



# **Cardinal HCM Human Resources Reports Catalog**

**VIRGINIA DEPARTMENT OF ACCOUNTS**

**Revised 3/25/2024**



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## Learning Materials and Resources

The **Cardinal HCM Human Resources Reports Catalog** covers the Human Resources (HR) functional area. Each functional area contains queries and reports specific to that area.

**Note:** Since reports and queries may be used by more than one functional area, if you do not find the report or query in your functional area, please use the **Find** feature (ctrl F) to search the other **Cardinal HCM Reports Catalogs**, as the report or query may be located in a different functional area.

After reviewing this **Cardinal HCM Human Resources Reports Catalog**, if any additional information or guidance is needed, please refer to the following:

- **Cardinal SW NAV225 Cardinal Reporting (HCM):** This Web Based Training (WBT) course provides training and interactive demonstrations that cover the fundamentals of how to run or access reports and queries. This course is available in **Cardinal Learning** and on the **Cardinal Website**. The course provides:
  - Key concepts in Cardinal HCM reporting
  - How to navigate to the Query Viewer, how to search for and run an HCM query and how to access query results online or by download
  - How to run HCM reports and how to navigate to the Report Manager and view reports



## Human Resources Queries

### Mass Upload Queries

**V\_HR\_JOB\_MASS\_DATA\_CHANGE**  
**V\_HR\_PERFORMANCE\_RATING**  
**V\_HR\_POS\_FUNDING\_MASS\_LOAD**  
**V\_HR\_REWARD\_RECOGN\_MASS\_DATA**  
**V\_HR\_TELEWORK\_MASS\_UPLOAD**  
**V\_TA\_LEAVE\_BAL\_ADJ**  
**V\_GENL\_DEDUCTION\_MASS**  
**V\_ADDLPAY\_MASS**

REVISED: 12/22/2023

#### DESCRIPTION:

The Mass Upload Queries are covered in the **Performing a Mass Upload** Job Aid, located on the Cardinal website under **Learning**. Please refer to this Job aid for assistance when processing mass uploads.

Mass Upload Description	Upload prepared by	Review by DHRM	Upload loaded by
Additional Pay	Agency	N/A	Agency
Dept-Posn Funding Mass Upload	Agency	N/A	Agency
Leave Balance Mass Upload	Agency	N/A	Agency
Managing Teleworker Employee Data Mass Upload	Agency	N/A	Agency
Performance Rating Mass Upload	Agency	N/A	Agency
Reward & Recognition Mass Upload	Agency	N/A	Agency
Job Data Mass Upload	Agency	DHRM	PPS
New Hire Mass Upload	Agency	DHRM	PPS
Position Mass Upload	Agency	DHRM	PPS
General Deduction Mass Upload	Agency	N/A	SPO



## Active Written Agreement Query V\_HR\_ACTIVE\_WRITTEN\_AGREEMENTS

REVISED: 09/15/2021

### DESCRIPTION:

This query identifies employees with a written agreement for leave awards, bonuses, and other types recorded on the Rewards and Recognition page.

### NAVIGATION PATH:

Menu > Reporting Tools > Query > Query Viewer > V\_HR\_ACTIVE\_WRITTEN\_AGREEMENTS

### INPUT / SEARCH CRITERIA:

Bus Unit (Leave Blank for All)  
From Date  
To Date

### OUTPUT FORMAT:

HTML  
Excel

### ADDITIONAL INFORMATION:

From Date and To Date fields are required fields.

### Screenshot of the Active Written Agreement Query

V\_HR\_ACTIVE\_WRITTEN\_AGREEMENTS - Active Written Agreement Query

Bus Unit(Leave Blank for All)

From Date 01/01/2020

To Date 12/31/2020

Download results in : Excel Spreadsheet CSV Text File XML File (1 kb)

View All First 1-1 of 1 Last

Row	Business Unit	Department	Employee ID	Employee Rcd	Name	Effective Date	Created Date	Expiration Date	Reward Type	Reward Description	Award Date	Award Hours	Award Amount	Comments
1	70100	99999		1		01/15/2020	09/30/2020		ERL		01/15/2020	16.00	0.00	



## Additional Pay/Comp Rate Query

### V\_HR\_ADDLPAY\_COMPRT

REVISED: 03/20/2023

#### DESCRIPTION:

This query provides details of all active Additional Pay for employees and can be used to validate that temporary payments have been entered correctly. VRS and PRW earning codes are excluded from this query.

#### NAVIGATION PATH:

Menu > Reporting Tools > Query > Query Viewer > V\_HR\_ADDLPAY\_COMPRT

#### INPUT / SEARCH CRITERIA:

Bus Unit  
Department ID  
Employee ID  
Employee Classification

#### OUTPUT FORMAT:

HTML  
Excel

### Screenshot of the Additional Pay/Comp Rate Query

V\_HR\_ADDLPAY\_COMPRT - RHR370 - Addl Pay/CompRate Qry

Business Unit

Department

Employee ID

Employee Classification

Download results in : [Excel Spreadsheet](#) [CSV Text File](#) [XML File \(1 kb\)](#)

View All First 1-6 of 6 Last

Row	Business Unit	Name	Empl ID	Empl Record	Effective Date	Earnings Code	Addl Seq #	Amount/Rate	Start Date	End Date	Goal Amt	Goal Bal	OK to Pay
1					0 09/25/2021	MNT	1	22.50	09/25/2021		0.00	0.00	Y
2					0 09/25/2021	MNT	1	22.50	09/25/2021		0.00	0.00	Y
3					0 09/25/2021	MNT	1	22.50	09/25/2021		0.00	0.00	Y
4					0 09/25/2021	MNT	1	22.50	09/25/2021		0.00	0.00	Y
5					0 09/25/2021	MNT	1	22.50	09/25/2021		0.00	0.00	Y
6					0 09/25/2021	MNT	1	22.50	09/25/2021		0.00	0.00	Y





## Additional Pay Mass Upload Query

### V\_Addlpay\_Mass

REVISED: 12/19/2023

#### DESCRIPTION:

This query provides details of all active Additional Pay for employees and can be used to validate that temporary payments have been entered correctly. VRS and PRW earning codes are excluded from this query. Agencies should use this extract to provide the information needed to populate the data changes to the PY361\_Additional Pay Mass Upload Template.

#### NAVIGATION PATH:

Menu > Reporting Tools > Query > Query Viewer > V\_ADDLPAY\_MASS

#### INPUT / SEARCH CRITERIA:

Bus Unit  
 Department ID  
 \*Earn Code  
 \*As of Date

#### OUTPUT FORMAT:

HTML  
 Excel

#### ADDITIONAL INFORMATION:

**Earn Code** and **To Date** fields are required fields.

#### Screenshot of the Additional Pay Mass Upload Query

V\_ADDLPAY\_MASS - RPY476 - Add Pay QRY

Business Unit  Q

Department ID %  Q

\*Earn Code  Q

\*As of Date  [calendar icon]

[View Results](#)

Download results in: [Excel Spreadsheet](#) [CSV Text File](#) [XML File \(1 kb\)](#)

View All First 1-13 of 13 Last

Row	Employee ID	Empl Record	Earning Code	Effective Date	Amount	Goal	Earnings End Date	Separate Check Indicator	Ok To Pay	Addl Seq #
1		0	TMP		440.38	0.00			0 Y	1
2		0	TMP		544.38	0.00			0 Y	1
3		0	TMP		261.96	0.00			0 Y	1
4		0	TMP		265.63	0.00			0 Y	1
5		0	TMP		472.42	0.00			0 Y	1
6		0	TMP		446.04	0.00			0 Y	1
7		0	TMP		221.13	0.00			0 Y	1
8		0	TMP		315.21	0.00			0 Y	1
9		0	TMP		448.79	0.00			0 Y	1
10		0	TMP		591.63	0.00			0 N	1
11		0	TMP		264.21	0.00			0 Y	1
12		0	TMP		260.31	0.00			0 Y	1
13		0	TMP		152.63	0.00			0 Y	1



# Cardinal HRPY Reconciliation Query V\_HR\_REW\_PAY\_RECON

REVISED: 09/15/2021

### DESCRIPTION:

This query is used to reconcile monetary rewards and recognitions (bonuses) awarded to the employee versus what is paid through Single Use Payroll Online Transactions (SPOT) and Addl Pay tools in Payroll. The report compares the sum of the rewards and recognition paid in Payroll (paid check) to the recorded sum on the rewards and recognition page in a given date range. If the sums match, results do not display. If the sums do not match, results display all transactional history for that employee.

End users are Agency HR, Agency PY, and Department of Human Resource Management (DHRM).

### NAVIGATION PATH:

Menu > Reporting Tools > Query > Query Viewer > V\_HR\_REW\_PAY\_RECON

### INPUT / SEARCH CRITERIA:

Business Unit  
Department  
Employee ID  
From Date  
To Date

### OUTPUT FORMAT:

HTML  
Excel

### ADDITIONAL INFORMATION:

From Date and To Date fields are required fields.

### Screenshot of the Cardinal HRPY Reconciliation Query

V\_HR\_REW\_PAY\_RECON - Cardinal HR/PY Reconciliation

Business Unit

Department

Employee ID

From Date 01/01/2020

To Date 12/31/2020

Download results in: [Excel Spreadsheet](#) [CSV Text File](#) [XML File](#) (292 kb)

View All First 1-100 of 1126  Last

Row	Employee ID	Empl Rcd	Employee Name	Company	Business Unit	Paygroup	Pay Type	Payment Date	Payment ID	Payment Type	Amount
1	00900176600	0	02PY0706,Employee5 CM	DEL	10100	MTH	Payroll Earnings	01/01/2020	0	BON	1000.00
2	00900025900	0	01PY0702,Sample3 CM	DOA	15100	SM1	Payroll Earnings	01/09/2020	0	BON	3511.23
3	00900026000	0	01PY0702,Sample4 CM	DOA	15100	SM1	Payroll Earnings	02/09/2020	0	BON	500.00
4	00900026000	0	01PY0702,Sample4 CM	DOA	15100	SM1	Payroll Earnings	02/24/2020	0	BON	500.00
5	00900026000	0	01PY0702,Sample4 CM	DOA	15100	SM1	Payroll Earnings	03/09/2020	0	BON	500.00
6	00900026000	0	01PY0702,Sample4 CM	DOA	15100	SM1	Payroll Earnings	03/24/2020	0	BON	500.00
7	00900026000	0	01PY0702,Sample4 CM	DOA	15100	SM1	Payroll Earnings	04/09/2020	0	BON	500.00
8	00900026000	0	01PY0702,Sample4 CM	DOA	15100	SM1	Payroll Earnings	04/24/2020	0	BON	500.00
9	00900026000	0	01PY0702,Sample4 CM	DOA	15100	SM1	Payroll Earnings	05/09/2020	0	BON	500.00
10	00900026000	0	01PY0702,Sample4 CM	DOA	15100	SM1	Payroll Earnings	05/24/2020	0	BON	500.00
11	00900026000	0	01PY0702,Sample4 CM	DOA	15100	SM1	Payroll Earnings	06/09/2020	0	BON	500.00
12	00900026000	0	01PY0702,Sample4 CM	DOA	15100	SM1	Payroll Earnings	06/24/2020	0	BON	500.00
13	00923572100	0	02.PY.09.20,EmployeeID2 CM	DOA	15100	SM1	Payroll Earnings	05/24/2020	0	DBN	1000.00
14				DGS	19400	SM1	Payroll Earnings	01/09/2020	0	BON	500.00
15	00900040700	0	T01PY0504,Employee ID 1	DGS	19400	SM1	Payroll Earnings	01/09/2020	0	BON	8000.00



# Compensation Frequency Compare Query V\_HR\_COMP\_FREQ\_COMPARE

REVISED: 09/15/2021

### DESCRIPTION:

This query of job data is used to make sure compensation frequency values are correct. It is used to identify active employees where Employee Type indicates Salary and the Compensation Frequency is not equal to semi-monthly.

Agency HR Administrators and DHRM have access to this query.

### NAVIGATION PATH:

Menu > Reporting Tools > Query > Query Viewer > V\_HR\_COMP\_FREQ\_COMPARE

### INPUT / SEARCH CRITERIA:

Bus Unit (Leave Blank for All)

### OUTPUT FORMAT:

HTML  
Excel

### ADDITIONAL INFORMATION:

There are no required fields.

### Screenshot of the Compensation Frequency Compare Query

V\_HR\_COMP\_FREQ\_COMPARE - Compensation Frequency Compare

Bus Unit (Leave Blank for All)

[View Results](#)

Download results in: [Excel Spreadsheet](#) [CSV Text File](#) [XML File](#) (15360 kb)

View All First 1-100 of 29538 [Last](#)

Row	Employee ID	Empl Rcd	Effective Date	Effective Sequence	Employee Name	Business Unit	Department	Employee Type	HR Status	Annual Rate	Hourly Rate	Job Comp Freq	Job Comp Rate	Rate Code	Compensation Freq	Compensation Rate	Last Upd DtTm	Updated By
1		0	01/01/2019	0		50100	15048	H	A	61526.400	29.580000	B	2366.400000	NAHRLY	H	29.580000	10/27/2020 12:05:26PM	
2		1	06/04/2020	0		70100	99999	S	A	31200.000	30.000000	B	1200.000000	NAHRLY	H	30.000000	06/04/2020 11:09:01AM	
3		0	10/31/2019	0		20700	20700	S	A	132360.480	63.634846	M	11030.040000	STATE	A	132360.480000	06/03/2020 12:42:06AM	V_CONV_LOAD
4		0	04/01/2020	0		15100	10001	S	A	52907.000	25.436058	A	52907.000000	NAANNL	A	52907.000000	11/10/2020 1:50:26PM	
5		1	09/16/2020	0		15100	94400	S	A	150000.000	72.115385	A	150000.000000	STATE	A	150000.000000	09/16/2020 1:36:20PM	V_HR_ADMINISTRATOR
6		0	10/31/2019	0		20700	20700	S	A	105290.040	50.620212	M	8774.170000	STATE	A	105290.040000	06/03/2020 12:40:54AM	V_CONV_LOAD
7		0	10/31/2019	0		23600	1000	S	A	158166.000	76.041346	M	13180.500000	STATE	A	158166.000000	06/03/2020 12:43:39AM	V_CONV_LOAD
8		0	11/28/2019	0		50100	13080	S	A	33675.200	16.190000	A	1295.200000	NAHRLY	H	16.190000	09/08/2020 2:22:16PM	
9		0	10/31/2019	0		23600	1000	S	A	377220.000	181.355769	M	31435.000000	STATE	A	377220.000000	06/03/2020 12:43:40AM	V_CONV_LOAD
10		0	10/31/2019	0		20800	99999	S	A	51225.000	61.568510	M	4268.750000	STATE	A	51225.000000	06/03/2020 12:41:00AM	V_CONV_LOAD
11		0	10/31/2019	0		20700	20700	S	A	149620.950	71.933149	M	12468.412500	STATE	A	149620.950000	06/03/2020 12:42:23AM	V_CONV_LOAD
12		0	10/31/2019	0		23600	1000	S	A	99093.000	47.640865	M	8257.750000	STATE	A	99093.000000	06/03/2020 12:43:41AM	V_CONV_LOAD
13		1	11/10/2019	0		18400	194201	S	A	60000.000	28.846154	A	60000.000000	NAANNL	A	60000.000000	08/21/2020 1:47:39AM	



# Dept-Posn Funding Mass Upload Query V\_HR\_Pos\_Funding\_Mass\_Load

REVISED: 12/19/2023

## DESCRIPTION:

Agencies should use this extract to provide the information needed to populate the data changes to the Department Position Funding Mass Upload Template.

## NAVIGATION PATH:

Menu > Reporting Tools > Query > Query Viewer > V\_HR\_POS\_FUNDING\_MASS\_LOAD

### INPUT / SEARCH CRITERIA:

- \*As Of Date
- SETID (Leave Blank for All)
- DEPTID (Leave Blank for All)
- FISCAL YEAR (Leave Blank for All)

### OUTPUT FORMAT:

- HTML
- Excel

## ADDITIONAL INFORMATION:

As of Date field is required.

## Screenshot of the Department-Position Funding Mass Upload Query

V\_HR\_POS\_FUNDING\_MASS\_LOAD - Position Funding Query

\*As Of Date

SETID (Leave Blank for All)

DEPTID (Leave Blank for All)

FISCAL YEAR (Blank for All)

[View Results](#)

Download results in : [Excel Spreadsheet](#) [CSV Text File](#) [XML File \(25 kb\)](#)

View All First 1-59 of 59 Last

Row	Setid	Deptid	Fiscal Year	Bud Lvl Inc	Effective Date	Eff Status	Position Nbr	Disc_PCT	Fund Code	Chartfield2	Deptid CF	Chartfield1	Product	Class Fld	Operating Unit	Chartfield3	Budget Ref	Business Unit PC	Project ID	Activity ID	Resource Type	Resource Cat	Resource Sub Cat	Affiliate	Affiliate Intra1	Program Code	
1				D	07/01/2022	A		100.000																			
2				P	07/01/2022	A		100.000																			
3				P	07/01/2022	A		100.000																			
4				P	07/01/2022	A		100.000																			
5				P	07/01/2022	A		100.000																			
6				P	07/01/2022	A		100.000																			
7				P	07/01/2022	A		100.000																			
8				P	07/01/2022	A		100.000																			



## Disciplinary Actions Audit Query V\_HR\_DISC\_ACTIONS\_AUDIT

REVISED: 12/19/2023

### DESCRIPTION:

This query details changes made on the Disciplinary Actions pages to identify changes/corrections made to written notices and disciplinary actions. This query also provides who made the changes and when.

### NAVIGATION PATH:

Menu > Reporting Tools > Query > Query Viewer > V\_HR\_DISC\_ACTIONS\_AUDIT

### INPUT / SEARCH CRITERIA:

Business Unit (Blank for All)  
 Department (Blank for All)  
 Employee ID (Blank for All)  
 From Date  
 To Date

### OUTPUT FORMAT:

HTML  
 Excel

### ADDITIONAL INFORMATION:

From Date and To Date fields are required fields.

### Screenshot of the Disciplinary Actions Audit Query

V\_HR\_DISC\_ACTIONS\_AUDIT - RHR249 - Disc Actn Audit Qry

Business Unit (Blank for All)

Department (Blank for All)

Employee ID (Blank for All)

From Date 01/01/2021

To Date 03/31/2021

[View Results](#)

Download results in: [Excel Spreadsheet](#) [CSV Text File](#) [XML File \(2 kb\)](#)

View All First 1-5 of 5 Last

Row	Business Unit	Department	Employee ID	Name	Empl Record	Reported Date	Type	Description	Supervisor ID	Purge Date	Entered By	Date/Time	Action
1	70100	125			0	01/10/2021	1	Test issue		01/10/2023	V_HR_ADMINISTRATOR	01/10/2021 5:37:19PM	Add
2	70100	125			0	01/10/2021	2	Test		01/10/2024	V_HR_ADMINISTRATOR	01/10/2021 5:40:35PM	Add
3	70100	125			0	01/10/2021	2	Test		01/10/2024	V_HR_ADMINISTRATOR	01/10/2021 5:48:04PM	Delete
4	76500	4001000			3	01/10/2021	2	group 2 see p file		01/10/2024		02/08/2021 10:40:51AM	Add
5	76500	4001000			3	01/10/2021	1	group 1 see file		01/10/2023			Add



## Disciplinary Actions (Detailed) Query V\_HR\_DISC\_ACTIONS\_DETAIL

REVISED: 1/11/2023

### DESCRIPTION:

This query lists written notices and disciplinary actions along with relevant employee demographic data.

### NAVIGATION PATH:

Menu > Reporting Tools > Query > Query Viewer > V\_HR\_DISC\_ACTIONS\_DETAIL

### INPUT / SEARCH CRITERIA:

Business Unit (Blank for all)  
 Department ID (Blank for all)  
 Employee ID (Blank for all)  
 \*\*From Date  
 \*\*To Date

### OUTPUT FORMAT:

HTML  
 Excel

### ADDITIONAL INFORMATION:

From Date and To Date fields are required fields.

### Screenshot of the Disciplinary Actions (Detailed) Query

Business Unit (Blank for all)

Department ID (Blank for all)

Employee ID (Blank for all)

\*\*From Date 01/01/2023

\*\*To Date 01/11/2024

Employee Status (Blank for all)

[View Results](#)

Download results in: [Excel Spreadsheet](#) [CSV Text File](#) [XML File \(60 kb\)](#)

View All First 1-39 of 39 Last

Row	Business Unit	Department	Employee ID	Empl Record	Name	Job Code	Role	Reported Date	Expiration Date	Status	Type	Description	Letter	Offense Date	Action	Comments	Agency Begin Date	Age	Sex	Ethnic Group 1	Ethnic Group 2	Ethnic Group 3	MI Status	EEO Code
1				0		29131		02/08/2023	02/08/2025	Active	1		D11	01/05/2023	NON	n/a							1	2
2				0		29131		02/08/2023	02/08/2025	Active	1		D13	01/05/2023	NON	n/a							1	2
3				0		19212		08/23/2023	08/23/2026	Active	2		D13	07/20/2023	NON								1	2
4				0		19212		08/23/2023	08/23/2026	Active	2		D39	07/20/2023	NON								1	2



# Disciplinary Actions History Query V\_HR\_DISC\_ACTIONS\_HISTORY

REVISED: 09/15/2021

### DESCRIPTION:

This query provides disciplinary action history by employee. Written notices are shown as active or inactive based on whether the expiration date has passed.

### NAVIGATION PATH:

Menu > Reporting Tools > Query > Query Viewer > V\_HR\_DISC\_ACTIONS\_HISTORY

### INPUT / SEARCH CRITERIA:

Employee ID

### OUTPUT FORMAT:

HTML

Excel

### ADDITIONAL INFORMATION:

The **Employee ID** field is a required field.

### Screenshot of the Disciplinary Actions History Query

V\_HR\_DISC\_ACTIONS\_HISTORY - RHR247 - Disciplin Action Hist

Employee ID

Download results in : [Excel Spreadsheet](#) [CSV Text File](#) [XML File \(1 kb\)](#)

View All First 1-2 of 2 Last

Row	Name	Employee ID	Business Unit	Department	Empl Record	Type	Reported Date	Description	Supervisor ID	Expiration Date	Written Notice Status	Offense Code	Offense Date	Disciplinary Action	Action Date	Comments	HR Status
1					0	2	01/27/2020	Failure to follow Supervisor's directions.		01/27/2023	Active	D56	01/27/2020	NON	01/27/2020	Verbal reprimand regarding following the directions	Suspended
2					0	2	01/30/2020	Second failure to follow Supervisor's directions.		01/30/2023	Active	D56	01/30/2020	DIP	06/09/2020	5% Pay reduced and 5 day suspension	Suspended



# EEO4 State and Local Government Listing Query V\_HR\_EEO4\_STATE\_AGENCY\_LIST

REVISED: 09/15/2021

### DESCRIPTION:

This query provides a list of agencies that are included in the centralized federally-required EEO-4 report (State and Local Government Report) due in September in odd-numbered years. Agencies may use this report to confirm that Cardinal and DHRM will be submitting EEO4 data to the EEOC on their behalf.

### NAVIGATION PATH:

Menu > Reporting Tools > Query > Query Viewer > V\_HR\_EEO4\_STATE\_AGENCY\_LIST

### INPUT / SEARCH CRITERIA:

(none)

### OUTPUT FORMAT:

HTML  
Excel

### ADDITIONAL INFORMATION:

No input fields are required to generate this query.

### Screenshot of the EEO4 State and Local Government Listing Query

V\_HR\_EEO4\_STATE\_AGENCY\_LIST- EEO4 State Agency Listing Qry

Download results in : [Excel Spreadsheet](#) [CSV Text File](#) [XML File](#) (15 kb)

View All First 1-100 of 213 [Last](#)

Row	Agency Code	Agency Description
1	30100	Agriculture & Consumer Svcs
2	99900	Alcoholic Beverage Control
3	14100	Attorney General & Dept of Law
4	13300	Auditor of Public Accounts
5	75400	Augusta Correctional Center
6	76100	Baskerville Correctional Cntr
7	71800	Bland Correctional Center
8	29100	Blue Ridge Community College
9	22600	Board of Accountancy
10	23300	Board of Bar Examiners
11	74900	Buckingham Correctional Center
12	82000	Capitol Square Preservation Cn
13	72400	Catawba Hospital
14	70800	Center Children & Adolescents
15	70300	Central State Hospital
16	29200	Central VA Community College
17	70700	Central VA Training Center
18	84200	Chesapeake Bay Commission
19	20000	Children's Services
20	24200	Christopher Newport University
21	11300	Circuit Courts
22	77300	Coffeewood Correctional Center
23	20400	College of William and Mary
24	11600	Combined District Courts
25	95700	Comm Attys' Services Council
26	41300	Comm on VA Alcohol Safety Pgm
27	15700	Compensation Board
28	87600	Conflict Int & Ethics Adv Cncl
29	22900	Coop Extension & Agr Experimnt
30	23400	Coop Extension & Agr Experimnt





## Emergency Contact Query V\_HR\_EMERGENCY\_CONTACT

REVISED: 6/2/2023

### DESCRIPTION:

This query is used to view emergency contact information. It indicates when changes were made to an emergency contact. This query should be run on a recurring basis to ensure personnel files contain up to date emergency contact information.

### NAVIGATION PATH:

Menu > Reporting Tools > Query > Query Viewer > V\_HR\_EMERGENCY\_CONTACT

### INPUT / SEARCH CRITERIA:

Business Unit

### OUTPUT FORMAT:

HTML  
Excel

### ADDITIONAL INFORMATION:

No input fields are required to generate this query.

### Screenshot of the Emergency Contact Query

V\_HR\_EMERGENCY\_CONTACT - Emergency Contacts

Business Unit (Blank for All)

[View Results](#)

Download results in: [Excel Spreadsheet](#) [CSV Text File](#) [XML File](#) (383 kb)

View All First 1-100 of 387 [Last](#)

Row	Empl Location Code	Employee ID	Employee Name	Contact Name	Relationship to Employee	Phone	Phone Type	Primary Contact	Address 1	Address 2	City	State	Postal	Same Address as Employee	Contact Last Updated	Contact Last Updated By	Phone Last Updated	Phone Last Updated By
1	SH				Spouse		Mobile	Y						Y				
2	JS				Other			Y						N				
3	CS				Adult Child			Y						N				
4	CS				Parent			N						N				
5	PT				Parent			Y						Y				
6	PT				Parent			N						Y				
7	JS				Spouse			Y						Y				
8	JS				Other			Y						N				



## Employees with Temporary SSNs Query V\_HR\_TEMP\_SSN

REVISED: 09/15/2021

### DESCRIPTION:

This custom query is used to monitor employees with temporary social security numbers (SSN). In Cardinal, temporary SSNs begin with a 907 and were assigned by Virginia Retirement System (VRS) for salaried employees or by DHRM for hourly employees. The user can monitor and take action on SSNs that need updating.

### NAVIGATION PATH:

Menu > Reporting Tools > Query > Query Viewer > V\_HR\_TEMP\_SSN

### INPUT / SEARCH CRITERIA:

Business Unit

### OUTPUT FORMAT:

HTML

Excel

### ADDITIONAL INFORMATION:

There are no required fields for this query.

### Screenshot of the Employees with Temporary SSNs Query

V\_HR\_TEMP\_SSN - Employees with Temp SSN

Business Unit

Download results in: [Excel SpreadSheet](#) [CSV Text File](#) [XML File \(1 kb\)](#)

View All First 1-2 of 2 Last

Row	Business Unit	Employee ID	Empl Rcd	Employee Name	Dept	DOB	Effective Date	Temporary SSN
1	12700				97130000	01/01/1980	08/02/2020	907020107
2	71800				100	09/01/1999	09/01/2020	907123456



# EPR Certification Query

## V\_HR\_EPR\_CERT

REVISED: 09/15/2021

### DESCRIPTION:

This query identifies which agencies have not certified the Employee Position Reports (EPR) process for the month.

### NAVIGATION PATH:

Menu > Reporting Tools > Query > Query Viewer > V\_HR\_EPR\_CERT

### INPUT / SEARCH CRITERIA:

As Of Date (blank for all)

### OUTPUT FORMAT:

HTML  
Excel

### ADDITIONAL INFORMATION:

No input fields are required to generate this query.

