

Type: System Enhancements	ID Number: SE 96
Date: July 20, 2012	Subject: New Employee Transaction Reports

Suggested Audience:

Human Resource Staff and Data Warehouse Users

Details:

As of July 16, 2012, there are two new Data Warehouse Reports available within the data warehouse web portal for your staff to use. Below is a description of the new reports.

Employee Transaction Report

This report will provide a listing of employee transactions by effective date from People First and non-OPS transactions from the legacy system, COPEs. This report can be used to help verify key service dates and employment tenure. It is designed for use by staff in your human resource office.

Employee Transaction Condensed Report

This report will provide a listing of employee transactions by effective date from People First and non-OPS transactions from the legacy system, COPEs. This report can be used to help verify key service dates and employment tenure. It does not contain as many data fields as the Employee Transaction Report and is designed for use by an employee's manager.

Who has access to run the reports?

Users with a security role code of A, C, D, F, G, H, I, K, M, N, S, U, X, and Y can process the reports. The access is the same for both reports.

- Users with an A role code can run the Employee Transaction Report or Employee Transaction Condensed Report for employees outside their agency.
- Users with an organization-restricted role code (K, U or Y) can only run the reports for employees in their organization code range(s).

Instructional Guides

Instructional guides for both reports are available on the DMS People First Team website at http://www.dms.myflorida.com/human_resource_support/people_first/for_state_hr_practitioners/hr_professional_user_guide. The instructional guides can be found in Section V: Reports, under the Human Resource Administration Reports heading.

For questions related to the reports, please contact the People First Data Warehouse team at PeopleFirstDataWarehouse@dms.myflorida.com.