

Reviewing Employee History

Overview

The system creates history records whenever employee information is changed. A separate history record is created for each data item for which history is being tracked. The history records include the following information:

- The specific change
- The reason for the change (known as the Change Reason Code)
- The date that the change became effective or the date that the change becomes effective
- The system date when the change was made
- The user ID of the person who made the change
- The program ID that identifies where the change was made

Use Employee History Inquiry to complete the following tasks:

- Analyze historical changes to employee information
- Consider an employee's work record for another position
- Review the complete history records for an Employee

This work instruction shows how to review complete history records for an employee.

NIS Policies

The tasks in this documentation provide end users with the tools to enter data and collect data in NIS. It is the responsibility of the agencies to comply with State Statutes, Federal Rules and Regulations, and State policies. For further information concerning State Statutes and policies, please refer to both internal agency resources and the Department of Administrative Services website: <http://www.das.state.ne.us/>.

Navigation

Click Roles, HR_PR .
(Citrix users – right click on the menu, choose View by Role, choose HR_PR.)
Human Resources and Payroll – Agencies > Inquiries & Reports > HR/Payroll Inquiries > Employee Inquiries > Employee History

Steps

Review Employee History – Complete

Start this instruction from the Employee History Inquiry – Work with Employee History window.

The screenshot displays the PeopleSoft interface for 'Employee History Inquiry - Work With Employee History'. The search criteria section includes:

- As of Date:** 01/10/2006
- Employee Identification:** *
- Data Item:** *
- Selected Data Items:** All, Tracked with History
- Employees:** Active, All
- Last Changed Only:**

The table below the search area has the following header:

Address Number	Alpha Name	Data Item	Data Item Description	History Data	Formatted History Data	History
No records fetched.						

- Complete one or more of the following fields:
 - As of Date
 - Employee Identification (use visual assist, if needed)

 To view only the most recent change to a data item, click the **Last Changed Only** box in the Header.
- Choose an option under **Selected Data Items**:
 - All – display data items that are set up for history tracking whether or not they have history records.
 - Tracked with History – display all data items that are set up for history tracking which have history records attached.
- Choose an option under **Employees**:
 - Active – display all employees who are not terminated or on a leave of absence
 - All – active, terminated and on a leave of absence.
- Click **Find**.

PeopleSoft
Employee History Inquiry - Work With Employee History

As of Date: 01/10/2006 Last Changed Only
 Employee Identification: 3483432 JANES, RACHEL A
 Data Item: *
 All Tracked with History Active All

Address Number	Alpha Name	Data Item	Data Item Description	History Data	Formatted History Data	History
3483432	JANES, RACHEL A	AAF	Vacation Factor			
3483432	JANES, RACHEL A	ADPN	Pre-Note Code			X
3483432	JANES, RACHEL A	ADSD	Date - Adjusted Service Date			
3483432	JANES, RACHEL A	AFLG	Address Flag			
3483432	JANES, RACHEL A	ALPH	Name - Alpha	JANES, RACHEL A		
3483432	JANES, RACHEL A	ANN8	Address Number-ProviderTr	0	0	
3483432	JANES, RACHEL A	ANPA	Supervisor	100087	100087	ARC

- Review the information on the grid.
- Click **Form, Job/Pay History** to see job and pay history. The Employee History Inquiry – Job History Window appears.

PeopleSoft
Employee History Inquiry - Job History Window

Address Number: 3483432 JANES, RACHEL A

Address Number	Alpha Name	Job Type	NA	Job Description	Pay Grade	Pay Grade Step	Hor Bus
3483432	JANES, RACHEL A	K11122		Training Specialist I	13	00	

- Review the information on the grid.
- Click **Cancel**.
- Click **Close**.