



# **Cardinal HCM Human Resources Reports Catalog**

**VIRGINIA DEPARTMENT OF ACCOUNTS**

**Revised 4/29/2025**



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### Revision History

Revision Date	Summary of Changes
4/29/2025	New <a href="#">Compensation Analysis Query</a> added.
2/4/2025	Baseline



## 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:

NavBar > 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

[View Results](#)

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:

NavBar > 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 <input type="text"/>													
Department <input type="text"/>													
Employee ID <input type="text"/>													
Employee Classification <input type="text"/>													
<a href="#">View Results</a>													
Download results in : <a href="#">Excel Spreadsheet</a> <a href="#">CSV Text File</a> <a href="#">XML File</a> (1 kb)													
View All													
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: 5/10/2024

#### 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:

NavBar > 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 **As of Date** fields are required fields.

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

V\_ADDLPAY\_MASS - RPY476 - Add Pay QRY

Business Unit [%]

Department ID [%]

\*Earn Code [SP1]

\*As of Date [05/10/2024]

[View Results](#)

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

View All First 1-2 of 2 Last

Row	Employee ID	Empl Record	Earning Code	Effective Date	Amount	Goal	Earnings End Date	Separate Check Indicator	Ok To Pay	Addl Seq #	Ded Taken	Subset ID	Genl Ded Taken	Genl Ded Subset
1			0 SP1	01/10/2022	161.85	0.00			0 Y		1 R		R	
2			2 SP1	03/25/2022	300.00	0.00			0 Y		1 R		R	



## 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:

NavBar > 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 <input type="text"/>											
Department <input type="text"/>											
Employee ID <input type="text"/>											
From Date 01/01/2020 <input type="text"/>											
To Date 12/31/2020 <input type="text"/>											
<input type="button" value="View Results"/>											
Download results in : <a href="#">Excel Spreadsheet</a> <a href="#">CSV Text File</a> <a href="#">XML File</a> (292 kb)											
View All <span style="float: right;">First 1-100 of 1126 <input type="button" value="Last"/></span>											
Row	Employee ID	Empl Rcd	Employee Name	Company	Business Unit	Paygroup	Pay Type	Payment Date	Payment ID	Payment Type	Amount
1	00900176900	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



## Cardinal Compensation Analysis Query V\_HR\_COMP\_CHANGE\_ANALYSIS

REVISED: 04/25/2025

### DESCRIPTION:

This query can be utilized when retroactive compensation rates are changed on job data. The query will provide the state, non-state, and special pay compensation rates before the effective date of the retroactive change(s). This query will also provide the amount of the change, and all changes within the date range selected. This query may be used by both payroll and HR offices to identify any retroactive compensation rate changes that may require SPOT transactions to make employees' pay whole.

### NAVIGATION PATH:

NavBar > Main Menu > Reporting Tools > Query > Query Viewer >  
V\_HR\_COMP\_CHANGE\_ANALYSIS

### INPUT / SEARCH CRITERIA:

Bus Unit (Leave Blank for All) (optional)  
Department (Leave Blank for All) (optional)  
Employee Type (Leave Blank for All) (optional)  
From Date (required)  
To Date (required)

### OUTPUT FORMAT:

HTML  
Excel

### Screenshot of the Compensation Analysis Query

V\_HR\_COMP\_CHANGE\_ANALYSIS - Compensation Changes Analysis

Business Unit (Blank for All) 99900

Department (Blank for All)

Employee Type (Blank for All)

\*From Date 01/01/2025

\*To Date 04/01/2025

View Results

Download results in : Excel Spreadsheet CSV Text File XML File (08 kb)