### Screenshot of the EPR Certification Query

V\_HR\_EPR\_CERT - EPR Certification Query

As Of Date(blank for all)

[View Results](#)

Download results in : [Excel Spreadsheet](#) [CSV Text File](#) [XML File \(56 kb\)](#)

[View All](#) First 1-100 of 1490 Last

Row	Effective Date	Business Unit	Certification Status
1	08/01/2020	10000	N
2	12/16/2020	10000	N
3	12/15/2020	10000	N
4	11/01/2020	10000	N
5	01/08/2021	10000	N
6	02/01/2021	10000	N
7	12/14/2020	10000	N
8	12/15/2020	10100	N
9	11/01/2020	10100	N
10	08/01/2020	10100	N
11	12/14/2020	10100	N
12	01/08/2021	10100	N
13	07/01/2020	10100	N
14	12/16/2020	10100	N
15	12/15/2020	10300	N
16	12/16/2020	10300	N
17	08/01/2020	10300	N
18	02/01/2021	10300	N
19	01/08/2021	10300	N
20	11/01/2020	10300	N
21	12/14/2020	10300	N
22	12/15/2020	10700	N



# HR Location Code Query V\_HR\_LOCATION\_CODE QUERY

REVISED: 1/30/2024

## DESCRIPTION:

This query displays all the active and inactive location codes by business unit. Agency HR can use this query to extract location codes within their agency.

## NAVIGATION PATH:

Menu > Reporting Tools > Query > Query Viewer > V\_HR\_LOCATION\_CODE

### INPUT / SEARCH CRITERIA:

Business Unit (Blank for all)  
Status (Blank for all)

### OUTPUT FORMAT:

HTML  
Excel

## Screenshot of the Location Code Query

V\_HR\_LOCATION\_CODE - HR Location Code Query

Business Unit (Blank for all) 15100

Status (Blank for all) Active

Download results in : [Excel Spreadsheet](#) [CSV Text File](#) [XML File \(1 kb\)](#)

View All First 1-3 of 3 Last

Row	Set ID	Location Code	Eff Date	Status	Description	Floor	Building	Address Line 1	Address Line 2	City	State	Postal Code	Sal Plan
1	15100	087	01/01/1901	A	Henrico	3	6800	6800 PARAGON PLACE	SUITE 300	RICHMOND	VA	23230	SW
2	15100	760	01/01/1901	A	Richmond	2	101	101 NORTH 14TH STREET		RICHMOND	VA	23219	SW
3	15100	CENTR	01/01/1901	A	Department of Accounts	2ND FLOOR		101 NORTH 14TH STREET	JAMES MONROE BUILDING	RICHMOND	VA	23219	SW

“This query displays all the active and inactive location codes by business unit.

Agency HR can use this query to extract location codes within their agency.”



## Job Code Table Query V\_HR\_JOBCODE\_SALARY

REVISED: 09/15/2021

### DESCRIPTION:

This query lists active job codes and related information including the date on which they are effective, and the associated salary Minimum and Maximum range.

HR Administrators and DHRM Operations use this query as a reference tool of the Job Code Data Table.

### NAVIGATION PATH:

Menu > Reporting Tools > Query > Query Viewer > V\_HR\_JOBCODE\_SALARY

### INPUT / SEARCH CRITERIA:

Set ID

### OUTPUT FORMAT:

HTML  
Excel  
XML

### ADDITIONAL INFORMATION:

The **Set ID** field should always be 'STATE', not the agency Set ID. This field is a required field and cannot be left blank.

### Screenshot of the Job Code Table Query

V\_HR\_JOBCODE\_SALARY - Job code Table Query

Set ID

Download results in : [Excel Spreadsheet](#) [CSV Text File](#) [XML File \(1104 kb\)](#)

View All First 1-100 of 3657

Row	Set ID	Job Code	Effective Date	Effective Status	Description	Short Desc	Job Function	Sal Plan	Grade	Step	Job Family	Sal Range Min Rate	Sal Range Mid Rate	Sal Range Max Rate
1	STATE	00119	01/01/1901	A	Lieutenant Governor	00119	UGR	AH	119	0	11000	0.000000	0.000000	0.000000
2	STATE	00121	01/01/1901	A	Governor	00121	UGR	AH	121	0	11000	0.000000	0.000000	0.000000
3	STATE	00122	01/01/1901	A	Director of Planning & Budget	00122	UGR	AH	122	0	11000	0.000000	0.000000	0.000000
4	STATE	00123	01/01/1901	A	Adjutant General	00123	UGR	AH	123	0	11000	0.000000	0.000000	0.000000
5	STATE	00127	01/01/1901	A	St Coor of Emergency Mgmt	00127	UGR	AH	127	0	11000	0.000000	0.000000	0.000000
6	STATE	00129	01/01/1901	A	Dir of Human Resource Mgmt	00129	UGR	AH	129	0	11000	0.000000	0.000000	0.000000
7	STATE	00132	01/01/1901	A	Commissioner Dept of Elections	00132	UGR	AH	132	0	11000	0.000000	0.000000	0.000000
8	STATE	00136	01/01/1901	A	Chief Information Officer	00136	UGR	AH	136	0	11000	0.000000	0.000000	0.000000
9	STATE	00140	01/01/1901	A	Dir Dept of Crim Justice Servc	00140	UGR	AH	140	0	11000	0.000000	0.000000	0.000000
10	STATE	00141	01/01/1901	A	Attorney General	00141	UGR	AH	141	0	11000	0.000000	0.000000	0.000000



# Job Data Query V\_HR\_JOB\_QUERY

REVISED: 1/11/2024

## DESCRIPTION:

This query provides current job and employee demographic details by action and action reason based upon the As of date generated.

## NAVIGATION PATH:

Menu > Reporting Tools > Query > Query Viewer > V\_HR\_JOB\_QUERY

### INPUT / SEARCH CRITERIA:

- \*As of date
- Business Unit (Leave Blank for All)
- Dept ID (Leave Blank for All)
- Action (Leave Blank for All)
- Reason (Leave Blank For All)
- VPA Only (Leave Blank For All)
- Empl\_Type (Leave Blank For All)
- Job Code (Leave Blank For All)
- SOC (Leave Blank For All)
- HR Status

### OUTPUT FORMAT:

- HTML
- Excel

## ADDITIONAL INFORMATION:

As of date field is a required field.

## Screenshot of the Job Data Query

Row	Business Unit	Company	Department	Last Name	First Name	Empl ID	Empl Rcd	Effective Date	Effective Sequence	Action	Action Reason	Action Date	Position Nbr	Establishment	Empl Class	Pay Group	Employee Type	Tax Location	FICA Status	Job Std Hours	Layoff Notification Date	STD Claim Number	Recall Elig Flg	Position Description	HR Status	Ben Status	Payroll Status	VPA Only
1	18100	DLI	18100	Sticks	Chop	00017760000		0 06/10/2023	0	PAY	SLI	06/10/2023	DLI00077	DOLI	CLS	SM1	S	680	N	40.00			N	Office Services Supervisor Sr	A	A	A	Y
2	18100	DLI	18100	Splash	Back	00079139800		0 06/10/2023	0	PAY	SLI	06/10/2023	DLI00032	DOLI	CLS	SM1	S	760	N	40.00			N	Fiscal Technician Senior	A	A	A	Y
3	18100	DLI	18100	Top	Counter	00103632400		2 06/10/2023	0	PAY	SLI	06/10/2023	DLI00275	DOLI	CLS	SM1	S	760	N	40.00			N	Legal Assistant	A	A	A	Y
4	18100	DLI	18100	Oven	Microwave	00122707500		0 06/10/2023	0	PAY	SLI	06/10/2023	DLI00043	DOLI	CLS	SM1	S	770	N	40.00			N	VPP Manager	A	A	A	Y
5	18100	DLI	18100	Rack	Bakers	00124098500		0 06/25/2023	0	POS	RTC	06/27/2023	DLI00269	DOLI	CLS	SM1	S	760	N	40.00			N	VOSH Health Director	A	A	A	Y
6	18100	DLI	18100	Tile	Ceramic	00139207400		0 06/10/2023	0	HIR	NEW	06/13/2023	DLI00059	DOLI	CLS	SM1	S	760	N	40.00			N	L&I Assistant Commissioner	A	A	A	Y
7	18100	DLI	18100	Washer	Dish	00139216500		0 06/10/2023	0	PAY	SLI	06/10/2023	DLI00450	DOLI	CLS	SM1	S	191	N	40.00			N	Health Compliance Officer Sr	A	A	A	Y

## Screenshot of the Job Data Query (scrolled right)

Job Code	Job Code Description	Supervisor ID	Standard Occup Classification	Salary Plan	Grade	Step	Reg/Temp	Full-Part Time	Compensation Frequency	State Comp Rate	Non State Comp Rate	Special Comp Rate	Hourly Comp Rate	Month-Pays (Config 8)	Pos Std Hrs	Reports To	Location	FTE	Probation Date	Agency Start Date	Company Seniority Date	Employee State Begin Date	Agency Use Field 1	Agency Use Field 2	Agency Use Field 3	Non Auto-pay	Position Entry Date	Jobcode Entry Date	VRS Plan (Config 1)	Benefit Plan (Config 2)	Time Entry (Config 3)	VRS Bill Code (Config 6)	Health Bill Code (Config 9)
19221	Gen Admin Supv I/Coord I	DLI00086	43-1011	SIW	4	0	R	F	S	50000.000000	0.000000	0.000000	0.000000	12-24	40.00	DLI00086	LYNC	1.000000		09/16/1974	01/25/1975	09/16/1974				N	09/16/1974	11/10/2021	VSN0000	181001000	Y	30181	SF-GB
19013	Admin and Office Spec III	DLI00485	43-3031	SIW	3	0	R	F	S	50000.000000	0.000000	0.000000	0.000000	12-24	40.00	DLI00485	RICH	1.000000		07/25/2009	07/25/2006	07/25/2009				N	07/25/2009	07/25/2009	VNY0000	181001000	Y	30181	SF-GB
19013	Admin and Office Spec III	DLI00464	23-2011	SIW	3	0	R	F	S	50000.000000	0.000000	0.000000	0.000000	12-24	40.00	DLI00464	RICH	1.000000		07/10/2003	06/10/1984	07/10/2003				N	07/10/2003	07/10/2003	VSY0000	181001000	Y	30181	SF-GB
69036	Compliance Manager II	DLI00456	11-9199	SIW	6	0	R	F	S	50000.000000	0.000000	0.000000	0.000000	12-24	40.00	DLI00456	ROAN	1.000000		03/16/1991	02/10/1983	02/16/1983				N	06/10/2005	03/25/2013	VSY0000	181001000	Y	30181	SF-GB



# Job Mass Update Query

## V\_HR\_JOB\_MASS\_DATA\_CHANGE QUERY

REVISED: 12/19/2023

### DESCRIPTION:

This query is used to get the most current effective dated row of job data as a starting point for building a Job Data Mass Upload file. Additional guidance is provided on the Job Data Mass Upload Template.

### NAVIGATION PATH:

Menu > Reporting Tools > Query > Query Viewer > V\_HR\_JOB\_MASS\_DATA\_CHANGE

### INPUT / SEARCH CRITERIA:

\*As of date  
Unit  
Dept ID

### OUTPUT FORMAT:

HTML  
Excel

### ADDITIONAL INFORMATION:

As of date field is a required field.

### Screenshot of the Job Mass Update Query

V\_HR\_JOB\_MASS\_DATA\_CHANGE - Job Mass Update query

\*As of Date: 09/01/2023 [is]

Unit: [ ]

Dept ID: [ ]

View Results

Download results in: Excel Spreadsheet CSV Text File XML File (111 kb)

View All

Row	Business Unit	Emplid	Empl Rcd	Effective Date	Action	Action Reason	Position Nbr	EstabID	Employee Class	Paygroup	Employee Type	Tax Location	FICA Status	Job Std Hrs	State Comp Rate	ST Comp Freq	Non State Comp Rate	Non ST Comp Freq	State Ben Comp Rate	State Ben Comp Freq	Hourly Comp Rate	Hourly Comp Freq	Special Comp Rate	Special Comp Freq	Layoff Notice Dt	STD Claim Num		
1				0 06/10/2023	PAY	SLI			CLS	SM1	S	760	N	40.00	80858.000000	A	0.000000		0.000000		0.000000		0.000000					
2				0 06/10/2023	PAY	SLI			CLS	SM1	S	760	N	40.00	171332.000000	A	0.000000		0.000000		0.000000		0.000000					
3				0 06/10/2023	PAY	SLI			CLS	SM1	S	760	N	40.00	85968.000000	A	0.000000		0.000000		0.000000		0.000000					
4				0 06/10/2023	PAY	SLI			CLS	SM1	S	760	N	40.00	121248.000000	A	0.000000		0.000000		0.000000		0.000000					
5				0 06/10/2023	PAY	SLI			CLS	SM1	S	760	N	40.00	117913.000000	A	0.000000		0.000000		0.000000		0.000000					
6				0 06/10/2023	PAY	SLI			CLS	SM1	S	760	N	40.00	146515.000000	A	0.000000		0.000000		0.000000		0.000000					



**Screenshot of the Job Mass Update Query (scrolled right)**

STD Claim Num	Recall Elig Flg	Citizenship	ESS Time-Keeper Code	Month-Pays	Empl Status / Bill Prem Code	Non Auto-pay	Employee Eligible for Telework	Agency Use 1	Agency Use 2	Agency Use 3	Eligibility Group
	N	1	Y	12-24	SF-GB	N	I				VSDPELGGRP
	N	1	Y	12-24	SF-GB	N	W				VSDPELGGRP
	N	1	Y	12-24	SF-GB	N	W				VSDPELGGRP
	N	1	Y	12-24	SF-GB	N	W				TRADELGGRP
	N	1	Y	12-24	SF-GB	N	W				VSDPELGGRP
	N	1	Y	12-24	SF-GB	N	W				VSDPELGGRP





# Legislative Salary Increase Query

## V\_HR\_LEG\_SALARY\_INC QUERY

REVISED: 12/19/2023

### DESCRIPTION:

This query is configured to identify employee's eligible for salary increases based upon requirements published in the DHRM Fiscal (FY) Authorizations and Compensation Memorandum. This automated tool should be used by the agency to evaluate, verify, and process salary increases. This query is also used to retrieve legislative salary Increases that were processed in previous cycles after those cycles have been closed.

### NAVIGATION PATH:

Menu > Reporting Tools > Query > Query Viewer > V\_HR\_LEG\_SALARY\_INC

### INPUT / SEARCH CRITERIA:

- \*Salary Increase Cycle
- \*Business Unit
- Department (Optional)
- Salary Admin Plan (Optional)
- Employee ID (Optional)
- System Block Only (checkbox)
- Errors Only (checkbox)

### OUTPUT FORMAT:

- HTML
- Excel

### ADDITIONAL INFORMATION:

Salary Increase Cycle field is a required.

### Screenshot of the Legislative Salary Increase Query

V\_HR\_LEG\_SALARY\_INC - Legislative Salary Increase

\*Salary Increase Cycle: SAL\_INC\_FY2024

\*Business Unit: [ ]

Department (Optional): [ ]

Salary Admin Plan (Optional): [ ]

Employee ID (Optional): [ ]

System Block Only:

Errors Only:

View Results

Download results in: Excel Spreadsheet CSV Text File XML File (291 kb)

View All

First 1-100 of 139 Last

Row	System Block	System Notes	Agency Block	Agency Comments	Agency Discretionary Percent	Agency Discretionary Amount	Employee ID	Empl Record	Employee Name	Position Number	New State Salary	Salary Admin Plan	Grade	New Max Amount	Department ID	Job Code	Pay Status	Full/Part Time	Continuous Service Date	Standard Hours Per Week	Performance Rating	Current State Salary	System Salary Increase Percent	Status	Error Message
1			N		0	0.00		1			126000.00	SW	6	174727.000	93100		Active	Full-Time	09/10/2020	40.00		50000.00	5	SUCCESS	
2			N		0	0.00		0			92554.00	SW	5	137189.000	95200		Active	Full-Time	03/25/2017	40.00		50000.00	5	SUCCESS	
3			N		0	0.00		1			68250.00	SW	5	137189.000	96700		Active	Full-Time	02/10/2017	40.00		50000.00	5	SUCCESS	
4			N		0	0.00		0			78761.00	SW	5	137189.000	97200		Active	Full-Time	01/10/2008	40.00		50000.00	5	SUCCESS	
5			N		0	0.00		0			52500.00	SW	4	108454.000	92100		Active	Full-Time	07/20/2022	40.00		50000.00	5	SUCCESS	



# Missing Email Query V\_HR\_MISSING\_EMAIL

REVISED: 07/26/2022

### DESCRIPTION:

This query lists employees that are pending the assignment of a business email and those employees who have an employee provided email of "noemail@virginia.gov". No other variations of this email address will show up in this query. Without a valid email address, the employee will not be able to log into Cardinal.

### NAVIGATION PATH:

Menu > Reporting Tools > Query > Query Viewer > V\_HR\_MISSING\_EMAIL

### INPUT / SEARCH CRITERIA:

Email Option

### OUTPUT FORMAT:

HTML  
Excel

### ADDITIONAL INFORMATION:

Email Options are Agency Provided Email (A), Employee Provided Email (E) or Pending Agency Provided Email (P). The report displays only the business units the user has access to.

### Screenshot of the Missing Email Query

V\_HR\_MISSING\_EMAIL - Missing Email Query

Email Option: Pending Agency Provided Email

View Results

Download results in: Excel Spreadsheet CSV Text File XML File (1548 kb)

View All First 1-100 of 4118 Last

Row	Last Name	First Name	Employee ID	Email Option	Employee Rcd	Business Unit	HR Status	Benefits Status	Payroll Status	Hire Date	Termination Date	Email Address
1				P	0 99900		I	T	T	11/21/2020	11/21/2020	noemail@virginia.gov
2				P	0 99900		I	T	T	04/30/2021	04/30/2021	noemail@virginia.gov
3				P	0 21400		I	T	T	05/09/2021	05/22/2021	noemail@virginia.gov
4				P	0 50100		I	T	T	08/01/1987	12/24/2020	noemail@virginia.gov
5				P	0 50100		I	T	T	11/10/2019	05/29/2021	noemail@virginia.gov
6				P	0 50100		I	T	T	01/10/2019	12/06/2020	noemail@virginia.gov
7				P	0 99900		I	T	T	05/12/2021	05/12/2021	noemail@virginia.gov
8				P	0 99900		I	T	T	09/28/2020	09/28/2020	noemail@virginia.gov



# Multiple Active Jobs Query

## V\_HR\_MULT\_JOBS\_QRY

REVISED: 09/15/2021

### DESCRIPTION:

This query lists employees that have multiple active job records either in the same agency or different agencies (including employees on leave, layoff, or other active statuses).

### NAVIGATION PATH:

Menu > Reporting Tools > Query > Query Viewer > V\_HR\_MULT\_JOBS\_QRY

### INPUT / SEARCH CRITERIA:

As Of Date  
 Bus Unit (Leave Blank for All)

### OUTPUT FORMAT:

HTML  
 Excel

### ADDITIONAL INFORMATION:

As Of Date field is a required field.

### Screenshot of the Multiple Active Job Query

V\_HR\_MULT\_JOBS\_QRY - Multiple Active Jobs Query

As Of Date: 03/31/2020

Bus Unit (Leave Blank for All):

View Results

Download results in: Excel Spreadsheet CSV Text File XML File (1874 kb)

View All First 1-100 of 12018 Last

Row	Emplid	Empl Rcd	Eff Seq	Effective Date	Business Unit	Company	Department	HR Status	Empl Status	Ben Status	Job Code	Grade	Empl Type	Empl Class
1		0	0	10/26/2019	12900	HRM	80100	A	A	A	W39113	H	GNW	
2		1	0	10/31/2019	VRSRT	VRA	99999	A	A	A	COVA99	S	RET	
3		0	0	10/31/2019	VRSRT	VRA	99999	A	A	A	COVA99	S	RET	
4		0	0	10/31/2019	VRSRT	VRA	99999	A	A	A	COVA99	S	RET	
5		0	0	10/31/2019	VRSRT	VRA	99999	A	A	A	COVA99	S	RET	
6		0	0	10/24/2019	29000	JTC	290999	A	A	A	01011	H	FAC	
7		1	0	10/31/2019	VRSRT	VRA	99999	A	A	A	COVA99	S	RET	
8		1	0	03/23/2020	99900	ABC	226130	A	A	A	96714	H	GNW	
9		0	0	10/31/2019	VRSRT	VRA	99999	A	A	A	COVA99	S	RET	
10		0	0	10/24/2019	28200	PVA	282999	A	A	A	W19013	H	GNW	
11		1	0	10/31/2019	VRSRT	VRA	99999	A	A	A	COVA99	S	RET	
12		0	0	10/24/2019	60100	VDH	406020	A	A	A	W19211	H	GNW	
13		1	0	10/31/2019	VRSRT	VRA	99999	A	A	A	COVA99	S	RET	
14		0	0	10/26/2019	15400	DMV	76200	A	A	A	W19091	H	GNW	
15		1	0	10/31/2019	VRSRT	VRA	99999	A	A	A	COVA99	S	RET	
16		0	0	10/26/2019	70300	CSH	00340	A	A	A	W19011	H	GNW	
17		1	0	10/31/2019	VRSRT	VRA	99999	A	A	A	COVA99	S	RET	
18		0	0	10/26/2019	74200	ERT	080	A	A	A	W19013	H	GNW	



# Performance Ratings Audit Query

## V\_PERFORMANCE\_RATINGS\_AUDIT

REVISED: 09/15/2021

### DESCRIPTION:

This query details changes made on the Performance Ratings page including deleted rows. Results include performance ratings fields, user ID/username of person who made the change, and the date the change was made.

### NAVIGATION PATH:

Menu > Reporting Tools > Query > Query Viewer > V\_PERFORMANCE\_RATINGS\_AUDIT

### INPUT / SEARCH CRITERIA:

Business Unit  
 Department ID  
 Employee ID  
 From Date  
 To Date

### OUTPUT FORMAT:

Excel  
 CSV

### ADDITIONAL INFORMATION:

From Date and To Date fields are required fields.

### Screenshot of the Performance Ratings Audit Query

V\_PERFORMANCE\_RATINGS\_AUDIT - Performance Ratings Audit Qry

Business Unit (Blank for All)  Q

Department ID (Blank for All)  Q

Employee ID (Blank for All)  Q

From Date  B

To Date  B

[View Results](#)

Download results in: [Excel Spreadsheet](#) [CSV Text File](#) [XML File](#) (3 kb)

[View All](#) First 1-6 of 6 Last

Row	Business Unit	Department	Employee ID	Employee Record	Name	Position	Rating Effective Date	Effective Sequence	Rating Type	Rating Cycle	Rating	Description	Supervisor ID	Reviewer ID	Reevaluation Status	Reevaluation Date	Comments	Modified By	Date/Time	Action
1	21500	203101		0		UMWHR008	01/05/2021	0	A	PY 2021	C				IP	01/30/2021		V_HR_ADMINISTRATOR	01/11/2021 11:39:58AM	A
2	23600	1000		0		VCUR5514	01/01/2021	0	A	C7 2020	B		00359030600	00098030400					01/14/2021 2:33:44PM	A
3	50100	10024		1		DOTHR678	02/25/2020	0	C	PY 2020A	C							V_HR_ADMINISTRATOR	01/11/2021 11:39:11AM	A
4	70100	059		0		DOCHR028	01/04/2021	0	A	PY 2021	B				IP	05/24/2021	PIP underway with weekly updates	V_HR_ADMINISTRATOR	01/11/2021 11:27:29AM	A
5	70100	059		0		DOCHR028	01/04/2021	0	A	PY 2021	C				IP	05/24/2021	his re-evaluation was lost, just received and entered late	V_HR_ADMINISTRATOR	01/11/2021 11:30:50AM	A
6	70100	99999		0		DOCHR030	01/04/2021	0	A	PY 2021	C				IP			V_HR_ADMINISTRATOR	01/11/2021 11:35:49AM	A



# Performance Ratings Mass Upload Query V\_PERFORMANCE\_RATING

REVISED: 12/19/2023

### DESCRIPTION:

This query should be used by the Agency HR to extract the necessary data to populate the data changes to the HR371\_Performance Rating Mass Upload Template.

### NAVIGATION PATH:

Menu > Reporting Tools > Query > Query Viewer > V\_PERFORMANCE\_RATING

### INPUT / SEARCH CRITERIA:

- Business Unit
- \*Effective Date
- \*Rating Type
- \*Rating Cycle

### OUTPUT FORMAT:

- Excel
- CSV

### ADDITIONAL INFORMATION:

Effective Date, Rating Type and Rating Cycle fields are required.

### Screenshot of the Performance Rating Mass Upload Query

V\_HR\_PERFORMANCE\_RATING - Performance Rating Query

Business Unit

\*Effective Date 10/25/2022

\*Rating Type Annual

\*Rating Cycle PYOCT2023

Download results in : [Excel Spreadsheet](#) [CSV Text File](#) [XML File \(104 kb\)](#)

View All First 1-100 of 140  Last

Row	Business Unit	Employee ID	Employee Record	Name	Effective Date	Effective Sequence	Rating Type	Rating cycle	Review Rating	Re-eval Status	Re-eval Date	Comments
1			0		10/25/2022	0 A	PYOCT2023	C				
2			0		10/25/2022	0 A	PYOCT2023	C				
3			0		10/25/2022	0 A	PYOCT2023	C				
4			0		10/25/2022	0 A	PYOCT2023	C				
5			0		10/25/2022	0 A	PYOCT2023	C				
6			0		10/25/2022	0 A	PYOCT2023	C				
7			0		10/25/2022	0 A	PYOCT2023	C				
8			0		10/25/2022	0 A	PYOCT2023	C				
9			0		10/25/2022	0 A	PYOCT2023	C				
10			0		10/25/2022	0 A	PYOCT2023	C				



# Personal Data Query V\_HR\_PERSONAL\_DATA

REVISED: 2/17/2022

### DESCRIPTION:

This query displays personal data and employment status as of a specific date.

### NAVIGATION PATH:

Menu > Reporting Tools > Query > Query Viewer > V\_HR\_PERSONAL\_DATA

### INPUT / SEARCH CRITERIA:

- As of Date
- Bus Unit (Leave Blank for All)
- Dept ID (Leave Blank for All)
- Emp Status ((Leave Blank for All)
- Empl Type (Leave Blank for All)
- VPA Only (Leave Blank for All)

### OUTPUT FORMAT:

- HTML
- Excel

### ADDITIONAL INFORMATION:

As of Date field is a required field.

### Screenshot of the Personal Data Query

V\_HR\_PERSONAL\_DATA - Query to pull Personal Data

\*As of Date:

Bus Unit (Leave Blank for All):

Dept ID (Leave Blank For All):

Emp Statu(Leave Blank for All):

Empl Type(Leave Blank for All):

VPA Only (Leave Blank for All):

Download results in : [Excel Spreadsheet](#) [CSV Text File](#) [XML File](#) (229 kb)

[View All](#)

Row	Emplid	Empl Rcd	Business Unit	Dept	Empl Class	Empl Status	Job Code	Hire Date	Termination Date	First Name	Middle Name	Last Name	Date of Birth	Date of Death	Gender	Marital Status	Highest Education Level	Address 1	Address 2	City	State	Postal Code
1		0			CLS	Leave With Pay	19013	10/10/2006		Golf		Instructor	05/17/1958		Female	Unknown	HS Grad	100 MAIN ST		RICHMOND VA	99999	
2		0			CLS	Active	39112	07/25/2018		Driver		Irons	04/13/1958		Female	Unknown	Some Coll.	100 MAIN ST		RICHMOND VA	99999	
3		0			CLS	Active	19013	04/10/2005		Baseball		Manager	07/02/1960		Female	Married	Bachelors	100 MAIN ST		RICHMOND VA	99999	
4		0			CLS	Active	19013	12/25/2012		JOHN		DOE	05/30/1961		Female	Married	Associate	100 MAIN ST		RICHMOND VA	99999	
5		0			CLS	Active	19031	06/10/2000		JOHN		DOE	06/10/1960		Female	Married	Bachelors	100 MAIN ST		RICHMOND VA	99999	



Screenshot of the Personal Data Query (scrolled right)

First 1-100 of 175 [▶](#) Last

Phone Type	Phone Number	Extension	Email Type	Email Address	Ethnic Group -1	Ethnic Group -2	Ethnic Group -3	Military Status	Description	Citizenship
BUSN	555-555-5555		BUSN		WHITE			1	Not indicated	Native
BUSN	555-555-5555		BUSN		WHITE			4	Veteran	Native
BUSN	555-555-5555		BUSN		BLACK			1	Not indicated	Native
BUSN	555-555-5555		BUSN		WHITE			1	Not indicated	Native
BUSN	555-555-5555		BUSN		BLACK			1	Not indicated	Native



## Position Data Information Query V\_HR\_POSITION\_DATA

**REVISED:** 1/11/2024

### **DESCRIPTION:**

This query provides an extract of position data for Agency HR Administrators and DHRM Operations.

