

Introduction to PS Query Training

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NYS Office of the State Comptroller
Bureau of State Payroll Services

Introduction to PS Query Training

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Additional Reference Materials

These are included at the end of this handout for future reference and may not be covered in the presentation.

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1. Objectives

Upon completion of this course, participants will be able to:

- Open and run an existing query
- Modify and save an existing query as a private version
- Download query results to Excel
- Identify the basic components of query design
- Create a basic query
- Design a query with multiple records
- Understand the fundamentals of the PS Query security
- Save query results in a secure location; understand their responsibility for data security
- Use the additional materials and on-line reference tools for query support

2. General Query Overview

All queries are essentially questions – who, how much, how often, when, etc. The questions can be very simple: How much was I paid in my last check? Or very complex: What were the funding sources associated with all employee earnings in my agency for the previous pay period?

Asking a good question and obtaining a valid answer is not always as easy as it sounds. It requires an understanding of the information available and how the data it is arranged or structured. It requires knowledge of the best way to extract only those pieces of data needed to answer the question. It requires fine-tuning and formatting and other time consuming tasks. But it can be done with practice and patience.

The basics of query design are essentially the same in all query software packages.

- **Define a purpose** for the query: What do you want to know?
 - The more time spent on this step, the better.
- **Select the records (tables) and fields** that contain the data: Where is the data located and what is it called?
 - Use the on-line reference materials to locate the records and fields needed in the query.
- **Define criteria** to filter out the information not needed in the report and to include only the transactions that meet the purpose of the query.
 - Any missing criteria could result in thousands of additional rows of data in the report. A query will return (or try to return) what the criteria asks for.
- **Format** the report output
 - Review and modify column headings, field layout, sort order, etc.
- **Run** the query and save the results.



By following these steps, it is possible to design and run queries to retrieve the information needed for your reports.

Summary of the Tabs in PS Query



There are eight tabs across the top of each PS Query page. Each tab represents a page where specific tasks can be completed. Some of these pages will be used regularly in query design and others are more specialized and will be used rarely.

Records The **Records** page enables you to select the record(s) needed in your query from a list of all of the records that you have access to. You will use the Records tab when you create a new query. You can also use the Records tab when adding a new record to an existing query that does not have a hierarchy join or related record join available.

Query The **Query** page lists all of the records you have selected for the query and all of the fields in those records. You will use the query page to select fields for the output. You can also use the Query page to add criteria, especially if you want to include a criteria based on a field that is not going to be displayed in the results.

Expressions The **Expressions** page enables you to add expressions for your query. This page is optional when you create a new query and primarily added with advanced queries.

Prompts The **Prompts** page lists any prompt criteria that have been added to your query. It can be used to add new prompts, but the more common use will be to review or edit existing prompts when necessary.

Fields The **Fields** page displays all of the fields selected for your query. You can view the field properties and to make changes to the headings, re-order or sort fields and aggregate values.

Criteria The **Criteria** page displays the criteria selected for your query. You view and/or edit the criteria properties from this page (e.g., change an “equal to” condition to an “in list” condition; change a criteria value from a constant to a prompt, etc.) You can also delete existing criteria from this page.

Having The **Having** page is used with advanced query designs.

View SQL The **View SQL** page enables you to view the underlying SQL code that Query Manager generates based on your query definition. Select the View SQL tab to see the SELECT statement that the Query creates. The code cannot be edited.

Log In to PS Query

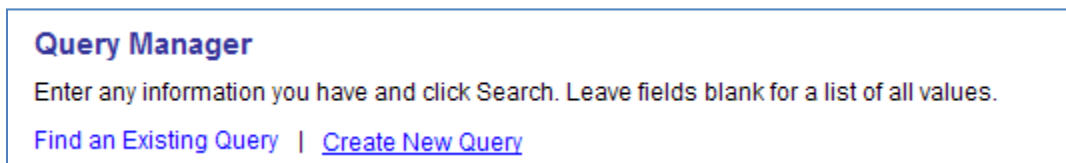
1. Log in to the OSC E-Gov Website (just as you would from your agency).



2. Click the 'PS Query' application.
The *PS Query Bulletin Board* contains links to training materials and will display PS Query related messages.
3. Click the button.
Once logged in, the *Menu* will be available.
4. Click the menu group.
5. Click 'Query Manager'.



The *Query Manager* page includes options for creating a new query or locating an existing query.



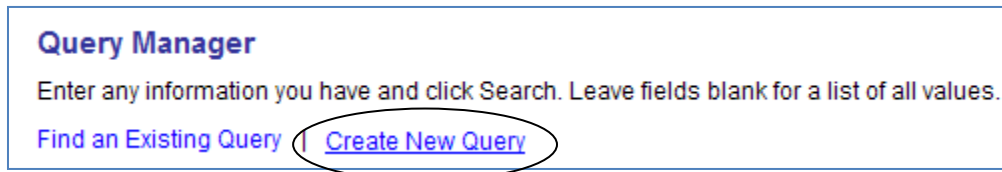
3. Creating a New Query

One of the easiest ways to become familiar with Payroll data is to run queries that provide information about a single employee.

The first query will retrieve the current JOB row. The “current row” is the transaction that has an effective date that is closest to but not greater than the current date. If there is more than one transaction with the same effective date, the current row is the transaction with the highest sequence number on that date.

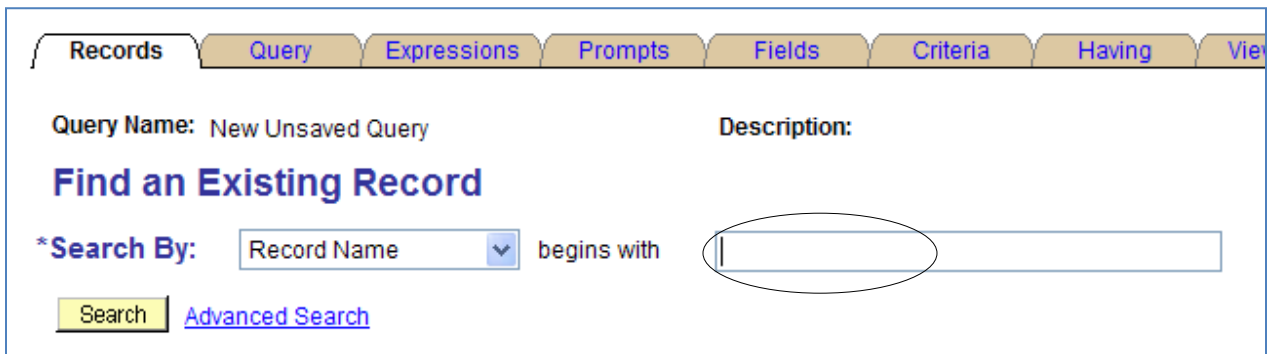
This query will use the JOB record and include a criteria on a single EMPLID.

1. Click the ‘Create New Query’ hyperlink



The Records Tab

The *Query Manager’s Records* page will display. This page is used to select the record(s) needed for the query. (In PS Query, the term “record” means the same thing as “table”.)



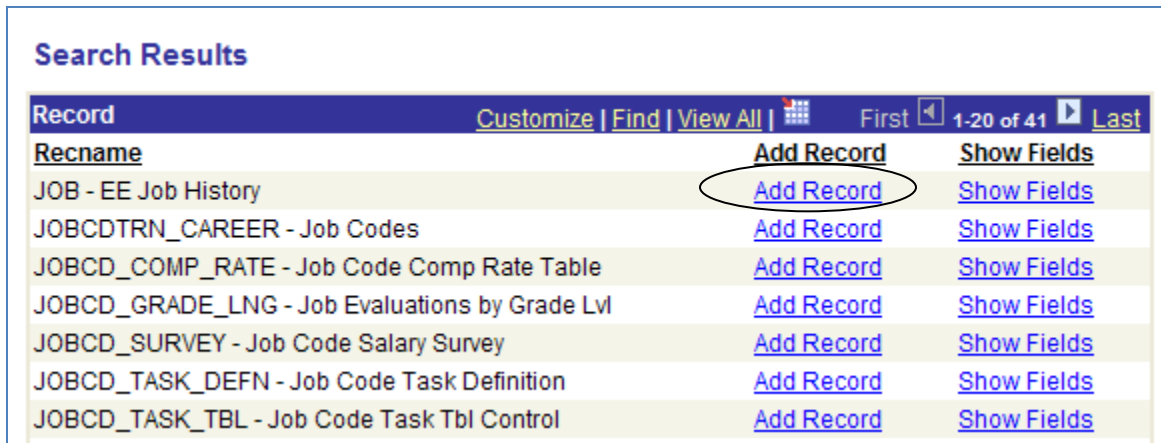
2. Type ‘JOB’ in the search description box to pull up records that begin with “JOB.”



*Partial search criteria can be used to locate record names. Searches are **not** case-sensitive.*

3. Click **Search** and a list of records that match the search string will display. The list may vary based upon individual access rights.

This is a partial list of records that begin with JOB (the record list could vary based on your access or security).



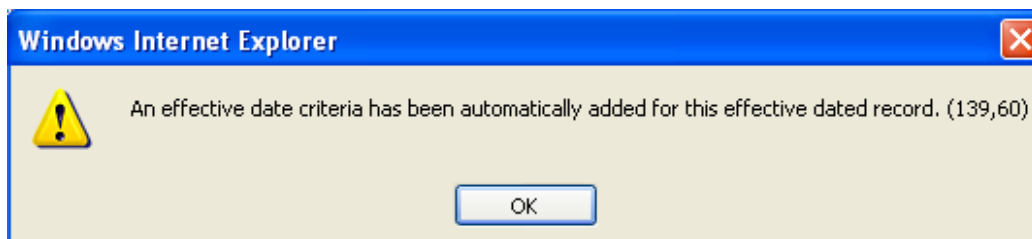
The screenshot shows a 'Search Results' window with a table of records. The table has columns for 'Recname', 'Add Record', and 'Show Fields'. The 'Add Record' links for each row are circled in red. The records listed are:

Record	Customize Find View All	First	1-20 of 41	Last
Recname	Add Record	Show Fields		
JOB - EE Job History	Add Record	Show Fields		
JOBCDTRN_CAREER - Job Codes	Add Record	Show Fields		
JOBCD_COMP_RATE - Job Code Comp Rate Table	Add Record	Show Fields		
JOBCD_GRADE_LNG - Job Evaluations by Grade Lvl	Add Record	Show Fields		
JOBCD_SURVEY - Job Code Salary Survey	Add Record	Show Fields		
JOBCD_TASK_DEFN - Job Code Task Definition	Add Record	Show Fields		
JOBCD_TASK_TBL - Job Code Task Tbl Control	Add Record	Show Fields		

4. Click the 'Add Record' hyperlink for the JOB table to add the record to the query definition.

4. Effective Dated Records

JOB is an effective-dated record. When you click the 'Add Record' hyperlink, the message below appears. Click 'OK' to add the effective-dated criteria and close the message box.



Many of the records that you use to create queries are effective-dated. This allows the database to contain current, future, and historical data.

When you use an effective-dated record in Query, you can specify a time frame. For example, if you are interested only in current information, you can avoid extracting all of the historical and future data from the database.

