Module 9

<u>Using Joined Files</u>

In this module you will learn:

- What joined files are

- The different type of joins

- How to use fields from joined files

Supporting Documents/Files:

- FOCUS Documentation

- CIRS Data Element Dictionary

- Active Current Status File

- Agency/Campus/Fund File

- Job Code File

- Pay Scales File

What Are Joined Files

JOIN is a FOCUS command that allows you to link related files by a common field.   Joined files act as a single integrated data structure allowing you to report on two or more files as if they are a single file.
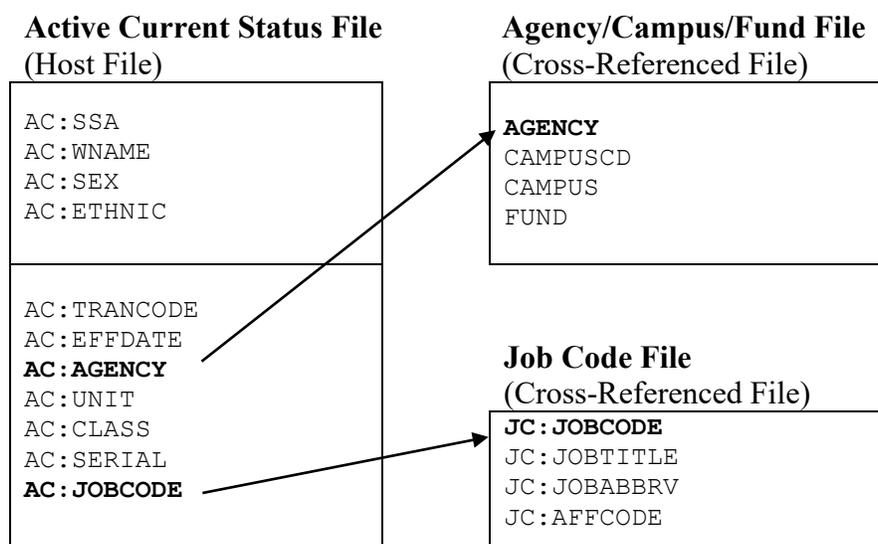
Due to security issues, this command has been turned off for CIRS users. However, to assist your report writing, HR-ISA has developed automatic joins and pre-programmed joins.

To merge data from two or more files that are not automatically joined or that do not have a pre-programmed join, use the MATCH command. Refer to your FOCUS documentation for information.

Automatic Joins

All of the current status files (i.e., AC, SAC, AN and SAN) have fields that are linked to fields in cross-referenced files. Cross-referenced files are single segment files that primarily contain information for coded fields in the main file.

For example, AC:AGENCY in the Active Current Status file is liked to AGENCY in the Agency/Campus/Fund file. Similarly, AC:JOBCODE is linked to JC:JOBCODE in the Job Code file. Refer to the file descriptions in the CIRS Data Element Dictionary to identify files automatically joined.

Active Current Status File
(Host File)

```
AC:SSA
AC:WNAME
AC:SEX
AC:ETHNIC


AC:TRANCODE
AC:EFFDATE
AC:AGENCY
AC:UNIT
AC:CLASS
AC:SERIAL
AC:JOBCODE
```

Agency/Campus/Fund File
(Cross-Referenced File)

```
AGENCY
CAMPUSCD
CAMPUS
FUND
```

Job Code File
(Cross-Referenced File)

```
JC:JOBCODE
JC:JOBTITLE
JC:JOBABBRV
JC:AFFCODE
```
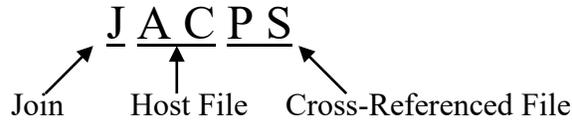
To use an automatic join:

If the file you are using is automatically joined to a file containing the needed data, simply use the fieldname in your report request. Cross-referenced files are automatically allocated when any other file is selected for Online or Batch execution.