### **NAVIGATION PATH:**

Menu > Reporting Tools > Query > Query Viewer > V\_HR\_POSITION\_DATA

### **INPUT / SEARCH CRITERIA:**

As of Date  
Bus Unit (Leave Blank for All)  
Deptid (Leave Blank for All)  
Posn# (Leave Blank for All)  
Title (Leave Blank for All)  
Full/Part (Leave Blank for All)  
Pos Status (Leave Blank for All)  
Status (Leave Blank for All)  
Job Code (Leave Blank for All)  
Grade (Leave Blank for All)  
SOC (Leave Blank for All)

### **OUTPUT FORMAT:**

HTML  
Excel

### **ADDITIONAL INFORMATION:**

**As of Date** field is a required field.





### Screenshot of the Position Data Information Query

**V\_HR\_POSITION\_DATA - Position Data information**

\*As of Date: 01/11/2024

Bus Unit (Leave Blank for All):   
 Deptid (Leave Blank for All):   
 Posn# (Leave Blank for All):   
 Title (Leave Blank for All):   
 Full/Part(Leave Blank for All): Full-Time  
 PosStatus(Leave Blank for All): Approved  
 Status(Leave Blank for All): Active  
 Job Code (Leave Blank for All):   
 Grade (Leave Blank for All):   
 SOC (Leave Blank for All):

[View Results](#)

Download results in: [Excel Spreadsheet](#) [CSV Text File](#) [XML File](#) (1124 kb)

[View All](#)

Row	Position Nbr	Position Status	Descr	Business Unit	Eff Date	Dept ID	Job Code	Status	Company	Reg - Temp	Full - Part Time	Sal Plan	Grade	Position Action	Position Reason	Action Date	Confidential Position	Filled/Vacant	Reports To	Location	Std Hours	FLSA Stat	FTE	Position Review Date
1		A			08/25/2023		17 A			R	F	SW 6		POS	RTC	09/06/2023	N	1			40.00	P	1.000000	
2		A			10/09/2022		15 A			R	F	SW 4		POS	UPD	10/31/2022	N	0			40.00	P	1.000000	
3		A			08/25/2023		12 A			R	F	SW 5		POS	UPD	09/06/2023	N	1			40.00	P	1.000000	
4		A			09/06/2023		16 A			R	F	SW 5		POS	RTC	09/06/2023	N	1			40.00	P	1.000000	
5		A			11/03/2022		16 A			R	F	SW 5		POS	RTC	11/03/2022	N	0			40.00	P	1.000000	
6		A			08/25/2023		15 A			R	F	SW 4		POS	RLT	08/25/2023	N	1			40.00	P	1.000000	

### Screenshot of the Position Data Information Query (scrolled right)

Position Months	Position Economic Interests	Position EEO Code	Position Safety Sensitive Ind	SOC	Position Alternate Work Schedu	Sensitive Position code	Position Agency Field1	Position Agency Field 2	Position Agency Field 3	Supervisor's Position Number	Workers Comp Hazard code	Position License 1	Position Licenses 2	Position Licenses 3	Critical-Hard-to-Hire	VPA Covered	Supp Lvl	Drug Program
12.00	Y	1	Y		Y	N			0000000000		7720				N	Y	M	N
12.00	N	4	N		N	N			0000000000		7720				N	Y	S	N
12.00	N	4	N		N	N			0000000000		7720				N	Y	S	N
12.00	N	1	Y		N	Y			0000000000		7720				N	Y	M	N
12.00	N	1	N		N	Y			0000000000		7720				N	Y	M	N



# Position Default Funding Query V\_HR\_POSN\_DFLT\_EMPL\_DATA

REVISED: 09/15/2021

### DESCRIPTION:

This query pulls Position Default Funding (or Department if Position is not present) for incumbents and includes the employee's pay rate (compensation).

### NAVIGATION PATH:

Menu > Reporting Tools > Query > Query Viewer > V\_HR\_POSN\_DFLT\_EMPL\_DATA

### INPUT / SEARCH CRITERIA:

- As of Date
- Business Unit (Blank for All)
- Department (Blank for All)

### OUTPUT FORMAT:

- HTML
- Excel

### ADDITIONAL INFORMATION:

As of Date field is a required field.

### Screenshot of the Position Default Funding by Employee

V\_HR\_POSN\_DFLT\_EMPL\_DATA - Position Default Funding Query

As of Date: 03/31/2020

Business Unit (Blank for All):

Department (Blank for All):

View Results

Download results in: Excel Spreadsheet CSV Text File XML File (15360 kb)

View All First 1-100 of 34133 Last

Row	Business Unit	Department	Position Number	Headcount Status	Position Status	Incumbent Emplid	Empl Recd Nbr	Empl Type	Compensation Rate	Comp Frequency	Percent of Distribution	Fund	Program	Department	Cost Center	Task	FIPS	Asset	Agency Use 1	Agency Use 2	PC Business Unit	Project	Activity	Source Type	Category	Subcategory	Future Use 1	
1	10000				A		0	S	8809.708333	S	100.000	01000	782004	1100														
2	10000				A		0	S	5728.458333	S	100.000	01000	782004	1100														
3	10000				A		0	S	2500.000000	S	100.000	01000	782004	1100														
4	10000				A		0	S	74000.000000	A	100.000	01000	782004	1100														
5	10000				A		0	S	2166.666667	S	100.000	01000	782004	1100														
6	10000				A		0	S	3156.166667	S	100.000	01000	782004	1100														
7	10000				A		1	S	576.923077	W	100.000	01000	782004	1100														
8	10000				A		0	S	2264.583333	S	100.000	01000	782004	1100														
9	10000				A		0	S	1875.000000	S	100.000	01000	782004	1100														
10	10000				A		0	S	2523.666667	S	100.000	01000	782004	1100														
11	10000				A		0	S	3534.291667	S	100.000	01000	782004	1100														
12	10000				A		0	S	2042.250000	S	100.000	01000	782004	1100														
13	10000				A		0	S	3832.666667	S	100.000	01000	782004	1100														
14	10000				A		0	S	3181.416667	S	100.000	01000	782004	1100														
15	10000				A		0	S	1958.333333	S	100.000	01000	782004	1100														
16	10000				A		0	S	3874.958333	S	100.000	01000	782004	1100														
17	10000				A		0	S	2064.000000	S	100.000	01000	782004	1100														
18	10000				A		0	S	3154.375000	S	100.000	01000	782004	1100														
19	10000				A		0	S	5788.166667	S	100.000	01000	782004	1100														
20	10000				A		0	S	6220.916667	S	100.000	01000	782004	1100														



## Privatization Query V\_HR\_PRIVATIZED

REVISED: 0/15/2021

### DESCRIPTION:

This query identifies positions with the Privatization Flag checked within a given time period. This query is for DHRM to monitor positions that have been privatized.

### NAVIGATION PATH:

Menu > Reporting Tools > Query Viewer - Search V\_HR\_PRIVATIZED

### INPUT / SEARCH CRITERIA:

Bus Unit (Leave Blank for All)  
As Of Date

### OUTPUT FORMAT:

HTML  
Excel

### ADDITIONAL INFORMATION:

As Of Date field is a required field.

### Screenshot of the Privatization Query

V\_HR\_PRIVATIZED - Privatization Query

Bus Unit (Leave Blank for All)

As Of Date

Download results in : [Excel Spreadsheet](#) [CSV Text File](#) [XML File \(1 kb\)](#)

View All First 1-2 of 2 Last

Row	Business Unit	Position Number	Effective Date	Job Code	Grade	Position Type
1	70100	100HR102	12/01/2020	W89214		F
2	71800	BCCHR001	01/25/2021	91512		F



## Rewards and Recognition Audit Query

### V\_HR\_REWARD\_RECOG\_AUDIT

REVISED: 12/20/2023

**DESCRIPTION:** This query will display details of all changes to Rewards and Recognition including the user ID and name of the person who made the change, the date of the change, and the action (Add, Delete, or Update). The end users of this query will be DHRM and Agency HR.

**NAVIGATION PATH:**

Menu > Reporting Tools > Query Viewer - Search V\_HR\_REWARD\_RECOG\_AUDIT

**INPUT / SEARCH CRITERIA:**

Bus Unit (Leave Blank for All)  
 \*From Date  
 \*To Date

**OUTPUT FORMAT:**

HTML  
 Excel

**ADDITIONAL INFORMATION:**

From Date and To Date fields are required.

### Screenshot of the Rewards and Recognition Audit Query

V\_HR\_REWARD\_RECOG\_AUDIT - Rewards and Recognition Audit

Business Unit (Blank for All)  Q

\*From Date 01/01/2022

\*To Date 09/18/2023

[View Results](#)

Download results in : [Excel Spreadsheet](#) [CSV Text File](#) [XML File \(1 kb\)](#)

View All First 1-2 of 2 Last

Row	Employee Name	EmpID	Empl Record	Business Unit	Reward ID	Reward Type	Effective Date (Audit)	Paid Date (Audit)	Paid Hours (Audit)	Paid Amount (Audit)	Audit Action	Updated By	Update Date/Time	Creation Date	Expiration Date	Written Agreement	Authorized Hours	Authorized Amount	Comments
1			0		2	RNB	05/25/2022	05/25/2022	0.00	0.00	C			05/25/2022		Y	0.00	5000.00	12m
2			0		2	RNB	05/25/2022	05/25/2022	0.00	100.00	C			05/25/2022		Y	0.00	5000.00	12m



# Rewards and Recognition Query

## V\_HR\_REWARD\_RECOGN\_MASS\_DATA

REVISED: 08/25/2023

### DESCRIPTION:

This query serves two different purposes:

1. New Reward checked: used to extract employee data needed to begin building a Rewards and Recognition Mass Upload Template. Additional instructions are provided on the Template.
2. New reward not checked: used as a query to provide employee rewards already entered, including amounts Authorized and Paid.

### NAVIGATION PATH:

Menu > Reporting Tools > Query Viewer - Search V\_HR\_REWARD\_RECOGN\_MASS\_DATA

### INPUT / SEARCH CRITERIA:

- \*As of Date
- Bus Unit (Leave Blank for All)
- Department (Leave Blank for All)
- Reward Type (Leave Blank for All)
- \*New Reward

### OUTPUT FORMAT:

- HTML
- Excel

### ADDITIONAL INFORMATION:

As of Date and New Reward fields are required.

### Screenshot of the Rewards and Recognition Mass Query

V\_HR\_REWARD\_RECOGN\_MASS\_DATA - Reward and Recognition Report

\*As of Date: 01/01/2023

Business Unit (Blank for All): [ ]

Department (Blank for All): [ ]

Reward Type (Blank for all): [ ]

\*New Reward?

View Results

Download results in: Excel Spreadsheet CSV Text File XML File (606 kb)

View All

First: 1-100 of 688 Last

Row	Business Unit	First Name	Last Name	Employee ID	Empl Record	Effective Date	Created Date	Expiration Date	Reward Type	Written Agreement Flag	Authorized Hours	Authorized Amount	Agency Notes	Award Date	Paid Hours	Paid Amount	Reward ID
1					0	11/25/2020	11/25/2020			N	0	500		11/25/2020	0	500	2
2					0	10/25/2021	11/18/2021			N	0	1466.82		12/16/2021	0	1466.82	3
3					0	05/09/2022	05/10/2022	05/08/2023		N	8	0		05/09/2022	8	0	4
4					0	09/09/2022	09/07/2022	09/08/2023		N	4	0		09/09/2022	4	0	5
5					0	12/01/2022	11/17/2022			N	0	1000		12/01/2022	0	1000	6



# Salary Grade Query V\_HR\_SAL\_GRADE

REVISED: 09/15/2021

## DESCRIPTION:

This query provides existing Salary Plan structures associated with the Agency Head (AH), as well as VPA Statewide (SW), and Northern Virginia (NV) Salary Plans using SET ID = STATE. The Salary Plans of FA, WG, and UG are set up under their respective Job Codes and can be reviewed using the V\_HR\_JOBCODE\_SALARY\_query.

## NAVIGATION PATH:

Menu > Reporting Tools > Query Viewer > V\_HR\_SAL\_GRADE

### INPUT / SEARCH CRITERIA:

Set ID  
Salary Plan

### OUTPUT FORMAT:

HTML  
Excel

## ADDITIONAL INFORMATION:

There are no required fields for this query.

## Screenshot of the Salary Grade Query

V\_HR\_SAL\_GRADE - Salary Grade Query

Set ID

Salary Plan

Download results in : [Excel Spreadsheet](#) [CSV Text File](#) [XML File](#) (307 kb)

View All First 1-100 of 1291  Last

Row	Set ID	Salary Plan	Salary Grade	Effective Date	Effective Status	Description	Min Annual Salary	Mid Annual Salary	Max Annual Salary
1	15600	AH	156	01/01/1901	A	Agency Head, DSP	169179.000	181616.500	194054.000
2	15600	NV	1	01/01/1901	A	Northern VA Extended Range 1	17296.000	39504.000	61712.000
3	15600	NV	2	01/01/1901	A	Northern VA Extended Range 2	22597.000	49570.500	76544.000
4	15600	NV	3	01/01/1901	A	Northern VA Extended Range 3	27004.000	57944.000	88884.000
5	15600	NV	4	01/01/1901	A	Northern VA Extended Range 4	35278.000	73659.000	112040.000
6	15600	NV	5	01/01/1901	A	Northern VA Extended Range 5	46087.000	94189.500	142292.000
7	15600	NV	6	01/01/1901	A	Northern VA Extended Range 6	60209.000	121011.500	181814.000
8	15600	NV	7	01/01/1901	A	Northern VA Extended Range 7	78659.000	147351.000	216043.000
9	15600	NV	8	01/01/1901	A	Northern VA Extended Range 8	102756.000	190532.000	278308.000
10	15600	NV	9	01/01/1901	A	Northern VA Extended Range 9	134245.000	317122.500	500000.000
11	15600	SW	1	01/01/1901	A	Statewide Salary Grade 1	17296.000	33206.500	49117.000
12	15600	SW	2	01/01/1901	A	Statewide Salary Grade 2	22597.000	41561.500	60526.000
13	15600	SW	3	01/01/1901	A	Statewide Salary Grade 3	27004.000	48510.500	70017.000
14	15600	SW	4	01/01/1901	A	Statewide Salary Grade 4	35278.000	61554.500	87831.000



# Salary Grade/Step Query

## V\_HR\_SALARY\_GRADE\_STEP\_QUERY

REVISED: 09/15/2021

### DESCRIPTION:

This query provides existing step structures within agencies that are using salary steps. If access to multiple agencies, the table configuration values displays for all applicable Business units.

### NAVIGATION PATH:

Menu > Reporting Tools > Query > Query Viewer > V\_HR\_SALARY\_GRADE\_STEP\_QUERY

### INPUT / SEARCH CRITERIA:

Set ID (blank for all)  
Salary Plan (blank for all)

### OUTPUT FORMAT:

HTML  
Excel

### ADDITIONAL INFORMATION:

There are no required fields for this query.

### Screenshot of the Salary Grade/Step Query

V\_HR\_SALARY\_GRADE\_STEP\_QUERY - Salary Grade-Step Query

Set ID(blank for all)

Salary Plan(blank for all)

Download results in : Excel Spreadsheet CSV Text File XML File (26 kb)

View All First 1-94 of 94 Last

Row	Set ID	Salary Plan	Effective Date	Grade	Step	Max Hourly Rate	Max Daily Rate	Max Monthly Rate	Max Annual Rate	Step Description
1	19400	SW	01/01/1901	3	1	0.000000	0.000	0.000	0.000	SW 3.1 = 36750-57,386
2	19400	SW	01/01/1901	4	1	0.000000	0.000	0.000	0.000	SW 4.1 = 46200-78,348
3	19400	SW	01/01/1901	5	1	0.000000	0.000	0.000	0.000	SW 5.1 = 71951-111,102
4	20300	NV	01/01/1901	4	1	0.000000	0.000	0.000	0.000	NV 1.1 = 51,938-112,040
5	20300	SW	01/01/1901	1	1	0.000000	0.000	0.000	0.000	SW 1.1 = 20,490-49,117
6	20300	SW	01/01/1901	3	1	0.000000	0.000	0.000	0.000	SW 3.1 = 29148-70,017
7	20300	SW	01/01/1901	3	2	0.000000	0.000	0.000	0.000	SW 3.2 = 30,239-70,017
8	20300	SW	01/01/1901	3	3	0.000000	0.000	0.000	0.000	SW 3.3 = 31,613-70,017
9	20300	SW	01/01/1901	4	1	0.000000	0.000	0.000	0.000	SW 4.1 = 37,506-70,017
10	20300	SW	01/01/1901	4	2	0.000000	0.000	0.000	0.000	SW 4.2 = 37,506-87,831
11	20300	SW	01/01/1901	4	3	0.000000	0.000	0.000	0.000	SW 4.3 = 38,922-87,831
12	20300	SW	01/01/1901	4	4	0.000000	0.000	0.000	0.000	SW 3.3 = 35,315-87,831
13	20800	SW	01/01/1901	3	1	0.000000	0.000	0.000	0.000	SW 3.1 = 26,217-61,053
14	21400	SW	01/01/1901	3	1	0.000000	0.000	0.000	0.000	SW 3.1 = 29,253-57,386
15	21400	SW	01/01/1901	3	2	0.000000	0.000	0.000	0.000	SW 3.2 = 38,267-70,017



# Teleworker Mass Upload Query V\_HR\_TELEWORK\_MASS\_UPLOAD

REVISED: 12/20/2023

## DESCRIPTION:

This query will extract telework agreement data from Cardinal. Agencies should use this query to extract the information needed to populate the data changes to the HR520\_Teleworker Mass Upload Template.

## NAVIGATION PATH:

Menu > Reporting Tools > Query > Query Viewer > V\_HR\_TELEWORK\_MASS\_UPLOAD

### INPUT / SEARCH CRITERIA:

- \*As Of Date
- Business Unit (blank for all)
- Department (blank for all)
- \*New Telework Agreement (checkbox)

### OUTPUT FORMAT:

- HTML
- Excel

## ADDITIONAL INFORMATION:

**As Of Date** is a required fields for this query.

## Screenshot of the Teleworker Mass Upload Query

V\_HR\_TELEWORK\_MASS\_UPLOAD - Teleworker Mass Upload Query

\*As Of Date 08/01/2023

Business Unit (Blank for All) [ ]

Department (Blank for All) [ ]

\*New Telework Agreement?

View Results

Download results in : Excel Spreadsheet CSV Text File XML File (515 kb)

View All First 1-100 of 2096 Last

Row	Business Unit	Department ID	Last Name	First Name	Employee ID	Empl Record	Start Date	End Date	Days	Out of State
1							0 07/06/2023	12/31/2023	2	N
2							0 07/06/2023	12/31/2023	1	N
3							0 07/06/2023	12/31/2023	2	N
4							0 07/06/2023	12/31/2023	2	N
5							0 07/06/2023	12/31/2023	2	N
6							0 07/06/2023	12/31/2023	1	N
7							0 07/06/2023	12/31/2023	2	N
8							0 07/06/2023	12/31/2023	1	N





## Seniority Date Review Query V\_HR\_CMPNY\_SENIORITY\_DT\_REVIEW

REVISED: 12/20/2023

### DESCRIPTION:

This query identifies changes made to the company seniority date, which is automatically updated when an Agency HR Administrator changes the Annual Leave Eligibility Date on the Job Data, Employment Data page. Agencies should use this query to identify missing Leave Eligibility and Company Seniority dates as well as who changed these date fields and when, because these fields populate to Absence Management and drive the employee leave accrual rates.

### NAVIGATION PATH:

Menu > Reporting Tools > Query > Query Viewer > V\_HR\_CMPNY\_SENIORITY\_DT\_REVIEW

### INPUT / SEARCH CRITERIA:

Business Unit  
Department ID  
Employee ID  
From Date  
To Date

### OUTPUT FORMAT:

HTML  
Excel

### ADDITIONAL INFORMATION:

**Business Unit, From Date and To Date** fields are required fields.

### Screenshot of the Seniority Date Review Query

V\_HR\_CMPNY\_SENIORITY\_DT\_REVIEW - Seniority Date Review

Business Unit

Department ID

Employee ID

From Date

To Date

Download results in : [Excel Spreadsheet](#) [CSV Text File](#) [XML File \(3 kb\)](#)

View All First 1-6 of 6 Last

Row	Business Unit	Department ID	Name	Employee ID	Empl Record	Position	Location	Changed On	Changed By	Old Value	New Value	Reason
1	24200	11025			1	CNUTA12	CENTR					Missing Seniority Date
2	24200	11485			1	CNU00075	CENTR					Missing Seniority Date
3	24200	11600			1	CNUTA17	CENTR					Missing Seniority Date
4	24200	28025			1	CNUTA18	CENTR					Missing Seniority Date
5	24200	99999			1	CNUORP00	CENTR					Missing Seniority Date
6	24200	99999			0	CNUORP00	CENTR					Missing Seniority Date



# Terminated Employee Query for DGS V\_HR\_DGS\_TERM\_EMPLOYEES

REVISED: 09/15/2021

### DESCRIPTION:

This query provides Department of General Services (DGS) the ability to identify terminated employees to support building security access.

### NAVIGATION PATH:

Menu > Reporting Tools > Query > Query Viewer > V\_HR\_DGS\_TERM\_EMPLOYEES

### INPUT / SEARCH CRITERIA:

Business (Blank for All)  
From Date  
To Date

### OUTPUT FORMAT:

HTML  
Excel

### ADDITIONAL INFORMATION:

From Date and To Date fields are required fields.

### Screenshot of the Terminated Employee Query for DGS

V\_HR\_DGS\_TERM\_EMPLOYEES - Terminated empl query for DGS

Business Unit (Blank for ALL)  Q

From Date  B

To Date  B

[View Results](#)

Download results in : [Excel Spreadsheet](#) [CSV Text File](#) [XML File \(3 kb\)](#)

[View All](#) First 1-23 of 23 Last

Row	ID	Name	Unit	Term Date
1			12300	03/10/2021
2			15100	01/02/2021
3			15100	01/19/2021
4			15100	03/01/2021
5			19100	01/31/2021
6			21200	01/01/2021
7			21200	02/23/2021
8			21500	02/23/2021
9			21500	01/12/2021
10			50100	02/28/2021
11			50100	02/23/2021
12			50100	01/15/2021
13			50100	01/01/2021
14			50100	01/01/2021
15			70100	02/10/2021
16			70100	01/06/2021
17			70100	01/25/2021
18			70200	02/23/2021
19			74500	01/31/2021
20			77700	01/31/2021
21			99900	01/03/2021
22			OHBBN	03/29/2021
23			OHBBN	03/30/2021



## Human Resources Reports

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## Action Reason Validation Report (RHR489)

REVISED: 09/15/2021

### DESCRIPTION:

This report shows Job Data changes that are inconsistent with the definition of the action/action reason for classified employees only. The report only shows rows where the defined field level criteria were not met, such as a promotion transaction where the employee did not experience the required change in pay band/grade. Agencies and DHRM should use this report to identify transactions that do not comply with the DHRM Compensation policy and pay practice guidelines.

This Business Intelligence (BI) Publisher Report is used by Agency and Department of Human Resource Management (DHRM) HR staff to ensure actions comply with the Compensation Policy for Classified Employees.

### NAVIGATION PATH:

Menu > Workforce Administration > Job Information > Reports > Action Reason Validation Rpt

### INPUT / SEARCH CRITERIA:

Business Unit (Leave Blank for All)  
From Date  
To Date

### OUTPUT FORMAT:

PDF

### Screenshot of the Action Reason Validation Report Run Control page

The screenshot shows the 'Action Reason Validation Rpt' run control interface. At the top left is a 'Cardinal Homepage' link. The page title is 'Action Reason Validation Rpt'. Below the title, there is a 'Run Control ID' field containing 'Action\_Reason\_Validation\_Rpt', a 'Report Manager' link, a 'Process Monitor' link, and a 'Run' button. A 'Report Request Parameters' section contains three input fields: 'Business Unit (Leave Blank for All)' with a search icon, '\*From Date' with a calendar icon, and '\*To Date' with a calendar icon. At the bottom, there are 'Save', 'Notify', 'Add', and 'Update/Display' buttons.

### ADDITIONAL INFORMATION:

From Date and To Date fields are required fields.



## Screenshot of the Action Reason Validation Report

Employee ID		EMPL Rcd	Name	Eff date	Eff Seq	Action	Reason	Business Unit	Saf Admin Plan	Grade	Position Number	Department	Comp Rate
	0			11/30/2019	0	XFR	REA	12700	SW	4			
				11/30/2019	0			12700	SW	4			
	1			12/10/2019	0	HIR	XPO	19400	SW	5			
				12/10/2019	0			21300	SW	5			
	1			10/01/2019	0	HIR	XPO	24100	SW	4			
				10/01/2019	0			24100	SW	4			
	0			11/27/2019	0	XFR	PRO	40300	SW	5			
				11/25/2019	0			40300	SW	5			
	0			11/30/2019	0	XFR	PRO	40300	SW	5			
				11/25/2019	0			40300	SW	5			
	0			10/08/2019	0	XFR	PRO	70100	SW	3			
				10/01/2019	0			70100	SW	5			
	1			11/30/2019	0	HIR	XPO	79400	SW	1			
				11/30/2019	0			26300	SW	2			



## Compensation Eligibility Report (RHR361)

REVISED: 09/15/2021

### DESCRIPTION:

This report monitors eligibility for compensation changes. The report displays three years of performance data and displays gross earnings and bonus balances for year to date.

Agency and DHRM HR Subject Matter Experts (SMEs) and Managers use this report to validate eligibility for legislatively mandated and other compensation changes.

### NAVIGATION PATH:

Menu > Workforce Administration > Job Information > Reports > Compensation Eligibility Rpt

### INPUT / SEARCH CRITERIA:

- Business Unit (Leave Blank for All)
- Department ID (Leave Blank for All)
- Employee ID
- Virginia Personnel Act (VPA) Only? (checkbox)

### OUTPUT FORMAT:

Excel

### Screenshot of the Compensation Eligibility Report Run Control Page

The screenshot shows the 'Compensation Eligibility Rpt' run control page. At the top, there is a navigation bar with a '< Process List' button and the title 'Compensation Eligibility Rpt'. Below this, a green tab labeled 'Compensation Eligibility Repor' is active. The main content area is titled 'Compensation Eligibility Report' and contains the following elements:

- Run Control ID: Compensation\_Eligibility\_Rpt
- Report Manager
- Process Monitor
- A 'Run' button

A 'Group Box' contains the search criteria:

- Business Unit (Leave Blank for All) with a search input field
- Department (Leave Blank for All) with a search input field
- Employee ID with a search input field
- VPA Only?:

At the bottom, there are several buttons: 'Save', 'Return to Search', 'Notify', 'Add', and 'Update/Display'.



