

### Module 12

## Employment History Files

In this module you will learn:

- The information contained in the Transaction Data (TR) file
- The information contained in the Employment History (EH) file
- The differences between the TR and EH files
- How to create an Employment History Extract file

Supporting Documents/Files:

- CIRS User Manual
- Transaction Data File
- Employment History Extract File

### ***Employment History Files Overview***

CIRS has two files that contain Personnel/Payroll Transaction (PPT) data from 1976 forward for your faculty and staff. The files are: Transaction Data (TR) and Employment History Extract (EH).

Refer to the chart below for a summary of the file differences:

<b>Item</b>	<b>Transaction Data (TR)</b>	<b>Employment History Extract (EH)</b>
<b>Timeframe</b>	Transactions effective from January 1, 1976 forward	Same as TR. Transactions can optionally be selected based on key entry date
<b>Records</b>	Excludes Deleted, Voided, Fixed, Eliminated, A54 and Student transactions	Deleted, Voided, Fixed, Eliminated and A54 transactions can optionally be included*
<b>Data Elements</b>	Selected fields on PPT	Most fields on PPT
<b>Common Use</b>	This file could be used to obtain transaction counts and for historical reporting	This file could be used to generate Employment History Summaries, to verify keying and to create a 'point in time' file
<b>Update Schedule</b>	Daily	The source file for the EH extract function is updated immediately upon entry of a PPT
<b>Additional Info</b>	Fields not found in the TR file may be available in the EH file	The EH file must be created with specified parameters before using

\*Student transactions will be included in the EH extract file unless a position sequence is supplied with the SSN.

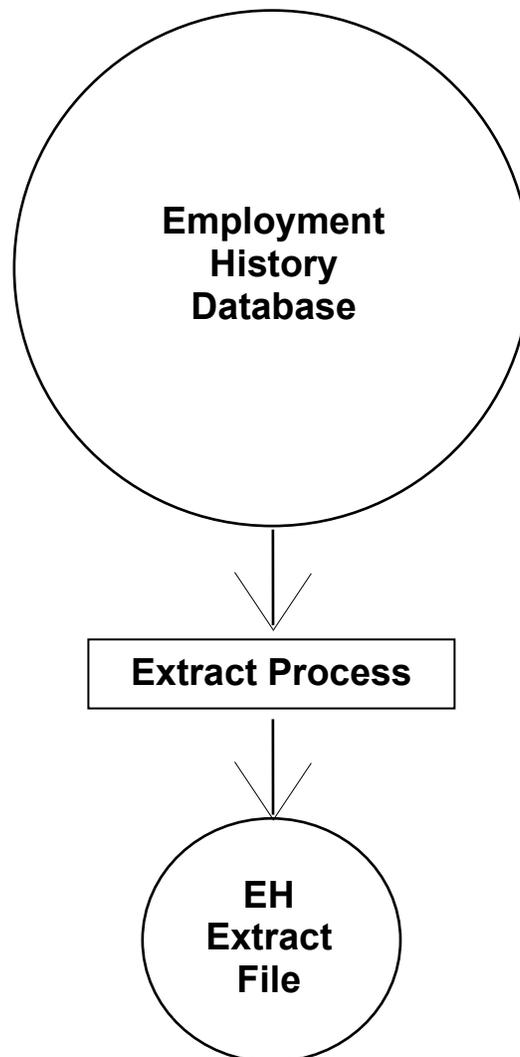


### ***Employment History Extract Process***

The Employment History Data Base (EHDB), contains all Personnel/ Payroll Transactions (PPT's) keyed by your campus from 1976 through the current date.

