Transaction Overview Report
Transaction Overview Report

Administer Work Force
Job Transaction Overview

Date Options:
- Effective Date
- Entry Date
 01/01/1900 To 01/13/2003 mm/dd/yyyy

Employees:
- All Employees

Org Nodes Options:
- All Org Nodes
- Org Node Codes
- Org Node Names
- Incl. Subordinate Levels

Add One
List

Jobs Options:
- All Jobs

Appointment Types Options:
- All Appointment Types

Employment Statuses:
- All Employment Statuses

Actions Options:
- All Action/Reasons

Add
Remove
Remove All

Family Chg
Hire
Job Recll
Layoff
LOA
LOA Paid

Reset Defaults
**Transaction Overview Report**

**Description**: This report provides a high-level overview of transactions that occurred in HRMS. Use it to review transactions and determine which ones require further investigation or review (using the HRMS application or another HR-BAIRS report).

Reports provide different sort orders (Report Views) for the data. You may go back (using the back arrow) from a report to the Report Views and change selections to view and print the desired sort order.
Example of Hire Transaction Report – 1/1/1900 thru 1/12/2003

<table>
<thead>
<tr>
<th>Rcd #</th>
<th>EE Stat</th>
<th>Trnsctn Date</th>
<th>Effective Eft Date</th>
<th>Seq</th>
<th>Act Res</th>
<th>Job</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Helpful Hints:
- Include related Actions to get the whole picture – i.e. Hire and Rehire.
- The asterisk (*) on left margin of the report identifies “HRMS current row” data.
- Scroll to the bottom of a report and back to the top to trigger the page count.
- Transaction Report always runs against ALL data rows.
- Compare your report data against your Selection Criteria to assure you get the correct report results.
<table>
<thead>
<tr>
<th>Rcd #</th>
<th>EE Stat</th>
<th>Trsnsch Date</th>
<th>Effective Date</th>
<th>Eft Seq</th>
<th>ActRes</th>
<th>Job</th>
<th>Appt Begin</th>
<th>Appt End</th>
<th>Annized rate</th>
<th>Operator Id #</th>
</tr>
</thead>
<tbody>
<tr>
<td>0</td>
<td>A</td>
<td>06/04/2002</td>
<td>0</td>
<td>HIR/CON</td>
<td>4723U</td>
<td>Assistant II</td>
<td>06/04/2002</td>
<td>12/31/2002</td>
<td>$</td>
<td></td>
</tr>
<tr>
<td>0</td>
<td>A</td>
<td>06/08/2002</td>
<td>0</td>
<td>HIR/CON</td>
<td>4723U</td>
<td>Assistant II</td>
<td>06/03/2002</td>
<td>12/31/2002</td>
<td>$</td>
<td></td>
</tr>
</tbody>
</table>

Kos, Ronald S - 0

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<th>Job</th>
<th>Appt Begin</th>
<th>Appt End</th>
<th>Annized rate</th>
<th>Operator Id #</th>
</tr>
</thead>
<tbody>
<tr>
<td>0</td>
<td>A</td>
<td>03/14/1988</td>
<td>0</td>
<td>HIR/CON</td>
<td>0355U</td>
<td>Admin/Coord/Officer(Func Area)</td>
<td>03/14/1988</td>
<td>12/31/2002</td>
<td>$</td>
<td></td>
</tr>
</tbody>
</table>

Note: Data is collected from all data rows in the database. Therefore, historical row data values included in the report do not represent current row data values. In the example above, the Appointment End date is not the current system appt end date because this Hire/Conversion row is a history row.