Employee Reporting
Participant Guide

State of Minnesota

OVERVIEW

The Information Warehouse employee reporting views contain information needed to create human resource reports.

Objectives

After completing this topic, you will be able to:

- Identify the Employee Reporting tables in the Information Warehouse.
- Information Access Security needed for Human Resources reporting
- Understanding effective dating used
- Data Privacy

Tables used in human resources reporting fall into the following categories:

Accomplishments
Benefits
Citizenship/Passport
Compensation
Drivers License
Employee
Position
Training

Reference

Security

Information Access security - Access to the warehouse can be established by completing the Request For Clearance – Information Access form.

SEMA4 security - You will be limited in the data warehouse by the same SEMA4 security that you have in the SEMA4 system. SEMA security is obtained from DOER.

The user's Information Access security profile will determine what types of SEMA4 data a user can view. SEMA4 security will then determine which employees' data can be viewed.

Data Privacy Act

Information Access security forms require that you read and understand the Data Privacy Act. You may be held personally liable for releasing private information.

Working With Effective Dates in the Information Warehouse

Current Vs. Transactional Views

The Information Warehouse is made up of views, which contain current and transactional data. It is important to understand how effective dating works, in order to accurately report the data.

Current views contain the effective dated row in effect at the time the warehouse was loaded.

Transactional views contain historical, current and future effective dated rows. They contain both an effective date and an effective end date. The effective end date field can either be populated with a date or contain a null value.

When there are multiple transactions with the same effective date there can be null values in the effective end date field.

When working with job data in **HR_JOB_INFO_TRANS and HR_JOB_SW_TRANS**, the effective sequence number is used to identify separate transactions occurring on the same effective date. The row with the highest sequence number is the most current for an employee number, employee record number, and effective date combination. The row with the highest sequence will have an effective end date populated. The other row(s) for that employee number, employee record number, and effective date will have a null effective end date.

EMPL_NBR	REC_NBR	EFF_DT	END_DT	SEQ#	ACTION	RATE	HISTORY
00010000	0	02/01/1995	01/31/1996	0	HIRE	10.00	HISTORY
00010000	0	02/01/1996	NULL	0	STEP INCR	10.50	HISTORY
00010000	0	02/01/1996	03/01/1996	0	PROMOTE	11.00	HISTORY
00010000	0	03/02/1996	06/30/1996	0	DATA CHANGE	11.00	CURRENT
00010000	0	07/01/1998	12/31/1999	0	INCR	12.00	FUTURE

Current Views

Note: Current views contain the effective dated row in effect at the time the warehouse was loaded. When working with **HR_JOB_INFO_TRANS** and **HR_JOB_SW_TRANS** the effective sequence number is also used in determining the current effective dated row.

• Contains the effective dated row, with the highest sequence number in effect at the time the warehouse was loaded.
• Does not contain transactional records

Transactional Views

Note: When working with **HR_JOB_INFO_TRANS** and **HR_JOB_SW_TRANS** the effective sequence number is also used in determining the current effective dated row and the effective end date may contain null values.

• Contain three types of effective dates: historical, current, and future dated rows.
• Contains an EFF_END_DT field
• The most current effective dated row for an employee, employee record number, effective sequence number, has an effective end date of 12/31/9999
• The Effective end date field contains a date prior to the next effective dated row unless an employee has multiple transactions on the same day, for the same record number. In that case, there would be multiple sequence numbers for that effective dated row. The highest sequence will have an effective date populated; the other row(s) will have null in the effective end date field.
• Some effective end dates are null • Without null values in the end dates, the between clause would return all the transactions for the day in question. • With null values, the statement returns only the last transaction of the day because rows with null values are immediately excluded from the result set.

• Logic is needed to get point-in-time information:
 	
Example: Using the effective date and effective end date will eliminate null rows and return the most current row, for each effective date, for a point in time.
 	
`HR_JOB_INFO_TRANS.EFF_DT < = 'enter date here' AND`
`    HR_JOB_INFO_TRANS.EFF_END_DT > = 'enter date here'`

• To select **all** of the transactions that occurred within a given date range, use just the effective date in your selection. This will return all effective dated rows for each day.
 	
Example: Using only the effective date will include null rows and return all rows between the effective dates selected.
 	
`HR_JOB_INFO_TRANS.EFF_DT > = 'enter date here' AND`
`    HR_JOB_INFO_TRANS.EFF_DT < = 'enter date here'`

Accomplishments

The accomplishments views list license, awards, education, honors and achievement for employees.

These views contain only the rows in effect at the time the warehouse was loaded. The views are updated each night.

