



BOBJ REPORT DESCRIPTION

BP004 Employee History Lookup

Report Description:

This report provides basic employment information and a hyperlink to the *BP002: Employee History* report. Data returned is based on Last4 SSN and Last Name provided for prompt during report execution.

Report Location:

Cross Agency Verification

Report uses:

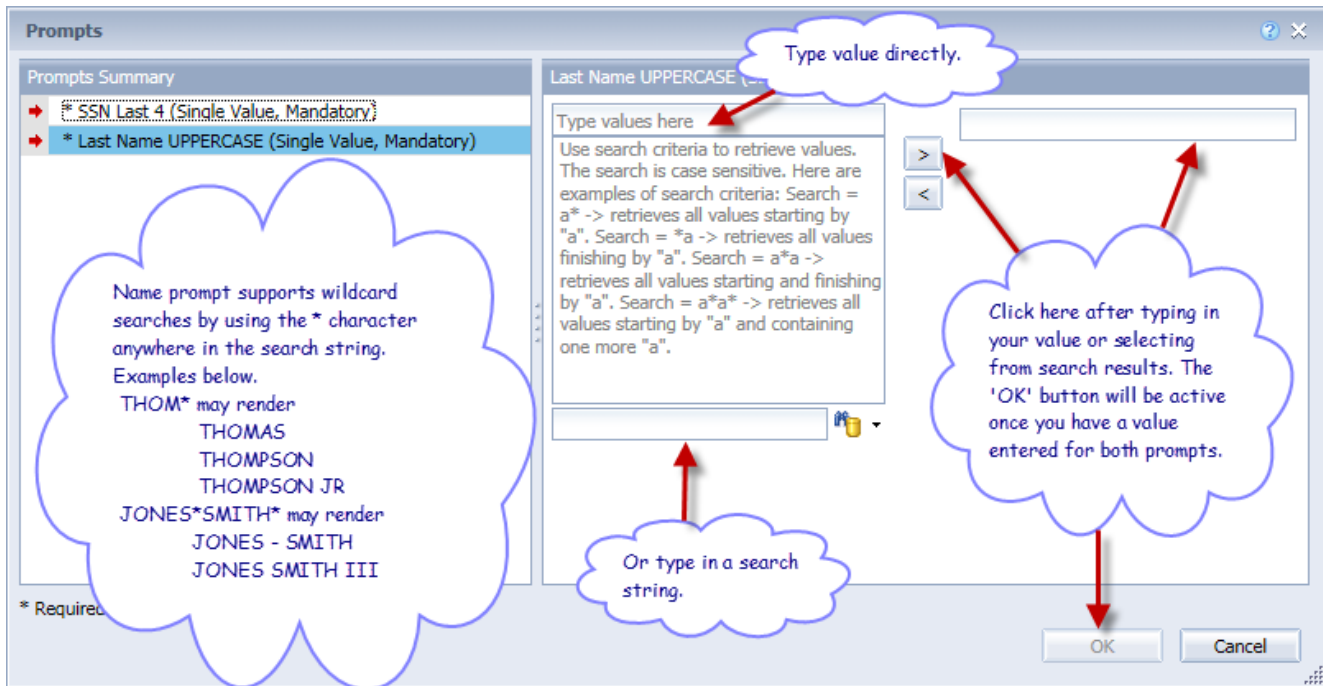
This report has 2 mandatory prompts.

- SSN Last 4: Type in the last 4 digits of the employee's Social Security Number.
- Last Name: Type in a value (all UPPERCASE) or do a search and select from a list.