**Screenshot of the Compensation Eligibility Report**

Bus Unit	Department	Employee ID	Empl Rcd	Name	Position	Company	Job Code	Salary Plan	Grade	Step	Std Hours	State Salary	Non-State Salary	Special Pay	VPA?	Leave Service Date	Cont State Service Date	Prior Months of Service	Job Entry Date	Performance Rat. Date
10000	1113005 B		0		SOV750 5B	SOV	COVA99	UG		0	40	14749	0	0	N		2017-01-08	0	2019-11-15	
10000	1113005 B		0		SOV750 5B	SOV	COVA99	UG		0	40	38500	0	0	N		2018-12-01	0	2019-11-15	
10000	1113005 B		0		SOV750 5B	SOV	COVA99	UG		0	40	38500	0	0	N		2018-12-01	0	2019-11-15	
10000	1113005 B		0		SOV750 5B	SOV	COVA99	UG		0	40	5300	0	0	N		2018-05-06	0	2019-11-15	
10000	1113005 B		0		SOV750 5B	SOV	COVA99	UG		0	40	5300	0	0	N		2018-05-06	0	2019-11-15	
10000	1113005 B		0		SOV750 5B	SOV	COVA99	UG		0	40	5300	0	0	N		2019-08-01	0	2019-11-15	
10000	1113005 B		0		SOV750 5B	SOV	COVA99	UG		0	40	5300	0	0	N		2019-08-01	0	2019-11-15	

**Screenshot of the Compensation Eligibility Report (scrolled right)**

Performance Rating Date	Performance Rating Cycle	Performance Rating Type	Performance Rating	Effective Date	Action	Action Reason	Compensation Rate	Compensation Frequency	Change Amount	Change Percent	Reward ID	Reward Dt	Reward Type	Reward Amt
				2019-11-15	DTA	CNV	614.541667	S	0	0				0
				2018-12-01	HIR	CNV	1604.166667	S	0	0				0
				2019-11-15	DTA	CNV	1604.166667	S	0	0				0
				2018-05-06	HIR	CNV	220.833333	S	0	0				0
				2019-11-15	DTA	CNV	220.833333	S	0	0				0
				2019-08-01	HIR	CNV	220.833333	S	0	0				0
				2019-11-15	DTA	CNV	220.833333	S	0	0				0



## Compensation Levels by Job Code and SOC Report (RHR427)

REVISED: 09/15/2021

### DESCRIPTION:

This report is used to analyze compensation levels detailed by Job Code, Standard Occupational Classification (SOC) Code, or both. Once the compensation data is detailed by the desired code, the report displays the information by average, min, mid, median, max, and quartiles. Process this using the agency BU for agency-wide quartile data. Leave the BU field blank for statewide quartile data.

The end users are Agency HR and DHRM HR Staff.

### NAVIGATION PATH:

Menu > Workforce Administration > Job Information > Reports > Comp Levels by Job Code & SOC

### INPUT / SEARCH CRITERIA:

- Business Unit (Leave blank for all)
- As of Date
- Department (Leave blank for all)
- VPA Only (checkbox)
- Radio button for Code Level (Job Code, SOC Code, or Both)

### OUTPUT FORMAT:

Excel

### Screenshot of the Compensation Levels by Job Code and SOC Report Run Control Page

The screenshot shows the 'Run Control' page for the 'Comp Levels by Job Code & SOC' report. At the top, there is a navigation bar with 'Cardinal Homepage' and the report title. Below this, a green button labeled 'Comp Levels by Job & SOC Code' is visible. The main form area contains the following elements:

- Run Control ID:** Comp\_by\_Job\_and\_SOC\_Code
- Report Manager:** Report Manager
- Process Monitor:** Process Monitor
- Run Button:** A grey button labeled 'Run'.
- Search Criteria:**
  - Business Unit (Leave blank for all):** A text input field with a search icon.
  - \*As Of Date:** A date picker field.
  - Department (Leave blank for all):** A text input field with a search icon.
- VPA Only:** A checkbox.
- Code Level:** A group of radio buttons:
  - Job Code
  - SOC Code
  - Both
- Bottom Buttons:** A row of buttons including 'Save', 'Return to Search', 'Notify', 'Add', and 'Update/Display'.

### ADDITIONAL INFORMATION:

**As of Date** field is a required field.





### Screenshot of the Compensation Levels by Job Code and SOC Report

Cardinal		Commonwealth of Virginia Compensation Levels by Job Code and SOC By Role Code and SOC Code								Run Date: 04/26/2021	
Report ID: RHR427											
As Of Date: 2021-03-31											
VPA Only: N											
Business Unit: 11000											
Department: 11000											
Code Level: Both											
Role Code	Role Title	SOC Code	SOC Title	Number of Employees	Average Salaries	Lowest Salaries	First Quartile	Median Salary	Third Quartile	Highest Salaries	
94112	Assistant Fiscal Officer	43-0000	Office and Administrative Support Occupations	1	43500.000	43500.000	43500.000	43500.000	43500.000	43500.000	
COVA99	COV Default	13-2011	Accountants and Auditors	1	99360.000	99360.000	167275.000	99360.000	87000.000	99360.000	
COVA99	COV Default	27-3041	Editors	1	87000.000	87000.000	167275.000	87000.000	87000.000	87000.000	
As Of Date: 2021-03-31											
VPA Only: N											
Business Unit: 12700											
Department: 98312600											
Code Level: Both											
Role Code	Role Title	SOC Code	SOC Title	Number of Employees	Average Salaries	Lowest Salaries	First Quartile	Median Salary	Third Quartile	Highest Salaries	



## COVA Personnel Actions History Report (RHR086)

REVISED: 1/11/2024

### DESCRIPTION:

This is a custom report listing all employees within a Business Unit affected by job actions that were entered by a user between the From and To date requested in the report parameters. This report is used by agencies to populate and research multiple rows of historical job data for audit and analysis purposes. The report run control page provides the ability to drill into specific actions or to run populating all actions within a specific period of time. The Show Components checkbox will return the Compensation Salary Plan level (STATE vs BU alternate plan)

### NAVIGATION PATH:

Menu > Workforce Administration > Job Information > Reports > COVA Personnel Actions History

### INPUT / SEARCH CRITERIA:

From Date  
Thru Date  
Show Components  
Company  
Actions

### OUTPUT FORMAT:

CSV  
HTM  
PDF

### Screenshot of the COVA Personnel Actions History Report Run Control Page


The screenshot displays the 'COVA Personnel Actions History' report run control page. At the top, there is a navigation bar with 'Cardinal Homepage' and 'COVA Personnel Actions History'. Below this, the report title 'COVA Personnel Actions History' is shown. The page includes several controls: 'Run Control ID' set to 'Bonner\_TEST', 'Language' set to 'English', and buttons for 'Report Manager', 'Process Monitor', and 'Run'. A 'Report Request Parameters' section contains 'From Date' (07/01/2022), 'Thru Date' (06/30/2023), and a 'Show Components' checkbox. Below this is a table with columns 'Company' and 'Description', showing one entry for 'VEC' (Virginia Employment Commission). An 'Actions' section lists 'Leave of Absence - Unpaid', 'Layoff', and 'Paid Leave of Absence' with expand/collapse buttons. At the bottom, there are buttons for 'Save', 'Return to Search', 'Previous in List', 'Next in List', 'Notify', 'Add', and 'Update/Display'.

### ADDITIONAL INFORMATION:

Select **CSV** on the Process Scheduler and the report will be provided as a .csv download for use in Excel.



## Screenshot of the COVA Personnel Actions History Report

Commonwealth of Virginia												
										Report ID: RHR086		
										Run Date: 04/27/2021 Run Time: 05:19 00		
Personnel Action: Data Change For the period 01/01/1900 through 04/27/2021												
										Page No. 1 of 18		
Effective Date	Action Reason	Employee Name	Hire Employee ID	Hire Date	Emp Typ	Reg/Temp	Full/Part	Job Code	Job Title	Salary Grade	Comp Rate	Supervisor
SETID - 70200 Department 20110 EXECUTIVE OFFICES												
11/09/2019	CNV			12/25/2014	4.8	S	X F	19221 19221	SW /4		2111.875000	S
11/09/2019	CNV			06/10/2019	0.3	S	X F	19032 19032	SW /5		3962.791667	S
11/09/2019	CNV			07/01/2008	11.3	S	X F	00702 00702	AH /702		5068.708333	S
11/09/2019	CNV			11/01/1985	34.0	S	X F	19224 19224	SW /6		4699.250000	S
11/09/2019	CNV			11/04/2013	6.0	S	X F	19013 19013	SW /3		1678.375000	S
11/09/2019	CNV			07/15/2011	8.3	S	X F	19224 19224	SW /6		4479.833333	S
10/26/2019	CNV			12/26/1972	46.8	H	T F	W19032 W19032	WG /		39.000000	H
10/26/2019	CNV			04/16/1984	35.5	H	T F	W19012 W19012	WG /		15.000000	H
10/26/2019	CNV			05/10/2008	11.4	H	T F	W19012 W19012	WG /		11.120000	H
10/26/2019	CNV			04/01/1992	27.5	H	T F	W79036 W79036	WG /		49.550000	H
10/26/2019	CNV			04/22/1985	34.5	H	T F	W39074 W39074	WG /		31.850000	H
SETID - 70200 Department 20141 HEADQUARTERS, MAINTENANCE												
11/09/2019	CNV			08/18/2008	11.2	S	X F	79033 79033	SW /3		1568.250000	S
11/09/2019	CNV			04/01/2010	9.6	S	X F	79035 79035	SW /5		3333.125000	S
11/09/2019	CNV			10/01/2004	15.1	S	X F	79071 79071	SW /1		1242.208333	S
11/09/2019	CNV			09/25/2014	5.1	S	X F	79031 79031	SW /1		1200.250000	S
10/26/2019	CNV			09/29/2014	5.0	H	T F	W79031 W79031	WG /		10.800000	H
10/26/2019	CNV			12/20/2013	5.8	H	T F	W79071 W79071	WG /		10.980000	H
10/26/2019	CNV			01/01/2009	10.8	H	T F	W79071 W79071	WG /		11.720000	H
10/26/2019	CNV			08/13/2012	7.2	H	T F	W79071 W79071	WG /		10.900000	H
10/26/2019	CNV			04/06/2015	4.5	H	T F	W79031 W79031	WG /		10.800000	H



## Demotions with Salary Increase Report (RHR491)

REVISED: 09/15/2021

### DESCRIPTION:

This audit report shows intra-agency and inter-agency demotions (reductions in grade) with salary increases for classified employees only. The report displays relevant field level change information.

This BI Publisher report is used by Agency and DHRM HR staff to ensure Compensation Pay actions comply with the Compensation Policy for Classified Employees.

### NAVIGATION PATH:

Menu > Workforce Administration > Job Information > Reports > Demotions with Salary Increase

### INPUT / SEARCH CRITERIA

Business Unit (Leave Blank for All)  
From Date  
To Date

### OUTPUT FORMAT:

PDF

### Screenshot of the Demotions with Salary Increase Report Run Control Page

The screenshot shows a web interface for the 'Demotions with Salary Increase' report. At the top, there is a navigation bar with a back arrow and 'Process List' on the left, and the report title 'Demotions with Salary Increase' on the right. Below this is a green button labeled 'Demotion with Salary Increase'. The main content area displays 'Run Control ID Demotions\_with\_Salary\_Increase' and links for 'Report Manager' and 'Process Monitor', along with a 'Run' button. A section titled 'Report Request Parameters' contains three input fields: 'Business Unit (Leave Blank for All)' with a search icon, '\*From Date' with a calendar icon, and '\*To Date' with a calendar icon. At the bottom, there are three buttons: 'Save', 'Add', and 'Update/Display'.

### ADDITIONAL INFORMATION:

**From Date** and **To Date** fields are required fields.



## Screenshot of the Demotions with Salary Increase Report

Cardinal		Commonwealth of Virginia										Run Date 04/26/2021	
Report ID: RHR491		Demotions with Salary Increase Report										Run Time 12:41:09 PM	
Run Control Parameters												Page No. 1 of 1	
BUSINESS_UNIT (blank)													
FROM_DT 01/01/2020													
TO_DT 03/31/2021													
Employee ID	Employee Name	Empl Rcd	Effective Date	Action	Action Reason	Business Unit	Sal Admin Plan	Grade	Job Code	Position Number	Department	Location	Comp Rate
	<b>21300- Norfolk State University</b>												
		1	08/25/2020	HIR	XCL	21300	SW	3					
			08/24/2020	TER	XFO	21500	SW	4					
	<b>70100- Dept of Corr - Central Admin</b>												
		0	05/25/2020	XFR	PRO	70100	SW	3					
			05/16/2020	HIR	NEW	70100	SW	5					
		0	10/15/2020	XFR	REA	70100	SW	1					
			05/25/2020	XFR	PRO	70100	SW	3					



## Disciplinary Actions Summary Report (RHR248)

REVISED: 09/15/2021

### DESCRIPTION:

This report summarizes counts of disciplinary actions by Business Unit and by Department. Report includes percent of employees with disciplinary actions by type and by Department, and also rolls up by agency and statewide for DHRM use.

This report includes sensitive information, and therefore, access to generate this report is limited to specific user roles.

### NAVIGATION PATH:

Menu > Workforce Administration > Labor Administration > Reports > Disciplinary Actions Summary

### INPUT / SEARCH CRITERIA:

Business Unit (Leave blank for all)  
From Date  
To Date

### OUTPUT FORMAT:

PDF\*

### Screenshot of the Disciplinary Actions Summary Report Run Control Page

The screenshot shows a web interface for the 'Disciplinary Actions Summary' report. At the top, there is a navigation bar with a back arrow and 'Process List' on the left, and the report title 'Disciplinary Actions Summary' on the right. Below this is a green button labeled 'Disciplinary Actions Sum Rpt'. The main area contains a 'Run Control ID' field with the value 'Disciplinary\_Actions\_Summary', and links for 'Report Manager' and 'Process Monitor'. A 'Run' button is positioned to the right. Underneath is a section titled 'Report Request Parameters' which contains three input fields: 'Business Unit (Leave blank for all)' with a search icon, '\*From Date' with a calendar icon, and '\*To Date' with a calendar icon. At the bottom of the form are four buttons: 'Save', 'Return to Search', 'Add', and 'Update/Display'.

### ADDITIONAL INFORMATION:

From Date and To Date fields are required fields.



Screenshot of the Disciplinary Actions Summary Report

	<b>Commonwealth of Virginia</b> Disciplinary Actions Summary Report	<b>Run Date</b> 04/21/2021 <b>Run Time</b> 12:31:55 PM <b>Page No</b> 1 of 29
	<b>Report ID:</b> RHR248	

**Run Control Parameters**

Business Unit	
From Date	01/01/2021
To Date	03/31/2021

<b>Business Unit</b>	10000	Senate
----------------------	-------	--------

Number of VPA employees	10	
Number of employees with disciplinary actions	0	0.00%

<b>Business Unit</b>	10100	House of Delegates
----------------------	-------	--------------------

Number of VPA employees	8	
Number of employees with disciplinary actions	0	0.00%

<b>Business Unit</b>	11300	Circuit Courts
----------------------	-------	----------------

Number of VPA employees	13	
Number of employees with disciplinary actions	0	0.00%

<b>Business Unit</b>	12200	Dept of Planning and Budget
----------------------	-------	-----------------------------

Number of VPA employees	44	
Number of employees with disciplinary actions	0	0.00%

<b>Business Unit</b>	12300	Department of Military Affairs
----------------------	-------	--------------------------------

Number of VPA employees	445	
Number of employees with disciplinary actions	0	0.00%



## EEO Data Reports (RHR198)

**REVISED:** 03/22/2024

### **DESCRIPTION:**

This Equal Employment Opportunity (EEO) reports display counts and percentages for federal reporting purposes of the employee population based on selected data prompts. These reports replace the following DHRM legacy system reports: pm7260, pm7250, pme210, pme220.

1. The **EEO Data Report** returns a compilation of employee demographic data and percentages by SOC code.
2. The **EEO Salary Report** returns employee demographic data and totals by annual compensation ranges.
3. The **EEO Role Report** returns employee demographic data and totals by Role/Job Code.

### **NAVIGATION PATH:**

Menu > Workforce Administration > Workforce Reports > EEO Data Reports

#### **INPUT / SEARCH CRITERIA:**

VPA Only (checkbox)  
Report Selection (checkbox)  
As of Date  
Business Unit  
Department  
Job Code  
SOC Code

#### **OUTPUT FORMAT:**

HTML  
Excel  
CSV





### Screenshot of the EEO Data Reports Run Control Page

EEO Data Reports

EEO Data Reports

Run Control ID: EEO\_Data\_Reports [Report Manager](#) [Process Monitor](#)

VPA Only:

**Report Selection**

EEO Data Report    EEO Salary Report    EEO Role Report

\*As of Date:

Business Unit (Leave Blank for All)

Department (Leave Blank for All)

Job Code (Leave Blank for All)

SOC Code (Leave Blank for All)

**ADDITIONAL INFORMATION:**  
As of Date field is a required field.



### Screenshot of the EEO Data Report

Cardinal	Commonwealth of Virginia EEO Data Report													Run Date 03/22/2024 Run Time 05:47:55 PM						
Report ID: VRHR198E																				
<b>Run Control Parameters</b>																				
Operator ID	V_TRN_HR35124																			
Run Control ID	EEO_Data_Reports																			
As of Date	02/28/2022																			
Business Unit																				
Department																				
Job Code																				
SOC Code																				
VPA Only	N																			
Secretary	6																			
Parent BU																				
Business Unit																				
Male																				
Occupation Group	White	Black	HISP	AS-AM	AS-IN	Pacific	N/A	2+ Race	Male Total	Minority Males	Minority Females									
11-3031	1	33.33%	0	0.00%	0	0.00%	0	0.00%	0	33.33%	0	0.00%	0	0.00%	0	0.00%				
11-3033	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	1	50.00%	0	0.00%	0	0.00%				
11-3151	1	50.00%	0	0.00%	0	0.00%	0	0.00%	0	50.00%	0	0.00%	0	0.00%	0	0.00%				
11-3159	1	8.33%	4	33.33%	0	0.00%	0	0.00%	0	6	50.00%	5	41.67%	2	16.67%	0.00%				
13-1023	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%				
13-1041	2	50.00%	0	0.00%	0	0.00%	0	0.00%	0	3	75.00%	1	25.00%	0	0.00%	0.00%				
13-1073	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%				
13-1139	1	50.00%	0	0.00%	0	0.00%	0	0.00%	0	1	50.00%	0	0.00%	1	50.00%	0.00%				
13-2011	1	25.00%	0	0.00%	0	0.00%	0	0.00%	0	1	25.00%	0	0.00%	2	50.00%	0.00%				
13-2039	3	37.50%	0	0.00%	0	0.00%	0	0.00%	0	3	37.50%	0	0.00%	3	37.50%	0.00%				
15-1131	2	100.00%	0	0.00%	0	0.00%	0	0.00%	0	2	100.00%	0	0.00%	0	0.00%	0.00%				
15-1133	1	25.00%	2	50.00%	0	0.00%	0	0.00%	0	3	75.00%	2	50.00%	0	0.00%	0.00%				
21-1039	22	27.85%	6	7.53%	0	0.00%	0	0.00%	0	29	36.71%	7	8.86%	13	16.46%	0.00%				
23-2011	1	50.00%	0	0.00%	0	0.00%	0	0.00%	0	1	50.00%	0	0.00%	0	0.00%	0.00%				
25-3031	3	50.00%	0	0.00%	0	0.00%	0	0.00%	0	3	50.00%	0	0.00%	1	16.67%	0.00%				
<b>Totals</b>	<b>40</b>	<b>23.67%</b>	<b>15</b>	<b>8.88%</b>	<b>0</b>	<b>0.00%</b>	<b>2</b>	<b>1.18%</b>	<b>0</b>	<b>0.00%</b>	<b>4</b>	<b>2.37%</b>	<b>1</b>	<b>0.53%</b>	<b>62</b>	<b>36.63%</b>	<b>22</b>	<b>13.02%</b>	<b>40</b>	<b>23.67%</b>

### Screenshot of the EEO Salary Report

Cardinal	Commonwealth of Virginia EEO Data Salary Report													Run Date 03/14/2024 Run Time 10:38:42 AM				
Report ID: VRHR198S																		
<b>Run Control Parameters</b>																		
Operator ID	V_TRN_HR35124																	
Run Control ID	EEO_Data_Reports																	
As of Date	03/01/2024																	
Business Unit																		
Department																		
Job Code																		
SOC Code																		
VPA Only	N																	
Business Unit																		
Status	Full-Time																	
Male																		
Salary	White	Black	HISP	AS-AM	AM-IN	Pacific	N/A	2+ Race	Total	Female							Total	
\$50000.000	45	14	0	2	0	0	2	1	64	69	33	2	1	0	0	1	0	106
\$52000.000	0	0	0	0	0	0	0	0	0	0	1	0	0	0	0	0	0	1
\$53000.000	3	4	0	2	0	0	0	0	9	3	4	0	3	0	0	0	0	19
\$55000.000	0	0	0	0	0	0	0	0	0	0	0	0	1	0	0	0	0	1
\$70000.000	0	1	0	0	0	0	0	0	1	0	0	0	0	0	0	0	0	1
\$75000.000	0	0	0	0	0	0	0	0	0	0	0	0	5	0	0	0	0	5
<b>Totals</b>	<b>48</b>	<b>19</b>	<b>0</b>	<b>4</b>	<b>0</b>	<b>0</b>	<b>2</b>	<b>1</b>	<b>64</b>	<b>72</b>	<b>38</b>	<b>2</b>	<b>10</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>117</b>
<b>BU - Totals</b>	<b>48</b>	<b>19</b>	<b>0</b>	<b>4</b>	<b>0</b>	<b>0</b>	<b>2</b>	<b>1</b>	<b>64</b>	<b>72</b>	<b>38</b>	<b>2</b>	<b>10</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>117</b>



### Screenshot of the EEO Role Report

Cardinal		Commonwealth of Virginia EEO Data Role Report								Run Date	03/14/2024	
Report ID: VRHR198S										Run Time	10:49:32 AM	
<b>Run Control Parameters</b>												
Operator ID	V_TRN_HR35124											
Run Control ID	EEO_Data_Reports											
From Date	01/01/2024											
To Date	03/14/2024											
Business Unit												
Department												
Job Code												
SOC Code												
VPA Only	N											
<b>Business Unit</b>												
Full-Time Regular												
Male												
Jobcode	EEOCODE4	White	Black	HISP	AS-AM	AM-IN	Pacific	N/A	2+ Race	Female		Total
19211	2	1	1	0	0	0	0	0	0	0	0	2
19221	6	0	0	0	0	0	0	0	0	0	0	1
39112	3	1	0	0	0	0	0	0	0	0	0	1
69033	2	1	0	0	0	0	0	0	0	0	0	1
69037	1	1	0	0	0	0	0	0	0	0	0	1
91221	1	1	0	0	0	0	0	0	0	0	0	1
W19012	2	0	0	0	0	0	0	0	0	1	0	1



## Employee Activity Report (RHR223)

REVISED: 10/4/2022

### DESCRIPTION:

This report generates a one page change document for either Personal or Job transactions. This report is printable to be filed in the employee personnel file upon completion of Job or Personal Data transactions made. Report validates changes to employee personal and job data (e.g., Job change, Salary Change, Marital Status change, Address change, employee Standard Hours change).

Only HR Administrators who key transactions need access. This report should be generated and used when a reviewer signs off on validation of completed transactions prior to filing in personnel file with supporting documentation. This report includes sensitive information, and therefore, access to generate this report is limited to specific user roles.

### NAVIGATION PATH:

Menu > Workforce Administration > Job Information > Reports > Employee Activity Report

### INPUT / SEARCH CRITERIA:

Employee ID  
Employee Record Number  
Effective Date  
Effective Sequence  
'Personal' or 'Job Change' (radio button)

### OUTPUT FORMAT:

PDF

### Screenshot of the Employee Activity Report Run Control Page


The screenshot shows the 'Employee Activity Report' run control page. At the top left is a 'Process List' button with a back arrow. The page title 'Employee Activity Report' is in the top right. Below the title is a green 'HR Activity Report' button. The main area contains the 'Run Control ID' 'Employee\_Activity\_Report', 'Report Manager', 'Process Monitor', and a 'Run' button. A section titled 'HR Activity Report' contains input fields for '\*Employee ID:', '\*Employee Record:', '\*Effective Date:', and '\*Effective Sequence:'. Below these are radio buttons for 'Personal Change' (selected) and 'Job Change'. At the bottom are buttons for 'Save', 'Return to Search', 'Previous in List', 'Next in List', 'Notify', 'Add', and 'Update/Display'.



**ADDITIONAL INFORMATION:**

**Employee Record** field and **Effective Sequence** field default to "0", but can be updated. **Employee ID**, **Employee Record**, **Effective Date** and **Effective Sequence** fields are all required fields. **Personal Change** or **Job Change** radio button must be selected.

**Screenshot of the Employee Activity Report**

	<b>Commonwealth of Virginia</b> HR Activity Report Personal Change	<b>Run Date:</b> 04/26/2021 <b>Run Time:</b> 13:25:41												
<b>Report ID:</b> RHR223														
<b>Page No: 1 of 1</b>														
<table border="1"><tr><td><b>Employee ID:</b></td><td></td></tr><tr><td><b>Employee Record:</b></td><td>0</td></tr><tr><td><b>Employee Name:</b></td><td></td></tr><tr><td><b>Effective Date:</b></td><td>01/01/2021</td></tr><tr><td><b>Effective Sequence:</b></td><td>0</td></tr></table>	<b>Employee ID:</b>		<b>Employee Record:</b>	0	<b>Employee Name:</b>		<b>Effective Date:</b>	01/01/2021	<b>Effective Sequence:</b>	0				
<b>Employee ID:</b>														
<b>Employee Record:</b>	0													
<b>Employee Name:</b>														
<b>Effective Date:</b>	01/01/2021													
<b>Effective Sequence:</b>	0													
<table border="1"><thead><tr><th>Field Name</th><th>Current Value</th><th>Previous Value</th></tr></thead><tbody><tr><td>Continuous State Service</td><td>03-JUN-2020</td><td></td></tr><tr><td>Leave Service</td><td>03-JUN-2020</td><td></td></tr><tr><td>Prior Service Months</td><td>0</td><td></td></tr></tbody></table>	Field Name	Current Value	Previous Value	Continuous State Service	03-JUN-2020		Leave Service	03-JUN-2020		Prior Service Months	0			
Field Name	Current Value	Previous Value												
Continuous State Service	03-JUN-2020													
Leave Service	03-JUN-2020													
Prior Service Months	0													
END OF REPORT														



## Employee Data Change Audit Report (RHR002)

REVISED: 09/15/2021

### DESCRIPTION:

This report displays relevant Job and payroll Data fields, such as comp rate, empl status, HR Status, direct deposit, and Dept that were changed within a date range to review and ensure there are no HR transactional or pay discrepancies. The report includes the employee's name, ID, details old and new values, and HR Administrator that made change.

### NAVIGATION PATH:

Menu > Workforce Administration > Job Information > Reports > Employee Data Change Audit

### INPUT / SEARCH CRITERIA:

From Date  
End Date  
Business Unit

### OUTPUT FORMAT:

CSV  
HTM  
PDF

### Screenshot of the Employee Data Change Audit Report Run Control Page

The screenshot shows the 'Employee Data Change Audit' run control page. At the top, there is a header 'Employee Data Change Audit'. Below it, a green tab is labeled 'Employee Data Change Audit'. The main area contains the following elements:

- Run Control ID: Employee\_Data\_Change\_Audit
- Report Manager and Process Monitor links.
- A 'Run' button.
- A section titled 'Report Request Parameters' containing:
  - \*From Date: 01/01/2021 (with a calendar icon)
  - \*To Date: 03/31/2021 (with a calendar icon)
  - Business Unit Selection: A table with columns 'Business Unit' and 'Agency Description'. The first row shows '1' in the Business Unit column and a search icon in the Agency Description column. There are '+' and '-' buttons to the right of the table.
- Buttons at the bottom: 'Save', 'Return to Search', 'Add', and 'Update/Display'.

### ADDITIONAL INFORMATION:

**From Date** and **To Date** fields are required fields. If the Business Unit field is left blank, the report displays all business units the user has access to. Select CSV output on the Process Scheduler to extract in a download to be used in Excel.