The following table lists each Effective Date option and the results for that option:

Option	Result
Effective Date <=	Returns a single row that is less than or equal to the specified date. When combined with Current Date, this is referred to as the “ Current Row ”. This is the most frequently selected option. The current row is a single row that is closest (or equal to) but not greater than the current date and has the highest sequence number on that date.
Additional Effective Date Options	
Effective Date >=	Returns the row for each item that is greater than or equal to the specified date.
Effective Date <	Returns the row for each item that is less than the specified date.
Effective Date >	Returns the row for each item that is greater than the specified date.
First Effective Date	Returns the first (or oldest) row of data for each item.
Last Effective Date	Returns the last row of data for each item. This could be a future dated row.
No Effective Date Option	Returns all rows for each item.

If you select one of the first four options, you must also indicate which date to use in the upper right corner of the dialog box.

The following table lists each option and the results it returns:

Option	Result
Current Date	Uses the current system date. This is the most frequently used option.
Constant	Uses a date that you specify as a constant.
Field	Uses the date in a specified field.

Effective Sequence

The JOB record includes an Effective Sequence number in addition to an Effective Date. Sequence numbers are important when more than one transaction occurs on the same date for the same employee. The first or lowest sequence number is 0. If a second transaction is entered for the same employee, with the same effective date, that transaction is assigned a sequence number of 1, etc.

The following table lists each option and the results it returns:

Option	Result
First	Returns the first sequence number entered for a specified date.
Last	Returns the last sequence number entered for a specific date. This is the most frequently used option.
All	Returns all sequence numbers for a specific date.

The Query Tab

After clicking the 'OK' button in the *Effective Date* message box, the *Query* page appears with the available fields from the JOB record. The *Query* page enables you to add fields and/or criteria to the query. All of the fields in the selected record will be displayed on the *Query* page.


This screen print only shows a portion of the fields.

The screenshot displays a web-based query configuration interface. At the top, it shows 'Query Name: New Unsaved Query' and 'Description:'. Below this is a set of instructions: 'Click folder next to record to show fields. Check fields to add to query. Uncheck fields to remove from query. Add additional records by clicking the records tab. When finished click the fields tab.' There is a search icon on the right. A blue header bar reads 'Chosen Records'. Below it, the record is identified as 'A JOB - EE Job History' with a 'Hierarchy Join' button. Two yellow buttons, 'Check All' and 'Uncheck All', are present. A 'Fields' section follows, with a search bar and 'View 100' indicator. The fields list includes:

- EMPLID - EmplID (links: [Join PERS_SRCH_GBL -](#), [Search - All Pers w/ an ERN](#))
- EMPL_RCD - Empl Rcd Nbr
- EFFDT - Effective Date
- EFFSEQ - Effective Sequence
- PER_ORG - Organizational Relationship
- DEPTID - Department (links: [Join DEPT_TBL -](#), [Departments](#))
- JOBCODE - Job Code (links: [Join JOBCODE_TBL - Job](#), [Codes](#))

 Each field has a small speaker icon on the right.

5. Adding Fields and Criteria

















Click the checkboxes on the fields shown below; these fields will be included in the results. The selection order is not important at this point. The most commonly used fields are on the First and Last pages of the field list. Some field names begin with “NY_”, these are customized fields for the PayServ application and are generally on the last page of the field list. If you cannot find the field you’re looking for, click  to alphabetize the list, this may make it easier to locate.

Scroll through the list of fields in the JOB record. Some of the fields are not actually used in PayServ. They are listed because PayServ is based on a PeopleSoft application which includes many other components and is used by a large number of other organizations.

If a field is not listed, it may be in another record. This query will be modified later to add additional records.



Query Name: New Unsaved Query Description:

View field properties, or use field as criteria in query statement. Reorder / Sort

Col	Record.Fieldname	Format	Ord	XLAT	Agg	Heading Text	Add Criteria	Edit	Delete
1	A.EMPLID - EmplID	Char11				ID		Edit	
2	A.EMPL_RCD - Empl Rcd Nbr	Num3.0				Empl Rcd#		Edit	
3	A.EFFDT - Effective Date	Date				Eff Date		Edit	
4	A.EFFSEQ - Effective Sequence	Num3.0				Sequence		Edit	
5	A.DEPTID - Department	Char10				DeptID		Edit	
6	A.JOBCODE - Job Code	Char6				Job Code		Edit	
7	A.EMPL_STATUS - Payroll Status	Char1		N		Pay Status		Edit	
8	A.GRADE - Salary Grade	Char3				Grade		Edit	




Each selected field will be included as a separate column in the output (as seen below).


View All | [Rerun Query](#) | [Download to Excel](#) First  1-1 of 1  Last

	ID	Empl Rcd#	Eff Date	Sequence	DeptID	Job Code	Pay Status	Grade
1	123456789	0	03/31/2011	0	02000	017474	A	618

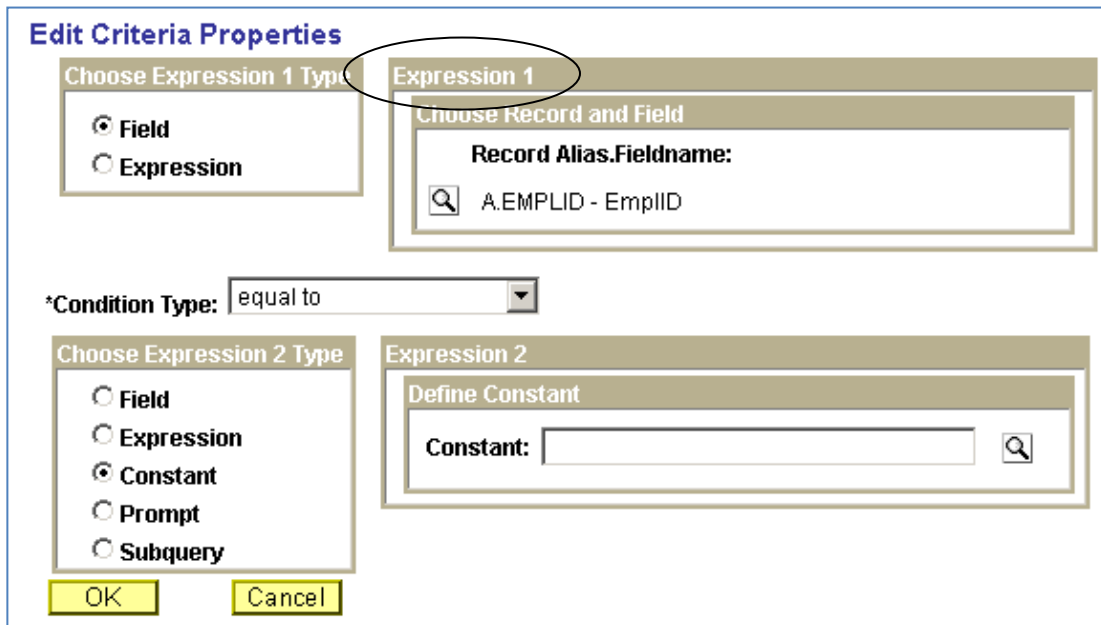
The Fields Tab

Click the 'Fields' tab. This page enables you to view the fields that have been selected for the query output. In addition, users can view the properties of each field and make changes to headings, sort order, and aggregate values by clicking **Edit**. Users can also add criteria based on the fields by clicking the funnel icon .

Add Criteria for a Field

1. Locate the *EMPLID* field.
2. Click the  on that row to add a criteria row based on that field.

The *Edit Criteria Properties* window appears with the selected field displayed in the *Expression 1* section.



Edit Criteria Properties

Choose Expression 1 Type

Field

Expression

Expression 1

Choose Record and Field

Record Alias.Fieldname:

A.EMPLID - EmplID

*Condition Type: equal to

Choose Expression 2 Type

Field

Expression

Constant

Prompt

Subquery

Expression 2

Define Constant

Constant:

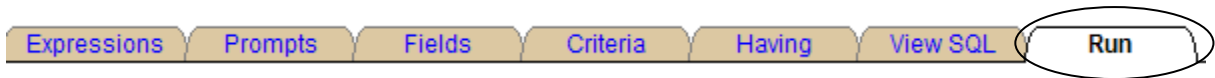
OK Cancel

The *Edit Criteria Properties* page has three sections:

- The **Expression 1** section, at the top, identifies the alias for the record name and field name. In this example, the Expression 1 is A.EMPLID. (“A” is the record alias for the JOB record.)
 - The **Condition Type** defines the relationship between Expression 1 and Expression 2. The default Condition Type in this example is “equal to.” Other Conditions can be selected from the drop down list.
 - The **Expression 2** section, at the bottom, of the window includes radio buttons where the user can select from several options. In this example, the constant radio button is selected and the heading in the right box is “Define Constant.” Other headings will display when different radio buttons are selected.
3. Type your EMPLID in the Define Constant edit box (*Expression 2*).
 4. Click . The *Fields* page re-displays.

Run the Query

It is not necessary to save a query before running it. Click on the ‘Run’ tab located on the top right of the page and the results will be displayed.



There should only be one row of data. The number of columns will vary based on the number of fields that were checked (selected).

ID	Empl Rcd#	Eff Date	Sequence	DeptID
123456789	0	09/11/2001	1	01072

Save the Query

While it is not necessary to save the query definition, saving will make it possible to use the same query again in the future.

The query definition cannot be saved from the results page. Click any other tab to save the query.

Query Naming Convention


Query names can contain letters and numbers. The only special character allowed is the underscore “_”. No hyphens, slashes, spaces, etc.

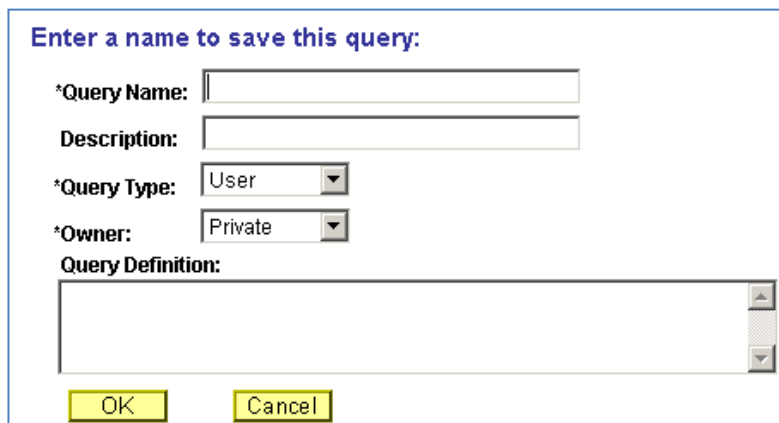



The **Description** and **Query Definition** fields in the ‘Save As’ dialog box are not required; however, the user is strongly encouraged to populate both the **Description** and **Query Definition** fields so that each query created is properly documented.



Query names must be in uppercase, cannot contain any spaces or special characters other than the underscore.

Click the  Save button. The save dialog box is displayed:

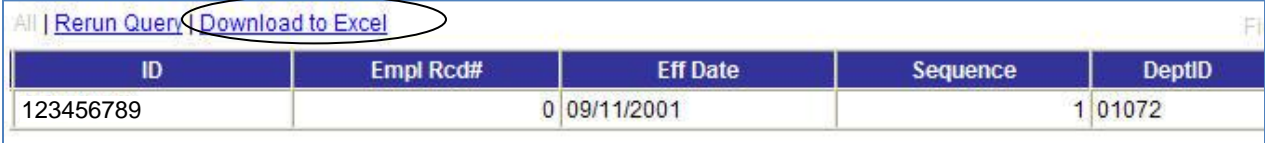


1. Type a new name for the query in the *Query Name* section. For this class, begin all query names with your initials. Type your initials followed by “_IND_JOB_RECORD”.
2. Type “**Individual Current Row**” as the short description in the *Description* field. This field can be up to 30 characters.
3. Leave the *Query Type* defaulted to “User.”
4. Select “Private” in the *Owner* section. A Private query is available only to the person who saved the query.
5. Type a more detailed description of the query in the *Query Definition* field. Use this section for notations, creation dates or other reminders pertinent to this query.
6. Click  . The query is saved.
7. Click the ‘Run’ tab to re-run the query.

