



EMPLOYEE LOOKUP FOR PUBLIC INFORMATION

REPORT DESCRIPTION BP150 | WEB INTELLIGENCE

BOBJ

The purpose of this Report Description is to explain how to generate a list of all employees and their current information based on a single Last Name lookup in the Integrated HR-Payroll System.

REPORT DESCRIPTION:

This report provides a list of all employees and their current information based on a single Last Name lookup.

REPORT LOCATION:

Public Information

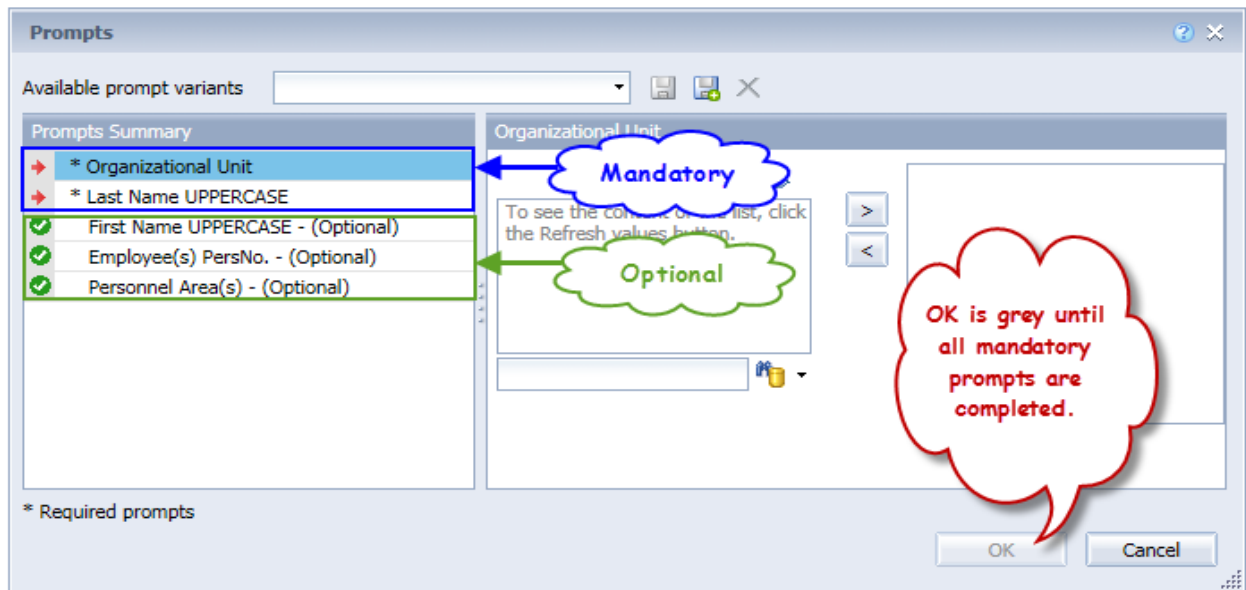
REPORT USES:

Agencies use this report to look up a particular employee and then launch report *'BP007: Public Information Individual Employee'* to obtain the employee's Public Information reportable action history.

