

Type: System Enhancements	ID Number: SE 26
Date: July 18, 2008	Subject: Service Awards External Report

Suggested Audience:

HR Offices and Data Warehouse Users

Summary of Enhancements:

Effective with the 7/19/2008 release, there will be a new Service Awards external report available for use.

This report will provide a list of active employees who have attained at least five years of service. The report will show five-year increments, starting with five up to 60 years. It will not include OPS employees. The service year data is based on current months of service as reflected on the Key Service Date Screen in People First. If the service years shown on the report are incorrect, please work with the People First Service Center to correct the Key Service Date information in People First.

The report is sorted by:

- HR Org Code
- FLAIR Org Code
- Budget Entity Code
- Service Years
- Last Name.

You can filter the information (process the report) by:

- OLO Code
- HR Org Code
- FLAIR Org Code
- Budget Entity Code
- Start Date
- End Date

The report selection criteria will be displayed in the report header. Totals are provided by HR Org Code and service years. It can be run for one pay period, a month or a date range. The report contains information from the data warehouse and is updated each night. Only employees with a role code of A, F, G, H or S have access to this report.

If you have any questions related to this new report, please e-mail PeopleFirstDataWarehouse@dms.myflorida.com.