## Screenshot of the Employee Data Change Audit Report

Department		Emplid	Empl Name	Field	Change	User	Old	New
ID	Name		Rcd	Changed	Date	Change	Value	Value
99999	Agency Wide	0		FWT_ALLOWANCES	01/23/2021	PPS3_LYNN.SZELIGA		0
99999	Agency Wide	0		STATE	01/23/2021	PPS3_LYNN.SZELIGA		VA
99999	Agency Wide	0		SWT_ALLOWANCES	01/23/2021	PPS3_LYNN.SZELIGA		0
99999	Agency Wide	0		SWT_MAR_STATUS	01/23/2021	PPS3_LYNN.SZELIGA		N
99999	Agency Wide	0		FWT_MAR_STATUS	01/23/2021	PPS3_LYNN.SZELIGA		S
99999	Agency Wide	0		EMPL_STATUS	01/23/2021	PPS3_LYNN.SZELIGA		A
99999	Agency Wide	0		COMPRATE	01/23/2021	PPS3_LYNN.SZELIGA		50000.000000
99999	Agency Wide	0		REPORTS_TO	01/23/2021	PPS3_LYNN.SZELIGA		
99999	Agency Wide	0		PAYGROUP	01/23/2021	PPS3_LYNN.SZELIGA		MNP
99999	Agency Wide	0		DEPTID	01/23/2021	PPS3_LYNN.SZELIGA		999999
99999	Agency Wide	0		BUSINESS_UNIT	01/23/2021	PPS3_LYNN.SZELIGA		09000
99999	Agency Wide	0		COMPANY	01/23/2021	PPS3_LYNN.SZELIGA		PRF
99999	Agency Wide	0		EMPL_TYPE	01/23/2021	PPS3_LYNN.SZELIGA		S
99999	Agency Wide	0		HR_STATUS	01/23/2021	PPS3_LYNN.SZELIGA		A
99999	Agency Wide	0		FWT_MAR_STATUS	01/23/2021	PPS3_LYNN.SZELIGA		S
99999	Agency Wide	0		STATE	01/23/2021	PPS3_LYNN.SZELIGA		VA
99999	Agency Wide	0		SWT_ALLOWANCES	01/23/2021	PPS3_LYNN.SZELIGA		0
99999	Agency Wide	0		SWT_MAR_STATUS	01/23/2021	PPS3_LYNN.SZELIGA		N
99999	Agency Wide	0		EMPL_STATUS	01/23/2021	PPS3_LYNN.SZELIGA		A
99999	Agency Wide	0		HR_STATUS	01/23/2021	PPS3_LYNN.SZELIGA		A
99999	Agency Wide	0		REPORTS_TO	01/23/2021	PPS3_LYNN.SZELIGA		
99999	Agency Wide	0		PAYGROUP	01/23/2021	PPS3_LYNN.SZELIGA		MNP
99999	Agency Wide	0		DEPTID	01/23/2021	PPS3_LYNN.SZELIGA		999999
99999	Agency Wide	0		BUSINESS_UNIT	01/23/2021	PPS3_LYNN.SZELIGA		09000
99999	Agency Wide	0		FWT_ALLOWANCES	01/23/2021	PPS3_LYNN.SZELIGA		0
99999	Agency Wide	0		EMPL_TYPE	01/23/2021	PPS3_LYNN.SZELIGA		S
99999	Agency Wide	0		COMPRATE	01/23/2021	PPS3_LYNN.SZELIGA		50000.000000
99999	Agency Wide	0		COMPANY	01/23/2021	PPS3_LYNN.SZELIGA		PRF
99999	Agency Wide	0		COMPRATE	01/23/2021	PPS3_LYNN.SZELIGA		50000.000000
99999	Agency Wide	0		EMPL_TYPE	01/23/2021	PPS3_LYNN.SZELIGA		S
99999	Agency Wide	0		COMPANY	01/23/2021	PPS3_LYNN.SZELIGA		PRF



## Employee Data Upload Error Report (RHR005)

REVISED: 09/15/2021

### DESCRIPTION:

This custom error report provides details regarding errors for agencies who are interfacing employee demographic (HR003) information. This report should be reviewed, and errors addressed quickly in order to minimize corrections requests, which require Cardinal Post Production Support (PPS) tickets through the VITA Customer Care Center (VCCC).

### NAVIGATION PATH:

Menu > Workforce Administration > Job Information > Reports > Employee Data Upload Error Rpt

### INPUT / SEARCH CRITERIA:

From Date  
To Date  
Output to File Server (checkbox)  
Tree Name BU\_HR003\_EXT  
How Specified Detail – Selected Parents

### OUTPUT FORMAT:

PDF

### Screenshot of the Employee Data Upload Error Report Run Control Page

The screenshot shows the 'Employee Data Upload Error Rpt' run control page. At the top, there is a breadcrumb 'Cardinal Homepage' and the report title 'Employee Data Upload Error Rpt'. Below this, the 'Run Control ID' is 'Employee\_Data\_Upload\_Error\_Rpt', with links for 'Report Manager' and 'Process Monitor', and a 'Run' button. The 'Date Range' section includes 'From Date' and 'To Date' fields with calendar icons. The 'File Parameters' section has an 'Output to File Server' checkbox. The 'Business Unit Selection' section features a '\*Tree Name' field with 'BU\_HR003\_EXT' and a search icon, and a '\*How Specified' dropdown menu set to 'Detail - Selected Parents'. Below this is a 'Tree Node Selector' with navigation buttons (First, Previous, Next, Last, Left, Right) and a tree view showing 'BU\_HR003\_EXT - Demographics Upload'. To the right is a 'Select Values/Nodes' table with columns for 'Select Value' and 'Description'. At the bottom, there are buttons for 'Save', 'Return to Search', 'Previous in List', 'Next in List', 'Notify', 'Add', and 'Update/Display'.






**ADDITIONAL INFORMATION:**

**Output to File Server** checkbox to only be used by Batch user.

**From Date** and **To Date** fields are required fields.

**Tree Name** and **How Specified** fields are also required fields. The **Tree Node Selector** section populates after the required fields are entered and the **Tree** icon is selected. Expanding the Tree and selecting the desired business unit (BU) populates the **Select Value/Nodes** section. Tree nodes are built with all of the agencies and their respective departments. They are applied in different forms to include or exclude data.

**Screenshot of the Employee Data Upload Error Report**

		Commonwealth of Virginia		Run Date: 08/19/2020		
Report ID: RHR005		EMPLOYEE DATA UPLOAD ERROR REPORT		Run Time: 11:33 00		
Page No. 1 of 1						
Transactional HR BU: 12700 Upload Date Range: 19-AUG-2020 to 19-AUG-2020  File Name: 12700_HR008_IN_08172020_1819_001.DAT Upload Date: 19-AUG-2020  File Processed: File processed successfully with one or more errors.						
HR Demographic BU: 12700						
Employee ID	Empl Rec#	Error Field Name	Field Value	EffSeq	Error Type	Error Description
	999	PAYGROUP	ABC	000	E	Invalid Paygroup on file
	999	EMPL_CLASS		000	W	Employee class is invalid or blank on file; default to CLS
	999	ACTION	TER	000	E	Row could not be inserted because employee is inactive. Action "TER" for effective date "2020-08-02" could not be added. Or Emplid has multiple records; could not determine what record to update. Transaction was rejected.
Summary totals are only displayed when the report is run for a submitting Business Unit.						
End of Report						



## Employee Disability and Veteran Status Report (RHR294)

REVISED: 03/14/2024

### DESCRIPTION:

This report captures the employee Disability Status, Veteran Status, Employee Type, Handicap Codes, counts by category, and percentage of population in summary format. This report can also be run in detail format to provide individual disability and veteran status employee information.

DHRM and Agency HR Managers/SMEs use this report to examine agency veteran and disability statistics and details. This report includes sensitive information, and therefore, access to generate this report is limited to specific user roles.

### NAVIGATION PATH:

Menu > Workforce Administration > Job Information > Reports > Disability and Veteran Status

### INPUT / SEARCH CRITERIA:

Business Unit (Leave Blank for All)

\*As of Date

VPA only (checkbox)

Report Level (Detail or Summary)

### OUTPUT FORMAT:

PDF

### Screenshot of the Employee Disability and Veteran Status Report Run Control Page

The screenshot shows a web interface for the "Disability and Veteran Status" report. At the top, there is a navigation bar with a "Process List" link and the report title. Below this, a "Run Control ID" field contains "Disability\_and\_Veteran\_Status", with links for "Report Manager" and "Process Monitor", and a "Run" button. The main section is titled "Employee Disability and Veteran Status Report" and contains several input fields: "Business Unit (Leave Blank for All)" with a search icon, "\*As Of Date" with a calendar icon, a "VPA Only" checkbox, and a "Report Level" section with radio buttons for "Detail" and "Summary" (selected). At the bottom, there are "Save", "Notify", "Add", and "Update/Display" buttons.

### ADDITIONAL INFORMATION:

As of Date field is a required field.



### Screenshot of the Employee Disability and Veteran Status Report – Summary View

Commonwealth of Virginia Employee Disability and Veteran Status Report Summary											Run Date: 03/14/2024 Run Time: 10:27:14 Page 1 of 1		
Business Unit	Total Employees	Hourly	Salary	DISABILITY STATUS						VETERAN STATUS			
				Yes	Percentage	No	Percentage	Unknown	Percentage	Yes	Percentage	No	Percentage
10	0	10	0	0	0%	0	0%	10	100%	0	0%	10	100%
3	0	3	0	0	0%	0	0%	3	100%	1	33%	2	67%
234	94	140	0	0	0%	19	8%	215	92%	0	0%	234	100%
566	305	261	5	1%	28	5%	533	94%	3	1%	563	99%	
365	0	365	12	3%	14	4%	339	93%	11	3%	354	97%	
50	1	49	0	0%	11	22%	39	78%	0	0%	50	100%	
19	0	19	0	0%	9	47%	10	53%	1	5%	18	95%	
25	0	25	1	4%	2	8%	22	88%	0	0%	25	100%	
272	17	255	1	0%	16	6%	255	94%	1	0%	271	100%	
3	0	3	0	0%	1	33%	2	67%	0	0%	3	100%	
271	102	169	0	0%	3	1%	268	99%	1	0%	270	100%	
1326	437	889	9	1%	56	4%	1261	95%	3	0%	1323	100%	
1028	437	591	7	1%	34	3%	987	96%	4	0%	1024	100%	
577	420	157	2	0%	16	3%	559	97%	1	0%	576	100%	
89	2	87	1	1%	4	4%	84	94%	5	6%	84	94%	

### Screenshot of the Employee Disability and Veteran Status Report – Detail View

Commonwealth of Virginia Employee Disability and Veteran Status Report Detail											
Business Unit:	Department	Employee ID	Name	Employee Record	Employee Class	Employee Status	Employee Type	Job Code	Grade	Disability Status	Veteran Status
				0	Classified	Active	S	19137	7	N	N
				0	Classified	Active	S	19133	6	X	N
				0	Classified	Active	S	19133	6	X	N
				0	Classified	Active	S	19132	5	X	N
				0	Classified	Active	S	19132	5	N	N
				0	Classified	Active	S	19133	6	X	N
				0	Classified	Active	S	19137	7	N	N



## Employee Position Summary Report (RHR019)

**REVISED:** 02/08/2023

### **DESCRIPTION:**

This report is designed to meet the legislative requirement of providing manpower levels to the Governor, General Assembly (GA), and Department of Planning and Budgets (DPB) in accordance with the Legislation and Virginia Personnel Act (VPA). This report options are company summary or employee detailed levels. Report is used to assist with the verification of Hourly FTE data for EPR reporting. This report is only for hourly employees (PS\_JOB.EMPL\_TYPE = 'H') The reports provide the staffing levels by type of funding across the executive, legislative, judicial and independent agencies, colleges and universities. It will show the hours worked within the time-period and the funding information associated with the payment of regular and overtime hours based upon the hourly employees' actual paychecks, not FTE data on position or job. FTE Count is the amount from "Total Hours" divided by the "Available Hours to Work in Month"

This report is used by Agency HR and DHRM Analysts and Managers. Report is used to assist with the verification of Hourly FTE data for EPR reporting.

### **NAVIGATION PATH:**

Menu > Workforce Administration > Job Information > Reports > Employee Position Report

#### **INPUT / SEARCH CRITERIA:**

From Date  
To Date  
Report Type (Summary or Detail)  
Hours Available to Work in a Month  
Company

#### **OUTPUT FORMAT:**

PDF



## Screenshot of Employee Position Summary Report Run Control Page.

Run Control ID employeepositionreport Report Manager Process Monitor

**Report Request Parameters**

**Check Date Range**

\*From Date

\*Thru Date

\*Hours Available to Work in a Month

**Report Type**

Detail

Summary

**Company Selection**

#	Company	Description		
1	<input type="text" value=""/>		<input type="button" value="+"/>	<input type="button" value="-"/>

### ADDITIONAL INFORMATION:

From Date and To Date fields are required fields.

## Screenshot of the Employee Position Summary Report

	FACULTY	NON FACULTY
<b>GENERAL FUND 01000</b>		
TOTAL HOURS	0.00	3,129.88
AVAILABLE HOURS TO WORK IN MONTH	0.00	40.00
FTE COUNT	0.00	78.25
HEADCOUNT EMPLOYEE WITH NONZERO HOURS	0.00	40.00
<b>NON-GENERAL FUND (FACULTY E &amp; G)</b>		
TOTAL HOURS	0.00	0.00
AVAILABLE HOURS TO WORK IN MONTH	0.00	40.00
FTE COUNT	0.00	0.00
HEADCOUNT EMPLOYEE WITH NONZERO HOURS	0.00	0.00
<b>NON-GENERAL FUND 0306 (AUXILIARY)</b>		
TOTAL HOURS	0.00	0.00
AVAILABLE HOURS TO WORK IN MONTH	0.00	40.00
FTE COUNT	0.00	0.00
HEADCOUNT EMPLOYEE WITH NONZERO HOURS	0.00	0.00
<b>NON-GENERAL FUND 03010, 03020, 03030, 03080 (SPONSORED PROGRAM)</b>		
TOTAL HOURS	0.00	0.00
AVAILABLE HOURS TO WORK IN MONTH	0.00	40.00
FTE COUNT	0.00	0.00
HEADCOUNT EMPLOYEE WITH NONZERO HOURS	0.00	0.00



## Employee Turnover Analysis (RHR422)

REVISED: 1/11/2024

### DESCRIPTION:

This report displays employee turnover data, at detailed or summary level, by counts and percentages, during a specified date range. Utilize the Department Detail checkbox when running the report at the Summary level to gain insight into employee turnover statistics by department. If department-level summary statistics are unnecessary, simply leave this checkbox unchecked to generate agencywide summary statistics only.

End users are Agency HR and DHRM

### NAVIGATION PATH:

Menu > Workforce Administration > Workforce Reports > Employee Turnover Analysis

### INPUT / SEARCH CRITERIA:

Business Unit (Leave Blank for All)  
Department (Leave Blank for All)  
From Date  
To Date  
Department Detail (checkbox)  
Totals By (checkbox)  
Detail or Summary

### OUTPUT FORMAT:

Excel

### Screenshot of the Employee Turnover Analysis Report Run Control Page.

Run Control ID EE\_Turnover\_Rpt Report Manager Process Monitor Run

**Process Request Parameters**

Business Unit (Leave Blank for All) [Search]

Department (Leave Blank for All) [Search]  Department Detail

\*From Date 01/01/2023 [Calendar]

\*To Date 01/11/2024 [Calendar]

**Total By**

Job Code  Employee Class  Years of Service

**Report Level**

Detail  Summary



**ADDITIONAL INFORMATION:**

From Date and To Date fields are required fields. Selection of an option to Total By Job Code, Employee Class or Years of Service is also required.

**Screenshot of the Employee Turnover Analysis Summary Report – Summary View**

Commonwealth of Virginia												
EMPLOYEE TURNOVER ANALYSIS												
Report ID: RHR422												
Run Date: 01/11/2024												
Run Time: 10:32 00												
From Date: 01/01/2023												
From Date: 01/11/2024												
Page No. 1 of 1												
Business Unit	Dept ID	Employee Years of Service	Begin Count	Hires/Rehires	Transfer Ins	Retirements	Terminations	Deaths	Transfer Outs	End Count	Total Turnovers	Turnover Rate
		0 - 5 Years	414	206	28	0	96	0	10	543	106	25.60%
		6 - 10 Years	231	13	8	0	17	0	9	226	26	11.26%
		11 - 15 Years	128	1	9	4	10	0	3	121	17	13.28%
		16 - 20 Years	232	4	6	8	4	0	2	228	14	6.03%
		21 - 25 Years	135	1	1	2	6	0	2	127	10	7.41%
		26 - 30 Years	88	1	2	7	3	0	1	81	11	12.50%
		30+ Years	102	1	1	14	0	0	0	91	14	13.73%
		Subtotal	1330	227	55	35	136	0	27	1417	198	14.89%
Grand Totals:			1330	227	55	35	136	0	27	1417	198	14.89%
Turnover Rates:						2.63%	10.23%	0.00%	2.03%			

**Screenshot of the Employee Turnover Analysis Summary Report – Detail View**

Commonwealth of Virginia																	
EMPLOYEE TURNOVER ANALYSIS																	
Report ID: RHR422																	
Run Date: 01/11/2024																	
Run Time: 07:55 00																	
From Date: 01/01/2023																	
From Date: 01/11/2024																	
Page No. 1 of 14																	
Comp BU	Last Name	First Name	EmplID	Empl Rcd	EffDate	Eff Seq	Act ion	Rea son	Action Date	Empl Class	Empl HR Type	Position Stat Nbr	Job Code	Job Code Descr	Vacate Dt	Pos Beg Dt	Yrs svc
				1	04/25/23	0	HIR	NEW		S	A				04/25/23		0
				1	06/10/23	0	HIR	NEW		H	A						0
				0	08/25/23	0	RET	ERT		S	I				08/11/23	01/10/06	18
				0	08/10/23	0	HIR	NEW		H	A						0
				0	02/10/23	0	HIR	NEW		S	A				02/10/23		0
				0	02/25/23	0	HIR	NEW		H	A						0
				0	08/24/23	0	TER	RES		H	I				08/30/23		0
				0	06/25/23	0	HIR	NEW		S	A				06/25/23		0
				0	11/10/23	0	TER	XFO		S	I				11/13/23	01/01/07	17
				0	02/25/23	0	HIR	NEW		S	A				02/25/23		0



## EPR Full Time Equivalent Totals by Agency Report (RHR398)

REVISED: 3/12/2023

### DESCRIPTION:

This report is an Employee Position Report (EPR) headcount report that displays a table of headcounts by agency and sums these values in totals by categories. This report displays totals for all business units based on Salary/Wage, Non-Faculty/Faculty, General Funded/Non-General Funded, and Restricted/Non-Restricted. End Users are DHRM and Agency HR. Agencies must certify their positions using the EPR Tool in order for the report to generate.

### NAVIGATION PATH:

Menu > Workforce Administration > Workforce Reports > EPR FTE Totals by Agency

### INPUT / SEARCH CRITERIA:

As of Date

### OUTPUT FORMAT:

Excel

### Screenshot of the EPR Full Time Equivalent Totals by Agency Report Run Control Page

The screenshot shows the 'EPR FTE Totals by Agency' report run control page. At the top, there is a dark blue header with the text 'EPR FTE Totals by Agency'. Below the header, there is a green button labeled 'EPR Report FTE'. The main area contains a 'Run Control ID' field with the value 'EPR\_FTE\_Totals\_by\_Agency'. To the right of this field are two links: 'Report Manager' and 'Process Monitor', and a 'Run' button. Below this is a section titled 'Report Request Parameters' which contains an 'As of Date' field with the value '03/03/2023' and a calendar icon. At the bottom of the page, there are four buttons: 'Save', 'Notify', 'Add', and 'Update/Display'.

### ADDITIONAL INFORMATION:

**As of Date** field defaults to current day but can be updated.

In order to review results, user must click on **Report Manager** after running the report and refreshing to success.





**Screenshot of the EPR Full Time Equivalent Totals by Agency Report**

Date	Business Unit	Business Unit Name	Salaried Non-Faculty General Funded	Salaried Non-Faculty Non-Restricted	Salaried Non-Faculty & Restricted	Salaried Non-Faculty & Non-Restricted	Wage Non-Faculty General Funded
12/14/2020	70100	Dept of Corr - Central Admin	150.00	80.25	1.00	11.00	8
	<b>Total</b>		150	80.25	1	11	

**Screenshot of the EPR Full Time Equivalent Totals by Agency Report (scrolled right)**

on-Faculty	Wage Non-Faculty	Wage Non-Faculty	Salaried Faculty	Salaried Faculty	Salaried Faculty	Salaried Faculty	Wage Adjunct Faculty	Wage Adjunct Faculty	Total	Total	Totals	MEL
al Funded	General	Non-General	General Funded	General Funded	Non-General Funded	Non-General Funded	General	Non-General	Salaried	Wage	Salaried	
icted	Funded	Funded	& Restricted	& Non-Restricted	& Restricted	& Non-Restricted	Funded	Funded			& Wage	
11.00	85.00	6.00	0.00	15.50	0.00	0.00	0.00	0.00	489.20	91.00	580.20	1234.00
11	85	6	0	15.5	0	0	0	0	489.2	91	580.2	1234



## EPR Full Time Equivalent Trend by Agency Report (RHR397)

REVISED: 09/15/2021

### DESCRIPTION:

This Employee Position Report (EPR) provides a Full Time Equivalent (FTE) Historical Trend by Agency table over a historical time period. This headcount report displays the total FTE by agency and month excluding wage employees (salary employees only) in tabular format.

Report used by DHRM, and Agency HR SMEs and Managers.

### NAVIGATION PATH:

Menu > Workforce Administration > Workforce Reports > EPR FTE Trend by Agency

### INPUT / SEARCH CRITERIA:

From Date  
To Date

### OUTPUT FORMAT:

Excel

### Screenshot of the EPR FTE Trend by Agency Report Run Control Page

The screenshot shows a web interface for the 'EPR FTE Trend by Agency' report. At the top, there is a navigation bar with a 'Process List' button and the report title. Below this, a tab labeled 'EPR FTE Trend by Agency' is active. The main area contains the following elements:

- Run Control ID: EPR\_FTE\_Trend\_by\_Agency
- Report Manager and Process Monitor links.
- A 'Run' button.
- \*From Date and \*To Date fields, each with a calendar icon.
- At the bottom, there are buttons for 'Save', 'Return to Search', 'Notify', 'Add', and 'Update/Display'.

### ADDITIONAL INFORMATION:

**From Date** and **To Date** fields are required fields.



**Screenshot of the EPR Report - Full Time Equivalent Trend by Agency**

Commonwealth of Virginia											
Full-Time Equivalent (F.T.E.)											
Employment by Agency and Month											
Total Excluding Wage Employees											
Date	10000 (Senate)	10100 (House of Delegates)	10300 (Magistrate)	10700 (Div of Legislative)	10900 (Div Legislative)	11000 (Joint Legis Audit &)	11100 (Supreme)	11200 (Jud Inquiry and)	11300 (Circuit Courts)	11400 (General District Courts)	11500 (Jud Domes)
07/01/2020	0.00	386.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
08/01/2020	181.05	386.00	386.00	52.80	18.00	30.76	265.00	3.00	188.00	956.90	638.00
11/01/2020	190.05	385.00	387.00	53.80	18.00	30.76	265.00	3.00	1213.00	1070.90	638.00
12/14/2020	190.05	385.00	387.00	53.80	18.00	30.76	265.00	3.00	1213.00	1070.90	638.00
12/15/2020	181.05	385.00	385.00	53.80	18.00	30.76	265.00	3.00	190.00	956.90	638.00
12/16/2020	181.05	385.00	385.00	53.80	18.00	30.76	265.00	3.00	190.00	956.90	638.00
01/08/2021	184.05	385.00	385.00	53.80	18.00	30.76	265.00	3.00	191.00	956.90	638.00
02/01/2021	185.05	0.00	385.00	52.80	18.00	30.76	265.00	3.00	191.00	956.90	638.00



## EPR Monthly Employment Data Report (RHR305)

REVISED: 09/15/2021

### DESCRIPTION:

This EPR report displays headcount of FTE data for a specific month. Two Excel tables are generated. Table 1 displays Executive Department Salaried Employees FTE employment data listed by Cabinet Secretariat. Table 2 displays FTE employment data based on branch of government (Executive, Legislative, Judicial, and Independent) for Salaried and Temporary (wage) employees. The results are generated from the EPR tool certified data and replaces the Legacy FTE report from DHRM EPR tool.

Report is used by DHRM, Agency HR Managers and Agency HR SMEs.

### NAVIGATION PATH:

Menu > Workforce Administration > Workforce Reports > EPR Monthly Employment Data

### INPUT / SEARCH CRITERIA:

Prior Administration End Date (End of Month Only)  
As Of Date (End of Month Only)

### OUTPUT FORMAT:

Excel

### Screenshot of the EPR Monthly Employment Data Report Run Control Page

The screenshot shows the 'EPR Monthly Employment Data' report run control page. At the top, there is a header 'EPR Monthly Employment Data'. Below it, a green button labeled 'EPR Monthly Employment Data' is visible. The main area contains a 'Run Control ID' field with the value 'EPR\_Monthly\_Employment\_Data'. To the right of this field are links for 'Report Manager' and 'Process Monitor', and a 'Run' button. Below this is a section titled 'Report Request Parameters' which contains two date pickers: '\*Prior Administration End Date (End of Month Only)' and '\*As Of Date (End of Month Only)'. At the bottom of the page, there are buttons for 'Save', 'Notify', 'Add', and 'Update/Display'.

### ADDITIONAL INFORMATION:

Prior Administration End Date and As of Date fields are required fields.



**Screenshot of the EPR Monthly Employment Data Report Table One**

Commonwealth of Virginia Executive Department Salaried Employment (Includes Manpower Control Program Exceptions: Employees in auxiliary enterprises, sponsored programs, and teaching hospitals)								
Secretariat	(1)	(2)	(3)	(4)		(5)		(6)
	Actual F.T.E. Employment			Difference Cols (3) & (2)		Difference Cols (3) & (1)		Appropriated Max.
<b>TOTAL</b>	0.00	0.00	0.00	0.00	0.00%	0.00	0.00%	0.00

**Screenshot of the EPR Monthly Employment Data Report Table Two**

Table Two Commonwealth of Virginia Full-Time Equivalent Employment									
Branch	(1)	(2)	(3)	(4)		(5)		(6)	
	Actual F.T.E. Employment			Difference Cols (3) & (2)		Difference Cols (3) & (1)		Appropriated Max.	
<b>Salaried Employees</b>									
Total Salaried	0.00	0.00	0.00	0.00	0.00%	0.00	0.00%	0.00	0.00
<b>Temporary Employees</b>									
Total Temporary	0.00	0.00	0.00	0.00	0.00%	0.00	0.00%	0.00	N/A
<b>STATEWIDE TOTAL</b>	0.00	0.00	0.00	0.00	0.00%	0.00	0.00%	0.00	N/A



## Exceptional Transfer Report (RHR349)

REVISED: 09/15/2021

### DESCRIPTION:

This report monitors transfers from non-covered positions to covered positions under the Virginia Personnel Act. This is a DHRM only report.

### NAVIGATION PATH:

Menu > Workforce Administration > Job Information > Reports > Exceptional Transfer Report

### INPUT / SEARCH CRITERIA:

Business Unit (Leave Blank for all)  
From Date  
To Date

### OUTPUT FORMAT:

PDF

### Screenshot of the Exceptional Transfer Report Run Control Page

The screenshot shows a web interface for the 'Exceptional Transfer Report'. At the top, there is a navigation bar with a 'Process List' button and the title 'Exceptional Transfer Report'. Below this, a green tab labeled 'Exceptional Transfer Report' is active. The main content area displays 'Run Control ID Exceptional\_Transfer\_Report' and 'Report Manager Process Monitor' with a 'Run' button. A section titled 'Report Request Parameters' contains three input fields: 'Business Unit (Leave Blank for All)' with a search icon, '\*From Date' with a calendar icon, and '\*To Date' with a calendar icon. At the bottom, there are buttons for 'Save', 'Notify', 'Add', and 'Update/Display'.

### ADDITIONAL INFORMATION:

**From Date** and **To Date** fields are required fields.



Screenshot of the Exceptional Transfer Report

12300		Commonwealth of Virginia Exceptional Transfer Report								Run Date: 09/08/2021 Run Time: 11:44:44 Page 1 of 1	
Employee ID	Empl Rcd	Name	Efft Date	Action	Action Reason	Employee Class	Business Unit	Position	VPA Indicator		
	1		2/23/2021	Hire	Reassign	Student	12300	DMA00037	Y		
	3		5/10/2019	Terminatn	TER CNV	Student	21500	UMWST656	N		
	2		2/4/2019	Terminatn	TER CNV	Student	21500	UMWST156	N		
	0		1/2/2019	Terminatn	TER CNV	Student	21500	UMWSE180	N		
	1		1/7/2021	Hire	Reassign	Classified	12300	DMA00024	Y		
	0		10/27/2019	Data Chg	CNV	Wage	70100	DOCW0116	N		

19400		Commonwealth of Virginia Exceptional Transfer Report								Run Date: 09/08/2021 Run Time: 11:44:44 Page 1 of 1	
Employee ID	Empl Rcd	Name	Efft Date	Action	Action Reason	Employee Class	Business Unit	Position	VPA Indicator		
	0		1/19/2021	Posn Chg	Intr-Reorg	Agency Hd	19400	DGSHR007	Y		
	0		1/18/2021	Pay Rt Chg	KSA	Agency Hd	19400	DGSHR004	N		

71800		Commonwealth of Virginia Exceptional Transfer Report								Run Date: 09/08/2021 Run Time: 11:44:44 Page 1 of 1	
Employee ID	Empl Rcd	Name	Efft Date	Action	Action Reason	Employee Class	Business Unit	Position	VPA Indicator		
	0		1/20/2021	Transfer	XFR Lat	Wage	71800	BCCHR018	Y		
	0		1/19/2021	Data Chg	DTA	Wage	71800	BCCHR017	N		



## Incumbent History Report (RHR461I)

REVISED: 09/15/2021

### DESCRIPTION:

Incumbent History Report contains compensation components and displays incumbent and compensation data as it relates to a specific position. Used to review position classification and incumbent changes.