A new browser window will open with the query results, making it easy to move between your query and the results.

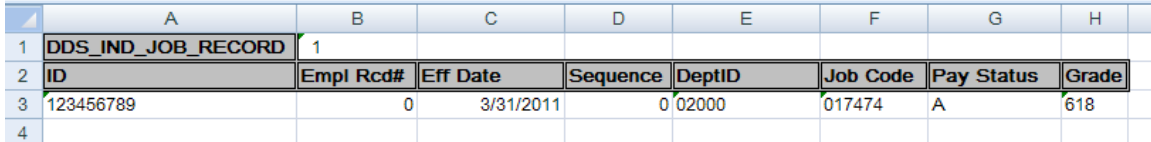
Downloading the results to an Excel Spreadsheet

Click 'Download to Excel' hyperlink at the top of the results page.



ID	Empl Rcd#	Eff Date	Sequence	DeptID
123456789	0	09/11/2001	1	01072

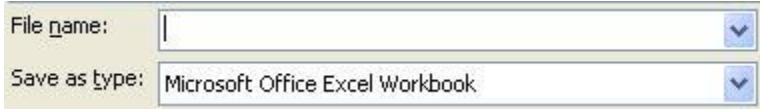
An excel spreadsheet with the query results will open as *Read Only*.



DDS_IND_JOB_RECORD	1							
ID	Empl Rcd#	Eff Date	Sequence	DeptID	Job Code	Pay Status	Grade	
123456789	0	3/31/2011	0	02000	017474	A	618	

To rename the spreadsheet and change the path it will be saved in:

1. Click 'File' then 'Save As'. The 'Save As' dialog box will open so that you can specify a name and location for your query. Save these results to the Desktop.



File name:

Save as type: Microsoft Office Excel Workbook



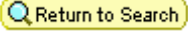
The Excel document can be saved to any drive to which you have access. Reminder: You may be saving confidential payroll information. Care should be taken to save information in a secure location and not on workstation hard drives (C Drives), CD's or flash drives.

2. Close out of the Excel spreadsheet once you've saved your query results.

**YOU HAVE SUCCESSFULLY CREATED,
SAVED AND RUN A NEW QUERY!**



6. Modifying an Existing Query

Go back into PS Query and click on any one of the tabs at the top. Then click the  button.

Query design is rarely fixed. There's usually at least some minor adjustments and sometimes major re-design involved in query development.

- What are some possible changes to the previous query?
- Are there any other fields to be added? Are these fields available from the current record?
- Are there existing fields that could be removed?
- Is additional criteria needed? Can the current criteria be modified?
- How should the data in the report be sorted?
- Should the column layout be modified? Are the column headings OK?
- Will the values in each column be understood by others that view this report?

These are just some of the questions that are asked during the process of query development.

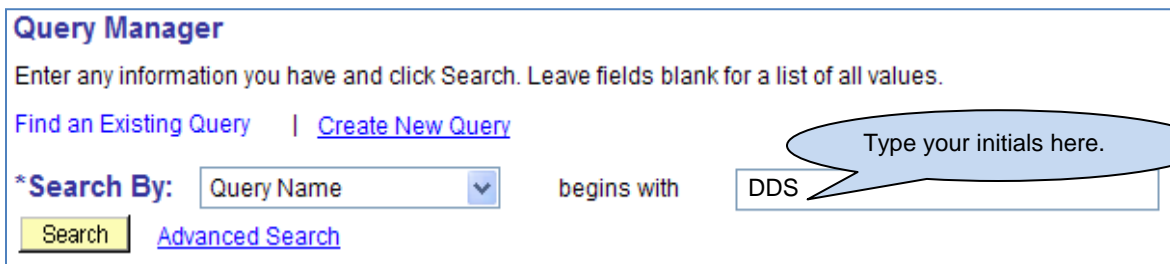
Adding a New Field from Another Record

The current query contains the EMPLID field but it does not include the employee's name. The Name field is not included in the JOB record; it is in the PERSONAL_DATA record.

Use the *Additional Reference Materials* at the end of this handout to locate frequently used records and definitions of fields.

Adding Another Record to the Query Definition

1. Open an existing query.



Query Manager
Enter any information you have and click Search. Leave fields blank for a list of all values.
[Find an Existing Query](#) | [Create New Query](#)
*Search By: begins with
 [Advanced Search](#)

2. Type your initials (or the beginning of the query name) in the *Search* box.
3. Click the 'Search' button.

This is a partial list of query names that begin with 'DDS' (Private queries are listed before Public queries).

Select	Query Name	Descr	Owner	Folder	Edit	Run to HTML	Run to Excel	Schedule
<input type="checkbox"/>	DDS_ALTERNATE_ID		Private		Edit	HTML	Excel	Schedule
<input type="checkbox"/>	DDS_BEFORE_AFTER_PAY	Compare before/after	Private		Edit	HTML	Excel	Schedule
<input type="checkbox"/>	DDS_BSA_LAST_5_YEARS		Private		Edit	HTML	Excel	Schedule
<input type="checkbox"/>	DDS_DD_ACCT_SEARCH_FOR_TREAS	Liz Uses	Private		Edit	HTML	Excel	Schedule
<input type="checkbox"/>	DDS_DIR_DEP_ROUTING_NUM	Routing Num	Private		Edit	HTML	Excel	Schedule
<input type="checkbox"/>	DDS_EARNS_BEGIN_DATE_GROSS		Private		Edit	HTML	Excel	Schedule
<input type="checkbox"/>	DDS_GROSS_EARNS_BY_PP	Sum Gross Earns	Private		Edit	HTML	Excel	Schedule
<input type="checkbox"/>	DDS_INA_AGY_PAYCK_DISTRI	Prompt Check Date	Private		Edit	HTML	Excel	Schedule
<input type="checkbox"/>	DDS_IND_JOB_RECORD		Private		Edit	HTML	Excel	Schedule

If you're not sure how the query name begins, you can go to the 'Advanced Search' hyperlink to choose a different option.

Query Manager
Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Query](#) | [Create New Query](#)

*Search By: begins with

[Advanced Search](#)

From here, you can search for a query by searching for what the query name 'contains' (HIRE, 02000, LOC, etc.)

Query Manager
Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Query](#) | [Create New Query](#)

Query Name:

Description:

Uses Record Name:

Uses Field Name:

Access Group Name:

Folder Name:

Owner: =

When using the IN or BETWEEN operators, enter comma separated values without quotes. i.e. JOB,EMPLOYEE,JRNL_LN.

[Basic Search](#)

When you find the query you want to modify, click the **Edit** link from the previously saved query.



Select	Query Name	Descr	Owner	Folder	Edit	Run to HTML	Run to Excel	Schedule
<input type="checkbox"/>	DDS_ALTERNATE_ID		Private		Edit	HTML	Excel	Schedule
<input type="checkbox"/>	DDS_BEFORE_AFTER_PAY	Compare before/after	Private		Edit	HTML	Excel	Schedule
<input type="checkbox"/>	DDS_BSA_LAST_5_YEARS		Private		Edit	HTML	Excel	Schedule
<input type="checkbox"/>	DDS_DD_ACCT_SEARCH_FOR_TREAS	Liz Uses	Private		Edit	HTML	Excel	Schedule
<input type="checkbox"/>	DDS_DIR_DEP_ROUTING_NUM	Routing Num	Private		Edit	HTML	Excel	Schedule
<input type="checkbox"/>	DDS_EARNS_BEGIN_DATE_GROSS		Private		Edit	HTML	Excel	Schedule
<input type="checkbox"/>	DDS_GROSS_EARNS_BY_PP	Sum Gross Earns	Private		Edit	HTML	Excel	Schedule
<input type="checkbox"/>	DDS_INA_AGY_PAYCK_DISTRI	Prompt Check Date	Private		Edit	HTML	Excel	Schedule
<input type="checkbox"/>	DDS_IND_JOB_RECORD		Private		Edit	HTML	Excel	Schedule

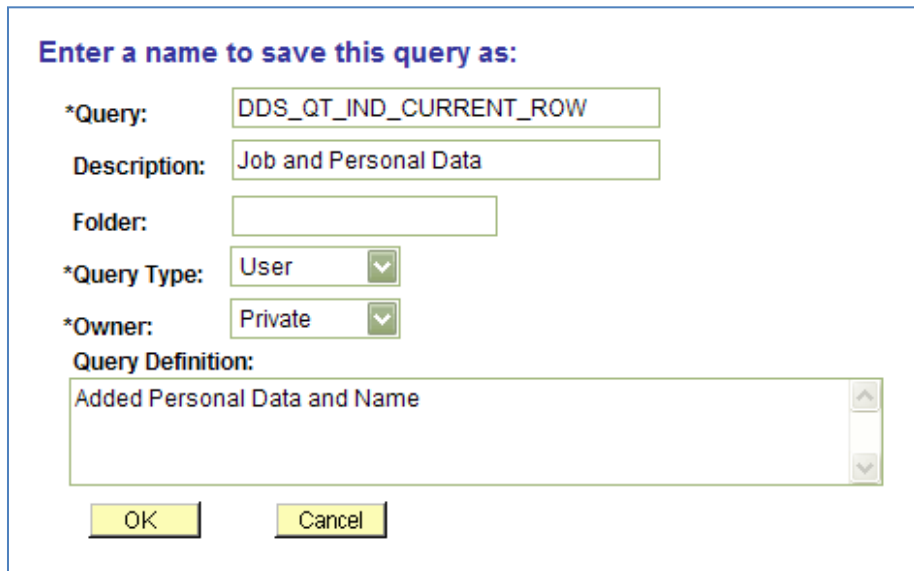
Save Existing Query with a New Name

Saving the query with a new name is a good practice. The original query will be available in case problems arise during the modification process.

1. Click 'Save As' at the bottom of the page.



The Save As dialog box is displayed:



Enter a name to save this query as:

*Query:

Description:

Folder:

*Query Type:

*Owner:

Query Definition:

2. Type a new name for the query. Enter your initials followed by “_IND_CURRENT_ROW”.

3. Modify the *Description* section, the *Owner* (Public or Private) and the *Query Definition* as needed. It is a good practice to add notes to the *Query Definition* section to remind you of what changes you made and why.
4. Click 'OK'.

7. Joining Records

A "join" in a query is defined by locating a field or set of fields that are common to both records. The join adds criteria to the query definition that links the data together based on shared values in these field(s).

For example, the Job and Personal Data records both contain the Emplid field. PS Query includes *Auto-Join* functionality that, in many cases, will automatically add the appropriate criteria to join two records.

In this example, we need to add the Personal_Data record to the query definition.