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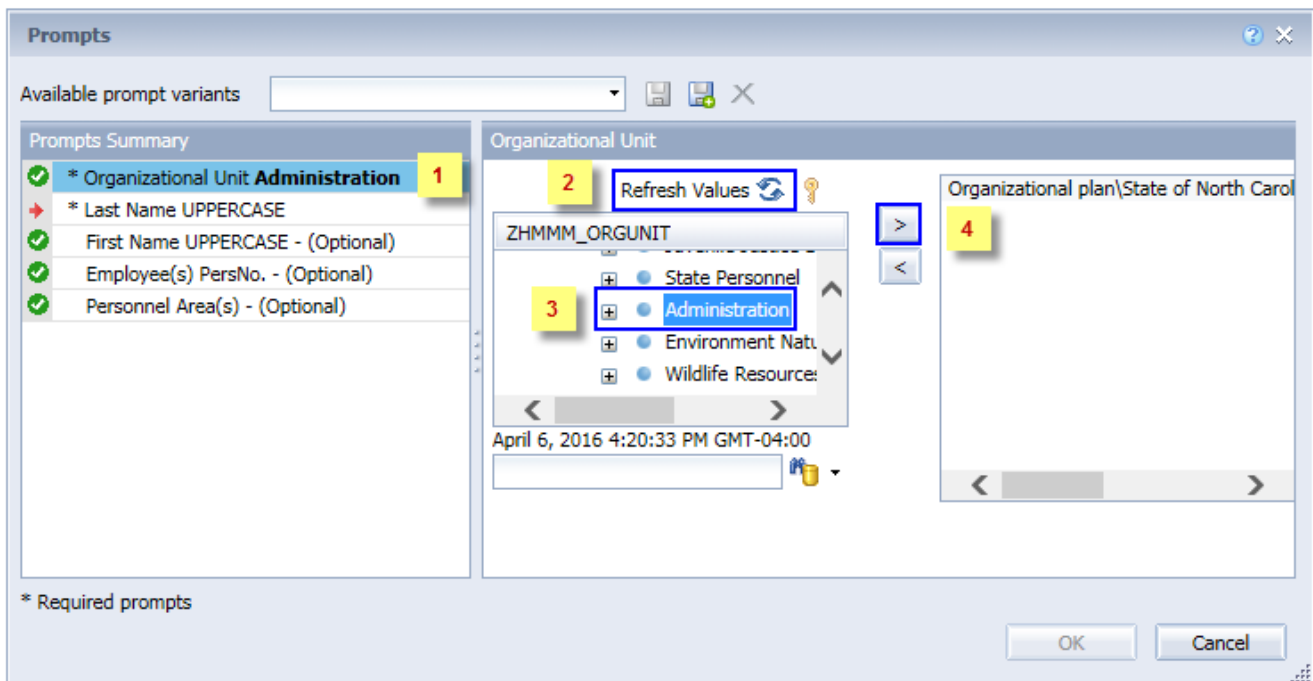
How to generate this report