View	Description
ACCOMPLISHMENTS	The Accomplishments view lists license information, awards, education, honors and achievements for employees. It includes the employee number, the accomplishment type and description, and information related to the specific accomplishment. • Link to HR Job Info Current to get Accomplishment information at a Department or Agency level. • Link the views by the Employee Number. For every row in HR Job Info Current, the Accomplishment information will be listed.
ACCOMPL_EDUCATION	Contains employee's educational background.
ACCOMPL_HONORS_AWARDS	Contains information about an honor or award received by an employee.
ACCOMPL_LICENSES_CRTFC	Contains information about the licenses and certificates held by an employee and indicates if the license has been verified or if a license renewal is in progress.
ACCOMPL_LANGUAGES	Contains details about an employee's abilities with languages other than English and indicates an employee's proficiency in speaking, reading and writing a language. Also indicates if the language is native to an employee, and if the employee is able to translate the language or teach the language.
ACCOMPL_MEMBERSHIPS	Contains information about professional memberships held by employees. Also indicates when the employee joined the organization, and if the membership is a requirement for the employee's position.

Benefits

View	Description
BENEFIT_DEDUCTION_CUR	Contains current data related to paycheck deductions that are insurance related. The view is updated Bi-weekly – **Wednesday after payroll processing weekend**
BENEFIT_HEALTH_LIFE_CUR	Contains data related to employee Health and Life benefits. It contains the most current medical, dental, basic life insurance, additional life, short-term disability (STD), Long Term disability (LTD) etc. for an employee. This view also contains data such an employee's coverage, and the amount of coverage. The current view contains only the rows in effect at the time the warehouse was loaded. The table is updated each night.
BENEFIT_PLAN_CUR	Contains descriptive data related to benefit plans The current view contains only the rows in effect at the time the warehouse was loaded. This view is updated each night.

Citizenship/Passport

View	Description
CITIZENSHIP_PASSPORT	Contains data related to employee's citizenship and passports. There can be multiple records per employee, on this view. This view is updated each night.

Compensation

View	Description
COMPENSATION_CUR **COMPENSATION_TRANS**	Contains compensation rate information for an employee. They include the amount, frequency, and any changes. The view includes all rows so that transactional job records can get a complete picture of pay information. Two views are created from this table – a transactional view and current view. COMPENSATION_CUR contains only the compensation record in effect at the time the warehouse was loaded. COMPENSATION_TRANS is effective dated and contains history, current and future effective dated rows. Compensation views are updated each night.

Drivers License

| View	Description
DRIVERS_LICENSE	The Drivers License View lists license information for employees who use state vehicles in their job duties. It includes the employee number, driver's license number, and state of issue, license type, any violations and license expiration dates. This view is updated each night. • Link to HR Job Info Current to get Driver's License information at a Department or Agency level. • Link the views by the Employee Number. For every row in HR Job Info Current, the Driver's License information will be listed.

Employee

Both current and transaction views exist in the warehouse containing information relating to an employee. These views are similar except that the transaction views are effective dated and carry the historical, current, and future records that are in SEMA4. The current view contains only the record in effect at the time the warehouse was loaded.

Employee views are updated each night.

View	Description
COMPENTENCY	Contains competency (skills and abilities) data by employee. (Note: these are Heavy Equipment - Mechanical/Technical Skills) **Tip** Join with HR_JOB_INFO_CUR to get detailed competency reporting.
EMERGENCY_CNTC	Contains information about the emergency contacts for each employee.
EMERGENCY_PHONE	Contains data related to an employee's emergency contact phone numbers. There can be multiple records per employee on this view, with different phone types **Tip** Join on EMPL_NBR and CNTC_NM when joining from Emergency Contact (EMERGENCY_CNTC).
EMPLOYEE_NAME_CUR **EMPLOYEE_NAME_TRANS**	Contains any preferred and previous names for employees. There is at least one row for each employee. Two views are created from this view – a transactional view and current view. EMPLOYEE_NAME_CUR contains only the record in effect at the time the warehouse was loaded. EMPLOYEE_NAME_TRANS is effective dated and contains history, current and future effective dated rows.

View	Description
EMPLOYMENT_CUR	Contains employment data that is related to an employee. The Employment View (current) contains only the data that was current as of the date it was loaded to the warehouse. This view is updated nightly.
HR_EMPLOYEE_REVIEW_TRANS	Contains dates (i.e. effective date, review period from/to dates, next review date), type of review, and reviewer name/ID number related to employee performance reviews. Employee Review is a transactional view and contains history, current and future effective dated rows. Employees can have multiple review types for a given Effective Date.
HR_CUR_RPTNG	This view **combines data from EMPLOYMENT_CUR, HR_JOB_INFO_CUR and PRSNL_DATA_CUR.** Using this view to create a report allows users to access a field on any of the three views without having to link any of the views together. It contains only the data that was current as of the date it was loaded to the warehouse.

| HR_JOB_INFO_CUR
HR_JOB_INFO_TRANS | The Job Information Views (HR_JOB_INFO_CUR and HR_JOB_INFO_TRANS) contain data relating to a specific job that an employee holds.