1. Click the 'Records' tab.

Records Query Expressions Prompts Fields Criteria Having View SQL

Query Name: DC_ACTIVE_STAFF_WITH_NAME Description: List of Active Staff

Find an Existing Record

Search by: Name [v] begins with [v] PER

Search

2. Type "PER" in the Search by: Name <begins with> section.
3. Click 'Search'.

This is a partial list of records that begin with "PER"
(the record list could vary based on your access or security)

Record	Customize Find View All	First	1-20 of 42	Last
Recname		Join Record	Show Fields	
PERSON - PERSON record		Join Record	Show Fields	
PERSONAL_DATA - EE Personal Data		Join Record	Show Fields	

Click the 'Join Record' hyperlink on the Personal_Data record row.

Auto Joins

Select join type and then record to join with PERSONAL_DATA - EE Personal Data.

Join Type

- Join to filter and get additional fields (Standard Join)
- Join to get additional fields only (Left outer join)

Join Record

A = JOB - EE Job History

Customize | Find | First | 1 of 1 | Last

The **Standard Join** option is selected by default.

1. Click the JOB record (A = JOB – EE Job History). The letter ‘A’ is an alias name for the JOB record or reference to the record name.

Auto Join Criteria

Query has detected the join conditions shown below.
Use the checkboxes to unselect the criteria that you do not want to add to the query and click add criteria when done. The criteria added can always be modified later using the criteria tab.


- A.EMPLID - EmplID = B.EMPLID - EmplID

Add Criteria Cancel

2. Click the ‘Add Criteria’ button in the ‘Auto Join’ window. In this query the A.Emplid is from the JOB record and it must equal the B.Emplid from the Personal Data record.
3. Click the checkbox on the Name field from the Personal_Data record.
4. Click the ‘Fields’ tab. Verify that the Name field has been added to the query definition.



Aliases- The letters “A” and “B” that precede the field names are “aliases”. An alias is a reference letter that is used as a substitute for the full record name. In this query, the “A” is an alias for the JOB record and the “B” is an alias for the PERSONAL_DATA record.

5. Click  Save to save the changes. It is a good practice to save frequently to avoid losing work if the system crashes or times out.




Auto-Join locates the key field or fields that are common to both records and identifies the appropriate criteria that should be added to join the records.

Related Record Joins

A Related Record Join is another type of join in PS Query. It automatically joins two records, based on a relationship that has been predefined in the Payroll System. It is used to retrieve more detailed information about a field, such as the agency name associated with a DEPTID, or the job title associated with a JOBCODE.

In many cases, a report should include the description of a coded value such as the JOBCODE. This is optional but is a commonly used field when you want to include the employee's title in the report.

1. Click the 'Query' tab to display the records selected for the query.
2. Click the plus sign  A JOB - EE Job History to expand the JOB record, if necessary.
3. Scroll to locate the JOBCODE field in the JOB record.
4. Click the Join JOBCODE_TBL- Job Codes hyperlink on the JOBCODE row.

<input checked="" type="checkbox"/>	DEPTID - Department	Join DEPT_TBL - Departments
<input checked="" type="checkbox"/>	JOBCODE - Job Code	Join JOBCODE_TBL - Job Codes
<input type="checkbox"/>	POSITION_NBR - Position Number	

A Related Record Join is available to retrieve the JOBCODE description

Select join type

Join Type

Join to filter and get additional fields (Standard Join)

Join to get additional fields only (Left outer join)

OK Cancel

5. Click 'OK' to accept the default join type.
6. Click 'OK' to accept the Effective Date criteria message. The JobCode_Tbl record is effective dated. (This criteria selects the current description of the JobCode).

The Query page opens and the JOBCODE_TBL has been added to the query definition. It has an alias of 'C'.

Chosen Records

Alias Record

- A JOB - EE Job History
- B PERSONAL_DATA - EE Personal Data
- C JOBCODE_TBL - Job Codes joined with A.JOBCODE - Job Code

- Click the checkbox on the *DESCR - Description* field in the JOBCODE_TBL record. This will add the description of the Job Code to the output. This is the recommended method to include the employee's title in the report.

C JOBCODE_TBL - Job Codes joined with A.JOBCODE - Job Code [Hierarchy Join](#)

Check All Uncheck All

Fields [Find](#) | [View 100](#) First 1-50 of 125 Last

<input type="checkbox"/>		SETID - SetID	
<input type="checkbox"/>		JOBCODE - Job Code	
<input type="checkbox"/>		EFFDT - Effective Date	
<input checked="" type="checkbox"/>		DESCR - Description	

- Click the 'Fields' tab to verify that all new fields have been added to the query. (Your list could be different from this screen print.)

Col	Record.Fieldname	Format	Ord	XLAT	Agg	Heading Text	Add Criteria	Edit	Delete
1	A.EMPLID - EmplID	Char11				ID		Edit	
2	A.EMPL_RCD - Empl Rcd Nbr	Num3.0				Empl Rcd#		Edit	
3	A.EFFDT - Effective Date	Date				Eff Date		Edit	
4	A.EFFSEQ - Effective Sequence	Num3.0				Sequence		Edit	
5	A.DEPTID - Department	Char10				DeptID		Edit	
6	A.EMPL_STATUS - Employee Status	Char1		N		Status		Edit	
7	B.NAME - Name	Char50				Name		Edit	
8	C.DESCR - Description	Char30				Descr		Edit	

- Click the 'Run' tab to see the results. You should see your *Name* and *Title*.

[Records](#) [Query](#) [Expressions](#) [Prompts](#) [Fields](#) [Criteria](#) [Having](#) [View SQL](#) **Run**

[View All](#) | [Rerun Query](#) | [Download to Excel](#) First 1-1 of 1 Last

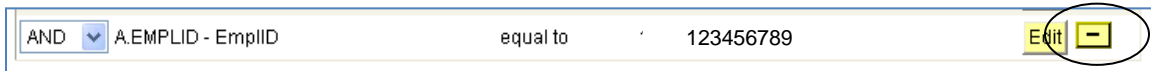
ID	Empl Rcd#	Eff Date	Sequence	DeptID	Job Code	Pay Status	Grade	Descr	Name
1	123456789	03/31/2011	0	02000	017474	A	618	PAYROLL SPEC 3	DIVINETZ-SMITH, DESIREE R


Save the Query with a New Name

1. The query definition cannot be saved from the results page. Click any other tab to save the query.
2. Click the 'Save-As' hyperlink and save the query with a new name. Type your initials, followed by an underscore “**_ACTIVE_STAFF**” and change the description to also say “Active Staff”.
3. Click 'OK'.

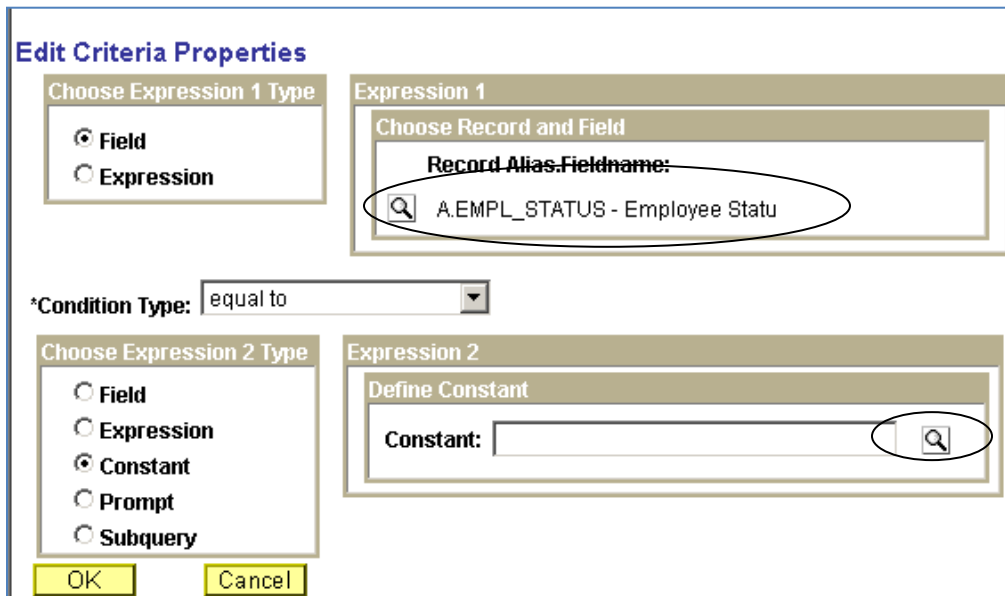
Modify Criteria


1. Click the 'Criteria' tab to view existing criteria.
2. Click the 'Minus sign' on the *EMPLID* criteria row to remove the criteria. The new query will retrieve all active staff in your agency, if this criteria remained in the query, the results would only include one employee.



3. Click the 'Fields' tab.
4. Locate the *EMPL_STATUS* field. Click the  icon on that row to add a criteria row based on that field.


The *Edit Criteria Properties* window appears with the selected field displayed in the *Expression 1* section.



- Click the  hyperlink in the *Expression 2* section to display a list of valid values for this field.

Field Value	Translate Long Name	Translate Short Name	Select Constant
A	Active	Active	Select Constant
D	Deceased	Deceased	Select Constant
L	Leave of Absence	Leave	Select Constant
P	Leave With Pay	Leave W/Py	Select Constant
Q	Retired With Pay	Ret w/Pay	Select Constant

This is a partial list of valid employee statuses

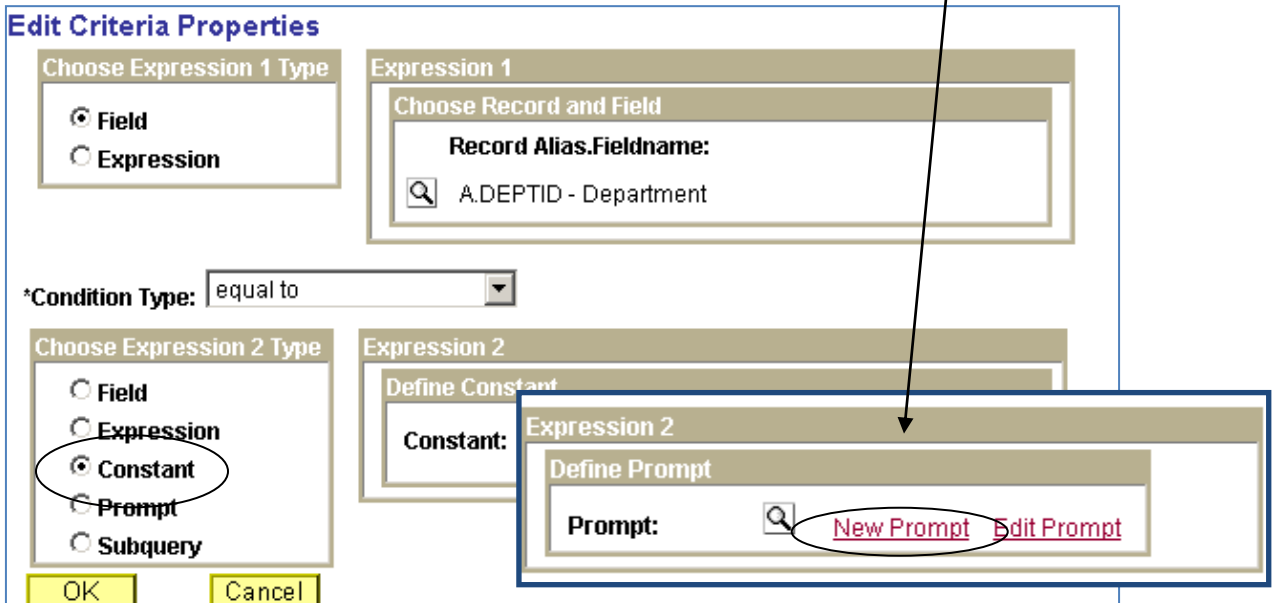
- Click 'Select Constant' on the Field Value row for 'A' to retrieve only active employees. An alternate method is to Type the letter "A" in the Define Constant section. Once the value is selected, you are returned to the *Edit Criteria Properties* page.
- Click . The *Fields* page re-displays.

