

All Employees-Employment Status and EID Lookup-Daily

Description:

This report indicates whether an individual is an currently an active UCSC employee and includes appointment begin and end dates to establish expected duration of employment. Department information is included to help confirm an individual's identity and affiliation on campus.

Report Tabs/Views:

- Employee Lookup List

Data Prompts:

- Partial Name --- ALL CAPS -- Last Name First -- %% is wildcard
Example: VAN% returns any last name beginning with VAN (such as VANNICK)
%VAN% returns last, first or middle name with VAN in it (such as VANNICK, IVAN or EVAN)

Report Limitations:

- Includes
 - Employment status as recorded in PPS the previous business day
- Excludes
 - Employees who have not had payroll activity in 25 months
 - Distribution information

Customizations:

- An employee may have more than one entry in the report. A separate line is displayed for each appointment in PPS.
- Be sure to look at both the appointment begin date and end date AND the employee status to determine whether employment is active. It is possible for an employee to have a future appointment.
- Since the Org Code prompt is required, the report only returns appointments with distributions. To find appointments that do not have distributions, try the "All Employees-Appointments without Distributions-Daily" report.
- Please review the entire list of names to find the person you are looking for. Do not rely on the alphabetic sort. Because the full name of an employee is a single data element in PPS, names do not appear on the report in common alphabetical order. Basically, the names are alphabetized on a digit by digit basis including commas and spaces.
- Indefinite appointment and distribution end dates appear as 99/99/99.

Cautions:

- This report is based on the "daily" extract from PPS. The data in this report reflects the state of PPS at the end of the business day prior to the day the report is run. Daily extracts are not archived, so it is not possible to run this report as of a specific historical point in time.



This report has passed the UCSC Data Warehouse's Report Certification Process (see http://planning.ucsc.edu/DataMgmt/dwh/bob/corp_docs.htm). Any user customizations that change the dynamics, functionality or purpose of the report negate the certification status. In such event, please remove all marks of certification from each report tab.

Employee Status & EID Lookup List

Run Date: 5/17/10

Fictitious Data - Sample Only

Name	EID	Empl Status	Home Dept Name	Appt Dept Name	Appt Begin Date	Appt End Date	Employee Type	LOA Begin Date	LOA Return Date
LAST NAME, EE1	7XXXXXXXXX	S	HOME DEPARTMENT NAME	APPT. DEPT. NAME			Undetermined		
LAST NAME, EE2	7XXXXXXXXX	A	HOME DEPARTMENT NAME	APPT. DEPT. NAME	6/22/09	10/31/10	Staff		
	7XXXXXXXXX	A	HOME DEPARTMENT NAME	APPT. DEPT. NAME	8/31/09	10/31/10	Staff		
LAST NAME, EE3	7XXXXXXXXX	S	HOME DEPARTMENT NAME	APPT. DEPT. NAME			Undetermined		
LAST NAME, EE4	7XXXXXXXXX	A	HOME DEPARTMENT NAME	APPT. DEPT. NAME	8/24/09	10/31/10	Casual-Restricted Student		
LAST NAME, EE5	7XXXXXXXXX	I	HOME DEPARTMENT NAME	APPT. DEPT. NAME	6/21/10	07/31/10	Academic Student Titles		
LAST NAME, EE6	7XXXXXXXXX	S	HOME DEPARTMENT NAME	APPT. DEPT. NAME			Undetermined		
LAST NAME, EE7	7XXXXXXXXX	I	HOME DEPARTMENT NAME	APPT. DEPT. NAME	9/1/10	10/31/11	Casual-Restricted Student		
LAST NAME, EE8	7XXXXXXXXX	A	HOME DEPARTMENT NAME	APPT. DEPT. NAME	7/1/03	99/99/99	Staff		