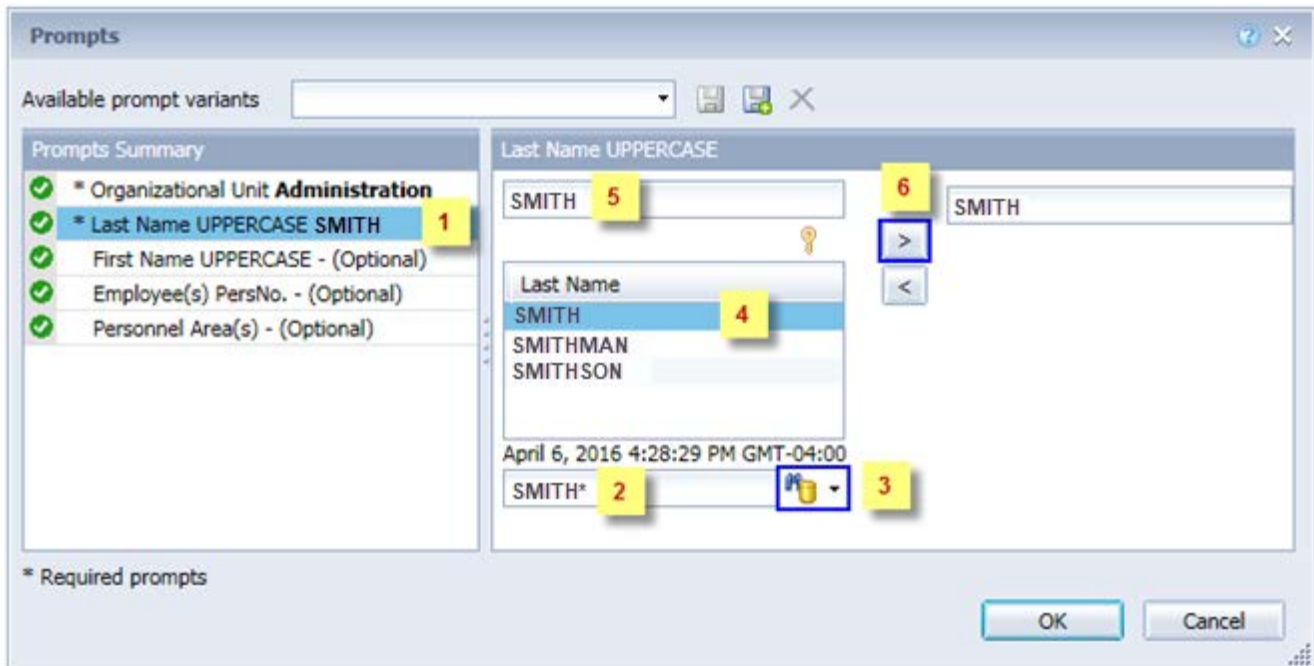
Mandatory Prompts

Mandatory prompts have a red arrow indicator (➔) followed by an asterisk (*) on the left side of the prompts. When a valid value(s) is entered, this indicator will turn into a green check mark (✓).

- ➔ ***Organizational Unit:** To select data for this prompt:
 - Make sure the “Organizational Unit” prompt is selected (1).
 - Click on the “Refresh Values” icon to see the list of Org Units (2).
 - Navigate down to the desired Org Unit (3).
 - Click on the right arrow to add it to the selection box (4).



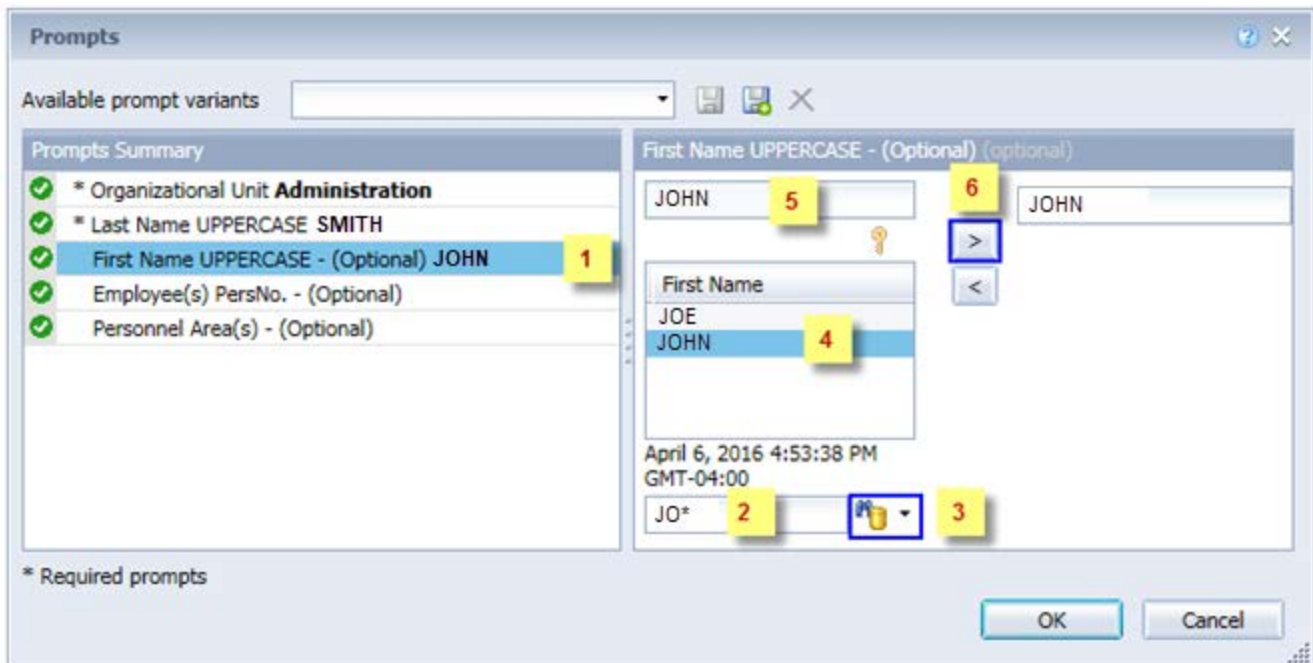
- ***Last Name UPPERCASE:** To select data for this prompt:
- Make sure the *Last Name UPPERCASE* prompt is selected (1).
 - If you are unsure of the spelling, or if the last name may be hyphenated, it is best to do a search by typing in the search string (in uppercase) followed by a * (2); then click on the search icon (3).
 - Navigate to the desired Last Name (4).
 - OR if the spelling doesn't need to be verified, skip steps 2 through 4 and enter the Last Name (in uppercase) directly in (5).
 - Click on the right arrow to add the Last Name to the selection box (6).