Add a Criteria – Add a Prompt

A prompt criteria makes the query more flexible because the user can filter the results at run-time by entering a value in a prompt box.

- Click the 'Add Criteria' icon on the *DEPTID* field.

This will bring up the *Edit Criteria Properties* window. The *Expression 2* section will change to define the prompt.



Edit Criteria Properties


Choose Expression 1 Type

Field
 Expression

Expression 1

Choose Record and Field

Record Alias.Fieldname:

 A.DEPTID - Department

*Condition Type: equal to

Choose Expression 2 Type

Field
 Expression
 Constant
 Prompt
 Subquery


Expression 2

Define Constant

Constant:

Expression 2

Define Prompt

Prompt:  New Prompt [Edit Prompt](#)

OK Cancel

2. Click the 'Prompt' radio button in the *Choose Expression 2 Type* section.
3. Click the 'New Prompt' hyperlink in the *Define Prompt* section.

Edit Prompt Properties

Field:

***Type:**

***Format:**

Length:

Decimals:

***Edit Type:**

***Heading Type:**

Heading Text:

***Unique Prompt Name:**

Prompt Table:

4. In most cases, the default options on the *Prompt Properties* page are acceptable. But, since the DeptID field is 10 characters long, the *Prompt Properties* have to be edited to accept a 5 character Deptid.
5. Click the magnifying glass icon under the *Prompt Table* label.
6. Click the button. This step removes the connection to the Dept_Tbl record.
7. Click the down arrow in the *Edit Type* section. Change the default of 'Prompt Table' to 'No Table Edit'.

***Edit Type:**

***Edit Type:**

8. Click 'OK' to accept this change and 'OK' again to close the prompt properties window.
9. Review the criteria page – The “:1” indicates that the prompt has been defined.

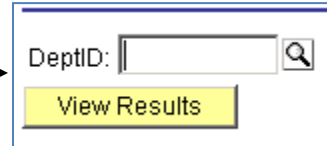
A.DEPTID - Department	equal to	:1
-----------------------	----------	----

10. Make sure that there are no incomplete or blank criteria rows. Verify that there is a criteria on the `Empl_Status` field and the value of 'A' is selected. Verify that the `Dept_ID` prompt is defined.

11. Click the 'Save' button.

12. Click the 'Run' hyperlink.

13. Type your DeptID in the DeptID Prompt. →



The image shows a screenshot of a web interface. It features a text input field labeled 'DeptID:' with a search icon (magnifying glass) to its right. Below the input field is a yellow button with the text 'View Results'.

14. Click the 'View Results' button.

How many rows are in the results? _____

Troubleshooting

It is a good practice to review the changes before running the query. Queries that are run with missing or badly designed criteria can use up limited resources. In some cases, running a poorly designed query can affect the performance of all other queries running at the same time.

REVIEWING CRITERIA IS ONE OF THE MOST IMPORTANT STEPS!



Click the Criteria Tab

Review each criteria row:

- Make sure that the values in the *Expression 1* and *Expression 2* columns are correct.
- Verify that there are no blank criteria rows or incomplete sections of criteria rows.
- Make sure that the *Conditions* are what you expected them to be
- Verify that the effective date criteria are present and correctly defined. A missing effective date criteria can mean *the difference between retrieving one row, or thousands of rows.*

Click the Fields Tab

Mistakes in the selection of fields are not as critical as errors on the criteria page, but it can be very frustrating to wait for a query to run only to discover that a particular field was not selected for the output.

The next section of this handout reviews formatting options – defining sort order, column layout, etc. These settings can all be reviewed from the Fields tab.

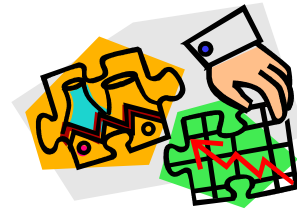
After you are satisfied that the query is ready, click ‘Save’ if you made any changes and then click the ‘Run’ hyperlink. It is still possible to make other changes but sometimes running a query and reviewing the results are the best ways to see areas for improvement.

8. Formatting Results

Formatting the Report from the Fields Tab

The final step in query design is to format the output or report. These are some of the questions to ask when formatting a report layout.

- Which column headings should be changed?
- How should this report be sorted?
- Is the column layout OK or are changes needed?



Editing Field Properties

1. Click Edit on the Name field.

Col	Record.FieldName	Format	Ord	XLAT	Agg	Heading Text	Add Criteria	Edit	Delete
1	A.EMPLID - EmplID	Char11				ID		Edit	[-]
2	A.EMPL_RCD - Empl Rcd Nbr	Num3.0				Empl Rcd#		Edit	[-]
3	A.EFFDT - Effective Date	Date				Eff Date		Edit	[-]
4	A.EFFSEQ - Effective Sequence	Num3.0				Sequence		Edit	[-]
5	A.DEPTID - Department	Char10				DeptID		Edit	[-]
6	A.JOBCODE - Job Code	Char6				Job Code		Edit	[-]
7	A.EMPL_STATUS - Payroll Status	Char1		N		Pay Status		Edit	[-]
8	A.GRADE - Salary Grade	Char3				Grade		Edit	[-]
9	B.NAME - Name	Char50				Name		Edit	[-]
10	C.DESCR - Description	Char30				Descr		Edit	[-]

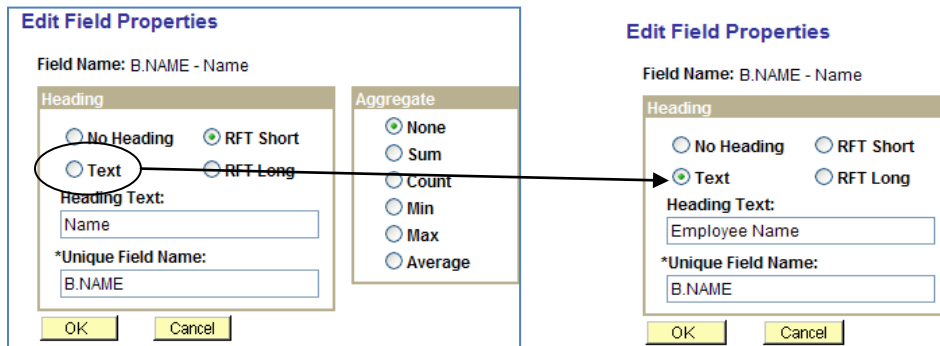
The *Fields Property Page* is used to change column headings. The aggregate section is used when you need to sum or count results.

Change Column Headings

If it necessary to change the default column headings:

2. Click the 'Text' radio button in the *Heading* section.

This step is cannot be skipped - if the 'text' radio button is not selected, the default database heading will be used.



3. Type a new heading in the *Heading Text* section.
4. Click 'OK'.

Reorder/Sort Options

You can modify the output order, the column order and the sort order for all the fields in the query.



Re-Order Fields in a Query

1. Click the 'Fields' tab. This will display the current column layout and sort order information.
2. Click **Reorder/Sort**. This will display the *Edit Field Ordering* page.
3. Type numbers in the *New Column* sections to position the columns from left to right in the report. *1* would be the column you want to appear first on the report; *2* would be the next column; and so on.

Edit Field Ordering

Reorder columns by entering column numbers on the left. Columns left blank or assigned a 0 will be automatically assigned a number. Change the order by number by entering numbers on the right. To remove an order by number, leave the field blank or enter a 0.

Edit Field Ordering					Customize	Find	View All	First	1-10 of 10	Last
New Column	Column	Record.FieldName	Order By	Descending	New Order By					
<input type="text" value="2"/>	1	A.EMPLID - EmplID	<input type="checkbox"/>	<input type="text"/>						
<input type="text" value="3"/>	2	A.EMPL_RCD - Empl Rcd Nbr	<input type="checkbox"/>	<input type="text"/>						
<input type="text" value="9"/>	3	A.EFFDT - Effective Date	<input type="checkbox"/>	<input type="text"/>						
<input type="text" value="10"/>	4	A.EFFSEQ - Effective Sequence	<input type="checkbox"/>	<input type="text"/>						
<input type="text" value="1"/>	5	A.DEPTID - Department	<input type="checkbox"/>	<input type="text"/>						
<input type="text" value="8"/>	6	A.JOBCODE - Job Code	<input type="checkbox"/>	<input type="text"/>						
<input type="text" value="5"/>	7	A.EMPL_STATUS - Payroll Status	<input type="checkbox"/>	<input type="text"/>						
<input type="text" value="7"/>	8	A.GRADE - Salary Grade	<input type="checkbox"/>	<input type="text"/>						
<input type="text" value="4"/>	9	B.NAME - Name	<input type="checkbox"/>	<input type="text" value="1"/>						
<input type="text" value="6"/>	10	C.DESCR - Description	<input type="checkbox"/>	<input type="text"/>						

- Define the *sort order* (top to bottom) by typing a number in the *New Order By* boxes.

In the above example, the 1 in the *New Order By* section for the NAME field means the report will be sorted by Name. Secondary sorts can also be added. Check the *Descending* box to sort in descending order. This feature is used primarily with Date and Number fields.

- Click 'OK' when finished.

Translate Fields

Translate fields provide descriptions of values that are displayed as codes or truncated versions of the full value. There are several fields in the first query that have translated values available.

- Locate the *EMPL_STATUS* field.

Fields								First	1-29 of 29	Last
Col	Record.FieldName	Format	Ord	XLAT	Agg	Heading Text	Add Criteria	Edit	Delete	
1	A.EMPL_STATUS - Employee Status	Char1		N		Status		<input type="button" value="Edit"/>	<input type="button" value="Delete"/>	

The "N" under XLAT indicates that a translated value is available but *None* has been selected.

The values for the EMPL_STATUS field are a single character (or “Char1” as shown in the *Format* column above). In the current query, the results for the EMPL_STATUS field will be returned as A, T, R, etc.

2. Click the ‘Edit’ button on the EMPL_STATUS row.

Edit Field Properties

Field Name: A.EMPL_STATUS - Payroll Status

Heading

No Heading RFT Short

Text RFT Long

Heading Text:

*Unique Field Name:

Aggregate

None

Sum

Count

Min

Max

Average

Translate Value

None Short Long

Effective Date for Short/Long

Current Date

Field

Expression

[Add Prompt](#) [Add Field](#)

3. Click either the Short or Long radio button in the *Translate Value* section. In this case, the short or long descriptions are the same.
4. Click ‘OK’.
5. Verify that the value in the *XLAT* column has changed to from N (none) to either S or L, as appropriate.

Col	Record.Fieldname	Format	Ord	XLAT	Agg	Heading Text	Add Criteria	Edit	Delete
1	A.EMPL_STATUS - Employee Status	Char1		L		Status		Edit	

6. Repeat steps 1 – 4 for any other field where a fuller description would be useful. Translated values are only available if there is an “N” by default in the XLAT column.
7. Click the ‘Save’ button when finished.
8. Click the ‘Run’ tab if you want to see the change in the results.
9. Click any other tab to review properties.