View All

First 1-100 of 108 Last

Row	Business Unit	Employee ID	Employment Record	Effective Date	Effective Sequence	Action	Action Reason	Name	Position Number	Working Title	Department	Employee Type	HR Status	State Hourly Comp	State Hourly Change Amount	State Hourly Percent	Non-State Comp	Non-State Change Amount	Non-State Change Percent	Special Pay Comp	Special Pay Change Amount	Special Pay Change Percent	Total Pay	Prev State Hourly Comp	Prev Non-State Comp	Prev Special Pay Comp	Prev Total Pay Comp	Last Hire Date	Termination Date	Last Updated By	Last Updated Date
1	99900			01/24/2025	0	XFR	REA					H	A	18.59	-2.91	-13.500	0.00	0.00	0.000	0.00	0.00	0.000	18.59	21.50	0.00	0.00	21.50			Control-M Batch User	01/24/2025 7:01:04PM
2	99900			01/16/2025	0	REH	REH					H	A	15.76	0.76	5.067	0.00	0.00	0.000	0.00	0.00	0.000	15.76	15.00	0.00	0.00	15.00			Control-M Batch User	01/21/2025 6:50:35PM
3	99900			01/24/2025	0	XFR	REA					H	A	18.59	-2.91	-13.500	0.00	0.00	0.000	0.00	0.00	0.000	18.59	21.50	0.00	0.00	21.50			Control-M Batch User	01/21/2025 6:48:40PM
4	99900			02/21/2025	0	REH	REH					H	A	15.76	2.13	15.620	0.00	0.00	0.000	0.00	0.00	0.000	15.76	13.63	0.00	0.00	13.63			Control-M Batch User	02/25/2025 6:48:17PM
5	99900			01/16/2025	0	XFR	PRO					S	A	56306.00	6733.00	13.550	0.00	0.00	0.000	0.00	0.00	0.000	56306.00	49573.00	0.00	0.00	49573.00			Control-M Batch User	01/16/2025 10:00:58PM
6	99900			01/16/2025	0	XFR	REA					H	A	17.11	1.35	8.566	0.00	0.00	0.000	0.00	0.00	0.000	17.11	15.76	0.00	0.00	15.76			Control-M Batch User	01/21/2025 6:50:37PM
7	99900			01/16/2025	0	XFR	PRO					S	A	96000.00	37389.00	63.790	0.00	0.00	0.000	0.00	0.00	0.000	96000.00	58611.00	0.00	0.00	58611.00			Control-M Batch User	01/16/2025 10:00:09PM
8	99900			01/24/2025	0	XFR	REA					H	A	17.11	1.35	8.566	0.00	0.00	0.000	0.00	0.00	0.000	17.11	15.76	0.00	0.00	15.76			Control-M Batch User	01/24/2025 7:01:05PM
9	99900			02/16/2025	0	XFR	PRO					S	A	96000.00	35930.00	59.810	0.00	0.00	0.000	0.00	0.00	0.000	96000.00	60070.00	0.00	0.00	60070.00			Control-M Batch User	02/10/2025 6:40:48PM
10	99900			01/16/2025	0	XFR	PRO					S	A	114600.00	21970.00	23.710	0.00	0.00	0.000	0.00	0.00	0.000	114600.00	92630.00	0.00	0.00	92630.00			Control-M Batch User	01/16/2025 10:00:11PM
11	99900			01/08/2025	0	REH	REH					H	A	15.76	-0.79	-4.770	0.00	0.00	0.000	0.00	0.00	0.000	15.76	16.55	0.00	0.00	16.55			Control-M Batch User	01/10/2025 10:08:12PM
12	99900			01/16/2025	0	XFR	REA					H	A	17.11	1.35	8.566	0.00	0.00	0.000	0.00	0.00	0.000	17.11	15.76	0.00	0.00	15.76			Control-M Batch User	01/16/2025 6:47:00PM
13	99900			02/25/2025	0	XFR	PRO					S	A	57388.00	7298.00	14.570	0.00	0.00	0.000	0.00	0.00	0.000	57388.00	50900.00	0.00	0.00	50900.00			Control-M Batch User	02/25/2025 6:48:19PM
14	99900			02/16/2025	0	XFR	PRO					S	A	96000.00	38207.00	66.110	0.00	0.00	0.000	0.00	0.00	0.000	96000.00	57793.00	0.00	0.00	57793.00			Control-M Batch User	02/16/2025 6:40:51PM





## 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:

NavBar > 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) <input type="text"/>																		
<a href="#">View Results</a>																		
Download results in : <a href="#">Excel Spreadsheet</a> <a href="#">CSV Text File</a> <a href="#">XML File</a> (15360 kb)																		
<a href="#">View All</a>																		
																First 1-100 of 29538 <a href="#">Last</a>		
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 11:06:01AM	
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 1:47:08AM	



## Department Budget Carry Over Errors Query (RPY543) V\_PY\_NEWFY\_ROLLOVER\_ERRORS

REVISED: 06/06/2024

### DESCRIPTION:

This query will provide a list of any generated errors, within a specified business unit, when bringing the old fiscal year Chartfield Values forward into the new fiscal year on the Department Budget table.

Users can use the report to determine whether corrections to the new department-position funding are needed. The report can be run ad hoc for the specified business unit.