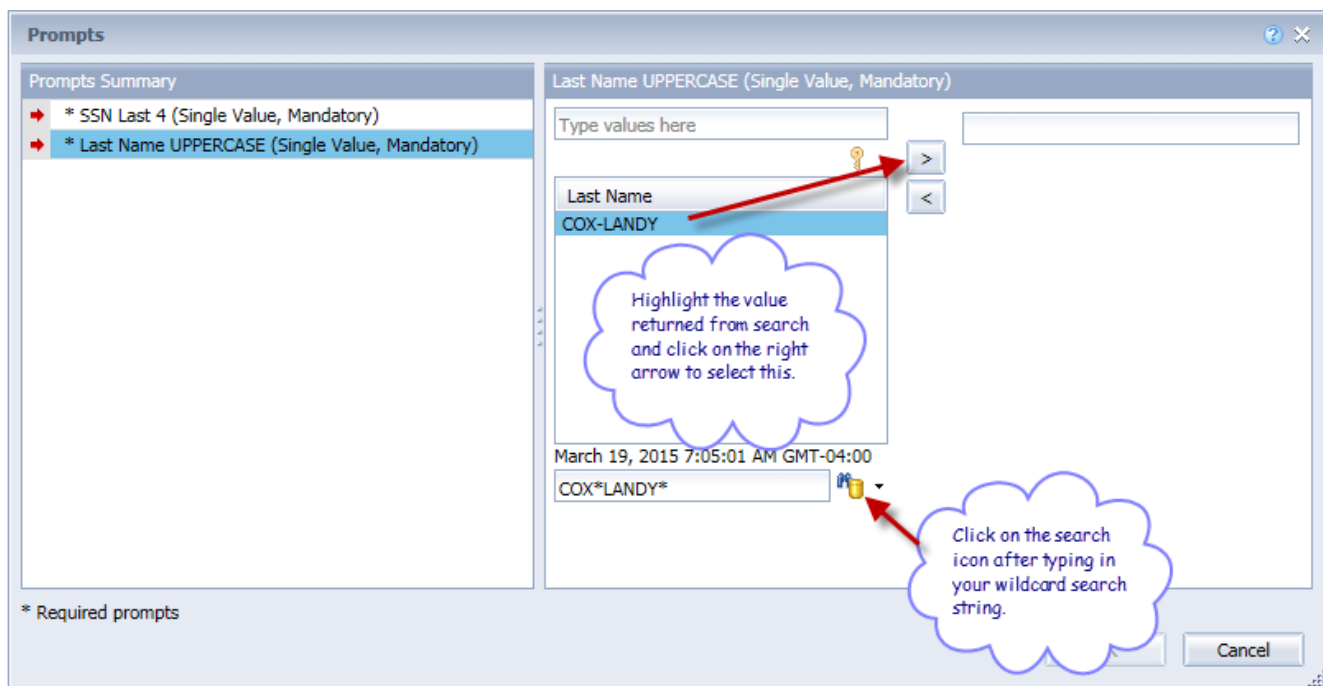
Quick Links

How to run this report	1
Initial Layout	3
Available Objects:	3
Special Report Considerations/Features:	4

How to run this report



NOTE: For employees that have multiple names in their last name, it is best to do a wildcard name search and select from a list as it is difficult to know how that name is stored (e.g., hyphens, suffixes, etc.).



BP004 EMPLOYEE HISTORY LOOKUP

Initial Layout

The BP004 report renders some basic employment information along with the employee number which acts as a hyperlink to launch the *BP002: Employee History* report.

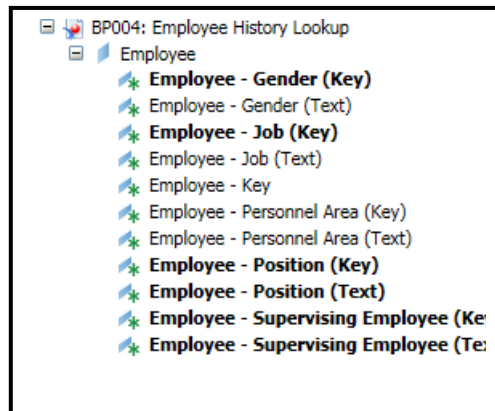
BP004: Employee History Lookup Execution Date: 3/17/15					
Employee PersNo.	Employee Full Name	Gender	Job	Personnel Area	Personnel Area Desc
1234567	Jane L Doe	Female	Administrative Assistant I	0501	Secretary of State