Query Properties

Click the 'Properties' hyperlink on the bottom of the page to view the default properties.



The *Query Properties* page includes information on who last updated the query definition and when it was last updated.

When checked, the *Distinct* Checkbox is used to eliminate duplicate records from the report.

1. Click the 'Distinct' checkbox.
2. Click 'OK'.
3. Click the 'Save' button.
4. Click the 'Run' tab if you want to see the new results. You may or may not see any change in the query results.

A screenshot of the 'Query Properties' dialog box. The title bar says 'Query Properties'. It contains several fields: '*Query:' with the value 'DDS_ACTIVE_STAFF'; 'Description:' with 'Training Query'; 'Folder:' which is empty; '*Query Type:' with a dropdown menu set to 'User'; '*Owner:' with a dropdown menu set to 'Private'; and a checked 'Distinct' checkbox which is circled in red. Below these fields is a 'Query Definition:' text area. At the bottom, there is a box containing 'Last Updated Date/Time: 09/22/2011 2:13:28PM' and 'Last Update User ID: PR013'. At the very bottom are 'OK' and 'Cancel' buttons.

Public and Private Properties

Queries can be saved as either a public version or a private version. This distinction is referred to as the query "owner." A "Private" query can only be viewed, modified or run by the creator of the query; a "Public" query can be viewed, modified or run by any user that has the security to access the query.

It is recommended that queries be saved as *Private* unless it necessary to share the query with other users.



Public and Private versions of queries must be saved with different names.

9. Data Security

Handling Confidential Information

PayServ includes a complex data security component for all payroll applications to assure that only authorized OSC and Agency staff have access to payroll information.

Query users are responsible for safeguarding confidential information by excluding personal data, such as the Empl ID, National ID (employee's SSN) and home address, from query definitions whenever possible.

PS Query Access

One element of the security profile identifies what type of access, if any, the user will have in PS Query. The Query Security Profile is independent of the PayServ Production Security Profile.

Run Only User – these users can run queries designed and saved by other staff but cannot create, modify or save their own queries.

Design Access – these users can design/create new queries, modify existing queries, run queries, delete existing queries, and save queries as public versions for other users to run.

No Access – these users do not have access to PS Query. In some cases, an employee could have access to other payroll applications but not be able to open the PS Query application.

Record Access

Record or table access rights are the part of the security profile that defines which records will be available to the specific PS Query user. Record access determines if the user can include a record in a query design or run a particular query based on the records used in the query definition.

For example, most agency staff do not have access to audit records. Therefore, they cannot design or run queries that use these records.

Some Finance and HR office staff have access to position management records but do not have access to employee earnings information. They can design and run position management queries but cannot design or run queries that identify how much money an employee was paid.

These restrictions are based on the individual's job requirements and can be modified only by agreement between the agency's Security Coordinator and the OSC Security Office.

Agency Access

In general, agency staff will only have access to the payroll information for employees who work in their agency. In some cases, employees may have access to multiple agencies, especially if they work in a central office of an agency that has remote facilities or offices.

A few control agencies have access to information for all agencies. This “statewide” access is very limited. Many OSC staff have statewide access but in some cases a user may have access to all agencies other than OSC.

Contact your agency Security Coordinator with any questions about your access rights in PS Query.

Individual Responsibility for Data Security

Each employee who has been granted access to any payroll application has a responsibility to safeguard payroll information. Employees should not share log-in IDs or passwords. They should maintain the confidentiality of the information to which they have been given access.

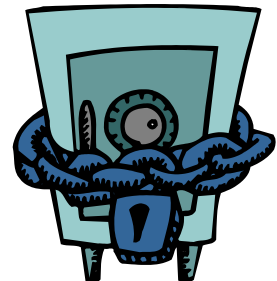
The increasing incidents of identity theft, data piracy and fraud have led to new and stronger data security requirements at all levels. But sometimes individuals do not realize that they play a key role in improving data security themselves.

These responsibilities are even more important for PS Query users. Data that has been retrieved in a query has essentially been moved from a secure environment to a less secure environment.

Secure vs. Non-Secure Environments

A secure environment requires that a user have an approved User ID and password; it is possible to identify the person who has accessed the database. In addition, the information is saved behind a “firewall” that blocks unauthorized access.

When data is retrieved in a query, it becomes “portable.” It can be downloaded into an Excel spreadsheet. It can then be saved on hard drives, shared network drives or other non-secure areas. It can be printed and stored in a filing cabinet. It can be shared with employees who otherwise would not have access to this information. All of these are examples of an environment that is less secure than where the data was originally stored.



Because data retrieved in a query is so “portable”, the query designer has the responsibility to exclude as much confidential information from the output as possible.

Tips for Handling Confidential Information

Always remember that you are working with confidential data. These are some of the steps that should be taken by each PS Query user:

- Develop a plan for storing the electronic results of queries.
 - ✓ Where is the most secure area to save electronic information in your workplace?
 - ✓ Where is the least secure area?
 - ✓ Who can use your PC when you are away from your desk?
- Carefully select the information that is essential to be included in a report.
 - ✓ Do you really need to include the EMPLID in the report?
 - ✓ What is the risk of including both the employee's name and their EMPLID in the same report?
- Develop a plan for handling paper copies of payroll reports.
 - ✓ Where are you storing paper copies of payroll reports?
 - Is it sitting on your desk when you are out to lunch?
 - Is it in a filing cabinet?
 - Is it locked?
 - Who has access during business hours?
 - Who has access after business hours?
 - ✓ Are you disposing reports in the trash or shredding them?
 - ✓ Be careful making copies of confidential information.
 - ✓ Remember to remove originals from the copying machine.
- Does your agency have a data retention plan?
- Does your agency have a data security plan?

Ask yourself:

If this were confidential information about **me**, would I feel secure about the way it was being handled? Take responsibility for the information you have been given access to - you have the keys!



Additional Reference Materials

1. Online Reference Tools and Query Support

These are located on the Query Bulletin Board.

Query Data Dictionary

This document provides a list of commonly used fields with the field name and common name, the record (or table) that field is most commonly found in, a definition for the field and any special notes.

Locked Generic Queries

Locked Queries are designed to be run “as is” for common payroll situations. This document provides a list of locked queries, descriptions of each query, a complete list of fields returned in the query output and additional notes

Introduction to PS Query Guide

This is the online version of this printed handout; a step-by-step manual for new query users.

Query Corner

Query Corner is maintained by the NYS Payroll Users group Query Subcommittee. Presentations listed here provide tips and query fundamentals as well as a breakdown of the specific query and instructions on how to use it.

Payroll Services Web Page

This links to the Office of the State Comptroller’s Web Site, Information for Payroll Officers Page. This page provides links to Payroll Bulletins, Payroll Calendars, Payroll Users Group, and other Payroll Forms and Manuals.

PayServ Navigation Guide

This document provides a list of paths in PayServ to perform various actions.

Query Help

Help needed to develop, modify or run queries or general questions about PS Query should be e-mailed to QueryHelp@osc.state.ny.us

2. PayServ Data

There are hundreds of records and thousands of fields in the PayServ database. Fortunately, only a small percentage of these records are actually used in the majority of queries.

The data in the PS Query database is a **one-day-old** copy of the Production database; PS Query data is normally refreshed nightly. If there was a problem with the refresh process, a message will be displayed on the Query Bulletin Board. Information entered into Production will not be available to be included in query results until the next day.

The following is a list of commonly used records and the circumstances when they could be used in designing queries. It is not an inclusive or exhaustive list but can be used as a starting point for query design.

For Queries on Employee Work History:

JOB – Information on employee work history: DeptID (agency code), position number, line number, and other job information

PERSONAL_DATA – Employee's name and address

COMPENSATION – Compensation information: CompRate

For queries on Position Management:

POSITION_DATA – Position numbers and attributes

POOL_TBL – Position pool and funding information

For queries on Earnings Information:

NY_TIME_DTL – Time entry data for miscellaneous payments

PAY_EARNINGS – Contains the results of the initial payroll calculations which relate to an employee's regular earnings

PAY_OTH_EARNS – Contains detailed information for other-than regular earnings; this is a child record to PAY_EARNINGS

PAY_CHECK – Contains the confirmed data used to generate the employee's paycheck

PAY_CHECK_EARNS and PAY_ERN_DIST – Detailed paycheck information: includes a breakdown of the total earnings by earnings code and amount; these are "child" records the "parent" record PAY_CHECK

3. PayServ Records and Available Fields

The following is a comprehensive list of records and available fields.

CATEGORY	RECORD DEFINITION	AVAILABLE FIELDS
ACCOUNT CODES	ACCT_CD_TBL	ACCOUNT ACCT_CD APPROPRIATION_NBR APPVERSION BUDGET_YEAR DEPTID DESCR DESCRSHORT DIRECT_CHARGE EARNINGS_CATEGORY EFFDT EFF_STATUS ENCUMB_ACCOUNT FUND_CODE JOBCODE NY_APPROP_AUTH_CD NY_APPROP_FUND_CD NY_APPROP_ORG_CD NY_APPROP_PROG_CD
		NY_APPROP_PROJ_CD NY_COST_CENTER NY_CSL NY_DEPT_CODE NY_DIVISION_CODE NY_EXPENDITURE_VAR NY_LAPSE_DT NY_OBJECT_CODE NY_SEGR_AUTH_CD NY_SEGR_FUND_CD NY_SEGR_ORG_CD NY_SEGR_PROG_CD NY_SEGR_PROJ_CD PRE_ENCUMB_ACCOUNT PROGRAM_CODE PROJECT_ID PRORATE_LIABILITY SCENARIO SETID
ACTION REASON INFORMATION	ACTN_REASON_TBL	ACTION ACTION_REASON ACTRSN_CAN_SBR ACTRSN_GER_SBR BAS_ACTION BEN_STATUS
		COBRA_ACTION DESCR DESCRSHORT EFFDT EFF_STATUS NY_DCS_RPT_IND
ADDITIONAL PAY DATA	ADDL_PAY_DATA	ACCT_CD ACTION_DT ADDLPAY_REASON ADDL_PAY_FREQUENCY ADDL_PAY_SHIFT ADDL_SEQ DED_SUBSET_ID DED_TAKEN DEPTID DISABLE_DIR_DEP EARNINGS_END_DT EFFDT EMPLID EMPL_RCD# ERNCD GL_PAY_TYPE GOAL_AMT GOAL_BAL HOURLY_RT JOBCODE
		LOCALITY NY_ANNUAL_EARNS NY_OT_EFFDT OK_TO_PAY OTH_HRS OTH_PAY PAY_PERIOD1 PAY_PERIOD2 PAY_PERIOD3 PAY_PERIOD4 PAY_PERIOD5 PLAN_TYPE POSITION_NBR PRORATE_ADDL_PAY PRORATE_CUI_WEEKS RECORD_SOURCE SEPCHK STATE TAX_METHOD TAX_PERIODS
COMPANY INFORMATION	COMPANY_TBL	ADDRESS_SBR COMMON_OTH_ID COMMON_PAY_ID COMPANY COMP_TBLCAN_SBR COMP_TBLFRA_SBR COMP_TBLGER_SBR COMP_TBLUSA_SBR DED_PRIORITY_FED DED_PRIORITY_STATE DESCR DESCRSHORT DFLT_ERN_PROGRAM EFFDT EFF_STATUS FEDERAL_EIN
		FUT_EXEMPT GL#_DIR_DEPOSITS GL#_EIC GL#_FICA_EE_MED GL#_FICA_EE_OASDI GL#_FICA_ER_MED GL#_FICA_ER_OASDI GL#_FICA_EXP_MED GL#_FICA_EXP_OASDI GL#_FUT GL#_FUT_EXPENSE GL#_FWT GL#_LCL_EXPENSE GL#_NET_PAY GL#_SDI_EXPENSE GL#_SUT_EXPENSE