### NAVIGATION PATH:

Menu > Organizational Development > Position Management > Position Reports > Incumbent History

### INPUT / SEARCH CRITERIA:

As of Date  
Position Number  
Show Components (checkbox)

### OUTPUT FORMAT:

Excel

### Screenshot of the Incumbent History Report Run Control Page

The screenshot shows the 'Incumbent History Report' run control page. At the top, there is a header 'Incumbent History Report' in a green box. Below this, the 'Run Control ID' is 'Incumbent\_History\_report' and the 'Language' is set to 'English'. There are links for 'Report Manager' and 'Process Monitor', and a 'Run' button. The 'Report Request Parameters' section contains an 'As Of Date' field with a calendar icon, an '\*Position Number' field with a search icon, and a 'Show Components' checkbox. At the bottom, there are 'Save', 'Add', and 'Update/Display' buttons.

### ADDITIONAL INFORMATION:

**Position Number** field is a required field.





### Screenshot of the Incumbent History Report

Commonwealth of Virginia																											
INCUMBENT POSITION HISTORY REPORT																											
Run Date: 09/17/2021																											
Report ID: RHR4611		Run Time: 01:32:00																									
Page No. 1		of 1																									
Run Control Parameters																											
As of Date :		3/31/2021																									
Position Number :		DOA00125																									
Show Components :		Y																									
POSITION																											
Bus Unit		15100																									
BU Descr		Department of Accounts																									
Company		DOA																									
Comp Descr		Department of Accounts																									
Deptid		95400																									
Dept Descr		General Accounting Operations																									
Job Code		19032																									
Position Nbr		DOA00125																									
Position Title		Accounting Analyst																									
Status		A																									
Sal Pln		SW																									
Sal Grd		5																									
Sal Step																											
POSITION INCUMBENT																											
Entry DT		Exit Date		Incumben Emplid		Cur Cd		Entry Sala		Comp Fre		Entry Pln/		Cur Cd		Exit Salary		Comp Fre		Exit Pln/G		Exit Reasc		US SOC CL		VPA Elig	
1/10/2007						USD		3284.92		S		SW/5/00								//							
				Compens: STATE		USD		78838		A																	



## Job Group Diversity Analysis (RHR293)

REVISED: 09/15/2021

### DESCRIPTION:

This report provides an analysis of the makeup of your workforce by job groups or job functions within the agency and each department. These totals are further detailed by ethnicity and gender, and furthermore by ethnicity within each gender. Agencies may use this report to analyze disparate impact and to review ethnicity data prior to the EEO4 report deadline.

DHRM, Agency HR Managers and Agency HR SMEs use this report to examine job groupings in relation to company structure. This report includes sensitive information, and therefore, access to generate this report is limited to specific user roles.

### NAVIGATION PATH:

Menu > Workforce Administration > Workforce Reports > Job Group Diversity Analysis

### INPUT / SEARCH CRITERIA:

- As of Date
- Job Category (Job Function or Job Code)
- Business Unit (Leave Blank for All)
- Department (Leave Blank for All)
- VPA only (checkbox)

### OUTPUT FORMAT:

Excel

### Screenshot of the Job Group Diversity Analysis Report Run Control Page

The screenshot shows the 'Job Group Diversity Analysis' report run control page. At the top, there is a green header with the title 'Job Group Diversity Analysis'. Below this, the 'Run Control ID' is 'Job\_Group\_Diversity\_Analysis', and there are links for 'Report Manager' and 'Process Monitor'. A 'Run' button is located on the right. The main section is titled 'Job Group Diversity Analysis' and contains several input fields: '\*As Of Date:' with a calendar icon, 'Business Unit (Leave Blank for All):' with a search icon, 'Department (Leave Blank for All):' with a search icon, and a 'VPA Only' checkbox. To the right of these fields is a 'Job Catalog' section with radio buttons for 'Job Function' (selected) and 'Job Code'. At the bottom, there are buttons for 'Save', 'Return to Search', 'Notify', 'Add', and 'Update/Display'.

### ADDITIONAL INFORMATION:

**As of Date** field defaults to current day but may be updated.



## Screenshot of the Job Group Diversity Analysis Report

Cardinal		Commonwealth of Virginia Job Group Diversity Analysis																		
Report ID: RHR293		Run Date: 04/30/2021 Run Time: 14:15:55 Page No: 1 of 1																		
As of Date: 03/31/2021																				
Job Function	Business Unit	Department	Total Employees	Total Minorities	Male							Female								
					White	Hispanic	Black	Asian/PcIs	AmInd	2+Race	Not Specified	Total	White	Hispanic	Black	Asian/PcIs	AmInd	2+Race	Not Specified	Total
COO - Computer Operations	10000	9000	1	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
UGR - Ungraded	10000	1000	10	7	1	2	2	0	0	0	0	5	2	2	1	0	0	0	0	5
UGR - Ungraded	10700	2207	10	7	1	2	2	0	0	0	0	5	2	2	1	0	0	0	0	5
UGR - Ungraded	10700	10700	4	0	1	0	0	0	0	0	0	1	3	0	0	0	0	0	0	3
UGR - Ungraded	11000	1600	31	26	3	0	0	0	0	0	10	13	2	0	0	0	0	0	16	18
COO - Computer Operations	11000	10000	26	0	26	0	0	0	0	0	0	26	0	0	0	0	0	0	0	0
UGR - Ungraded	11000	10000	13	10	1	2	2	0	1	0	0	6	2	2	1	1	1	0	0	7
UGR - Ungraded	11400	10000	3	3	0	0	0	0	0	0	0	0	0	0	3	0	0	0	0	3
WGE - Wage Only	12000	12000	1	0	0	0	0	0	0	0	0	0	1	0	0	0	0	0	0	1
AGS - Admn & Office	12000	VAPA	8	5	1	1	2	0	0	0	0	4	2	1	1	0	0	0	0	4
WGE - Wage Only	12000	AIRGUARDFO	1	1	0	0	0	0	0	0	0	0	0	0	1	0	0	0	0	1
WGE - Wage Only	12000	CHALLENGE	7	5	1	0	2	0	0	0	0	3	1	1	2	0	0	0	0	4
WGE - Wage Only	12000	DISTLEARN	4	0	3	0	0	0	0	0	0	3	1	0	0	0	0	0	0	1
WGE - Wage Only	12000	EDUCATION	1	1	0	0	0	0	0	0	0	0	0	0	1	0	0	0	0	1
WGE - Wage Only	12000	FACILITIES	35	11	22	3	7	1	0	0	0	33	2	0	0	0	0	0	0	2
WGE - Wage Only	12000	FTFCBLL	6	5	0	0	0	0	0	0	0	0	1	0	5	0	0	0	0	6
WGE - Wage Only	12000	FTFCDFW	25	7	14	1	3	0	0	0	0	18	4	0	3	0	0	0	0	7
WGE - Wage Only	12000	FTFCDFW	3	0	3	0	0	0	0	0	0	3	0	0	0	0	0	0	0	0
WGE - Wage Only	12000	ITAM	2	0	2	0	0	0	0	0	0	2	0	0	0	0	0	0	0	0



## Job Group Diversity Analysis- New Hires (RHR503)

REVISED: 09/15/2021

### DESCRIPTION:

This is a custom report of new hires by Secretariat and the occupational group/job function to examine job groupings in relation to company structure. Report provides totals by ethnicity, by gender, and by ethnicity within gender. This report replaces the legacy DHRM PME210. **The results include salaried hires or rehires only. Used to analyze disparate impact with regard to Hiring.**

This report is used by Agency and DHRM HR Analysts, SMEs, and Managers. Parameters include VPA and Run by Secretariat.

### NAVIGATION PATH:

Menu > Workforce Administration > Workforce Reports > Job Group Diversity – New Hire

### INPUT / SEARCH CRITERIA:

From Date  
To Date  
Business Unit (Leave Blank for All)  
Secretariat (Leave Blank for All)  
VPA Only (checkbox)

### OUTPUT FORMAT:

PDF

### Screenshot of the Job Group Diversity Analysis- New Hires Report Run Control Page

Job Group Diversity - New Hire

Run Control ID Job\_Group\_Diversity\_New\_Hire Report Manager Process Monitor Run

**Report Request Parameters**

\*From Date 01/01/2021  
\*To Date 03/31/2021  
Business Unit (Leave Blank for All)  
Secretariat (Leave Blank for All) 13  
VPA Only:

If running this report by Secretariat, your results will only include the Business Units you have access to.

Save Return to Search Notify Add Update/Display

### ADDITIONAL INFORMATION:

From Date and To Date fields are required fields.

Rev3/25/2024



Screenshot of the Job Group Diversity Analysis - New Hires Report

	Total New Hire	Total Minorities	MALE							FEMALE							
			White	Hispanic	Black	Ans/Pcls	Amind	2+Race	Total	White	Hispanic	Black	Ans/Pcls	Amind	2+Race	Total	
Secretariat 3:Education BU:21300 Prof - Assistant Professor	1	1	0	0	0	0	0	0	0	0	0	0	1	0	0	0	1
Secretariat 6:Public Safety & Homeland Secty BU:71800 Corr Ent Systems Analyst	1	1	0	0	1	0	0	0	1	0	0	0	0	0	0	0	0
Secretariat 7:Legislative BU:10000 COV Default	1	0	0	0	0	0	0	0	0	1	0	0	0	0	0	0	1
Secretariat 13:Finance BU:15100 Financial Services Spec I	1	0	1	0	0	0	0	0	1	0	0	0	0	0	0	0	0
Secretariat 16:Commerce and Trade BU:85100 Financial Services Specialist II	2	1	1	0	0	0	0	0	2	0	0	0	0	0	0	0	0



## Leave of Absence Report (RHR205)

REVISED: 04/13/2023

### DESCRIPTION:

This is a custom report run at the summary or detail level and used to monitor employees on paid and unpaid leave. Report summary displays counts of employees on leave of absence by Action/Action Reason, percentage of population, and average leave duration. Report includes percentages of employees by leave type and by Department that roll up to Detail report list of employees on leave.

Report is used by payroll and HR who are responsible for managing leave data.

### NAVIGATION PATH:

Menu > Workforce Administration> Job Information > Reports > Leave of Absence Report

### INPUT / SEARCH CRITERIA:

From Date  
To Date  
VPA Only (checkbox)  
Business Unit  
Department  
Action  
Reason Code  
Report Type (Summary or Detail)

### OUTPUT FORMAT:

Excel

### Screenshot of Leave of Absence Report Run Control Page

Cardinal Homepage Leave of Absence Report

Leave of Absence Report

Run Control ID: Leave\_of\_Absence\_Report Report Manager Process Monitor

**Report Request Parameters**

*From Date	Business Unit
<input type="text" value=""/>	<input type="text" value=""/>
*To Date	Department
<input type="text" value=""/>	<input type="text" value=""/>
<input type="checkbox"/> VPA Only	Action
	<input type="text" value=""/>
	Reason Code
	<input type="text" value=""/>
	<b>Report Type</b>
	<input type="radio"/> Summary <input checked="" type="radio"/> Detail



**ADDITIONAL INFORMATION:**  
From Date and To Date fields are required fields.

**Screenshot of the Leave of Absence Report – Summary Report**

**Cardinal** Commonwealth of Virginia  
Leave of Absence Report  
Summary Report

Report ID: RHR205S  
Run Date: APR-13-2023  
Run Time: 12:29:32

From Date: 2023-01-01  
To Date: 2023-01-31  
Business Unit: [Redacted]  
Department: [Redacted]  
VPA Only: Y  
Action:  
Action Reason:

Business Unit	Department	Action	Action Reason	Num of Empl in Dept	Num of Empl on Leave	Average Leave Duration	Percent of Empl on Leave
[Redacted]	[Redacted]	PLA	Long-Term Disability-Working	13	2	306	15%
[Redacted]	[Redacted]	RFL	Return From Leave	13	88	0	677%
[Redacted]	[Redacted]	PLA	Short-Term Disability	9	52	84	578%
[Redacted]	[Redacted]	RFL	Return From Leave	9	88	0	978%
[Redacted]	[Redacted]	PLA	Short-Term Disability	6	52	101	867%
[Redacted]	[Redacted]	RFL	Return From Leave	6	88	0	1467%
[Redacted]	[Redacted]	PLA	Personal	23	23	32	100%
[Redacted]	[Redacted]	PLA	Short Term Disability-Working	23	10	173	43%
[Redacted]	[Redacted]	RFL	Return From Leave	23	88	0	383%
[Redacted]	[Redacted]	DTA	Paid Leave Extension	12	92	140	767%
[Redacted]	[Redacted]	PLA	Short Term Disability-Working	16	10	68	63%
[Redacted]	[Redacted]	DTA	Paid Leave Extension	13	92	182	708%
[Redacted]	[Redacted]	PLA	Short Term Disability-Working	13	10	48	77%
[Redacted]	[Redacted]	RFL	Return From Leave	13	88	0	677%
[Redacted]	[Redacted]	PLA	Administrative Leave	11	5	21	45%
[Redacted]	[Redacted]	RFL	Return From Leave	11	88	0	800%
[Redacted]	[Redacted]	DTA	Paid Leave Extension	27	92	30	341%
[Redacted]	[Redacted]	PLA	Short-Term Disability	27	52	43	193%
[Redacted]	[Redacted]	RFL	Return From Leave	27	88	0	326%
[Redacted]	[Redacted]	PLA	Personal	7	23	19	329%
[Redacted]	[Redacted]	DTA	Paid Leave Extension	9	92	60	1022%
[Redacted]	[Redacted]	PLA	Personal	20	23	34	115%
[Redacted]	[Redacted]	PLA	Short-Term Disability	20	52	64	260%
[Redacted]	[Redacted]	RFL	Return From Leave	20	88	0	440%
[Redacted]	[Redacted]	DTA	Paid Leave Extension	19	92	88	484%
[Redacted]	[Redacted]	PLA	Personal	19	23	18	121%

**Screenshot of the Leave of Absence Report – Detail Report**

**Cardinal** Commonwealth of Virginia  
Leave of Absence Report  
Detail Report

Report ID: RHR205  
Run Date: APR-13-2023  
Run Time: 12:05:21

From Date: 2023-01-01  
To Date: 2023-01-31  
Business Unit: [Redacted]  
Department: [Redacted]  
VPA Only: Y  
Action:  
Action Reason:

Business Unit	Department	Employee ID	Empl Rcd	Name	Pay Group	Effective Date	Action	Action Reason	Claim Num	Expected Return Date	Probationary Expiration Date
[Redacted]	[Redacted]	[Redacted]	0	[Redacted]	S10	2023-01-23	RFL	Return From Leave	[Redacted]		
[Redacted]	[Redacted]	[Redacted]	0	[Redacted]	S10	2023-01-19	RFL	Return From Leave	[Redacted]		
[Redacted]	[Redacted]	[Redacted]	0	[Redacted]	S10	2023-03-14	RFL	Return From Leave	[Redacted]		
[Redacted]	[Redacted]	[Redacted]	0	[Redacted]	S10	2023-01-17	PLA	Short Term Disability-Working	[Redacted]	2023-03-03	2022-06-10
[Redacted]	[Redacted]	[Redacted]	0	[Redacted]	S10	2023-02-02	RFL	Return From Leave	[Redacted]		
[Redacted]	[Redacted]	[Redacted]	0	[Redacted]	S10	2022-11-20	PLA	Parental Leave	[Redacted]	2023-01-04	
[Redacted]	[Redacted]	[Redacted]	0	[Redacted]	S10	2023-01-11	PLA	Parental Leave	[Redacted]	2023-01-30	
[Redacted]	[Redacted]	[Redacted]	0	[Redacted]	S10	2023-01-23	RFL	Return From Leave	[Redacted]		
[Redacted]	[Redacted]	[Redacted]	0	[Redacted]	S10	2023-01-03	RFL	Return From Leave	[Redacted]		
[Redacted]	[Redacted]	[Redacted]	0	[Redacted]	S10	2023-01-17	RFL	Return From Leave	[Redacted]		



## Performance Ratings Detail & Summary Reports (RHR265)

REVISED: 09/15/2021

### DESCRIPTION:

This report displays performance ratings available at summary or detail level. Summary provides counts and percentages of employee ratings. Detailed report provides employee names, ID, EEO codes, rating, effective date, re-evaluation date and status.

This report is used by agencies and DHRM to determine outstanding ratings and re-evaluation statuses, as well as EEO analysis. This report includes sensitive information, and therefore, access to generate this report is limited to specific user roles.

### NAVIGATION PATH:

Menu > Workforce Development > Performance Management > Reports > Performance Rating Report

### INPUT / SEARCH CRITERIA:

Effective Date  
Report Type (Detail or Summary)  
Business Unit  
Department  
Department Detail  
Department Detail (checkbox)  
Rating Type

### OUTPUT FORMAT:

PDF

### Screenshot of the Performance Ratings Detail & Summary Reports Run Control Page

The screenshot shows the 'Performance Rating Report' run control page. At the top, there is a breadcrumb trail: '< Job Group Diversity - New Hire' and the page title 'Performance Rating Report'. Below this, the 'Performance Rating Report' tab is active. The main content area displays the 'Run Control ID' as 'Job\_Group\_Diversity\_New\_Hire', along with links for 'Report Manager' and 'Process Monitor', and a 'Run' button. A section titled 'Report Request Parameters' contains several input fields: '\*Effective Date' (with a calendar icon), 'Business Unit' (with a search icon), 'Department' (with a search icon and a 'Department Detail' checkbox), 'Report Type' (with radio buttons for 'Detail' and 'Summary'), 'Rating Type' (with a dropdown arrow), and 'Review Rating' (with a small square input). At the bottom of the form, there are buttons for 'Save', 'Return to Search', 'Notify', 'Add', and 'Update/Display'.

### ADDITIONAL INFORMATION:

**Effective Date** field is a required field. **Business Unit** and **Department** fields are optional fields; leave Blank for all results.





### Screenshot of the Performance Ratings Detail Report

Business Unit	Department	Empl ID	Empl Rcd	Name	Position	Eff Dt	Eff Seq	Rating Type	Rating Cycle	Review Rating	Re-Eval Status	Re-Eval Date	Age	Sex	EEO Code
10000	1100		0		SOVPY01 3									M	6
10000	1100		1		SOVPY01 4									M	6
10000	1100		0		SOVPY01 4									F	6
10000	1100		0		SOVPY01 5									M	6
10000	1100		0		SOVPY01 6									F	6
10000	1100		0		SOVPY01 7									M	6

### Screenshot of the Performance Ratings Summary Report

<div style="text-align: center;">           Commonwealth of Virginia            Performance Ratings Details &amp; Summary Report            Summary Report         </div>						
Report ID: RHR265						
Effective Date	2021-03-31					
Business Unit						
Department						
Rating Type						
Review Rating						
Report Type	S					
Department Detail	N					
Business Unit	Business Unit Total Employees	Department	Department Total Employees	Review Rating	Employee Count	Percent
10000	11	Business Unit Totals		Not Rated	11	100%
10100	10	Business Unit Totals		Not Rated	10	100%
11300	13	Business Unit Totals		Not Rated	13	100%
12200	46	Business Unit Totals		Not Rated	46	100%
12300	504	Business Unit Totals		Not Rated	504	100%
12700	193	Business Unit Totals		Not Rated	193	100%
12800	337	Business Unit Totals		Not Rated	337	100%
12900	126	Business Unit Totals		Not Rated	126	100%
13200	52	Business Unit Totals		Not Rated	52	100%
13300	10	Business Unit Totals		Not Rated	10	100%



## Person Data Changes Report (RHR501)

REVISED: 09/15/2021

### DESCRIPTION:

This is a custom report to capture all personal data changes within a range of dates. The report displays the field that was changed, the date the change was made, who made the change, the old value, and the new value.

This BI Publisher report is used by Payroll, Benefit (BN), and HR Administrators to audit and validate personal data changes that impact downstream processes.

### NAVIGATION PATH:

Menu > Workforce Administration > Workforce Reports > Person Data Changes Report

### INPUT / SEARCH CRITERIA:

Business Unit (Leave Blank for All)  
From Date  
To Date

### OUTPUT FORMAT:

PDF

### Screenshot of the Person Data Changes Report Run Control Page

The screenshot shows the 'Person Data Changes Report' run control page. At the top left is a navigation link '< Cardinal Homepage'. The page title is 'Person Data Changes Report'. Below the title is a green button labeled 'Person Data Changes Report'. The 'Run Control ID' is 'Person\_Data\_Changes\_Report'. There are links for 'Report Manager' and 'Process Monitor', and a 'Run' button. The 'Report Request Parameters' section contains three input fields: 'Business Unit (Leave Blank for All)' with a search icon, '\*From Date' with a calendar icon, and '\*To Date' with a calendar icon. At the bottom are buttons for 'Save', 'Notify', 'Add', and 'Update/Display'.

### ADDITIONAL INFORMATION:

From Date and To Date fields are required fields.



Screenshot of the Person Data Changes Report

Business Unit:		Begin Date: 2021-01-01	End Date: 2021-03-31			Report ID: RHR501	Run Date: APR-27-2021	Run Time: 16:51:30
Bus Unit	Emplid	Empl Rcd	Name	Field Changed	Change Date	Changed By	Old Value	New Value
VRSRT		0		DT_OF_DEATH	2021-03-10		2019-08-03	2019-08-28
VRSRT		0		POSTAL	2021-01-06			23220
VRSRT		0		NAME_DISPLAY_S	2021-01-06			HREEHR
				RCH				
VRSRT		0		NAME_FORMAL	2021-01-06			HREE3 02HR0122
VRSRT		0		FT_STUDENT	2021-01-06			N
VRSRT		0		HIGHEST_EDUC_L	2021-01-06			A
				VL				
VRSRT		0		SEX	2021-01-06			U
VRSRT		0		MAR_STATUS_DT	2021-01-06			2019-11-10
VRSRT		0		MAR_STATUS	2021-01-06			U
VRSRT		0		NAME_DISPLAY	2021-01-06			HREE3 02HR0122
VRSRT		0		EMAIL_ADDR	2021-01-06			HREE3.
								02HR0122@perso
VRSRT		0		EMAIL_ADDR	2021-01-06			nal.com
								HREE3.
								02HR0122@VRA.
								virginia.gov
VRSRT		0		LAST_NAME_PRE	2021-01-06			1
				F_NLD				
VRSRT		0		FIRST_NAME	2021-01-06			HREE3
VRSRT		0		LAST_NAME	2021-01-06			02HR0122
VRSRT		0		FIRST_NAME_SR	2021-01-06			HREE
				CH				
VRSRT		0		LAST_NAME_SRC	2021-01-06			HR
				H				
VRSRT		0		NAME	2021-01-06			02HR0122,HREE3
VRSRT		0		COUNTRY_NM_F	2021-01-06			001
				ORMAT				
VRSRT		0		EFF_STATUS	2021-01-06			A
VRSRT		0		NAME_TYPE	2021-01-06			PRI
VRSRT		0		COUNTRY	2021-01-06			USA
VRSRT		0		EFF_STATUS	2021-01-06			A
VRSRT		0		ADDRESS_TYPE	2021-01-06			HOME
VRSRT		0		COUNTY	2021-01-06			Richmond City
VRSRT		0		STATE	2021-01-06			VA
VRSRT		0		CITY	2021-01-06			Richmond
VRSRT		0		ADDRESS1	2021-01-06			35 Main St



## Position Data Upload Error Report (RHR041)

REVISED: 09/15/2021

### DESCRIPTION:

This is a report to be used by interfacing agencies only. This custom report displays errors for agencies who are interfacing position data (HR006). This error report should be reviewed by interfacing agencies regularly to address and correct errors online timely.

### NAVIGATION PATH:

Menu > Workforce Administration > Job Information > Reports > Position Data Upload Error

### INPUT / SEARCH CRITERIA:

From Date  
To Date  
Output to File Server (checkbox)  
Tree Name BU\_HR006\_INTIN  
How Specified Detail Selected Parents

### OUTPUT FORMAT:

PDF

### Screenshot of the Position Data Upload Error Report Run Control Page

The screenshot shows the 'Position Data Upload Error' report run control page. At the top, there is a header bar with the title 'Position Data Upload Error'. Below the header, there is a tab labeled 'Position Data Upload Error'. The main content area contains several sections: 'Run Control ID' with the value 'Position\_Data\_Upload\_Error', 'Report Manager', 'Process Monitor', and a 'Run' button. The 'Date Range' section has fields for '\*From Date' and '\*To Date', both with calendar icons. The 'File Parameters' section has a checkbox for 'Output to File Server'. The 'Business Unit Selection' section has a '\*Tree Name' field with the value 'BU\_HR006\_INTIN' and a search icon, and a '\*How Specified' dropdown menu with the value 'Detail - Selected Parents'. Below this, there is a 'Tree Node Selector' area with a tree icon and a refresh icon, and a 'Select Values/Nodes' table with columns for 'Business Unit' and 'Description'. At the bottom, there are buttons for 'Save', 'Return to Search', 'Notify', 'Add', and 'Update/Display'.

Business Unit	Description




**ADDITIONAL INFORMATION:**

**Output to File Server** checkbox to only be used by Batch user.

**From Date** and **To Date** fields are required fields.

**Tree Name** and **How Specified** fields are also required fields. The **Tree Node Selector** section populates after the required fields are entered and the **Tree** icon is selected. Expanding the Tree and selecting the desired BU populates the **Select Value/Nodes** section. Tree nodes are built with all of the agencies and their respective departments. They are applied in different forms to include or exclude data.

**Screenshot of the Position Data Upload Error Report**

		Commonwealth of Virginia		Run Date: 08/23/2020	
Report ID: RHR041		POSITION DATA UPLOAD ERROR REPORT		Run Time: 05:10 00	
Page No. 1 of 6					
Transactional HR BU: 15600 Upload Date Range: 22-AUG-2020 to 23-AUG-2020					
File Name: 15600_HR006_IN_08222020_1843_001.DAT Upload Date: 23-AUG-2020					
HR Position BU: 15600					
	<b>Position</b>	<b>Error Field Name</b>	<b>Field Value</b>	<b>Error Type</b>	<b>Error Description</b>
	() #HR045	COMPANY	DSP	E	Invalid Company Code used with Position number in file; Default company code was used
	DSPHR001	ACTION_REASON	INA	E	Position ACTION_REASON = INA & STATUS = A in input file and rejected this transaction.
	DSPHR010	V_LICENSE_CODE2		W	License Code was left blank because field value was invalid/Blank.
	DSPHR010	V_LICENSE_CODE1		W	License Code was left blank because field value was invalid/Blank.
	DSPHR010	WORKERS_COMP_CD		W	Workers Comp Code was set to default '8810' because field value was Invalid/blank.
	DSPHR010	US_SOC_CD		W	SOC Code was set to default Blank because field value was Invalid/blank.
	DSPHR010	STEP	0	W	Step Field value set to default '0' because the field value was Invalid.
	DSPHR010	SUPV_LVL_ID		W	Supervisor Level ID was set to default 'E' because field value was blank or invalid.
	DSPHR010	V_LICENSE_CODE3		W	License Code was left blank because field value was invalid/Blank.



## Position History Report (RHR461H)

REVISED: 09/15/2021

### DESCRIPTION:

This report shows position history details for active and inactive positions. This report displays all relevant position fields and position sibling information requested by the run control parameters. Agencies may use this report to analyze changes made to positions over a period of time for classification study purposes.

This report is used by DHRM and Agency HR.