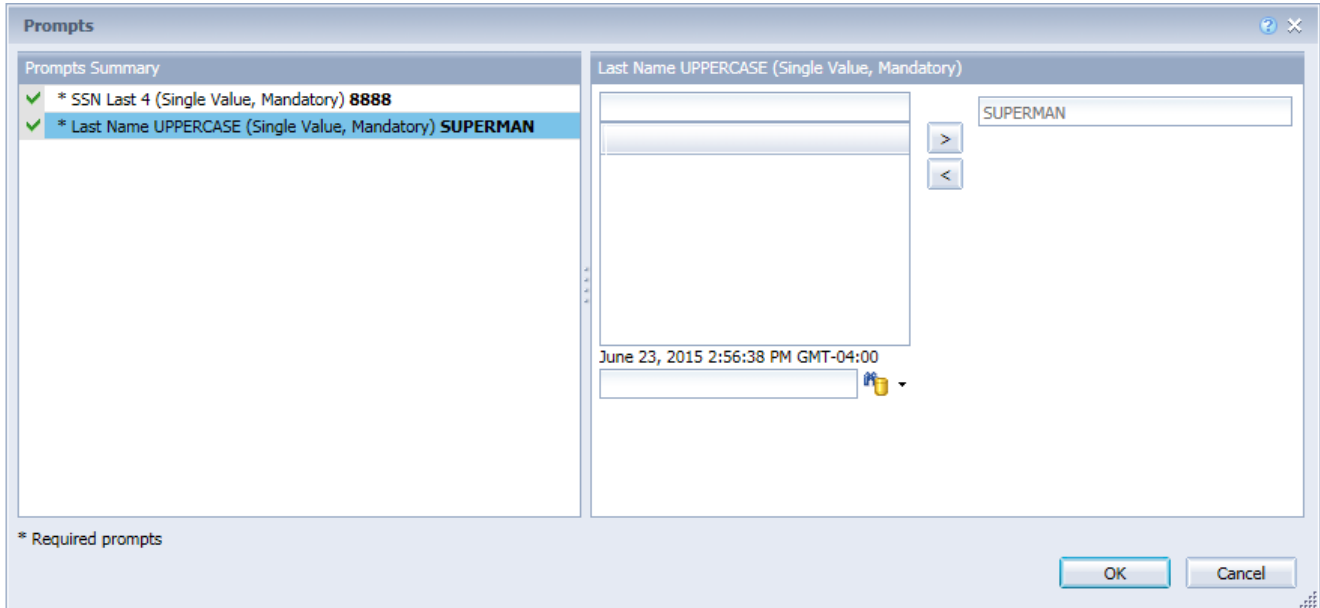
BP002: Employee History Execution Date: 3/17/15										
Jane L Doe (1234567)										
Valid From	Action Type/Reason	Action Desc	Job	Job Desc	Position	PositionText (TimeBased)	Org Unit	Org Unit Desc	Employee Salary	Budget Amount
07/01/2012	112	Legislative Increase for Position	39999999	Administrative Assistant I	69999999	Administrative Assistant I	29999999	SOSNC - Regis - CSL - Lic	42,523.00	42,523.00
07/01/2012	ZC22	Legislative Increase	39999999	Administrative Assistant I	69999999	Administrative Assistant I	29999999	SOSNC - Regis - CSL - Lic	42,523.00	42,523.00
03/31/2008	XU01	PMIS CONVERT TO BEACON	39999999	Administrative Assistant I	69999999	ADMINISTRATIVE ASST I	29999999	SOSNC - Regis - CSL - Lic	42,019.00	42,019.00
07/01/2007	ZC22	Legislative Increase	39999999	Administrative Assistant I	69999999	ADMINISTRATIVE ASST I	29999999	SOSNC - Regis - CSL - Lic	42,019.00	42,019.00

Available Objects:

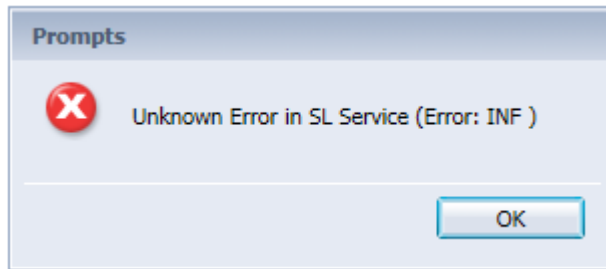
This is a list of the available objects that can be added to the report, once in Design mode:

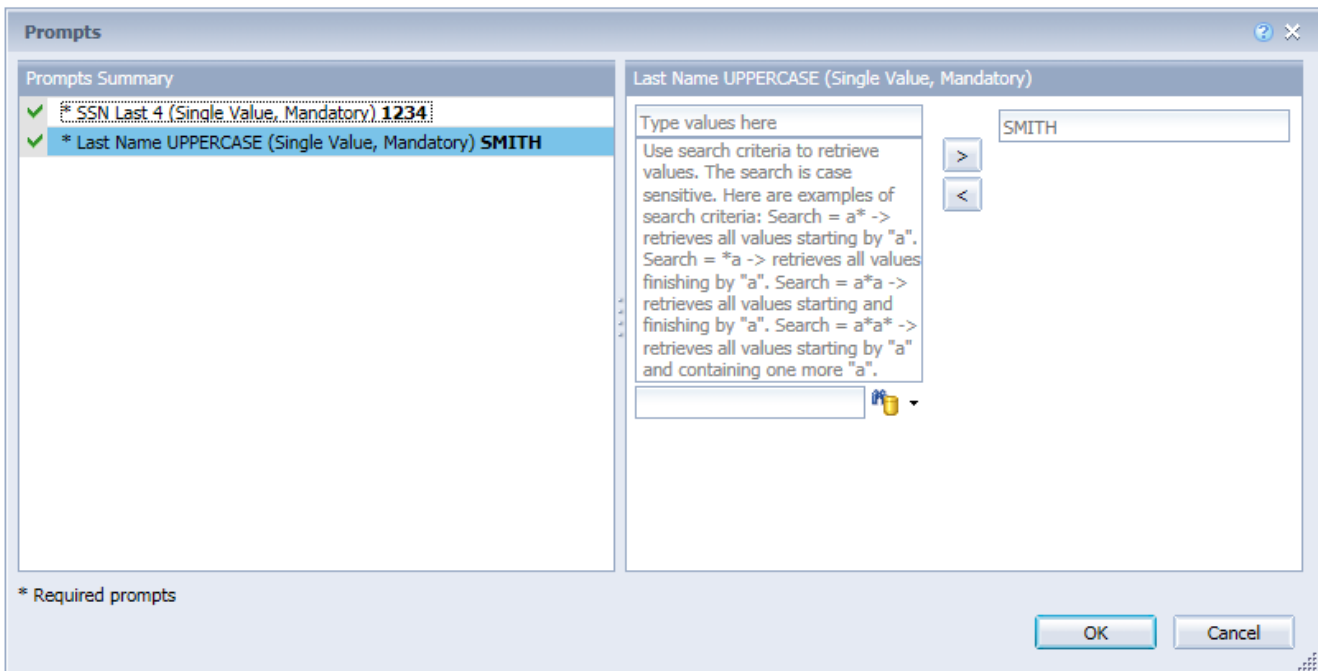


Special Report Considerations/Features:

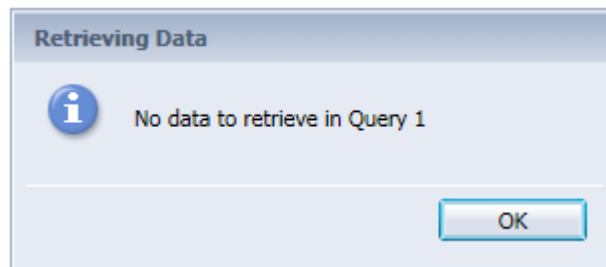


- ✓ When a Last Name entered does not exist in the system, the following error will display.





- ✓ When the Last4 SSN and the Last Name exist individually in the system BUT the combination together does not exist, the following message will be displayed.



Based on the example above, Last 4 SSN of 1234 exists in the system and Last Name of SMITH exists in the system. However, the combination of 1234/SMITH does not exist.