CATEGORY	RECORD DEFINITION	AVAILABLE FIELDS	
COMPANY INFORMATION (CONT.)	COMPANY_TBL (CONT.)	FED_RSRV_BANK_DIST FED_RSRV_BANK_ID FICA_STATUS_EE FICA_STATUS_ER FLSA_REQUIRED FLSA_RULE	PAYGROUP PAYSHEET_LINES SDI_EXEMPT SUT_EXEMPT TAX_REPORT_TYPE TERMEE_PR_STOPDAYS
DEDUCTION INFORMATION	DEDUCTION_BAL	BALANCE_ID BALANCE_PERIOD BALANCE_QTR BALANCE_YEAR BENEFIT_PLAN COMPANY DEDCD	DED_CLASS DED_MTD DED_QTD DED_YTD EMPLID PLAN_TYPE
	GENL_DED_CD	DEDCD EMPLID	EMPL_RCD#
	GENL_DEDUCTION	BAS_TAXABLE_BEN DEDCD DEDUCTION_END_DT DED_ADDL_AMT DED_CALC DED_RATE_PCT EFFDT	EMPLID EMPL_RCD# GOAL_AMT GOAL_BAL LOAN_INT_PCT NY_USER_OVERRIDE
	DEDUCTION_TBL	BOND_PROCESS DEDCD DED_PRIORITY DESCR DESCRSHORT EFFDT GARN_PROCESS	MAX_ARREARS_FACTOR MAX_ARREARS_PAYBK MAX_PAYBACK NY_AGENCY_UPDATE NY_UNRECOVER_DED PLAN_TYPE
DEPARTMENT INFORMATION	DEPT_TBL	BUDGET_LVL BUDGET_YR_END_DT COMPANY DEPTID DEPT_TBLCAN_SBR DEPT_TBLFRA_SBR DEPT_TBLGER_SBR DEPT_TBLUSA_SBR DESCR DESCRSHORT EFFDT EFF_STATUS FTE_EDIT_INDC GL#_EXPENSE LOCATION	MANAGER_ID MANAGER_POSN NY_DCS_REPORTING NY_EARN_DIST_IND NY_INTFC_OPTION NY_MAX_SERVICE_DAY NY_MF_CONTROL NY_MF_CYCLE NY_MF_GROUP NY_PAYROLL_NUM NY_PAY_CYCLE NY_PAY_PERIOD_TYPE NY_USE_SERVICE_DAY TAX_LOCATION_CD
EARNINGS INFORMATION	DEPT_BUDGET_ERN	ACCT_CD BUDGET_AMT BUDGET_SEQ DEPTID DIST_PCT EFFDT EMPLID EMPL_RCD#	ERNCD GL_PAY_TYPE JOBCODE NY_DEPT_ACCUM NY_STWD_ACCUM POSITION_NBR POSITION_POOL_ID
	EARNINGS_BAL	BALANCE_ID BALANCE_PERIOD BALANCE_QTR BALANCE_YEAR COMPANY EMPLID ERNCD	GRS_MTD GRS_QTD GRS_YTD HRS_MTD HRS_QTD HRS_YTD SPCL_BALANCE
	EARNINGS_TBL	ADD_GROSS ALLOW_EMPLTYPE AMT_OR_HOURS BASED_ON_ACC_ERNCD BASED_ON_ERNCD BASED_ON_TYPE BUDGET_EFFECT DEDCD_PAYBACK	NY_EDIT_MAX_VALUE NY_EDIT_MIN_IND NY_EDIT_MIN_VALUE NY_FULL_TIME NY_MIN_MAX_TERMS NY_MUST_SUB_IND NY_NUMBER_WHOLE NY_PRATE_AUDIT_IND

CATEGORY	RECORD DEFINITION	AVAILABLE FIELDS
EARNINGS INFORMATION (CONT.)	EARNINGS_TBL (CONT.)	DESCR DESCRSHORT EARNINGS_CATEGORY EARN_FLAT_AMT EARN_YTD_MAX EFFDT EFFECT_ON_FLSA EFF_STATUS ELIG_FOR_RETROPAY ERNCD ERN_SEQUENCE FACTOR_ERN_ADJ FACTOR_HRS_ADJ FACTOR_MULT FACTOR_RATE_ADJ FLSA_CATEGORY GL#_EXPENSE HRLY_RT_MAXIMUM HRS_ONLY INCOME_CD_1042 MAINTAIN_BALANCES NY_ADDL_AUDIT_IND NY_ADDL_PAY_LVE NY_ADDL_PAY_SEC NY_ADDL_PAY_TYPE NY_ANNUAL_FACT_LP NY_ANNUAL_FACT_RG NY_AUDIT_MAX_IND NY_AUDIT_MAX_VALUE NY_AUDIT_MIN_IND NY_AUDIT_MIN_VALUE NY_CANT_SUB_IND NY_COST_RPT_IND NY_DAYS_BETW_DTS NY_DEPT_BUDG_DFLT NY_EDIT_MAX_IND NY_REVIEW_ALL NY_REVIEW_TYPE NY_SEPCHK_IND NY_SUB_VAL_IND NY_TIME_PMNT_TYPE NY_VALID_1X NY_VALID_ADDL NY_VALID_TIME NY_VFY_HOLIDAY NY_VFY_OT_ELIG NY_VFY_OT_INELIG NY_WC_LOAD_IND PAYMENT_TYPE PERUNIT_OVR_RT REG_PAY_INCLUDED SHIFT_DIFF_ELIG SPEC_CALC_RTN SUBJECT_CIT SUBJECT_CPP SUBJECT_CUI SUBJECT_CUI_HOURS SUBJECT_FICA SUBJECT_FUT SUBJECT_FWT SUBJECT_PAY_TAX SUBJECT_QIT SUBJECT_QPP SUBJECT_REG SUBJECT_TRUE_RVGRS SUBJECT_TRUE_T4GRS SUBTRACT_EARNS TAX_GRS_COMPNT TAX_METHOD USED_TO_PAY_RETRO WITHHOLD_FWT
EMPLOYMENT INFORMATION	EMPLOYMENT	ADDRESS_SBR BARG_UNIT BENEFIT_RCD# BUSINESS_TITLE CMPNY_SENIORITY_DT DED_SUBSET_ID DED_TAKEN EMPLID EMPL_RCD# EXPECTED_RETURN_DT HIRE_DT HOME_HOST_CLASS JOB_REPORTING LAST_DATE_WORKED LAST_INCREASE_DT LAST_VERIFICATN_DT LOCATION MAIL_DROP NY_CONV_DAYS NY_HOME_HOST NY_PERIOD26_IND OWN_5PERCENT_CO PAYCHECK_ADDR_OPTN PAYCHECK_DIST_OPTN PAYCHECK_LOCN_OPTN PAYCHECK_NAME PHONE_SBR PROBATION_DT PROF_EXPERIENCE_DT REHIRE_DT REPORTS_TO SECURITY_CLEARANCE SERVICE_DT SUPERVISOR_ID TERMINATION_DT TIME_RPT_LOC UNION_CD UNION_SENIORITY_DT
JOB INFORMATION	JOB	ACCT_CD ACTION ACTION_DT ACTION_REASON ADDS_TO_FTE_ACTUAL ANNL_BENEF_BASE_RT ANNUAL_RT BAS_GROUP_ID BEN_STATUS CHANGE_AMT CHANGE_PCT CLASS_INDC JOB_GER_SBR JOB_USA_SBR LOCATION MONTHLY_RT NY_ACTION_REASON NY_BARG_UNIT NY_BENEFIT_FLAG NY_DCS_INTFC_FLAG NY_EE_FTE_PCT NY_EE_REG_TEMP NY_EXTRA_SRVC_IND NY_FACTOR_ID

CATEGORY	RECORD DEFINITION	AVAILABLE FIELDS
JOB INFORMATION (CONT.)	JOB (CONT.)	COBRA_ACTION NY_FIS_AMT COMPANY NY_FTA_SALARY COMPRATE NY_INCREMENT_CD COMP_FREQUENCY NY_LINE_ITEM_NBR CURRENCY_CD NY_LOC_IND DEPTID NY_NYS_JOBCODE DEPT_ENTRY_DT NY_NYS_POSITION EARNS_DIST_TYPE NY_PART_TIME EFFDT NY_PAY_BASIS_CD EFFSEQ NY_RATE ELIG_CONFIG1 OFFICER_CD ELIG_CONFIG2 PAYGROUP ELIG_CONFIG3 POSITION_ENTRY_DT EMPLID POSITION_NBR EMPL_CLASS POSITION_OVERRIDE EMPL_RCD# POSN_CHANGE_RECORD EMPL_STATUS RATING_SCALE EMPL_TYPE REG_TEMP ENCUMB_OVERRIDE REVIEW_DT ERN_PROGRAM REVIEW_RATING FICA_STATUS_EE SALARY_MATRIX_CD FTE SAL_ADMIN_PLAN FULL_PART_TIME SHIFT GL_PAY_TYPE SHIFT_FACTOR GRADE SHIFT_RT GRADE_ENTRY_DT STD_HOURS HOLIDAY_SCHEDULE STEP HOURLY_RT STEP_ENTRY_DT JOBCODE TAX_LOCATION_CD JOB_ENTRY_DT UNION_CD JOB_FRA_SBR WORK_SCHEDULE
	JOB_APPROVALS	ACTION JOB_RQST_STATUS_DT ACTION_REASON NY_ACTION_REASON COMMENTS NY_BENEFIT_FLAG COMPRATE NY_EE_FTE_PCT COMP_FREQUENCY NY_EE_REG_TEMP CURRENCY_CD NY_FIS_AMT DEPTID NY_INCREMENT_CD EFFSEQ NY_LINE_ITEM_NBR EMPLID NY_NYS_POSITION EMPL_RCD# NY_PART_TIME EMPL_TYPE NY_PAY_BASIS_CD FTE NY_RATE FULL_PART_TIME POSITION_NBR JOBCODE SERVICE_DT JOB_EFFDT STD_HOURS JOB_RQST_STATUS WORK_SCHEDULE
	JOBCODE_TBL	COMP_FREQUENCY JOB_KNOWHOW_POINTS CURRENCY_CD JOB_POINTS_TOTAL DESCR JOB_PROBSLV_PCT DESCRLONG JOB_PROBSLV_POINTS DESCRSHORT MANAGER_LEVEL EFFDT MED_CHKUP_REQ EFF_STATUS NY_TITLE_CD ENCUMBER_INDC POSN_MGMT_INDC GRADE RETRO_PERCENT JOB_CD_CAN_SBR RETRO_RATE JOB_CD_FRA_SBR SAL_ADMIN_PLAN JOB_CD_GER_SBR STD_HOURS JOB_CD_USA_SBR STEP JOB_CODE SURVEY_JOB_CODE JOB_ACCNTAB_PCT SURVEY_SALARY JOB_ACCNTAB_POINTS TRN_PROGRAM JOB_FAMILY UNION_CD JOB_FUNCTION WORKERS_COMP_CD JOB_KNOWHOW_PCT