### NAVIGATION PATH:

Menu > Organizational Development > Position Management > Position Reports > Position History

### INPUT / SEARCH CRITERIA:

As Of Date  
Position Number

### OUTPUT FORMAT:

CSV

### Screenshot of the Position History Report Run Control Page

The screenshot shows the 'Position History Report' run control interface. At the top, there is a navigation bar with a back arrow and 'Process List' on the left, and 'Position History' on the right. Below this, a green tab labeled 'Position History Report' is active. The main area contains the following elements:

- Run Control ID:** Position\_History\_Report
- Language:** English (dropdown menu)
- Buttons:** Report Manager, Process Monitor, and a large Run button.
- Report Request Parameters:** A section with two input fields: 'As Of Date' (with a calendar icon) and '\*Position Number' (with a search icon).
- Bottom Buttons:** Save, Add, and Update/Display.

### ADDITIONAL INFORMATION:

**Position Number** field is a required field. Report output only available in CSV format.



### Screenshot of the Position History Report

Commonwealth of Virginia																				
POSITION Run Date: 01/19/2021																				
Report ID: Run Time: 10:04 00																				
Page No. 1 of 1																				
Run Control Parameters																				
As of Date 1-Jan-21																				
Position N DOCHR076																				
Position N	Eff Dt	Action Date	Act RSN	Position Ti	Bus Unit	Dept	Job Code	Reports To	Company	Location	Max Head	Reg/Temp	Full/Part	Std Hrs	Work Per	Job Shr	Status	Status Dt	Budg Posn	Last Update
DOCHR076	1/1/2021	1/19/2021	UPD	Security O	70100	125	69113	DOCHR00:DOC	DOC	CRO	1	R	F	40	Weekly	N	Approved	1/1/1901	Y	1/19/2021 10
DOCHR076	1/1/1901	1/1/1901	NEW	Security O	70100	125	69113	DOCHR00:DOC	DOC	CRO	1	R	F	40	Weekly	N	Approved	1/1/1901	Y	6/23/2020 11

### Screenshot of the Position History Report (scrolled right)

Status Dt	Budg Posn	Last Update	Last Updat	Post Revie	Pos Month	Pos Econ I	Agency Fld	Pos EEO C	Pos Safe S	US SOC Cd	Alt Work S	Sensitive C	Pos Agenc	Pos Agenc	Supr Posn	Critical Ha	VPA Elig	Sal Plan	Sal Grade	Sal Step		
1/1/1901	Y	1/19/2021 10:02	PP53_BRITTANY.HUD		12	N		2	N		N	N				N	Y	SW		3		
1/1/1901	Y	6/23/2020 11:51	V_HR_POSITION_MG		12	N		2	N		N	N				N	Y	SW		3		



## Position Summary Report (RHR471)

REVISED: 1/11/2024

### DESCRIPTION:

This report displays specific position details and summarize position data including position counts and percentage of population's filled positions by Business Unit and Department and average vacancy rate.

This report is used by Agency HR and DHRM Analysts and Managers.

### NAVIGATION PATH:

Menu > Organizational Development > Position Management > Position Reports > Position Summary Report

### INPUT / SEARCH CRITERIA:

- As of Date
- Report Type (Detailed or Summary)
- Business Unit (Leave Blank for All)
- Job Code (Leave Blank for All)
- Department (Leave Blank for All)
- SOC Code (Leave Blank for All)
- Pos Status (Leave Blank for All)
- Sal Plan (Leave Blank for All)
- Pos EFF Status (Leave Blank for All)
- Grade (Leave Blank for All)

### OUTPUT FORMAT:

PDF

## Screenshot of the Position Summary Report Run Control Page

Position Summary Report

Run Control ID: Position\_Summary    Report Manager    Process Monitor    Run

**Report Request Parameters**

\*As Of Date:     Report Type:  Detailed  Summary

**Leave Blank for All Parameters**

Business Unit:     Job Code:   
 Department:     SOC Code:   
 Pos Status:     Sal Plan:   
 Pos EFF Status:     Grade:

Save    Notify    Add    Update/Display





**ADDITIONAL INFORMATION:**  
As Of Date field is a required field.

**Screenshot of Position Summary Report – Summary View**

**Cardinal**

Commonwealth of Virginia  
Position Summary Report  
Detailed Report

Run Date: 01/05/2024  
Run Time: 16:47:35  
Page 1 of 1

Report ID: RHR471

As of Date: 01/05/2024  
Business Unit: 14000  
Department:  
Position Status:  
Position Eff Status:  
JobCode:  
SOC Code:  
Grade:

BU Description	Department	Num of Active BU Positions	Num of Active Dept Positions	Num of Vacant Positions	Avg BU Vacancy Rate
Dept of Criminal Justice Svcs	10110	215	4	2	1%
Dept of Criminal Justice Svcs	10120	215	3	0	0%
Dept of Criminal Justice Svcs	10210	215	1	0	0%
Dept of Criminal Justice Svcs	10220	215	11	4	2%
Dept of Criminal Justice Svcs	10230	215	10	4	2%
Dept of Criminal Justice Svcs	10250	215	1	0	0%
Dept of Criminal Justice Svcs	10260	215	12	3	1%
Dept of Criminal Justice Svcs	10270	215	2	1	0%
Dept of Criminal Justice Svcs	10310	215	2	1	0%
Dept of Criminal Justice Svcs	10320	215	10	3	1%
Dept of Criminal Justice Svcs	10330	215	23	1	0%
Dept of Criminal Justice Svcs	10340	215	9	1	0%
Dept of Criminal Justice Svcs	10410	215	4	4	2%
Dept of Criminal Justice Svcs	10510	215	1	0	0%
Dept of Criminal Justice Svcs	10530	215	14	5	2%
Dept of Criminal Justice Svcs	10540	215	11	1	0%
Dept of Criminal Justice Svcs	10610	215	3	1	0%
Dept of Criminal Justice Svcs	10620	215	7	1	0%
Dept of Criminal Justice Svcs	10630	215	7	1	0%
Dept of Criminal Justice Svcs	10640	215	5	1	0%
Dept of Criminal Justice Svcs	10710	215	8	1	0%
Dept of Criminal Justice Svcs	10720	215	9	1	0%
Dept of Criminal Justice Svcs	10730	215	8	1	0%
Dept of Criminal Justice Svcs	10740	215	7	2	1%
Dept of Criminal Justice Svcs	10810	215	3	3	1%
<b>Total</b>		<b>215</b>	<b>173</b>	<b>42</b>	<b>20%</b>

**Screenshot of Position Summary Report – Detail View**

**Cardinal**

Commonwealth of Virginia  
Position Summary Report  
Detail Report

Run Date: 01/11/2024  
Run Time: 10:16:43  
Page 1 of 1

Report ID: RHR471

As of Date: 01/11/2024  
Business Unit: 77700  
Department:  
Position Status: A  
Position Eff Status:  
JobCode:  
SOC Code:  
Grade:

BU Description	Department	Position Number	Position Effdt	Position Description	Position Status	Position Eff Status	Job Code	SOC code	Grade	Position Vacant
Department of Juvenile Justice	50001	DJTEBA01	8/10/2022	Special Education and Student	A	A	28111	25-2000	3	N
Department of Juvenile Justice	50001	DJTEBA03	7/1/2022	Art Teacher	A	A	28112	25-2000	4	N
Department of Juvenile Justice	50001	DJTEBA02	9/9/2022	Principal	A	A	28114	25-9031	5	N
Department of Juvenile Justice	50001	DJTEBA05	1/10/2023	School Psychologist	A	A	40212	18-9011	5	N
Department of Juvenile Justice	50001	DJTEBA06	1/1/1901	History Teacher	A	A	28112	25-2000	4	N
Department of Juvenile Justice	50001	DJTEBA20	1/1/1901	Special Education Teacher	A	A	28112	25-2000	4	N
Department of Juvenile Justice	50001	DJTEBA14	9/9/2022	Culinary Arts Teacher	A	A	28112	25-2000	4	N
Department of Juvenile Justice	50001	DJTEBA11	1/1/1901	Welding Instructor	A	A	28112	25-2000	4	N
Department of Juvenile Justice	50001	DJTEBA07	2/20/2023	Special Education Teacher	A	A	28112	25-2000	4	T
Department of Juvenile Justice	50001	DJTEBA22	3/3/2023	Math Teacher	A	A	28112	25-2000	4	N
Department of Juvenile Justice	50001	DJTEBA19	1/10/2023	Instr. Tech. Res. Specialist	A	A	28113	25-2000	5	N
Department of Juvenile Justice	50001	DJTEBA08	7/13/2022	School Counselor	A	A	28112	25-2000	4	N
Department of Juvenile Justice	50001	DJTEBA23	1/1/1901	Biology Teacher	A	A	28112	25-2000	4	N
Department of Juvenile Justice	50001	DJTEBA16	3/9/2023	English Teacher	A	A	28112	25-2000	4	N
Department of Juvenile Justice	50001	DJTEBA05	1/1/1901	Special Education Teacher	A	A	28112	25-2000	4	N



## Reward and Recognition Compliance Report (RHR490)

REVISED: 09/15/2021

### DESCRIPTION:

This report audits the Rewards and Recognition page entries by applying edits (e.g., lifetime max, fiscal year limits, occurrence limit, and referral bonus limit) for classified employees only. This report displays transactions logged on the Rewards and Recognition page that are outside of policy defined compliance criteria with supporting field level detail (e.g., effective date, agency, employee, reason code, amount, and written agreement expiration).

This BI Publisher report is used by Agency and DHRM HR staff to ensure Bonus and Leave Actions comply with DHRM Policy for all classified employees.

### NAVIGATION PATH:

Menu > Workforce Development > Rwd and Recogn Compliance Rpt

### INPUT / SEARCH CRITERIA:

Business Unit (Leave Blank for All)  
Reward Type (Leave or Monetary)  
Fiscal/Leave Year

### OUTPUT FORMAT:

Excel

### Screenshot of the Reward and Recognition Compliance Report Run Control Page

The screenshot shows the 'Rwd and Recogn Compliance Rpt' interface. At the top, there is a header bar with the report name. Below it, a green button labeled 'R and R Compliance Report' is visible. The main area contains a 'Run Control ID' field with the value 'R\_and\_R\_Compliance\_Report', and links for 'Report Manager' and 'Process Monitor'. A 'Run' button is located on the right. Below this is a 'Report Request Parameters' section with a title 'Reward and Recognition Compliance Report'. It includes a search box for 'Business Unit (Leave Blank for All)', radio buttons for 'Reward Type' (selected 'Leave', unselected 'Monetary'), and a text field for '\*Fiscal/Leave Year'. At the bottom, there are buttons for 'Save', 'Notify', 'Add', and 'Update/Display'.

### ADDITIONAL INFORMATION:

Fiscal/Leave year field is a required field.



**Screenshot of the Reward and Recognition Compliance Report (Monetary Reward)**

Cardinal		Commonwealth of Virginia Reward and Recognition Compliance Report							Page No:	1
Report ID: RHR490									Run Date:	04/29/2021
									Run Time:	03:03:40 PM
<b>Business Unit</b>	%									
<b>Start Date</b>	07/01/2019									
<b>End Date</b>	06/30/2020									
<b>Reward Type</b>	Monetary: Annual									
Business Unit	Empl ID	Empl Rcd	Employee	Effective Date	Reward Type	Reward Hours	Reward Amount	Written Agreement Expiration	Comments	
21500		0		12/16/2019	ERB	0.00	7000.00			
21500		0		12/23/2019	RNB	0.00	17000.00			
21500		0		12/26/2019	RNB	0.00	33000.00			
<b>Reward Type</b>	Monetary: One Time Limit									
Business Unit	Empl ID	Empl Rcd	Employee	Effective Date	Reward Type	Reward Hours	Reward Amount	Written Agreement Expiration	Comments	
70500		0		08/10/2019	RLP	0.00	5000.00		007741807705	
72800		0		07/10/2019	RNB	0.00	25000.00			

**Screenshot of the Reward and Recognition Compliance Report (Leave Reward)**

Cardinal		Commonwealth of Virginia Reward and Recognition Compliance Report							Page No:	1
Report ID: RHR490									Run Date:	05/05/2021
									Run Time:	02:24:20 PM
<b>Business Unit</b>	%									
<b>Leave Year</b>	2019									
<b>Reward Type</b>	Leave: Absence Management									
Business Unit	Empl ID	Empl Rcd	Employee	Effective Date	Reward Type	Reward Hours	Reward Amount	Written Agreement Expiration	Comments	
70200		0		11/09/2019	ALI	336.00	0.00			
70200		0		11/09/2019	ALI	268.80	0.00			
70200		0		11/09/2019	ALI	283.50	0.00			
70200		0		11/09/2019	ALI	249.00	0.00			
70200		0		11/09/2019	ALI	336.00	0.00			
70200		0		11/09/2019	ALI	344.00	0.00			
70200		0		11/09/2019	ALI	260.00	0.00			
70200		0		11/09/2019	ALI	259.00	0.00			
70200		0		11/09/2019	ALI	336.00	0.00			
70200		0		11/09/2019	ALI	250.70	0.00			
70200		0		11/09/2019	ALI	250.50	0.00			
77700		0		11/09/2019	ERL	42.50	0.00			



## Reward and Recognition Leave Report (RHR280)

REVISED: 09/15/2021

### DESCRIPTION:

This report displays leave award options of summary or detail from Reward and Recognition pages as well as from Cardinal Absence Management. Summary also displays leave award totals, percentage of population, and average amounts granted.

Report is used by DHRM, Agency HR Analysts, Agency HR Managers and by Payroll to validate and audit exceptional and recognition leave and bonus award payments, and audit SPOT payments.

### NAVIGATION PATH:

Menu > Workforce Development > Rwd and Recogn Leave Rpt

### INPUT / SEARCH CRITERIA:

- From Date
- To Date
- Business Unit (Leave Blank for All)
- Department (Leave Blank for All)
- Report Type (Summary or Detail)
- Absence Mgmt Agency? (Yes or No)
- VPA Only (Yes or No or Both)

### OUTPUT FORMAT:

Excel

### Screenshot of the Reward and Recognition Leave Report Run Control Page

The screenshot shows the 'Rwd and Recogn Leave Rpt' run control page. At the top, there is a header with the report name. Below it, a green button labeled 'Reward and Recog Leave Rpt' is visible. The main area contains a 'Run Control ID' field with the value 'Rewards\_and\_Recognition\_Leave', a 'Report Manager' field with 'Process Monitor', and a 'Run' button. Below this is a 'Report Request Parameters' section with several input fields: '\*From Date' and '\*To Date' (both with calendar icons), 'Business Unit (Leave Blank for All)' (with a search icon), 'Department (Leave Blank for All)' (with a search icon), and 'VPA only' (with radio buttons for Yes, No, and Both, where 'Both' is selected). To the right of these fields is a 'Report Type' section with radio buttons for 'Summary' and 'Detail' (where 'Detail' is selected), and a sub-section for 'Absence Mgmt Agency?' with radio buttons for 'Yes' and 'No' (where 'No' is selected). At the bottom left, there are 'Save' and 'Return to Search' buttons.



**ADDITIONAL INFORMATION:**

From Date and To Date fields are required fields.

**Screenshot of the Rewards and Recognition Leave Report (Detail Report)**

		<b>Commonwealth of Virginia</b> Reward and Recognition Leave Report Absence Management Detail Report						<b>Run Date:</b> 01/22/2024 <b>Run Time:</b> 3:44:40 PM <b>Page No:</b> 1 of 1											
<b>Report ID:</b> RHR280																			
<table border="1"> <tr><td>From Date:</td><td>01/01/2023</td></tr> <tr><td>To Date:</td><td>01/22/2024</td></tr> <tr><td>Business Unit:</td><td></td></tr> <tr><td>Department:</td><td></td></tr> <tr><td>VPA Only:</td><td>B</td></tr> </table>		From Date:	01/01/2023	To Date:	01/22/2024	Business Unit:		Department:		VPA Only:	B								
From Date:	01/01/2023																		
To Date:	01/22/2024																		
Business Unit:																			
Department:																			
VPA Only:	B																		
Business Unit	Department	EmplID	Empl Rcd	Last Name	First Name	Position Nbr	Jobcode	Critical/Hard to Hire	Pay Begin Dt	Abs Type	Adjusted	Comments							
			0	Card	Credit	CJS00078	Financial Services Manager I	N	05/25/2023	ALJ	40	Retention/Recruitment							
			0	DOE	JOHN	CJS00312	Gen Admin Manager III	N	01/10/2023	ALJ	80	DCJS Exceptional Recruitment and Retention per reward tracker							
			1	Mile	Quarter	CJS00335	Gen Admin Manager III	N	02/10/2023	ALJ	40								

**Screenshot of the Rewards and Recognition Leave Report (Summary Report)**

		<b>Commonwealth of Virginia</b> Reward and Recognition Leave Report Summary Report						<b>Run Date:</b> 04/23/2021 <b>Run Time:</b> 12:47:47 PM <b>Page No:</b> 1 of 1											
<b>Report ID:</b> RHR280																			
<table border="1"> <tr><td>From Date:</td><td>01/01/2021</td></tr> <tr><td>To Date:</td><td>03/31/2021</td></tr> <tr><td>Business Unit:</td><td></td></tr> <tr><td>Department:</td><td></td></tr> <tr><td>VPA Only:</td><td>B</td></tr> </table>		From Date:	01/01/2021	To Date:	03/31/2021	Business Unit:		Department:		VPA Only:	B								
From Date:	01/01/2021																		
To Date:	03/31/2021																		
Business Unit:																			
Department:																			
VPA Only:	B																		
<b>Business Unit:</b> 21500 <b>Department:</b> 303200																			
Reward Type	Number of Leave Awards	PCT of Population	Avg Amount of Leave Awards Granted																
ERB	1	7%	35.00																
<b>Department Total: 303200</b>	<b>1</b>	<b>7%</b>	<b>35.00</b>																
<b>Business Unit Total: 21500</b>	<b>1</b>	<b>0%</b>	<b>35.00</b>																
<b>StateWide Total:</b>	<b>1</b>	<b>0%</b>	<b>35.00</b>																
END OF REPORT																			

**Salary Above and Below Pay Grade Report (RHR177)**

REVISED: 09/15/2021

**DESCRIPTION:**

This is a custom report listing employees with a salary above or below the pay grade maximum or minimum.



This report is used by Agency Compensation Managers, HR Managers and DHRM to audit VPA employee Salary Grades.

**NAVIGATION PATH:**

Menu > Compensation > Base Compensation > Salary Plan Reports > Salary Pay Grade Report

**INPUT / SEARCH CRITERIA:**

Business Unit (Leave Blank for All)  
Department ID (Leave Blank for All)  
Report Type (checkbox)

**OUTPUT FORMAT:**

CSV  
PDF


**Screenshot of the Salary Above and Below Pay Grade Report Run Control Page.**

**ADDITIONAL INFORMATION:**

If the **Business Unit** and/or **Department ID** fields are left blank, the report displays all business units and departments the user has access to. Run Control includes radio buttons to select Report Type (Above Maximum, Below Minimum, and Both Reports).



Screenshot of the Salary Above and Below Pay Grade Report.

		Commonwealth of Virginia		Run Date: 04/21/2021					
Report ID: VHRR0177		SALARY ABOVE AND BELOW PAY GRADE REPORT		Run Time: 03:24 00					
Business Unit:									
Department ID:									
Report Type: Both Reports									
Business Unit: 12300 - Department of Military Affairs									
Report Section: Above Maximum									
<u>Emplid</u>	<u>Rcd</u>	<u>Name</u>	<u>Jobcode</u>	<u>Deptid</u>	<u>Position Number</u>	<u>Salary Plan/Grade</u>	<u>Maximum Salary</u>	<u>Annual Rate</u>	<u>Above Amount</u>
Report Section: Below Minimum									
<u>Emplid</u>	<u>Rcd</u>	<u>Name</u>	<u>Jobcode</u>	<u>Deptid</u>	<u>Position Number</u>	<u>Salary Plan/Grade</u>	<u>Minimum Salary</u>	<u>Annual Rate</u>	<u>Amount Below</u>
Salary Plan: SW - Statewide									
00923567500	0	T08BN1915,Employee2agy2	19216	CHALLENGE	DMA00149	SW/6	\$ 60,209.00	\$ 54,000.00	\$ 6,209.00



## Salary Grade/Step Components Table (PER706B)

REVISED: 09/15/2021

### DESCRIPTION:

This report displays Salary Plan/Grade/Step by SETID based on components applicable configuration tables at the time the report is run.

### NAVIGATION PATH:

Menu > Compensation > Base Compensation > Salary Plan Reports > Salary Grade/Step

### INPUT / SEARCH CRITERIA:

Show Components (checkbox)

### OUTPUT FORMAT:

CSV  
HTM  
PDF

### Screenshot of the Salary Grade/Step Components Table Run Control Page

The screenshot shows the 'Salary Grade/Step' Run Control page. At the top left is a 'Process List' link. The page title is 'Salary Grade/Step'. Below the title, there are fields for 'Run Control ID' (Salary\_Grade\_Step) and 'Language' (English). To the right, there are links for 'Report Manager' and 'Process Monitor', and a 'Run' button. Below these fields is a 'Report Request Parameter(s)' section with a checkbox for 'Show Components'. At the bottom, there are buttons for 'Save', 'Notify', 'Add', and 'Update/Display'.

### ADDITIONAL INFORMATION:

This report may be run with or without the **Show Components** checkbox checked. .





### Screenshot of the Salary Grade/Step Components Table

Report ID: PER706B PeopleSoft  
 Salary Plan/Grade/Step/Components Table Page No. 1  
 For the period 01/01/1900 through 04/14/2021 Run Date 04/14/2021  
Run Time 14:46:01

Salary SETID	Plan/Grade/Step	Descr	Effective Date	Components	Cur Freq	Hourly Rate	Daily Rate	Monthly Rate	Annual Rate	Rate Code	Percent	Points
19400	SW/3/ 1	SW Grade 3	01/01/1901									
19400	SW/4/ 1	SW Grade 4	01/01/1901									
19400	SW/5/ 1	SW Grade 5	01/01/1901									
20300	NV/4/ 1	NV Ext 4	01/01/1901									
20300	SW/1/ 1	SW Grade 1	01/01/1901									
20300	SW/3/ 1	SW Grade 3	01/01/1901									
20300	SW/3/ 2	SW Grade 3	01/01/1901									
20300	SW/3/ 3	SW Grade 3	01/01/1901									
20300	SW/4/ 1	SW Grade 4	01/01/1901									
20300	SW/4/ 2	SW Grade 4	01/01/1901									
20300	SW/4/ 3	SW Grade 4	01/01/1901									
20300	SW/4/ 4	SW Grade 4	01/01/1901									
20800	SW/3/ 1	SW Grade 3	01/01/1901									
21400	SW/3/ 1	SW Grade 3	01/01/1901									

### Screenshot of the Salary Grade/Step Components Table (Show Components)

Report ID: PER706B PeopleSoft  
 Salary Plan/Grade/Step/Components Table Page No. 1  
 For the period 01/01/1900 through 04/28/2021 Run Date 04/28/2021  
Run Time 14:06:24

Salary SETID	Plan/Grade/Step	Descr	Effective Date	Components	Cur Freq	Hourly Rate	Daily Rate	Monthly Rate	Annual Rate	Rate Code	Percent	Points
19400	SW/3/ 1	SW Grade 3	01/01/1901	STATE 0	USD A	0.000000	0.000	0.000	0.000		0.000	0
19400	SW/4/ 1	SW Grade 4	01/01/1901	STATE 0	USD A	0.000000	0.000	0.000	0.000		0.000	0
19400	SW/5/ 1	SW Grade 5	01/01/1901	STATE 0	USD A	0.000000	0.000	0.000	0.000		0.000	0
20300	NV/4/ 1	NV Ext 4	01/01/1901	STATE 0	USD A	0.000000	0.000	0.000	0.000		0.000	0
20300	SW/1/ 1	SW Grade 1	01/01/1901	STATE 0	USD A	0.000000	0.000	0.000	0.000		0.000	0
20300	SW/3/ 1	SW Grade 3	01/01/1901	STATE 0	USD A	0.000000	0.000	0.000	0.000		0.000	0
20300	SW/3/ 2	SW Grade 3	01/01/1901	STATE 0	USD A	0.000000	0.000	0.000	0.000		0.000	0
20300	SW/3/ 3	SW Grade 3	01/01/1901	STATE 0	USD A	0.000000	0.000	0.000	0.000		0.000	0
20800	SW/3/ 1	SW Grade 3	01/01/1901	STATE 0	USD A	0.000000	0.000	0.000	0.000		0.000	0



## Salary Grade Table Report (PER706A)

REVISED: 09/15/2021

### DESCRIPTION:

This BI Publisher report displays Salary Plan and Grade table data.

### NAVIGATION PATH:

Menu > Compensation > Base Compensation > Salary Plan Reports > Salary Grade

### INPUT / SEARCH CRITERIA:

(No input required)

### OUTPUT FORMAT:

PDF

### Screenshot of the Salary Grade Table Report Run Control Page

The screenshot shows a web interface for the 'Salary Grade' report. At the top, there is a navigation bar with a 'Process List' button and the title 'Salary Grade'. Below this, a 'Salary Grade Table' tab is active. The main area contains a table with columns 'Run Control ID' and 'Salary\_Grade'. To the right of the table are links for 'Report Manager' and 'Process Monitor', and a 'Run' button. At the bottom of the page, there are buttons for 'Save', 'Notify', 'Add', and 'Update/Display'.

### ADDITIONAL INFORMATION:

In order to review results, user must click on **Report Manager** after running the report and refreshing to success.



### Screenshot of the Salary Grade Table Report

ORACLE® Report ID: PER706A		PeopleSoft SALARY PLAN / GRADE TABLE		Page No: 1 of 126	Run Date: 04/28/2021	Run Time: 14:21:42		
Setid	Salary Plan/Grade	Description	Effective Date	Curr Cd	<--Hourly Min--> <--Hourly Mid--> <--Hourly Max-->	<--Daily Min--> <--Daily Mid--> <--Daily Max-->	<-- Monthly Min --> <-- Monthly Mid --> <-- Monthly Max -->	<-- Annual Min --> <-- Annual Mid --> <-- Annual Max -->
STATE			01/01/1901	USD	0.000 8.731 17.462	0.00 69.85 139.70	0.00 1,513.38 3,026.75	0 18,160 36,321
STATE			01/01/1901	USD	0.000 42.067 84.135	0.00 336.54 673.08	0.00 7,291.67 14,583.33	0 87,500 175,000
STATE			01/01/1901	USD	81.336 84.284 87.231	650.69 674.27 697.85	14,098.25 14,609.17 15,120.08	169,179 175,310 181,441
STATE			01/01/1901	USD	57.218 63.869 70.520	457.75 510.96 564.16	9,917.83 11,070.63 12,223.42	119,014 132,848 146,681
STATE			01/01/1901	USD	57.218 66.204 75.190	457.75 529.64 601.52	9,917.83 11,475.38 13,032.92	119,014 137,704 156,395
STATE			01/01/1901	USD	56.478 69.231 81.983	451.82 553.85 655.87	9,789.50 11,999.96 14,210.42	117,474 144,000 170,525
STATE			01/01/1901	USD	45.731 50.899 56.067	365.85 407.19 448.53	7,926.67 8,822.46 9,718.25	95,120 105,870 116,619
STATE			01/01/1901	USD	81.336 88.467 95.598	650.69 707.74 764.78	14,098.25 15,334.29 16,570.33	169,179 184,012 198,844
STATE			01/01/1901	USD	57.218 60.183 63.149	457.75 481.47 505.19	9,917.83 10,431.79 10,945.75	119,014 125,182 131,349
STATE			01/01/1901	USD	0.000 36.058 72.115	0.00 288.46 576.92	0.00 6,250.00 12,500.00	0 75,000 150,000
STATE			01/01/1901	USD	57.218	457.75	9,917.83	119,014



## Salary Structure Report (CMP001)

REVISED: 09/15/2021

### DESCRIPTION:

This report displays Salary Grade Structures by SET ID.

### NAVIGATION PATH:

Menu > Compensation > Base Compensation > Salary Plan Reports > Salary Structure

### INPUT / SEARCH CRITERIA:

As Of Date

### OUTPUT FORMAT:

CSV  
HTM  
PDF

### Screenshot of the Salary Structure Report Run Control Page

The screenshot shows the 'Salary Structure' report run control page. At the top left is a navigation link '< Cardinal Homepage'. The page title is 'Salary Structure'. Below the title, there are fields for 'Run Control ID' (Salary\_Structure) and 'Language' (English). To the right of these fields are links for 'Report Manager' and 'Process Monitor', and a 'Run' button. Below this is a section for 'Report Request Parameter(s)' with an 'As Of Date' field and a calendar icon. At the bottom, there are buttons for 'Save', 'Notify', 'Add', and 'Update/Display'.

