



EMPLOYEE LOOKUP

REPORT DESCRIPTION BP250 | CRYSTAL REPORT



The purpose of this Report Description is to explain how to lookup employee information in the Integrated HR-Payroll System.

Report Description:

This report provides a list of all employees based on a single Last Name lookup.

Report Location:

PA: Employee Lookup

Report Uses:

The report provides look-up functionality to assist agencies in locating a specific employee.

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How to generate this report

Mandatory Prompts

Mandatory prompts have 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 (✓).

Prompt Summary	Select values for prompts	Actions
✓ *Organizational Unit ORGUNIT/20000037 - Administration	✓ *Organizational Unit 0ORGUNIT/20000037 - Administration	
✓ *Last Name UPPERCASE DOE - DOE	✓ *Last Name UPPERCASE DOE	
First Name UPPERCASE - (Optional) no value	> First Name UPPERCASE - (Optional)	
Employee(s) PersNo. - (Optional) no value	> Employee(s) PersNo. - (Optional)	
Personnel Area(s) - (Optional) no value	> Personnel Area(s) - (Optional)	

***Organizational Unit:** To select data for this prompt:

- Click the “Matchbox” icon to see the list of Org Units (1).

- Navigate down to the desired Org Unit, check the box to select (2).
- Click OK to accept your selection (3).

Choose Values ZHMMM_ORGUNIT

Search

- 0ORGUNIT/20000081 - Governor's Cabinet & Agencies
 - 20000081 - Governor's Cabinet & Agencies
- > 0ORGUNIT/20000001 - Governor's Office
- > 0ORGUNIT/20000035 - Juvenile Justice Delinquency
- > 0ORGUNIT/20000036 - State Personnel
- 2 0ORGUNIT/20000037 - Administration
- > 0ORGUNIT/20000039 - Environment Natural Resources
- > 0ORGUNIT/20000040 - Wildlife Resources Commission
- > 0ORGUNIT/20000041 - Health and Human Services
- > 0ORGUNIT/20000042 - Correction
- > 0ORGUNIT/20000043 - Commerce