CATEGORY	RECORD DEFINITION	AVAILABLE FIELDS
LOCATION INFORMATION	LOCATION_TBL	ADDRESS_SBR BUILDING DESCR DESCRSHORT EFFDT EFF_STATUS LOCATION LOC_TBLCAN_SBR LOC_TBLGER_SBR LOC_TBLUSA_SBR NY_LOC_IND SAL_ADMIN_PLAN
PAY INFORMATION	NY_TIME_DTL	DATE_TIME DEPTID EARN_S_BEGIN_DT EARN_S_END_DT EMPLID EMPL_RCD# ERNCD NY_AMOUNT NY_AUDIT_APPRVD NY_AUDIT_REQ NY_DAYS NY_HOURS NY_TIME_COMMENTS NY_UNITS OPRID PAY_END_DT
	PAY_CHECK	ADDRESS_SBR BENEFIT_RCD# CHECK# CHECK_DT COMPANY DEPTID EMPLID EMPL_RCD# EMPL_TYPE FORM_ID LINE# LOCATION NAME NET_PAY NY_INTERFACE_FLAG NY_TIAA_CTRS_PROC OFF_CYCLE PAGE# PAYCHECK_ADDR_OPTN PAYCHECK_ADJUST PAYCHECK_CASHED PAYCHECK_DIST_KEY1 PAYCHECK_DIST_KEY2 PAYCHECK_NAME PAYCHECK_OPTION PAYCHECK_REPRINT PAYCHECK_STATUS PAYGROUP PAY_END_DT PAY_SHEET_SRC SEPCHK SIN SSN TOTAL_DEDUCTIONS TOTAL_GROSS TOTAL_TAXES
	PAY_DEDUCTION	BENEFIT_PLAN CALCULATED_BASE COMPANY DEDCD DED_CLASS DED_CUR DED_CUR_PAYBK DED_CUR_REFUND DED_NOT_TAKEN LINE# NY_EE_INT_AMT NY_ER_INT_AMT NY_EXCLUDED_TEMP OFF_CYCLE PAGE# PAYGROUP PAY_END_DT PLAN_TYPE REASON_NOT_TAKEN SEPCHK
	PAY_EARNINGS	ACCT_CD ADDL# ADDLPAY_REASON ADDL_TAXES BENEFIT_RCD# COMPANY DED_SUBSET_ID DED_TAKEN DEPTID DISABLE_DIR_DEP EARN_S_BEGIN_DT EARN_S_END_DT EI_PRIOR_PD_CORR EMPLID EMPL_RCD# ERNCD_OT_HRS ERNCD_REG_EARN_S ERNCD_REG_HRS FICA_STATUS_EE FLSA_ELIGIBLE FLSA_RT GL_PAY_TYPE GROSSUP HOURLY_RT JOBCODE OFF_CYCLE OK_TO_PAY OT_HRLY_EARN_S OT_HRS OVERRIDE_HOURLY_RT PAGE# PAID_PRDS_PER_YEAR PAYGROUP PAY_END_DT PAY_FREQUENCY PAY_LINE_STATUS PAY_SHEET_SRC POSITION_NBR RATE_USED REG_EARN_S REG_EARN_HRS REG_HRLY_EARN_S REG_HRS REG_PAY REG_PAY_HRS SEPCHK SHIFT SHIFT_RT SINGLE_CHECK_USE STATE

CATEGORY	RECORD DEFINITION	AVAILABLE FIELDS
PAY INFORMATION (CONT.)	PAY_EARNINGS (CONT.)	JOB_PAY LINE# LOCALITY TAX_METHOD TAX_PERIODS TL_SOURCE
	PAY_ERN_DIST	ACCOUNTING_PERIOD ACCT_CD COMPANY CURRENCY_CD DEPTID EARNINGS EMPL_RCD# ERNCD FISCAL_YEAR JOBCODE LINE# NY_DEPT_ACCUM NY_STWD_ACCUM OFF_CYCLE PAGE# PAYGROUP PAY_END_DT POSITION_NBR POSITION_POOL_ID REVERSED SEPCHK
	PAY_OTH_EARNS	ADDL# ADDL_SEQ ADD_GROSS BAS_CREDIT_SW COMPANY ERNCD JOB_PAY LINE# OFF_CYCLE OTH_EARNS OTH_HRS OTH_PAY PAGE# PAYGROUP PAY_END_DT RATE_USED SEPCHK TAX_METHOD TL_SOURCE
PERSONAL DATA	PERSONAL_DATA	ADDRESS_SBR ADDR_OTR_SBR AGE_STATUS BAS_DATA_CHG BIRTHCOUNTRY BIRTHDATE BIRTHPLACE BIRTHSTATE CITIZENSHIP_STATUS DISABLED DT_OF_DEATH EMPLID EMPL_REFERRAL_ID FIRST_NAME_SRCH FT_STUDENT HIGHEST_EDUC_LVL HIGHLY_COMP_EMPL_C HIGHLY_COMP_EMPL_P LAST_NAME_SRCH MAR_STATUS MAR_STATUS_DT NAME NAME_PREFIX NAME_SUFFIX NATIONAL_ID NY_BLIND NY_DCS_INTFC_FLAG NY_EMPLOYEE_IND NY_FAS_CODE NY_PRIOR_SSN NY_RETIREE_IND OFFICIAL_LANGUAGE ORIG_HIRE_DT PERS_DTCAN_SBR PERS_DTFRA_SBR PERS_DTGER_SBR PERS_DTUK_SBR PERS_DTUSA_SBR PER_STATUS PER_TYPE PHONE_SBR QDRO_IND_YN REFERRAL_SOURCE RESUME_TEXT_FILE SEX SPECIFIC_REFER_SRC
	RTRMNT_PLAN	BENEFIT# BENEFIT_PLAN COVERAGE_ELECT COVERAGE_ELECT_DT DEDUCTION_END_DT EFFDT EMPLID EMPL_RCD# NY_CLASS NY_CONTRIB_STATUS NY_EE_INT_AMT NY_ER_INT_AMT NY_EXCLUDED_SALARY NY_LAST_UPDATE NY_REFUND_AMT NY_REFUND_DATE NY_REFUND_REASON NY_RET_REG_NBR NY_TIER NY_VOUCHER_NUM PLAN_TYPE
POSITION DATA	POSITION_DATA	ACTION ACTION_DT ACTION_REASON ADDS_TO_FTE_ACTUAL BUDGETED_POSN CLASS_INDC COMPANY CONFIDENTIAL_POSN DEPTID NY_ADDTL_COMP NY_APPROVE_SAL_RT NY_BARG_UNIT NY_EQUATED_GRADE NY_LINE_ITEM_NBR NY_LOC_IND NY_OT_ELIG_IND NY_PAY_BASIS_CD ORGCODE

CATEGORY	RECORD DEFINITION	AVAILABLE FIELDS
POSITION DATA (CONT.)	POSITION_DATA (CONT.)	DESCR DESCRLONG DESCRSHORT EFFDT EFF_STATUS EMPL_TYPE ENCUMBER_INDC ERN_PROGRAM FRI_HRS FTE FULL_PART_TIME GRADE HOLIDAY_SCHEDULE JOB_CODE JOB_SHARE KEY_POSITION LOCATION MAIL_DROP MAX_HEAD_COUNT MON_HRS ORGCODE_FLAG PAYGROUP PHONE_SBR POSITION_NBR POSITION_POOL_ID POSN_STATUS REG_TEMP REPORTS_TO REPORT_DOTTED_LINE SAL_ADMIN_PLAN SAT_HRS SHIFT STATUS_DT STD_HRS_DEFAULT SUN_HRS THURS_HRS TUES_HRS UNION_CD UPDATE_INCUMBENTS WED_HRS
SALARY DATA	SAL_GRADE_TBL	DESCR DESCRSHORT EFFDT EFF_STATUS GRADE MAX_RT_ANNUAL MAX_RT_HOURLY MAX_RT_MONTHLY MID_RT_ANNUAL MID_RT_HOURLY MID_RT_MONTHLY MID_RT_YEARLY
	SAL_PLAN_TBL	COMPANY CURRENCY_CD DESCR DESCRSHORT EFFDT
	SAL_STEP_TBL	ANNUAL_RT EFFDT GRADE HOURLY_RT MONTHLY_RT
TAX DATA	FED_TAX_DATA	COMPANY COUNTRY DECEASED DEFERRED_COMP EFFDT EIC_STATUS EMPLID FORM_1001_REC FORM_1001_SUBMT_DT FORM_8233_REC FORM_8233_SUBMT_DT FUT_EXEMPT FWT_ADDL_AMT FWT_ADDL_PCT FWT_ALLOWANCES FWT_MAR_STATUS INCOME_CD_1042 LAST_ACTION LEGAL_REP PENSION_PLAN SPECIAL_FWT_STATUS STATUTORY_EE TAXPAYER_ID_NO TREATY_EXP_DT TREATY_ID USE_TOTAL_WAGE W4_PRCSS W5_PRCSS
	STATE_TAX_DATA	ANNL_EXEMPTION_AMT COMPANY EFFDT EMPLID LOC_TAX_RT NON_RES_DECLARED PERCENT_OF_FWT RESIDENT SDI_STATUS SPECIAL_SWT_STATUS STATE SUT_EXEMPT SWT_ADDL_ALLOWNCES SWT_ADDL_AMT SWT_ADDL_PCT SWT_ALLOWANCES SWT_MAR_STATUS UI_JURISDICTION WAGE_PLAN_CD
	LOCAL_TAX_DATA	COMPANY EFFDT EMPLID LWT_AMT LWT_PCT RESIDENT

CATEGORY	RECORD DEFINITION	AVAILABLE FIELDS
TAX DATA (CONT.)	LOCAL_TAX_DATA (CONT.)	LOCALITY STATE LOCALITY_LINK TAX_AMT LWT_ALLOWANCES
	NY_SAL_WH_DATA	DEPTID NY_DAYS_WHELD EMPLID NY_TRANS_DT EMPL_RCD# SEQUENCE_NBR NY_DAYS_PAID
	TAX_BALANCE	BALANCE_ID NLGRS_YTD BALANCE_PERIOD STATE BALANCE_QTR TAX_CLASS BALANCE_YEAR TAX_MTD COMPANY TAX_QTD EMPLID TAX_YTD LOCALITY TXGRS_MTD NLGRS_MTD TXGRS_QTD NLGRS_QTD TXGRS_YTD
UNION INFORMATION	UNION_TBL	ADDRESS_SBR FICA_PICKUP CALLBACK_MIN_HOURS LIFE_INS CALLBACK_RATE NY_UNION_DEDCD1 CERTIFIED NY_UNION_DEDCD2 CLOSED_SHOP PHONE_SBR CONTACT_NAME RETMT_PICKUP_PCT CONTRACT_BEGIN_DT SDI_ADMIN_PCT CONTRACT_END_DT SICK_PLAN DESCR TUITION_LIMIT DESCRSHORT UNION_CD DISABILITY_INS UNION_STEWARD_NAME EFFDT VACATION_PLAN EFF_STATUS
WORKERS COMP DATA	NY_WC_TRAN_DATA	AMOUNT ERNCD COMPANY NY_DAYS DEPTID NY_SIF_BIW_BEN EARNNS_BEGIN_DT NY_SUPP_DAYS EARNNS_END_DT NY_WC_RET_SAL EMPLID PAYGROUP EMPL_RCD# PAY_END_DT