### NAVIGATION PATH:

NavBar > Menu > Reporting Tools > Query > Query Viewer > V\_PY\_NEWFY\_ROLLOVER\_ERRORS

### INPUT / SEARCH CRITERIA:

Year  
Business Unit

### OUTPUT FORMAT:

HTML  
Excel

### ADDITIONAL INFORMATION:

Year is a required field.

## Screenshot of the Department Budget Carry Over Errors Query

V\_PY\_NEWFY\_ROLLOVER\_ERRORS - Dept Budget Carry Over Errors

Year2025

Business Unit50100

View Results

Download results in : Excel Spreadsheet CSV Text File XML File (128 kb)

View All

First 1-100 of 143Last

Row	Year	Unit	Dept ID	Position	Fund	Department	Cost Center	Program	FIPS	PC Bus Unit	Project	Activity	Source Type	Category	Subcategory	Task	Agency Use 1	Asset	Agency Use 2	Combo Code	Error Msg	
1	2025	50100	10003	DOT00478	04100	10003	11120010	699001													000000136	Position does not exist in POSN_BDGT_VW OR POSITION_DATA
2	2025	50100	10012	DOT23122	04100	10012	11070010	60400501													000553071	Position does not exist in POSN_BDGT_VW OR POSITION_DATA
3	2025	50100	10014	DOT01294	04100	10014	11120010	699001													000000317	Position does not exist in POSN_BDGT_VW OR POSITION_DATA
4	2025	50100	10014	DOT04894	04100	10076	11120010	699001													000180340	Position does not exist in POSN_BDGT_VW OR POSITION_DATA
5	2025	50100	10014	DOT12836	04100	10076	11120010	699001													000180340	Position does not exist in POSN_BDGT_VW OR POSITION_DATA
6	2025	50100	10014	DOT19900	04100	10014	11120010	699001													000000317	Position does not exist in POSN_BDGT_VW OR POSITION_DATA
7	2025	50100	10014	DOT21350	04100	10014	11120010	699001													000000317	Position does not exist in POSN_BDGT_VW OR POSITION_DATA
8	2025	50100	10014	DOT21593	04100	10076	11120010	699001													000180340	Position does not exist in POSN_BDGT_VW OR POSITION_DATA
9	2025	50100	10014	DOT22174	04100	10076	11120010	699001													000180340	Position does not exist in POSN_BDGT_VW OR POSITION_DATA
10	2025	50100	10014	DOT22955	04100	10076	11120010	699001													000180340	Position does not exist in POSN_BDGT_VW OR POSITION_DATA
11	2025	50100	10021	DOT19742	04100	10021	11070010	60400501													000553073	Position does not exist in POSN_BDGT_VW OR POSITION_DATA
12	2025	50100	10030	DOT09023	04100	10030	11070010	60400501													000553076	Position does not exist in POSN_BDGT_VW OR POSITION_DATA
13	2025	50100	10030	DOT22098	04100	10030	11070010	60400501													000553076	Position does not exist in POSN_BDGT_VW OR POSITION_DATA
14	2025	50100	10030	DOT22902	04100	10030	11070010	60400501													000553076	Position does not exist in POSN_BDGT_VW OR POSITION_DATA
15	2025	50100	10030	DOT23131	04100	10030	11070010	60400501													000553076	Position does not exist in POSN_BDGT_VW OR POSITION_DATA
16	2025	50100	10038	DOT21391	04100	10038	11070010	60400501													000553077	Position does not exist in POSN_BDGT_VW OR POSITION_DATA
17	2025	50100	10053		04100	10053	11070010	60400501														Invalid Combo Code



## 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:

NavBar > 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 Date09/01/2023

SETID (Leave Blank for All)

DEPTID (Leave Blank for All)

FISCAL YEAR (Blank for All)2023

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:

NavBar > 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) <input type="text"/>													
Department (Blank for All) <input type="text"/>													
Employee ID (Blank for All) <input type="text"/>													
From Date <input type="text" value="01/01/2021"/>													
To Date <input type="text" value="03/31/2021"/>													
<a href="#">View Results</a>													
Download results in : <a href="#">Excel Spreadsheet</a> <a href="#">CSV Text File</a> <a href="#">XML File</a> (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	DateTime	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:

NavBar > 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)Active

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	Mil 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:

NavBar > 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 <input type="text"/>																	
<a href="#">View Results</a>																	
Download results in : <a href="#">Excel Spreadsheet</a> <a href="#">CSV Text File</a> <a href="#">XML File</a> (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:

NavBar > 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:

NavBar > 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				





## Employee Data Upload Error Query V\_HR\_EMPLOYEE\_UPLOAD\_ERROR

REVISED: 2/4/2025

### DESCRIPTION:

The query will select the data from HR003 Employee Data Upload Error Table and generate the data into a workable excel file that includes error and warning messages. The current HR005 Employee Data Upload Error report pdf version will be the model for the new report. Further, this query is used to research and review Employee Upload Errors based on user requests.

