19 PM

Date Range: 05/08/2001 – 05/08/2003

Facility: 46000C Decatur-GMS Training Center Facility Contact: Phyllis Perry Contact Number: 404/371-7371
Room: Training Max # of Students: 35

Start Date	End Date	Start Time	End Time	Duration	Course	Session	Course Name	Instructor
02/04/2002	02/04/2002	09:00 AM	04:00 PM	4.0 Hours	460TEL000	0013	Telework Orientation	Norton,William
04/02/2002	04/02/2002	09:00 AM	01:00 PM	1.0 Days	460TEL000	0014	Telework Orientation	Cooper,Jill T
05/01/2002	05/01/2002	09:00 AM	04:00 PM	1.0 Days	PS BDZ001	0044	Budget Tracking	Smith,John

REPORT ID:	TRN004																								
REPORT NAME:	Training Schedule																								
PURPOSE:	Provides details of Course(s)/Session(s) scheduled during a specified period.																								
SORT BY:	Session Number																								
CONTENTS:	<table><tr><td>Report ID</td><td>Session</td><td>Instructor</td></tr><tr><td>Page Number</td><td>Start</td><td></td></tr><tr><td>Selection Criteria for Session #</td><td>End</td><td></td></tr><tr><td>Run Date</td><td>Duration</td><td></td></tr><tr><td>Classes Starting</td><td>Students Minimum</td><td></td></tr><tr><td>Run Time</td><td>Students Maximum</td><td></td></tr><tr><td>Course</td><td>Facility Number</td><td></td></tr><tr><td>Description</td><td>Facility</td><td></td></tr></table>	Report ID	Session	Instructor	Page Number	Start		Selection Criteria for Session #	End		Run Date	Duration		Classes Starting	Students Minimum		Run Time	Students Maximum		Course	Facility Number		Description	Facility	
Report ID	Session	Instructor																							
Page Number	Start																								
Selection Criteria for Session #	End																								
Run Date	Duration																								
Classes Starting	Students Minimum																								
Run Time	Students Maximum																								
Course	Facility Number																								
Description	Facility																								
FREQUENCY:	Upon Request																								
DISTRIBUTION/ RETENTION PERIOD:	Crystal Report/ Window																								
RESPONSIBILITY:	Company																								
NAVIGATION:	Enterprise Learning > Training Reports > Training Schedules																								
JOB/PROGRAM NAME:	N/A/ TRN004X																								

PHOENIX HRMS
HUMAN RESOURCES REPORTS

State of Georgia
TRAINING SCHEDULE

Report ID: TRN004

Page No. 1

Selection Criteria For This 401NEO000

Run Date: 03/6/2001

Classes Starting: 04/01/2000-12/31/2000

Run Time: 9:03:23AM

Course	Description	Session	Start	End	Duration	Students		Facility Number	Facility	Instructor
						Min	Max			
401NEO000	Orientation	0003	11/01/1999	11/01/1999	7.00 Hours	1.00	24.00	40115B	Available only to DO Maier,Lisa	
		0004	11/16/1999	11/16/1999	7.00 Hours	0.00	24.00	40115B	Available only to DO Rawson,William	

REPORT ID: OHS017

REPORT NAME: Transaction Audit Report

PURPOSE: This report lists all transactions entered by a specified operator in a specified date range, or the identity of all operators who have entered transactions on a specified employee or position.

SORT BY: Date/Time Stamp (for each Operator ID)

CONTENTS:	Page Number	Action	Key 3 (Effective Date)
	Run Date	Record	Key 4 (Effective Sequence)
	Run Time	Field Name	Key 5
	<u>Line 1</u>	<u>Line 2</u>	
	Operator ID	Old Value	
	Operator Employee ID	New Value	
	Operator Description	Employee ID or Position #	
Date/Time Stamp	Key 2 (Employee Record #)		

FREQUENCY: Upon Request

**DISTRIBUTION/
RETENTION PERIOD:** Crystal Report/ Window

RESPONSIBILITY: Company

NAVIGATION: Workforce Administration-Job Information-Reports-PSAUDIT Transactions

JOB/PROGRAM NAME: N/A/ OHS017

STATE OF GEORGIA
Run Date
TRANSACTION AUDIT REPORT

Page No. 1
7/31/01
Run Time 8:18:39AM

OprID	ID Old Value	OperatorDescr New Value	EmplID or Position #	Date/Time Stamp Key2	Action Key3	Record Key4	Field Name Key5
AOKOPR	00111111 DTA	Alice Oakley (404)555-0000	00888888	2001/07/31 08:06:37.00 0	D 2001-04-01	JOB 0	ACTION
AOKOPR	00111111 RBB	Alice Oakley (404)555-0000	00888888	2001/07/31 08:06:37.00 0	D 2001-04-01	JOB 0	ACTION_REASON
AOKOPR	00111111 18871.2	Alice Oakley (404)555-0000	00888888	2001/07/31 08:06:37.00 0	D 2001-04-01	JOB 0	ANNL_BENEF_BASE_RT