HR_JOB_INFO_CUR contains the effective dated row, **with the highest sequence number**, in effect at the time the warehouse was loaded.

HR_JOB_INFO_TRANS uniquely identifies and orders Human Resource transactions impacting an employee by effective date, employee record number and sequence number.

This view contains history, current and future effective dated rows. Each row represents a transaction and contains the action and reason code associated with the transaction.

  HR_JOB_INFO_TRANS contains a sequence number, which identifies separate transactions occurring on the same effective date in a job record. The most current transaction for an employee number, employee record number, and effective date will have the highest sequence number.

When there are separate transactions on the same effective date in a job record, there will be null values in the effective end date field.

• The row with the highest sequence number is the most current.

• The row with the highest sequence will have an effective end date populated. The other row(s) for that employee number, employee record number, and effective date will have null in the effective end date.

• Include effective date logic in your selection criteria to get the transactions you are looking for. This logic is described in the "Working With Effective Dates" section above. |

View	Description
HR_JOB_SW_CUR **HR_JOB_SW_TRANS**	Contains data relating to a specific job that an employee holds. **HR_JOB_SW_CUR** contains the effective dated row, with the highest sequence number, in effect at the time the warehouse was loaded. **HR_JOB_SW_TRANS** uniquely identifies and orders Human Resource transactions impacting an employee by effective date and sequence number. This view contains history, current and future effective dated rows. Each row represents a transaction. **These views allow you to view job data for employees that have left your agency for another.** **HR_JOB_SW_TRANS** contains a sequence number, which identifies separate transactions occurring on the same effective date in a job record. The most current transaction for an employee number, employee record number, and effective date will have the highest sequence number. When there are separate transactions on the same effective date in a job record, there will be null values in the effective end date field. • The row with the highest sequence number is the most current. • The row with the highest sequence will have an effective end date populated. The other row(s) for that employee number, employee record number, and effective date will have null in the effective end date. Include effective date logic in your selection criteria to get the transactions you are looking for. This logic is described in the "Working With Effective Dates" section above.

PRSNL_DATA_CUR	Contains data about the individual employee that is not tied to a specific job. The Personal Data View (current) contains only the data that was current as of the date it was loaded to the warehouse. The Personal Data View contains one line per employee. Most of the information on this view is private data as defined in the Data Privacy Act.
PRSNL_DATA_PBLC	Contains employee number and employee name only. This view allows users the ability to add the name of employee(s) that have left their agency to reports.
PRSNL_PHONE	Contains data related to an employee's phone numbers. There can be multiple records per employee, on this view with different phone types. **Tip** Employees can have multiple phone types for a given Effective Date.

SENIORITY_ROSTER	Contains contractually required list of employees in each seniority unit. Tip All historical data comes from the Seniority Roster View. The program (used to create the Info Pac report) selects data from the current job row and then takes the rest of the data from the Seniority Roster View. There is logic to exclude the row from the Roster History View that has the same data as the current job row. Join to HR_CUR_RPTG to get: Employee Name, Last Hire Date (State Seniority Date on Info Pac Report) City, Seniority Lot Number field, Job Entry Date current (Job Code Seniority Date on Info Pac report) Seniority unit description will come from Position.

Position

The Position Views contains data that is tied to the position rather than an individual employee.

These views are updated each night.

View	Description
POSN_DATA_CUR	Contains the most current effective dated row for each position. This view contains only the position record in effect at the time the warehouse was loaded.
POSN_DATA_TRANS	Contains transactional position data. This view contains history, current and future dated rows.

Position Funding

The Position Funding Views contain the default funding for a position. To look at the total mix of funding for a position, take into account all rows with the same effective date. Position Funding defaults on an employees labor distribution for both salary and business expense transactions. It is also used to project salaries and is reflected in the obligation transactions posted to MAPS.

Both current and current/future position funding views exist in the warehouse.

Position Funding Views are updated each night.

POSN_FUND	The POSN_FUND view contains **current and future** effective dated, position funding rows that are in SEMA4. It also contains an indicator to show which position funding row(s) is used in the calculation of salary projections.
POSN_FUND_CUR	The Position Funding Current view contains only the position funding rows in effect at the time the warehouse was loaded.

