

Transaction Overview Report

Transaction Overview Report

Administer Work Force
Job Transaction Overview

Process

Date Options:

Effective Date Entry Date

01/01/1900 To: 01/13/2003 mm/dd/yyyy

Employees: All Employees

All Org Nodes Org Node Codes Org Node Names incl. Subordinate Levels

Add One List

Add
Remove
Remove All

FMHUM

All Jobs

All Appointment Types

All Employment Statuses

A
D
L
P
T

Add
Remove
Remove All

A
L
P

All Action/Reasons

Actions Action Reasons

Family Chg
Hire
Job Reclas
Layoff
LOA
LOA-Paid

Add
Remove
Remove All

Hire

A - Active, D - Deceased, L - Leave, P - Paid Leave, T - Term

Reset Defaults

Transaction Overview Report

Report Views

Report View by:
Org Node
Appointment Type
Employee Name / ID
Employee Record Nbr
Effective Date
Effective Sequence

Report View One

Report View by:
Appointment Type
Org Node
Employee Name / ID
Employee Record Nbr
Effective Date
Effective Sequence

Report View Two

Report View by:
Employee Id
Transaction Date
Employee Record Nbr
Effective Date
Effective Sequence

Report View Three

Report View by:
Employee Id
Effective Date
Employee Record Nbr
Effective Sequence

Report View Four

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

HR Job Transaction
Overview by Org Node

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Rcd #	EE Stat	Trnsctn Date	Effective Date	Eft Seq	Act/Res	Job	Appt Begin	Appt End	Annlized rate	Operator Id #
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* Current Row Indicator

Rcd # Employment Record Number (EMPL_RCD_NO)

EE Stat Employee Status (EMPL_STATUS)

Trnsctn Date Transaction Date (LASTUPDDTTM_JOB)

Effective Date Effective Date

Eft Seq Effective Sequence

Act/Res Action Code / Action Reason Code

Job Job Code and Description

Appt Begin Appointment Begin Date

Appt End Appointment End Date

Annlized rate Annualized Rate of Pay (ANNUAL_PAY_RT)

Operator ID Employee ID Number of the HRMS Operator

Selection Criteria:

Effective Date Between 01/01/1900, 01/12/2003

Entry Date Between

Employee ID =

Org Node = FMHUM

Parent Node =

Job Codes =

Job Code Description =

CTO Codes =

CTO Description =

Appt Type =

Empl Status = A, L, P

Action = Hire

Action Reason =

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.

Example of Hire Transaction Report – 1/1/1900 thru 1/12/2003

HR Job Transaction
Overview by Org Node

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Rcd #	EE Stat	Trnsctn Date	Effective Date	Eft Seq	Act/Res	Job	Appt Begin	Appt End	Annized rate	Operator Id #
0	A		06/04/2002	0	HIR/CON	4723U ____Assistant II	06/04/2002	12/31/2002	\$████████	
████████████████████ - 0████████████████████										
* 0	A	12/05/2002	11/01/2002	0	HIR/HIR	7242U Analyst, Administrative, Sr	11/01/2002	11/30/2002	\$████████	011400044
████████████████████ - 0████████████████████										
0	A		06/03/2002	0	HIR/CON	4723U ____Assistant II	06/03/2002	12/31/2002	\$████████	
Kos,Ronald S - 0████████████████████										
0	A		03/14/1988	0	HIR/CON	0355U Admin/Coord/Officer(Func Area)	03/14/1988	12/31/2002	\$████████	?!
████████████████████ - 0████████████████████										
0	A		06/19/2002	0	HIR/CON	7662U Analyst, Personnel, Sr	06/19/2002	12/20/2002	\$████████	
████████████████████ - 0████████████████████										
0	A		01/08/2001	0	HIR/CON	7618U Accountant I	01/08/2001	07/04/2003	\$████████	
████████████████████ - 0████████████████████										
0	A		01/04/2002	0	HIR/CON	7600U Prog./Analyst III-Supvr	01/04/2002	12/31/2002	\$████████	

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.