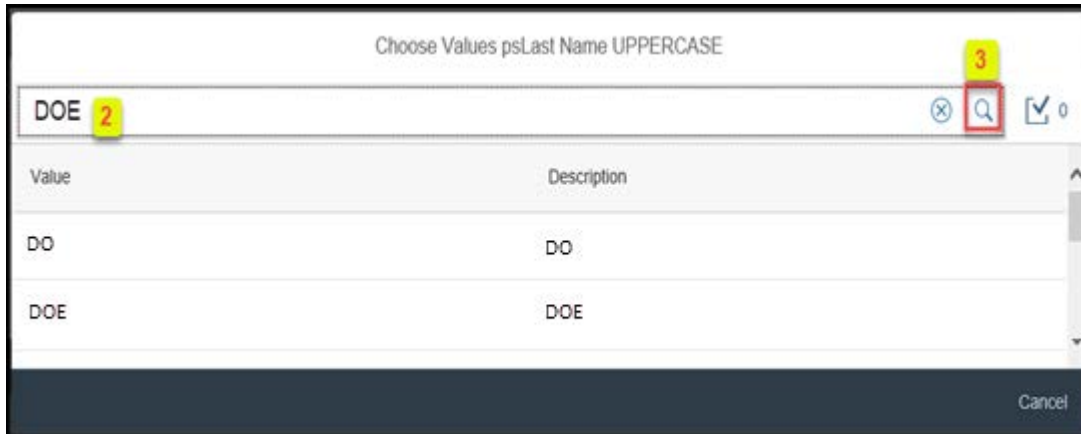
OK Cancel

***Last Name UPPERCASE:** To select data for this prompt,

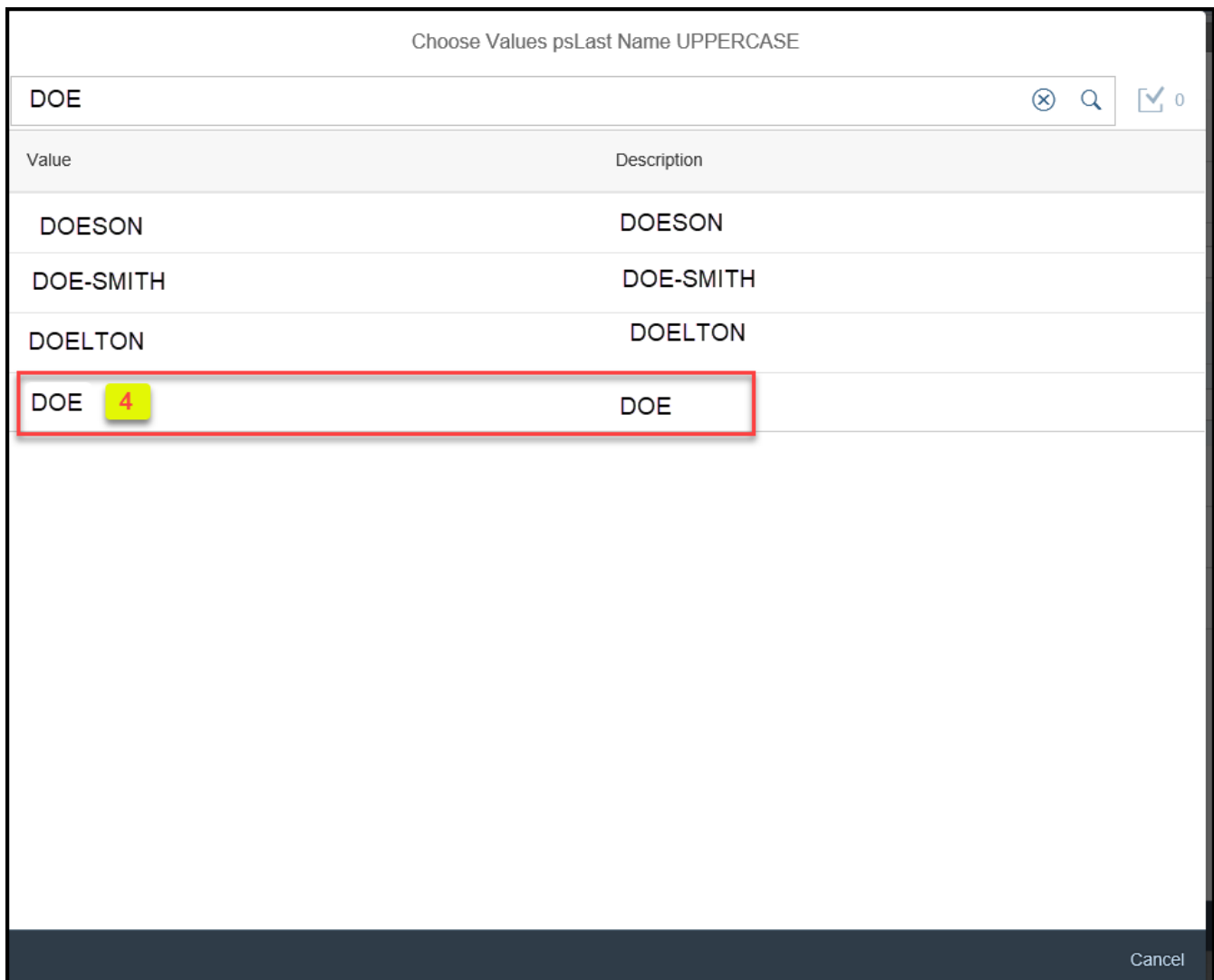
- Click the Matchbox Icon (1).

▼ *Last Name UPPERCASE

- Type the desired Last Name in uppercase (2), and then click on the magnifying glass (3); the search is not position sensitive and will render results everywhere the string appears in the Last Name.



- Navigate to the desired Last Name and click to select (4).