Example of Position Funding Records

EFF_DT	EFF_END_DT	POSN_NBR	ERN_CD	%	CODE BLOCK
07/01/1995	01/04/1996	12300000		50	A
07/01/1995	01/04/1996	12300000		50	B
07/01/1995	01/04/1996	12300000	TRN	100	C
07/01/1995	01/04/1996	12300000	TRV	100	D
01/05/1996	12/31/1999	12300000		100	A
01/05/1996	12/31/1999	12300000	OT1	100	B
01/05/1996	12/31/1999	12300000	TRN	100	C
01/05/1996	12/31/1999	12300000	TRV	100	D

- Blank earn codes contain the default funding
- Other earn codes (e.g. training, travel expenses) can be set up to go somewhere else
- To get the total funding, you need to pick up all of the code block rows with the same effective date
- Rows with the same effective date and earn code must equal 100%

Roster Staffing

View	Description
ROSTER_STAFFING	Combines actual YTD salary expenditures and YTD obligation data for an employee or position, charged to a MAPS code block. Obligations reflect the code block level on the position, actual expenditures are at code block level from Labor Distribution. The view is updated Bi-weekly – **labor distribution processing weekend**

Training

The training views provide information about courses and course sessions, individual's enrollment in course sessions, training records and training completions.

These views are updated each night.

TRNG_COURSE	This view contains training course information.
TRNG_COURSE_SESSION	This view contains training course session information.
TRNG_COURSE_SESN_INSTR	This is one of three views needed to get Instructor detail information for a Training Course Session. Tip Link the Course Session Instructor view to the Training Instructor view and then to the Training Course Session view to get detail information for a Training Course Session. • The instructor name can be filled in even if the instructor ID is blank. • This view has the complete list of who taught what course although not all entries have an ID • The same instructor can have different vendors for different course sessions
TRNG_INSTRUCTOR	The Instructor View lists detail information for Training Instructors. Instructors can be both employees (internal), and non-employees (external). Detail information including costs, school information is included. This is one of three views needed to get Instructor detail information for a Training Course Session. Tip Link the Course Session Instructor view to the Training Instructor view and then to the Training Course Session view to get detail information for a Training Course Session. • On this view Instructors all have an ID's that match to a name • This view has the list of instructors who have an ID, whether they taught a course or not.
TRNG_PARTICIPANT	This view contains information about a training participant and training classes applied for, enrolled in and completed.

Reference Views

The reference views are views that can be used with other views to add descriptive data.

These views are updated each night.

COMPENSATION_RATE_CODE	Contains all compensation rate codes. It includes the description, frequency, rate type and status. Both active and inactive rows are included so that transactional job records can get a complete picture of pay information.
COUNTY_US_CODES	Contains all county names and corresponding County Codes and State codes. This view contains all county codes for all states. The county codes follow the US government Federal Information Processing Standard (FIPS) 3 digit county codes.
DEPARTMENT **DEPARATMENT_TRANS**	Contains data tied to the SEMA4 Department ID. DEPARTMENT contains data in effect at the time the warehouse was loaded. DEPARTMENT_TRANS contains all transactions related to a Department. It is a transactional view and contains history, current and future effective dated rows.
EARNINGS_CODE_CUR	Contains characteristics that define the earning type codes, such as what is entered (hours or amounts), whether it is paid or non-paid, whether it is taxable, and whether it is subject to retirement.
EARNINGS_LV_ACCRUAL_CUR	Contains data used to determine if an earning type code can add, deduct or adjust leave balances. **Tip** This view will be used with the Earning Code Current view
JOB_CODE **JOB_CODE_CUR**	**JOB_CODE** contains data tied to the SEMA4 Job Code. This view is effective dated and contains historical, current, and future dated rows. **JOB_CODE_CUR** contains data tied to the SEMA4 Job Code. This view contains only the current effective dated rows. Historical and future dated rows are not included.
JOB_OPTION **JOB_OPTION_CUR**	Contains reference information about valid Job Code Options. An option code identifies a group of jobs within a job code (classification) that require specialized knowledge, skills, and abilities not seen in other positions within the classification. **JOB_OPTION** contains data, which is effective dated. Historical, current and future dated rows are included. **JOB_OPTION_CUR** contains only the current effective dated rows. Historical and future dated rows are not included.

Reference Views Continued

LOCATION **LOCATION_TRANS**	Contains data tied to an HR Location. **LOCATION** contains only the current effective dated rows. Historical and future dated rows are not included. **LOCATION_TRANS** is a transactional view and contains history, current and future effective dated rows.
SALARY_STEP	This warehouse view combines data from the 3 levels of the salary grid to create a row of data for every salary step, in each salary grade, in each salary plan. The salary step data is effective dated. Historical, current and future dated rows are included.
SENIORITY_UNIT	Contains seniority unit data for which seniority rights are specified in a collective bargaining agreement or plan.