

Module 2

Ad Hoc Reporting Overview

In this module you will learn:

- The ad hoc report process
- Terminology
- The types of data available
- How to use the DED

Supporting Files/Documents:

- Master File Description for Active Current Status File
- CIRS Data Element Dictionary

Ad Hoc Reporting Process

There are over 24 files (databases) available for ad hoc reporting in CIRS that contain employment history, payment history, or leave accounting information. They can be used alone or merged with one or more files.

In general, the steps for writing a report request are:

1. Determine the data elements (fieldnames) needed for your report
2. Determine which file(s) contain the data elements needed
3. Write a report using FOCUS commands to gather the data
4. Test your report in the online environment with record limits to obtain a sample and verify the results
5. Submit the report without record limits through batch execution

The CIRS main menu, shown below, contains the functions used to create, store and execute your report requests. Each of the functions will be discussed in detail in later modules in this workbook.

COMPENDIUM REPORTS		ONLINE APPLICATIONS		CUSTOM FILES		OTHER	
CIRS PERSONAL LIBRARY							
Cmds	B Browse	C Copy	D Delete	E Edit	Row 1 of 17		
	P Print	R Rename	S Submit Batch	O Online Execution			
Cmd	Name	Description				Changed	
-	AAREPORT	ANNUAL AFFIRMATIVE ACTION REPORT				2003/05/23	
-	EMPHIST	EMPLOYMENT HISTORY REPORT				2003/05/28	
-	EMPLIST	EMPLOYEE LIST - RUN QUARTERLY				2003/05/23	
-	FACULTY	FACULTY STATS				2003/05/14	
-	FOCSAVE	NO DESCRIPTION FOUND.				1993/09/23	
-	HISTORY	USE WITH EMPLOYMENT HISTORY EXTRACT				2003/05/28	
-	LEAVEBAL	CURRENT LEAVE BALANCES BY SSA, BY NAME				2003/06/02	
-	MPPADD	ADDRESS AND WORK LOCATION FOR MPPS				2003/05/15	
-	MPPEMP	MPP EMPLOYEES BY EMPLOYMENT DATE				2003/05/23	
-	PAYMENT	USE WITH PAYMENT HISTORY EXTRACT				2003/01/15	
-	PERMAPPT	PERM APPTS SINCE 01/01/03				2003/05/23	
-	PSNCNT1	POSITION COUNT BY TIMEBASE				2003/05/23	
-	PSNCNT2	POSITION COUNT BY CBID				2003/05/23	
-	R08OT	OVERTIME REPORT FOR R08 EMPLOYEES				2003/05/23	
-	STDPAY	STUDENT PAY-CURRENT BUSINESS MONTH				2003/05/23	
-	TOTALSAL	TOTAL SALARY BY AGENCY UNIT				2003/05/15	
F1=Status F2=New F3=Exit F4=Locate F5=Sort F6=Swap Lib							
F7=Up F8=Down F9=Search F10=Results F11=HoldFile F12=Extract							

Note: The screen colors displayed will vary depending upon your emulation software settings.

Terminology

Before you can create, store and execute requests, you need access to a database and knowledge of the information it contains. The terminology below will be used throughout this workbook.

Database	A collection of related data stored together.
Data Element	The name of specific data contained in the database (e.g., Social Security Number).
Fieldname	Descriptive name assigned to the data element in the database (e.g., AC:SSA).
Value	The actual literal (VALUE) for a fieldname (e.g., 001-23-9999 for AC:SSA).
Format Length	Maximum number of characters designated for the values of the fieldname (e.g., AC:SSA has a maximum length of 11 characters).
Format Type	How the data will be displayed. The format types are: A – Alpha D – Decimal DT – Date I - Integer P- Packed Decimal
Description	Description of the fieldname. Corresponds to the Data Element Dictionary (DED) title.
Standard Defines	Temporary fields created using existing data elements within a specific database.

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Master File Descriptions

A detailed description of each file, known as a Master File Description (MFD), is available in the CIRS Data Element Dictionary. The MFD is a map of the segments of the data source and all the fields in each segment.

Below is a partial MFD for the Active Current Status (AC) file:

Segment Name = ACTIVE		Segment Type = S1
<u>Fieldname</u>	<u>Format</u>	<u>Data Element Description</u>
* AC:SSA	A 11	Social Security Number
AC:SSAFOUR	A 4	Social Security Number, Last 4
AC:LASTNAME	A 21	Name, Last
AC:FRSTNAME	A 16	Name, First
* AC:WNAME	A 39	Name, Full
* AC:BRTHDATE	DT MDYY	Birthdate
* AC:AGE	I 6	Age
AC:SEX	A 1	Sex Code
AC:ETHNIC	A 1	Ethnic Origin
* AC:ETHNICGRP	A 3	Ethnic Group
AC:STREET	A 28	Employee Address, Street
AC:CTYST	A 25	Employee Address, City and State
AC:ZIP	A 5	Employee Address, Zip Code
AC:DISABLE	A 3	Disability Status
* AC:DISAB	A 1	Disability Status Code
* AC:DISFACT	A 2	Disability Status Factors
AC:ADDRWH	A 1	Address Withheld Indicator
* AC:DAO	A 8	Data as of Date
Segment Name = ACTPSN Parent = ACTIVE Segment Type = S1		
<u>Fieldname</u>	<u>Format</u>	<u>Data Element Description</u>
AC:PSNSEQ	A 2	Position Sequence Number
AC:SSAPSN	A 11	SSA / Position Sequence Key
AC:DOCT	A 4	Document Processing No.
AC:AGYUNIT	A 6	Agency and Unit Key
AC:SEPCODE	A 1	Separation Code
AC:CAMPUSCD	A 2	Campus Numeric Code
AC:CAMPUS	A 10	Campus Name Abbreviated
AC:EMPCBID	A 3	Collective Bargaining Id, Code
AC:TRANCODE	A 3	Transaction Code, Personnel
* AC:TRANNAME	A 35	Transaction Code, Name
* AC:TRANATYPE	A 24	Transaction Code, Type
AC:EFFDATE	DT MDYY	Effective Date
* AC:POSITION	A 13	Position
* AC:POSITI16	A 16	Position Number
* AC:SALARY	P 12.2M	Salary Total
AC:REMARKS	A 10	Employment History Remarks

Using the Data Element Dictionary

Open the CIRS Data Element Dictionary (www.calstate.edu/hrpims/ded) in your desktop browser. Lookup the data elements listed below and use the information contained in the DED to answer the questions.

SALARY TOTAL
What is the generic field name?
What is the definition?
What is the format?
In how many files can it be found?

POSITION NUMBER
What are the file prefixes for this data element?
How will the data display?
How would you use this field?

COLLECTIVE BARGAINING ID, CODE
What is the definition?
In which type of files (i.e., employment or payroll) can it be found?
What are the coding values?

What You Have Learned

In this module you learned:

- The ad hoc report process
- Terminology
- The types of data available
- How to use the DED