Optional Prompts

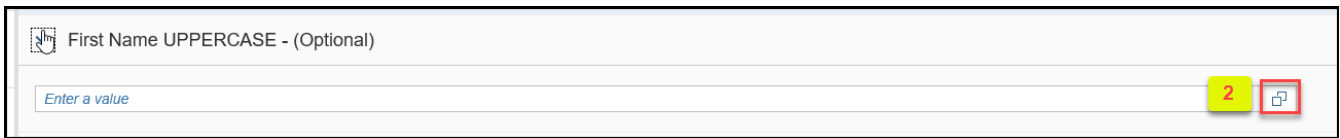
Optional prompts are used to assist in further limiting the amount of data that is retrieved into the body of the report. Once all the mandatory prompts have been filled in, a green checkmark (✓) will appear to the left of the optional prompts. The optional prompts on this report are:

First Name UPPERCASE: To select data for this prompt,

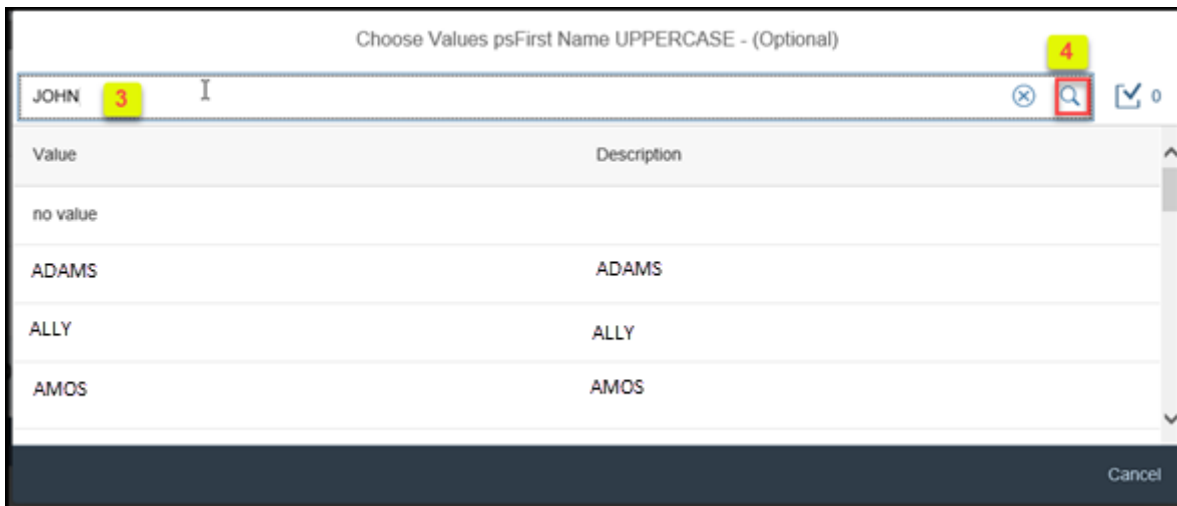
- Click the right arrow to the left of the prompt name (1).



- Click the “Matchbox” icon to see the list of First Names (2).



- Type the First Name in uppercase in the search box (3).
- Click on the magnifying glass (4).



- Navigate down and click to select the desired First Name (5).

Choose Values psFirst Name UPPERCASE - (Optional)

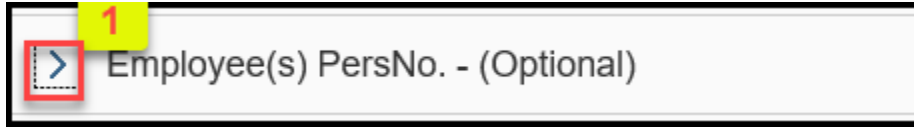
JOHN ⊗ 🔍 📌 0

Value	Description
JOHN 5	JOHN
JOHN WALTER	JOHN WALTER
JOHNATHAN	JOHNATHAN
JOHNIE	JOHNIE
JOHNNA	JOHNNA
JOHNNIE	JOHNNIE
JOHNNY	JOHNNY
JOHNY	JOHNY

Cancel

Employee(s) PersNo. - (Optional): To select data for this prompt:

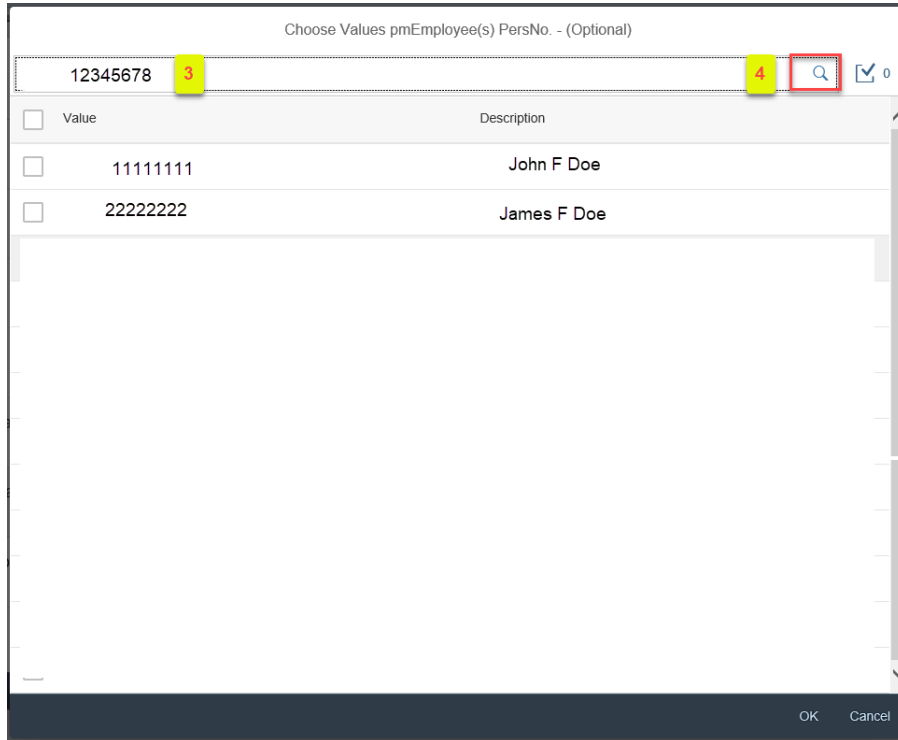
- Click the right arrow to the left of the prompt name (1).



- Click the "Matchbox" icon (2) to see the list of Employees.



- Search for the employee number in the search bar (3).
- Click on the magnifying glass (4).



- Navigate down and check the box to select the desired Employee (5).
- Click the OK to accept your selection (6).

Value	Description
<input checked="" type="checkbox"/> 12345678	Jane M Doe

- **OR**, if the employee number is known, enter it directly in (7) and click the “+” icon (8) to select.

Personnel Area(s) - (Optional): To select data for this prompt,

- Click the right arrow to the left of the prompt name (1).

- Click the “Matchbox” icon (2) to see the list of Personnel Areas.

- Navigate to the desired Personnel Area, check the box to select (3).
- Click OK to accept your selection (4).

Choose Values pmPersonnel Area(s) - (Optional)

Search 🔍 1

3	Value	Description
<input checked="" type="checkbox"/>	1301	Administration
<input type="checkbox"/>	1601	Environmental Quality
<input type="checkbox"/>	4001	Military and Veterans Affairs

4
OK Cancel

- **OR**, if the Personnel Area key is known, skip steps 2 through 4 and enter it directly in (5).
- Click the “+” icon (6) to select.

Personnel Area(s) - (Optional) 6

Enter a value 5 +

Report Layout

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

State of North Carolina BP250: Employee Lookup										
Execution Date: 4/6/16										
First Name	Employee	Last 4 SSN	Personnel Area	Org Unit	Org Unit Desc	Original Hire Date	Agency Hire Date	Current Position Desc	Current Job	Current/Last Salary
<i>Last Name: SMITH</i>										
JOHN	12345678	1234	Marketing	2333333	Media Management	7/1/13	7/1/13	Social Media	Public Relations	32,384.00
JANE	12345676	4321	Marketing	2333333	Media Management	6/7/93	6/7/93	Press Secretary	Public Relations	44,267.00

Special Report Considerations/Features

- The following Employee Subgroups are excluded because they are not paid from the Integrated HR-Payroll System.
 - 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 Record

- 9/24/2020 – Updated screenshots due to change in user interface, moved from Adobe Flash to HTML. There was a phase out of Adobe effective 10/22/2020.
- 10/1/2020 – updated format and added alt text – L. Lee
- 10/7/2020 – Proofed report description – C. Ennis
- 10/15/2020 – Converted to PDF – L.Lee