For example:

```
EX AC
TABLE FILE AC
COUNT AC:POSIT16
BY FUND
END
```

Pre-programmed Joins

A series of pre-programmed joins are available to link frequently used combination of files. All of the major files in CIRS have pre-programmed joins to other files.   A complete list of pre-programmed joins is available in the CIRS Data Element Dictionary. The naming convention for all pre-programmed joins is shown below.

$$J \; A \; C \; P \; S$$

Join   Host File   Cross-Referenced File

When a pre-programmed join is executed, it links the files and executes the standard defines for the joined files. For example, the join: JACPS links records in the Active Current Status file to records in the Pay Scales file by Class and Range Code, and executes the defines for both files.

```
-*EXAMPLE OF A JOIN          JOIN CLEAR
EX JACPS                     JOIN AC:CLASSRNG IN AC
TABLE FILE AC                TO PS:CLASSRNG IN PS AS JACPS
                             EX AC
                             EX PSFLDS FILENM=AC
```

To use a pre-programmed join:

Execute the join name in place of the standard defines. The file name specified for the TABLE FILE command is the HOST file. If you are using an external file (i.e., TR, STR, EH, PH, PHS, PY or A54), the following screening statements must also be included in your report request: IF XX;CLASS GT 0 and IF XX:RANGE GE 0. Be sure to use the correct file prefix when specifying fieldnames in the joined file. When executing the report request, you must select the major file(s) specified in the join.   Any cross-referenced files included in the join will be automatically allocated when the other files are selected.

For example:

```
EX JACPS
TABLE FILE AC
COUNT AC:POSIT16
BY PS:TITLE
END
```

Practice

Modify the practice report requests from Module 3 and execute the reports in the Online FOCUS environment to generate data. Be sure to include record limits in your requests.

1. Modify practice report TRAIN1 to include **abbreviated class title**. Format per the sample below.

    Report Generated:

    ```
    AC:WNAME           CLS   TITLE           AC:FTE   AC:SALARY
    --------           ---   -----           ------   ---------
    BEAR, CLARK F      2358  LECTURER, D AY    .200   $1,275.00
    FROG, NANCY B      3312  ADMIN IIA        1.000   $6,346.00
    LLAMA, JOAN   M    2360  PROFESSOR, AY     .500   $3,492.00
                       2360  PROFESSOR, AY     .500   $3,343.50
    MONKEY, RON J      1038  AA/S-12MO-NE     1.000   $2,917.00
    ```

2. Modify practice report TRAIN2 to sort the report by CBID code and by **CBID name (abbreviated)**. Format per the sample below.

    Report Generated:

    ```
                                    AC:POSITION
    CBID    CBID NAME                   COUNT
    ----    ---------               -----------
    C99     CONF. CLASS                       3
    E99     EXCLUDED                         11
    M80     MPP                              50
    R01     PHYSICIANS                        1
    R03     FACULTY                         334
    ```

3. Modify practice report TRAIN3 to include the employees' **abbreviated job code title**. Format per the sample below.

    Report Generated:

    ```
                                   JOB    ABBREVIATED
    AC:EMPDATE   AC:WNAME          CODE   JOB CODE TITLE
    ----------   --------          ----   --------------
    01/03/1997   KANGAROO, MARY E  M113   MGR, LIB. CIRCULTAION
    08/24/1979   CAMEL, JAMES J    M092   DN, CVC
    09/01/1983   ADVARK, DIANNE T  L025   FACULTY RES & DEV SUP 2
    08/07/1989   NEWT, GRACE P     N062   ASSOC DEAN, COLL OF BUS
    01/08/1990   WHALE, PETER A    Z244   SW HUMAN RES ADMIN PRO 1
    ```

What You Have Learned

In this module you have learned:

- The difference between automatic joins and pre-programmed joins

- How to include fields in your report requests from cross-referenced files

- How to include fields in your report requests using pre-programmed joins

- How to select files for joined files