### ADDITIONAL INFORMATION:

Defaults to current day if **As Of Date** field is left blank.





## Separation Report (including Layoff Details) (RHR423)

REVISED: 12/15/2023

### DESCRIPTION:

This report displays separation details for a specified period of time. Generates results based on data where employees became inactive and are still inactive during the specified period of time.

End users for this report are Agency HR and DHRM.

### NAVIGATION PATH:

Menu > Workforce Administration > Workforce Reports > Separation Detail Report

### INPUT / SEARCH CRITERIA:

Business Unit (Leave Blank for All)  
From Date  
To Date

### OUTPUT FORMAT:

PDF  
XLS

### Screenshot of the Separation Report (Details) Run Control Page

The screenshot shows the 'Separation Detail Report' run control page. At the top left is a '< List' button. The page title 'Separation Detail Report' is at the top right. Below the title, the 'Run Control ID' is 'Separation\_Detail\_Report'. There are links for 'Report Manager' and 'Process Monitor', and a 'Run' button. A section titled 'Process Request Parameters' contains a search box for 'Business Unit (Leave Blank for All)', and two date pickers for '\*From Date' and '\*To Date'. At the bottom, there are buttons for 'Save', 'Notify', 'Add', and 'Update/Display'.

### ADDITIONAL INFORMATION:

**From Date** and **To Date** fields are required fields.



## Screenshot of the Separation Report

Commonwealth of Virginia														
Separation Detail Report														
Report ID: RHR423												Run Date 04/28/2021		
												Run Time 3:05:34 PM		
Page No. 1 of 2														
Results for Effective Date Range: From Date: 1/1/2021 To Date: 3/31/2021														
Business Unit: 12300 Department of Military Affairs														
Employee ID	EMPL RCD	Employee Name	Effective Date	Job Code	Service Years	Gender	Race	HR Status	PY Status	Benefit Status	Layoff Notification Date	Grade	Action Code	Action Reason
	0		3/11/2021	29112	2	M	WHITE	I	T	T		4	TER	RES
Business Unit: 15100 Department of Accounts														
Employee ID	EMPL RCD	Employee Name	Effective Date	Job Code	Service Years	Gender	Race	HR Status	PY Status	Benefit Status	Layoff Notification Date	Grade	Action Code	Action Reason
	0		3/2/2021	19032	4	F	HISPA	I	T	T		5	TER	TER
	0		1/20/2021	39112	2	M	BLACK	I	T	T		5	TER	TER
	0		1/3/2021	19031	46	F	WHITE	I	T	T		4	TER	RES
Business Unit: 19100 VA Workers' Compensation Comm														
Employee ID	EMPL RCD	Employee Name	Effective Date	Job Code	Service Years	Gender	Race	HR Status	PY Status	Benefit Status	Layoff Notification Date	Grade	Action Code	Action Reason
	0		2/1/2021	COVA99	10	M	NSPEC	I	T	A			TER	XFO
Business Unit: 20100 Dept of Ed Central Operations														
Employee ID	EMPL RCD	Employee Name	Effective Date	Job Code	Service Years	Gender	Race	HR Status	PY Status	Benefit Status	Layoff Notification Date	Grade	Action Code	Action Reason
	0		1/1/2021	19032	17	F	HISPA	I	D	T		5	TER	DWD
Business Unit: 21200 Virginia State University														
Employee ID	EMPL RCD	Employee Name	Effective Date	Job Code	Service Years	Gender	Race	HR Status	PY Status	Benefit Status	Layoff Notification Date	Grade	Action Code	Action Reason
	0		1/2/2021	29052	33	F	BLACK	I	T	T		4	TER	RES
Business Unit: 21500 University of Mary Washington														
Employee ID	EMPL RCD	Employee Name	Effective Date	Job Code	Service Years	Gender	Race	HR Status	PY Status	Benefit Status	Layoff Notification Date	Grade	Action Code	Action Reason
	0		1/4/2021	01013	2	M		I	T	A			TER	XFO
	0		1/13/2021	79033	25	M	WHITE	I	T	T		3	TER	RES
	0		2/24/2021	01013	0	M		I	T	T			TER	TER
Business Unit: 50100 VA Dept of Transportation														



## Statewide Report for Veteran’s Services (RHR394)

REVISED: 09/15/2021

### DESCRIPTION:

This report displays veterans that were hired or rehired into an agency for use by Veterans Services.

The end users are DHRM, Agency HR SMEs, HR Managers, and Department of Veterans Services (DVS).

### NAVIGATION PATH:

Menu > Workforce Administration > Workforce Reports > Reports > Veteran’s Services Report

### INPUT / SEARCH CRITERIA:

As of Quarter End Date  
VPA Only (checkbox)  
Business Unit

### OUTPUT FORMAT:

PDF

### Screenshot of the Statewide Report for Veteran’s Services Run Control Page

Statewide Report for Veteran's Services

Report for Veteran's Services

Statewide Report for Veteran's Services

Run Control ID: Veterans\_Services\_Report      Report Manager      Process Monitor      **Run**

\*As Of Quarter End Date:

VPA Only:

**Business Unit Selection**

Business Unit	Agency Description		
1		<input type="text"/>	<b>+</b> <b>-</b>

Save    Return to Search    Notify    Add    Update/Display

### ADDITIONAL INFORMATION:

As Of Quarter End Date field is a required field.





### Screenshot of the Statewide Report for Veterans Services

		<b>Commonwealth of Virginia</b> <b>Statewide Report for Veteran's Services</b>		Run Date: 04/14/2021 Run Time: 16:22:32
Report ID: RHR394				Page 1 of 1
As of Quarter End Date: 03/31/2020				
Business unit : 24200				
VPA Only : N				
	<b>Percent of Workforce Veterans (%)</b>	<b>Average Current Tenure of Veterans</b>	<b>Percent of Workforce Non-Veterans (%)</b>	<b>Average Current Tenure of Non-Veterans</b>
	5.48%	7.89	0%	9.14
<b>Overall Calculation:</b>	5.48%	7.89	0%	9.14



## Teleworkers Detailed Report (RHR521)

REVISED: 02/6/2023

### DESCRIPTION:

This report provides a detailed listing of data in the Maintain Teleworkers functionality.

The end users are Agency HR and DHRM.

### NAVIGATION PATH:

Menu > Workforce Administration > Job Information > Reports > Teleworkers Detailed Report

### INPUT / SEARCH CRITERIA:

As Of Date  
Secretariat (Leave Blank for All)  
Department (Leave Blank for All)  
Job Code (Leave Blank for All)  
Agreement Status (With An Active Agreement,  
Without An Active Agreement, Both)  
VPA Covered (checkbox)  
Employee Type (Leave Blank for All)  
Business Unit (All Business Units, Parent  
Business Units, Specific Business Units)

### OUTPUT FORMAT:

CSV

### Screenshot of the Teleworkers Detailed Report Run Control page.

Process List Teleworkers Detailed Report

Teleworker Detailed Report

Run Control ID: Teleworkers\_Detailed\_Report    Report Manager    Process Monitor    Run

\*As Of Date:  B3

Secretariat (Leave Blank for All):

Department (Leave Blank for All):  Q

Job Code (Leave Blank for All):  Q

\*Agreement Status:

VPA Covered

Employee Type (Leave Blank for All):

\*Business Unit Option:

**Business Unit(s)**

Business Unit		Description
1	<input type="text"/> <span>Q</span>	<input type="text"/>

Save    Add    Update/Display

### ADDITIONAL INFORMATION:

As Of Date, Agreement Status, and Business Unit Option fields are required fields.



## Screenshot of the Teleworkers Detailed Report

Teleworkers Detailed Report										
Business Unit	Agency Name	Parent Business Unit	Department ID	Department Name	Employee ID	Employee Record	Employee Type	First Name	Last Name	
Secretariat										
Public Safety & Homeland Secty	99900	Alcoholic Beverage Control	99900	410815	License Records Management	0	Salaried			
Public Safety & Homeland Secty	99900	Alcoholic Beverage Control	99900	140732	Research and Planning	0	Salaried			
Public Safety & Homeland Secty	99900	Alcoholic Beverage Control	99900	226272	Store 272	0	Salaried			
Public Safety & Homeland Secty	99900	Alcoholic Beverage Control	99900	226383	Store 383	0	Salaried			
Public Safety & Homeland Secty	99900	Alcoholic Beverage Control	99900	226184	Store 184	0	Salaried			
Public Safety & Homeland Secty	99900	Alcoholic Beverage Control	99900	120711	HR	0	Salaried			
Labor	18200	Virginia Employment Commission	18200	928200	UI Customer Supp Services	0	Hourly			
Labor	18200	Virginia Employment Commission	18200	934400	Technology	0	Hourly			
Public Safety & Homeland Secty	99900	Alcoholic Beverage Control	99900	226032	Store 032	3	Hourly			
Public Safety & Homeland Secty	99900	Alcoholic Beverage Control	99900	110701	Administration	0	Hourly			
Public Safety & Homeland Secty	99900	Alcoholic Beverage Control	99900	111723	Project Management	0	Salaried			
Public Safety & Homeland Secty	99900	Alcoholic Beverage Control	99900	180783	IT Project Management	0	Salaried			
Public Safety & Homeland Secty	99900	Alcoholic Beverage Control	99900	226144	Store 144	2	Hourly			
Public Safety & Homeland Secty	99900	Alcoholic Beverage Control	99900	190494	Stores Maintenance	0	Salaried			
Public Safety & Homeland Secty	99900	Alcoholic Beverage Control	99900	120706	Training	0	Salaried			
Public Safety & Homeland Secty	99900	Alcoholic Beverage Control	99900	110701	Administration	0	Salaried			
Public Safety & Homeland Secty	99900	Alcoholic Beverage Control	99900	110701	Administration	0	Salaried			
Public Safety & Homeland Secty	99900	Alcoholic Beverage Control	99900	190494	Stores Maintenance	0	Salaried			
Public Safety & Homeland Secty	99900	Alcoholic Beverage Control	99900	190705	Property Mgt Services	0	Salaried			
Public Safety & Homeland Secty	99900	Alcoholic Beverage Control	99900	226238	Store 238	0	Salaried			
Public Safety & Homeland Secty	99900	Alcoholic Beverage Control	99900	420737	Tax Management	0	Salaried			
Public Safety & Homeland Secty	99900	Alcoholic Beverage Control	99900	420737	Tax Management	0	Salaried			
Public Safety & Homeland Secty	99900	Alcoholic Beverage Control	99900	420737	Tax Management	0	Salaried			
Public Safety & Homeland Secty	99900	Alcoholic Beverage Control	99900	210504	Retail Operations	0	Salaried			
Other	VRSRT	VRS Retirees	VRSRT	99999	Agency Wide	0	Salaried			
Education	21700	Radford University	21700	11111	Radford University Payroll	0	Salaried			
Other	LOCAL	The Local Choice Participants	LOCAL	47177000	Dinwiddie County Water Auth	0	Salaried			
Other	VRSRT	VRS Retirees	VRSRT	99999	Agency Wide	0	Salaried			
Judicial	11300	Circuit Courts	11300	10000	Agency Department	1	Salaried			
Other	VRSRT	VRS Retirees	VRSRT	99999	Agency Wide	0	Salaried			
Other	VRSRT	VRS Retirees	VRSRT	99999	Agency Wide	0	Salaried			
Other	LOCAL	The Local Choice Participants	LOCAL	48212000	Dinwiddie County Schools	0	Salaried			
Education	20400	College of William and Mary	20400	20400	College of William and Mary	0	Salaried			
Agriculture and Forestry	41100	Department of Forestry	41100	11020	Fire and Emergency	0	Hourly			

## Screenshot of the Teleworkers Detailed Report (scrolled right)

Position Number	Job Code	Job Description	Business Title	Home City/State	Location City/State	Position Eligible For Telework	Work Mode	Telework Start Date	Telework End Date	Approved Telework Days Per Week	Out Of State
ABC01067	96013	Admin and Office Spec III	Admin and Office Spec III	Highland Springs; VA	MECHANICSVILLE; VA	Y	Employee Eligible for Telework	1/20/2023	1/20/2024	4	
ABC00364	96132	Policy Planning Spec II	Policy Planning Spec II	Chesterfield; VA	MECHANICSVILLE; VA	Y	Employee Eligible for Telework	1/1/2023	12/31/2023	4	Y
ABC27201	96714	Retail Manager II	Retail Manager II	Newport News; VA	NEWPORT NEWS; VA	Y	Employee Eligible for Telework	1/1/2023	12/31/2023	3	N
ABC38302	96712	Retail Specialist II	ABC Store Manager Assistant	Broadway; VA	HARRISONBURG; VA	N	Employee Eligible for Telework	1/1/2023	12/31/2023	3	N
ABC18402	96714	Retail Manager II	Retail Manager II	Shenandoah; VA	HARRISONBURG; VA	Y	Employee Eligible for Telework	1/1/2023	12/31/2023	3	N
ABC01091	96222	Gen Admin Supv II/Coord II	Gen Admin Supv II/Coord II	Manakin Sabot; VA	MECHANICSVILLE; VA	Y	Employee Eligible for Telework	1/1/2023	6/1/2023	3	Y
VECT3261	W19132	Policy Planning Spec II	Senior Management Analyst	NEWPORT NEWS; VA	RICHMOND; VA	Y	Employee Eligible for Telework	1/1/2023	1/31/2023	3	Y
VECT3205	W39111	Info Technology Specialist I	Install and Repair Tech Sr.	RICHMOND; VA	RICHMOND; VA	Y	Employee Eligible for Telework	1/1/2023	4/31/2023	3	Y
ABCW02GX	W96711	Retail Specialist I	Retail Specialist I	N CHESTERFIELD; VA	DELTAVILLE; VA	Y	Employee Inelig for Telework	1/1/2023	1/31/2023	5	
ABCW11JA	W19225	Gen Admin Manager III	Gen Admin Manager III	Powhatan; VA	MECHANICSVILLE; VA	Y	Employee Eligible for Telework	1/1/2023	12/31/2023	3	N
ABC00940	96136	Policy And Planning Manager II	Policy Planning Manager II	Mechanicville; VA	MECHANICSVILLE; VA	Y	Employee Eligible for Telework	1/1/2023	12/31/2023	3	N
ABC00549	96312	Info Technology Specialist II	Info Technology Specialist II	Richmond; VA	MECHANICSVILLE; VA	Y	Employee Eligible for Telework	1/1/2023	12/31/2023	3	N
ABCW084E	W96711	Retail Specialist I	Retail Specialist I	N CHESTERFIELD; VA	EMPORIA; VA	Y	Employee Eligible for Telework	1/1/2023	12/31/2023	3	N
ABC01096	96734	Trades Technician IV	Trades Technician IV	Callao; VA	MECHANICSVILLE; VA	Y	Employee Eligible for Telework	1/1/2023	12/31/2023	3	N
ABC00890	96221	Gen Admin Supv I/Coord I	Human Resource Associate	Mechanicville; VA	MECHANICSVILLE; VA	Y	Employee Eligible for Telework	1/1/2023	12/31/2023	1	N
ABC00577	96224	Gen Administration Manager II	GEN ADMIN MANAGER II	HENRICO; VA	MECHANICSVILLE; VA	Y	Employee Eligible for Telework	1/1/2023	12/31/2023	2	N
ABC00565	96226	Gen Admin Manager IV	Gen Admin Manager IV	Richmond; VA	MECHANICSVILLE; VA	Y	Employee Eligible for Telework	1/1/2023	6/21/2023	3	N
ABC01063	96735	Trades Manager I	Trades Manager I	Richmond; VA	MECHANICSVILLE; VA	Y	Employee Eligible for Telework	1/1/2023	12/31/2023	4	N
ABC00901	96734	Trades Technician IV	Trades Technician IV	Aylett; VA	MECHANICSVILLE; VA	Y	Employee Eligible for Telework	1/1/2023	12/31/2023	5	N
ABC23801	96714	Retail Manager II	Retail Manager II	Farmham; VA	CALLAO; VA	Y	Employee Eligible for Telework	1/1/2023	12/31/2023	3	Y
ABC00123	96031	Financial Services Spec I	Financial Services Spec I	North Chesterfield; VA	MECHANICSVILLE; VA	Y	Employee Eligible for Telework	1/1/2023	12/31/2023	2	N
ABC00643	96031	Financial Services Spec I	Financial Services Spec I	Chester; VA	MECHANICSVILLE; VA	Y	Employee Eligible for Telework	1/1/2023	12/31/2023	2	N
ABC00669	96013	Admin and Office Spec III	Admin and Office Spec III	Mechanicville; VA	MECHANICSVILLE; VA	Y	Employee Eligible for Telework	1/1/2023	12/31/2023	2	N
ABC01047	96715	Retail Manager III	Retail Manager III	Fredericksburg; VA	MECHANICSVILLE; VA	Y	Employee Eligible for Telework	1/1/2023	12/31/2023	5	Y
VRARET00	VRSRTO	VRS Retiree	VRS Retiree Position	VIRGINIA BEACH; VA	RICHMOND; VA	N	Employee Eligible for Telework				
RADF0467	1026	Professor	Chair/Prof	Roanoke; VA	ROANOKE; VA	N	Employee Eligible for Telework				
B36000F	COVHBD	Health Benefits Only	TLC 047177000 Full Time Pos	CHESTER; VA	RICHMOND; VA	N	Employee Eligible for Telework				
VRARET00	VRSRTO	VRS Retiree	VRS Retiree Position	VICTORIA; VA	RICHMOND; VA	N	Employee Eligible for Telework				
CCV00116	COVA99	Salary Non-Specified	Judge - Circuit-21	MARTINSVILLE; VA	RICHMOND; VA	N	Employee Eligible for Telework				
VRARET00	VRSRTO	VRS Retiree	VRS Retiree Position	EMPORIA; VA	RICHMOND; VA	N	Employee Eligible for Telework				
VRARET00	VRSRTO	VRS Retiree	VRS Retiree Position	MECHANICSVILLE; VA	RICHMOND; VA	N	Employee Eligible for Telework				
D79000F	COVHBD	Health Benefits Only	TLC 048212000 Full Time Pos	PRINCE GEORGE; VA	RICHMOND; VA	N	Employee Eligible for Telework				
CWMPF096	COVA99	Salary Non-Specified	Dir of Business Operations	Williamsburg; VA	WILLIAMSBURG; VA	N	Employee Eligible for Telework				
DOFCF010	W89147	Forestry Fire Fighter	FIRE FIGHTER	PALMYRA; VA	CHARLOTTESVILLE; VA	N	Employee Eligible for Telework				



## Teleworkers Statistics Report (RHR525)

REVISED: 3/29/2023

### DESCRIPTION:

This report provides statistics related to teleworker data in Cardinal. It produces two statistics outputs each time it is run: vhr0525\_DETAILED\_COUNT\_PCT and vhr0525\_TELEWORKER\_SUMMARY\_STATS. The Detailed Count Pct Report gives the percentages of employees who do not have an active teleworker agreement and the reasons as well as percentages of employees with an agreement broken down by the number of days they are approved to telework per week. The Teleworker Summary Stats output provides a different view of the statistics for employees with an active agreement. Central users with statewide access can run it statewide or by secretariat. Agency users can run it for the Business Units that they have access to.

### NAVIGATION PATH:

Menu > Workforce Administration > Job Information > Reports > Teleworkers Statistics Report

### INPUT / SEARCH CRITERIA:

- As Of Date
- Level (Statewide, Secretariat, Business Unit)
- Secretariat (Leave Blank for All)
- Business Unit Option (All Business Units, Specific Business Unit(s))

### OUTPUT FORMAT:

CSV

### Screenshot of the Teleworkers Statistics Report Run Control page (Statewide Level selected).

The screenshot shows the 'Teleworker Statistics Report' Run Control page. At the top right, the title 'Teleworker Statistics Report' is displayed. Below the title, there is a 'Run Control ID Demo' and three navigation links: 'Report Manager', 'Process Monitor', and 'Run'. The main form area contains the following fields and controls:

- \*As Of Date: A text input field containing '03/27/2023' and a calendar icon.
- \*Level: A dropdown menu with 'Statewide' selected.
- Secretariat (Leave Blank for All): A dropdown menu.
- Buttons: 'Save', 'Add', and 'Update/Display'.



Screenshot of the Teleworkers Statistics Report Run Control page (Secretariat Level selected).

**Teleworker Statistics Report**

Run Control ID Demo      Report Manager    Process Monitor    **Run**

\*As Of Date      03/27/2023 [i] [t]

\*Level      Secretariat [v]

\*Secretariat      [v]

**Save**      **Add**    **Update/Display**

Screenshot of the Teleworkers Statistics Report Run Control page (Business Unit Level selected (All Business Units option)).

**Teleworker Statistics Report**

Run Control ID Demo      Report Manager    Process Monitor    **Run**

\*As Of Date      03/27/2023 [i] [t]

\*Level      Business Unit [v]

Business Unit Option    All Business Units [v]

**Save**      **Add**    **Update/Display**

Screenshot of the Teleworkers Statistics Report Run Control page (Business Unit Level selected (Specific Business Unit(s) option)).

**Teleworker Statistics Report**

Run Control ID Demo      Report Manager    Process Monitor    **Run**

\*As Of Date      03/27/2023 [i] [t]

\*Level      Business Unit [v]

Business Unit Option    Specific Business Unit(s) [v]

**Business Unit(s)**

Personalize | Find | View All | [i] [t]      First 1 of 1 Last

Business Unit	Description
1    12900 [Q]	Dept of Human Resource Mgt

**Save**      **Add**    **Update/Display**

**ADDITIONAL INFORMATION:**  
As Of Date and Level fields are required fields.



**Screenshot of the Teleworkers Statistics Report (vhrr0525\_DETAILED\_COUNT\_PCT)**

			Employee Count	Percent of Total	Percent of Eligible Employees with Active Agreements
XXXXX-Business Unit					
Executive Branch Classified Employee Count			97		
	No Active Telework Agreement		17	17.53%	
		Mobile worker classification	13		
		Position is Unavailable for Telework and Person is Ineligible	0		
		Position is Unavailable for Telework and Person is Eligible	0		
		Position is Available for Telework and Person is Ineligible	0		
		Position is Available for Telework and Person is Eligible but no agreement	4		
	Active Telework Agreements		80	82.47%	95.24%
Breakdown of Telework Days					
		1 Telework Days	9	9.28%	
		2 Telework Days	67	69.07%	
		3 Telework Days	0	0%	
		4 Telework Days	2	2.06%	
		5 Telework Days	2	2.06%	
		Out of State Designation	0	0%	

**Screenshot of the Teleworkers Statistics Report (vhrr0525\_TELEWORKER\_SUMMARY\_STATS)**

		Percent of Total Executive Branch Classified Employees with Telework Agreement	Percent of Total Executive Branch Classified Eligible Employees with Telework Agreement	Breakdown of Telework Days for Eligible Employees				
				1 Day	2 Days	3 Days	4 Days	5 Days
Statewide		25.4	56.99	12.49	7.78	1.63	0.86	2.63
	XXXXX-Business Unit	82.47	95.24	9.28	69.07	0	2.06	2.06



## Transfer Report (RHR447)

REVISED: 09/15/2021

### DESCRIPTION:

This report is used to monitor intra-agency and inter-agency transfers.

The end users are Agency HR and DHRM.

### NAVIGATION PATH:

Menu > Workforce Administration > Job Information > Reports > Transfer Report

### INPUT / SEARCH CRITERIA:

From Date

To Date

Intra Agency, Inter Agency or Both

### OUTPUT FORMAT:

Excel

### Screenshot of the Transfer Report Run Control page.

The screenshot shows a web interface for the 'Transfer Report' run control. At the top left is a navigation link '< Process List'. The page title is 'Transfer Report'. Below the title, there is a 'Run Control ID' field containing 'Transfer\_Report', a 'Report Manager' link, a 'Process Monitor' link, and a 'Run' button. A section titled 'Report Request Parameters' contains two date pickers: '\*From Date' and '\*To Date'. Below the date pickers are three radio button options: 'Intra Agency', 'Inter Agency', and 'Both Intra and Inter Agencies', with the third option selected. At the bottom left is a 'Save' button and at the bottom right is an 'Add' button.

### ADDITIONAL INFORMATION:

From Date and To Date fields are required fields.



**Screenshot of the Transfer Report**

Current Transaction Record													
Empl ID	Empl Name	Empl Rcd	Effective Date	Action	Action Reason	Job Code	Salary	Grade	Lv Svc Date	Business Unit	Business Unit Name	Dept ID	Dept ID Name
		1	2021-02-01	HIR	XCL	19221	2916.666667	4	2011-02-10				
		1	2021-02-01	HIR	XNC	95012	1958.333333						
		2	2021-01-04	HIR	XPO	19031	3125	4					
		1	2021-01-07	TER	XFO	91566	0		2019-11-10				
		1	2021-01-27	HIR	XNC	91512	70000	6	2020-05-15				
		0	2021-01-26	XFR	VDX	COVA99	0						

**Screenshot of the Transfer Report (scrolled right)**

Previous Transaction Record													
Empl ID	Empl Name	Empl Rcd	Effective Date	Action	Action Reason	Job Code	Salary	Grade	Lv Svc Date	Business Unit	Business Unit Name	Dept ID	Dept ID Name
		0	2021-02-01	TER	XFO	COVA99	5118.75		2011-02-10				
		0	2021-01-16	TER	XFO	79152	1455.625	2					
		1	2021-01-04	TER	XFO	69034	2083.333333	5					
		0	2021-01-26	TER	XFO	69034	2083.333333	5	2020-05-15				
		0	2021-01-25	HIR	NEW	COVA99	0						





## Years of Service Report (RHR475)

REVISED: 06/26/2023

### DESCRIPTION:

This report lists workers and their approaching years of service milestones as of the date specified and can serve as a reminder of workers who are eligible for vested benefit plans or service recognition awards. This report also provides service dates for VSDP enrollment and leave eligibility.

### NAVIGATION PATH:

Menu > Workforce Administration > Job Information > Reports > Years of Service

### INPUT / SEARCH CRITERIA:

As Of Date  
Business Unit (Leave Blank for All)  
Department (Leave Blank for All)

### OUTPUT FORMAT:

Excel

### Screenshot of the Years of Service Report Run Control Page

The screenshot shows the 'Years of Service' report run control interface. At the top, there is a navigation bar with a 'Process List' button and the title 'Years of Service'. Below this, there is a 'Years of Service' tab. The main area contains a 'Run Control ID' field with the value 'Years\_of\_Service', a 'Report Manager' field, a 'Process Monitor' field, and a 'Run' button. Below this, there is a section titled 'Years of Service' with a search form. The search form includes a '\*As Of Date' field with a calendar icon and the value '04/14/2021', a 'Business Unit (Leave Blank for All)' field with a search icon, and a 'Department (Leave Blank for All)' field with a search icon. At the bottom, there are four buttons: 'Save', 'Notify', 'Add', and 'Update/Display'.

### ADDITIONAL INFORMATION:

**As of Date** field is a required field and defaults to current day but can be updated.



## Screenshot of the Years of Service Report

**Commonwealth of Virginia**  
**Years of Service**  
 Run Date: 06/25/2023  
 Run Time: 18:07:44  
 Report ID: RHR475  
 Page 1 of 1  
 As of Date :   
 Business Unit :   
 Department :

Business Unit	Department	Employee ID	Employee Name	Continuous Service Date	Prev St Svc Mnths	Vet Svc Cred Mnths	Total Svc Cred Mnths	Annual Lv Svc Dt	VSDP Lv Svc Dt	Next St Svc Anniversary Date	VSDP Enrollment Date	Employee Status	Next Anniversary Milestone	Job Code	Grade	Employee Email
				8/1/1986	0	0	0	7/25/1986	7/25/1986	8/1/2026		Active	40	00151	151	
				5/25/2007	0	0	0	5/25/2007	5/25/2007	5/25/2027		Active	20	19031	4	
				11/22/1999	0	0	0	11/25/1999	11/25/1999	11/22/2024	12/1/1999	Active	25	19151	4	
				7/25/2011	0	0	0	8/10/2011	8/10/2011	7/25/2026	7/25/2011	Active	15	19032	5	
				10/12/1987	0	0	0	10/10/1987	10/10/1987	10/12/2027	4/25/1999	Active	40	19036	7	
				1/10/2004	0	0	0	1/10/2004	1/10/2004	1/10/2024	6/25/2006	Active	20	19032	5	
				8/6/2007	0	0	0	8/10/2007	8/10/2007	8/6/2027	11/10/2011	Active	20	19032	5	