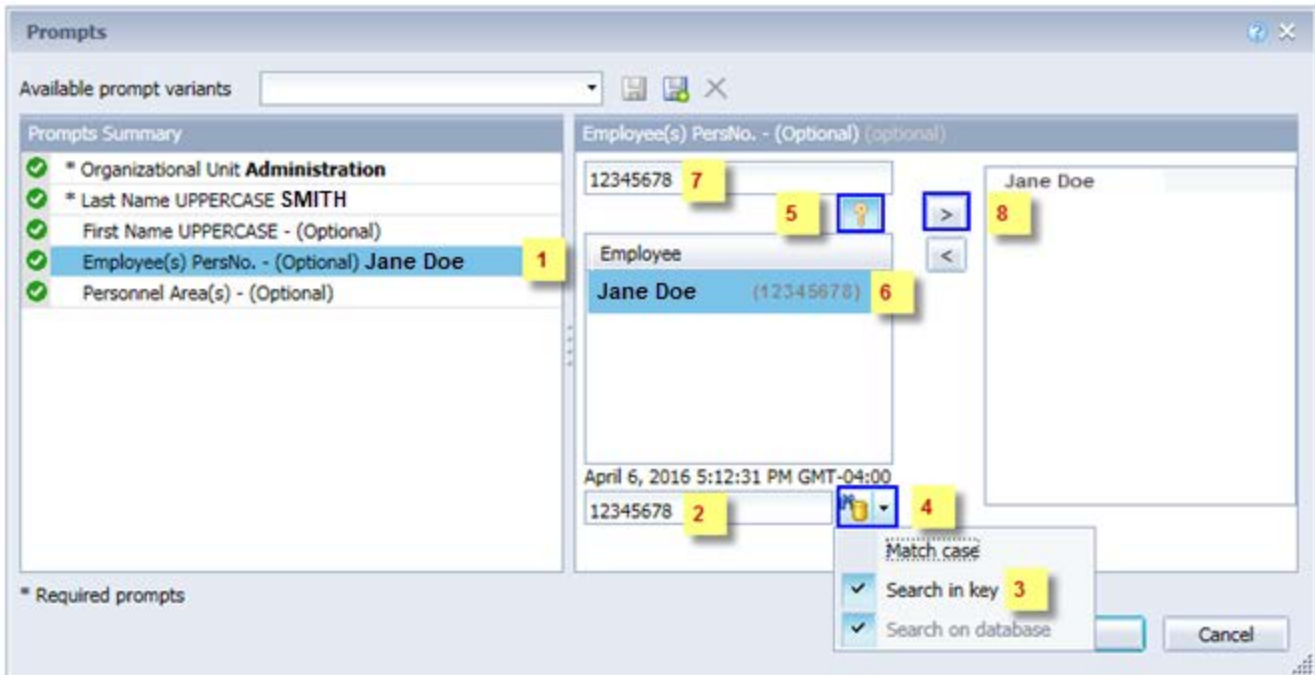
Optional Prompts

Optional prompts are indicated with a green check mark (✓) and are not required. They are used to assist in further limiting the amount of data that is retrieved into the body of the report.

- ✓ **First Name UPPERCASE - (Optional):** To select data for this prompt:
 - Make sure the *First Name UPPERCASE - (Optional)* prompt is selected (1).
 - If you are unsure of the spelling, it is best to do a search by typing in your search string (in uppercase) followed by a * (2); then click on the search icon (3).
 - Navigate to the desired First Name (4).
 - OR if the spelling doesn't need to be verified, skip steps 2 through 4 and enter the First Name (in uppercase) directly in (5).
 - Click on the right arrow to add the First Name to the selection box (6).



- ✓ **Employee(s) PersNo. - (Optional):** To select data for this prompt:
 - Make sure the *Employee(s) PersNo. - (Optional)* prompt is selected (1).
 - Enter an employee number in the search box to verify the employee name (2).
 - Click on the search icon drop down arrow and select “Search in key” (3).
 - Then click the search icon (4).
 - To see the employee number, click on the key icon (5).
 - Click on the desired Employee (6).
 - OR if the employee number does not need to be verified, skip steps 2 through 6 and enter it directly in (7).
 - Click on the right arrow to add the Employee to the selection box (8).