The CIRS Employment History Extract process allows you to extract data from the EHDB and build an Employment History (EH) file by specifying the following parameters:

- SSN Group
- Date Type/Range
- File Type
- Output File



To create an EH file for ad hoc reporting:

- 1. From the main menu, press the F12 key.

```
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
```

- 2. Select option 1 at the extract data menu and press enter.

```
----- Extract Data -----
| SELECT 1 1. EH - EMPLOYMENT HISTORY EXTRACT FILE |
|          2. PY - EMPLOYMENT HISTORY EXTRACT FILE |
|          3. EMPLOYMENT VERIFICATION REPORT      |
|-----|
```

- 3. Make an entry in each section of the Employment History Extract Process screen before pressing enter.

```
Status
EMPLOYMENT HISTORY EXTRACT PROCESS
SELECT SSN OPTION: 1 1. ALL SSN'S IN TR FILE
                   2. SSN'S IN LIBRARY MEMBER: HISTORY
                   3. SSN'S IN HOLD FILE: PERMSML
SELECT DATE TYPE: 1 1. EFFECTIVE DATES
AND              2. ENTRY DATES
ENTER DATE RANGE: FROM _____ TO _____ YYMMDD
                  FROM 760101 TO CURRENT
SELECT FILE TYPE 1 1. ABSOLUTE
                  2. RELATIVE
                  3. CURRENT STATUS
PRESS ENTER TO SUBMIT OR F3 TO EXIT
```

4. Select additional options, if needed, and confirm the selections. Press enter to confirm and submit the job.

```
----- EH ADDITIONAL OPTIONS -----
|
| N (Y OR N) INCLUDE A98 TRANSACTIONS FOR SSN'S SUPPLIED
| N (Y OR N) INCLUDE VOIDS, FIXES, DELETES, ELIMINATES
| N (Y OR N) INCLUDE A54 TRANSACTIONS
|
| CURRENT SELECTIONS
|
| SSN OPTION: ALL SSN
| DATE TYPE: EFFECTIVE
| FROM ----- TO -----
| FILE TYPE: ABSOLUTE
|
| ENTER TO SUBMIT - PF3 TO CANCEL
|
-----
```

5. When you receive a message indicating the job was submitted, make a note of the job number and press enter to clear the message.

```
JOB CTEUXABC(JOB12345) SUBMITTED
***
```

6. From the main menu, check status (F1 key) to confirm the extract completed before using the file.

```
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
```

### Extract Verification

After creating your extract file, you should test the file for employees with data overflow. Data overflow occurs when the volume of history extracted for an individual employee exceeds the maximum record length allowed (31748 bytes). Typically, this occurs when you are extracting history for a large range of dates.

Employees with data overflow will have a value of X for the field: EH:OVERFLOW. To test the EH file, execute the following commands:

```
EX EH
TABLE FILE EH
PRINT EH:SSA EH:WNAME EH:OVERFLOW
IF EH:OVERFLOW EQ X
END
```

If you identify an employee with data overflow, generate another EH file for that social security number and select a smaller timeframe.



***EH File Practice con't,***

2. Extract all employment history data for yourself (supply a range of dates appropriate) and use report requests in the common library to generate an employment history summary report.

- Make the selections indicated below at the Employment History Extract screen, and press the enter key:

SSN Option - SSN'S IN LIBRARY MEMBER (HISTORY)  
Date Type & Range - EFFECTIVE DATES FROM -?- TO -?-  
File Type - ABSOLUTE  
Additional Options - none

- Enter your social security number in your library member named HISTORY. When you press F3 to save/exit, you will receive a message indicating the extract job was submitted.

```
EDIT PD.CSUCFOC.UUSER(HISTORY) - 01.01 Columns 00001 00072
Command ==> Scroll ==> PAGE
***** ***** Top of Data *****
000001 -* ONLY FOR USE WITH EMPLOYMENT HISTORY EXTRACT
000002 -* ENTER 1 SSN PER LINE, WITH OR WITHOUT DASHES
000003 -* AFTER ENTERING SSN(S), PRESS F3 TO SUBMIT.
000004 -*
000005 123-45-3789
```

- Check your job's status from the main menu (F1 key) to confirm the extract completed successfully. Be sure to note if any records have data overflow.

```
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
```

- Navigate to the common library (F6 key). Locate and execute the report request named HSTSUMRY. Alternately, you can execute PIMSSCRN.



### ***What You Have Learned***

In this module you have learned:

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- The differences between the TR and EH file
- How to create an Employment History Extract file