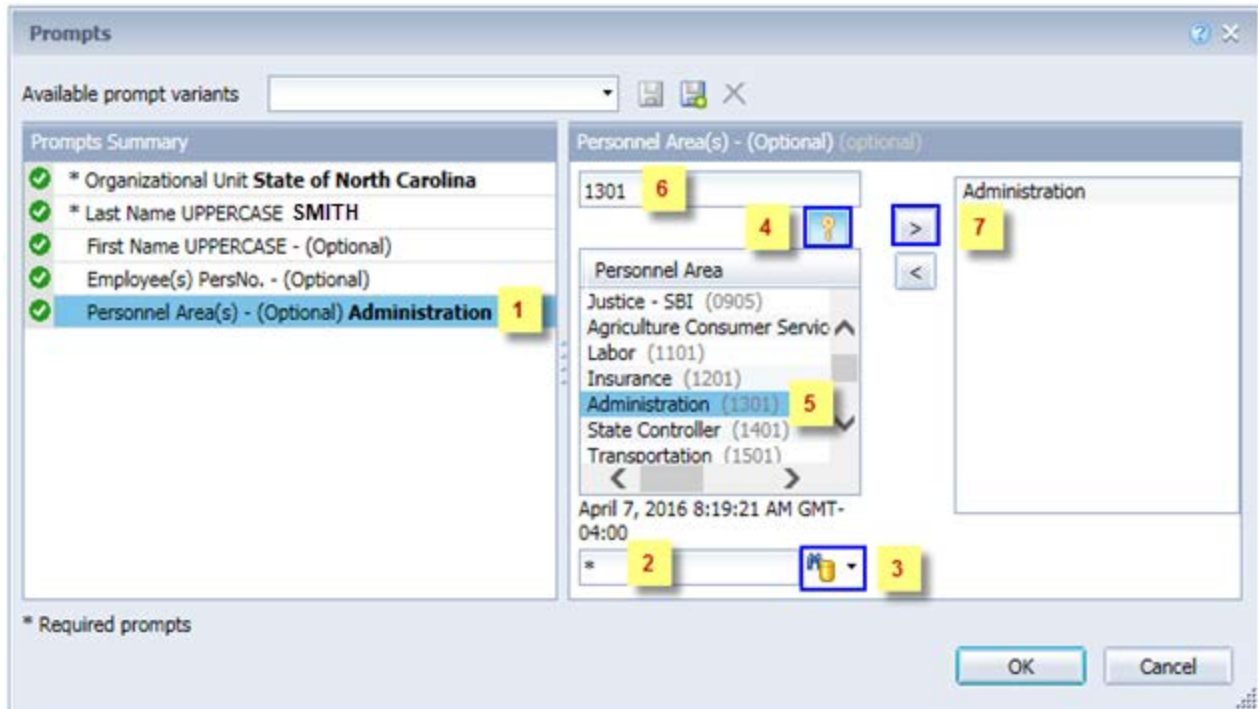


NOTE: Since the system contains a large number of employees, using broad wildcard searches can be very slow and may result in an error if the search exceeds the system limit. If the employee number is not known and a name search must be done, narrow down your search by using the wildcard with specific text strings when looking for an employee by name such as:

Jane*Doe*
*Doe

If the employee number is known, it is best to use the manual entry field (in step 7) to enter the selection.

- ✓ **Personnel Area(s) - (Optional):** To select data for this prompt:
 - Make sure the *Personnel Area(s) - (Optional)* prompt is selected (1).
 - Enter a search text with an asterisk (*) in the search box to view the list of values for Personnel Area (2).
 - Click on the search icon (3).
 - To see the key value for each Personnel Area, click on the key icon (4).
 - Click on the desired Personnel Area (5).
 - OR if the Personnel Area key or Personnel Area name are known, skip steps 2 through 5 and enter it directly in (6).
 - Click on the right arrow to add the Personnel Area to the selection box (7).



Initial Layout

The report lists current information for all employees corresponding to the Last Name selected. Below is a sample rendering.


BP150: Employee Lookup for Public Information Execution Date : 4/7/16

Last Name: SMITH

First Name	Employee Full Name	Personnel Area	Org Unit	Org Unit Desc	Original Hire Date	Agency Hire Date	Current Position Desc	Current Job Desc	Current/Last Salary
JAMES	James Smith	Marketing	23333333	Media Management	7/1/2013	7/1/2013	Social Media	Public Relations	32,384.00
JANE	Jane Smith	Marketing	23333333	Media Management	6/7/1993	6/7/1993	Press Secretary	Public Relations	44,267.00



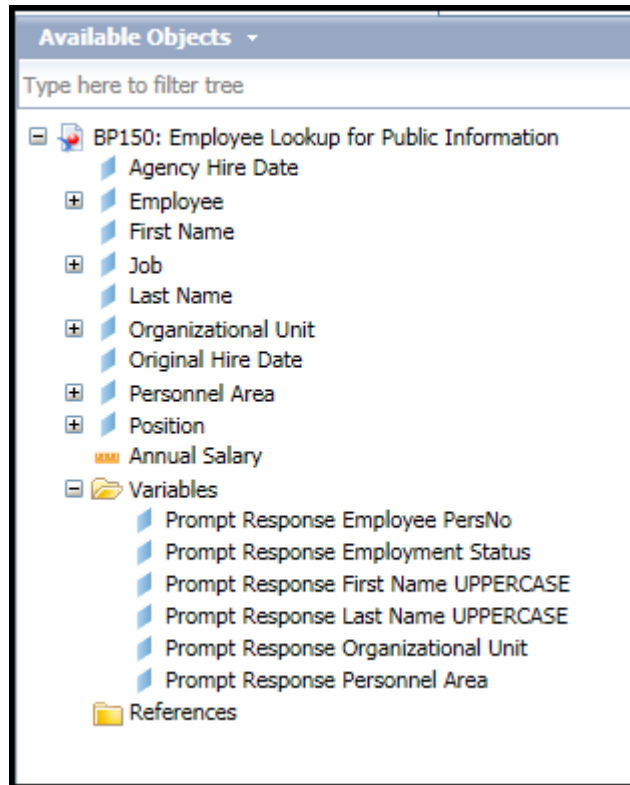
State of North Carolina
BP007: Public Information Individual Employee

 Execution Date: 4/7/16

Effective Date	Public Info Action Desc	Personnel Area	Position	Position Desc	Appointment Type	Job Desc	Age in Years	Agency Hire Date	Pos County	Pos County Desc	Salary Change Amount	Post Action Salary
<i>Jane Doe (Original Hire Date: 7/1/2013)</i>												
9/4/15	Pub Info-Separation	Marketing	65555555	Social Media	FT Permanent	Public Relations	51	7/1/13	092	Wake	0.00	32,384.00
3/1/15	Pub Info-Performance Bonus	Marketing	65555555	Social Media	FT Permanent	Public Relations	51	7/1/13	092	Wake	312.00	32,384.00
7/1/14	Pub Info-Legislative Increase	Marketing	65555555	Social Media	FT Permanent	Public Relations	50	7/1/13	092	Wake	648.00	32,072.00
5/1/14	Pub Info-Horizontal Transfer	Marketing	65555555	Social Media	FT Permanent	Public Relations	50	7/1/13	092	Wake	0.00	31,424.00
3/1/14	Pub Info-Salary Adjustment	Marketing	64444444	Social Media	FT Permanent	Public Relations	50	7/1/13	092	Wake	264.00	31,424.00
7/1/13	Pub Info-New Hire	Marketing	64444444	Social Media	FT Permanent	Public Relations	49	7/1/13	092	Wake	0.00	31,160.00

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

- The following Employee Subgroups are excluded because they are not paid from BEACON.
 - G1 Contractor
 - G3 Volunteer
 - G4 Board Member
 - G6 Federal
- ‘Current/Last Salary’ reflects the employee’s current salary or, in the case of a separated employee, the employee’s last salary.

Change Log

Effective Date	Change Description	Modifier
8/27/2020	Edited Screenshots	L.Lee
8/31/2020	Updated Format	C.Ennis
9/21/2020	Added Alt Text	L.Lee