This query will provide interfacing agencies the ability to view Employee Data Upload errors created when loading data from agency systems into Cardinal. The Agency HR, DHRM, and PPS will be the primary audience for the use of this query. This new query will supplement, not replace the existing VHRR005 Error Report. It will be used to produce excel (or any format supported by query) output to allow end user to manipulate data as needed.

### NAVIGATION PATH:

NavBar > Menu > Reporting Tools > Query > Query Viewer > V\_HR\_EMPLOYEE\_UPLOAD\_ERROR

### INPUT / SEARCH CRITERIA:

Business Unit (required)  
Company (Optional)  
Date From (Required)  
Date To (Required: must be > or = to Date From)

### OUTPUT FORMAT:

HTML  
Excel  
CSV

### ADDITIONAL INFORMATION:

**From Date** and **To Date** fields are required. This query may be run by submitting agencies only, not by child agencies who do not have access to submitting agencies data. The **Business Unit** parameter is the submitting agency business unit and the **Company** may be specified if multiple companies are included within the submitting agency's purview.



## Screenshot of the Employee Data Upload Error Query

V\_HR\_EMPLOYEE\_UPLOAD\_ERROR - Employee Data Upload Error

\*Business Unit99900

Company (Blank for All)

\*Date From01/01/2025

\*Date To01/30/2025

View Results

Download results in: Excel Spreadsheet CSV Text File XML File (54 kb)

View All

First 1-100 of 115

Row	Business Unit	Company	Employee ID Number	Employee Record Number	Effective Sequence Number	Line Number	Error Field Name	Field Value	Error Type	Error Description	File Name	Upload Date	Total File EE Rows Submitted	Total File EE Rows Loaded	Total File Errors	Total File Warnings
1											99900_HR003_IN_01012025_1745_001.DAT	01/02/2025	1	1	0	
2	99900	ABC		0	1	3			W	Warning -- The employee's HR primary job (as determined by the Job Indicator) has been terminated. (1000,606)	99900_HR003_IN_01022025_1745_001.DAT	01/02/2025	11	7	4	5
3	99900	ABC		0	1	3	EFFDT	2025-01-01	E	Employee Personal Data has effective dated rows greater than or equal to the effective date of this transaction	99900_HR003_IN_01022025_1745_001.DAT	01/02/2025	11	7	4	5
4	99900	ABC		0	1	5	ACTION		PER	Effective date in file is different/Same from Cardinal but the values on file are same as in Cardinal. Transaction not loaded.	99900_HR003_IN_01022025_1745_001.DAT	01/02/2025	11	7	4	5
5	99900	ABC		1	1	6	ACTION		PER	Effective date in file is different/Same from Cardinal but the values on file are same as in Cardinal. Transaction not loaded.	99900_HR003_IN_01022025_1745_001.DAT	01/02/2025	11	7	4	5
6	99900	ABC		0	1	7	NAME		W	There is a change in the Name	99900_HR003_IN_01022025_1745_001.DAT	01/02/2025	11	7	4	5
7	99900	ABC		0	1	8	ACTION		PER	Effective date in file is different/Same from Cardinal but the values on file are same as in Cardinal. Transaction not loaded.	99900_HR003_IN_01022025_1745_001.DAT	01/02/2025	11	7	4	5
8	99900	ABC		0	1	10	EMPLID		W	Employee transferred from ABCWON2X. Taxes, active earnings and deductions should be validated	99900_HR003_IN_01022025_1745_001.DAT	01/02/2025	11	7	4	5
9	99900	ABC		0	1	10			W	Warning -- FTE was changed and no change was made to Standard Hours or Work Period. (1500,121)	99900_HR003_IN_01022025_1745_001.DAT	01/02/2025	11	7	4	5
10	Field			0	1	7	EMAIL_ADDRESS		W	Email not updated - Job record in the file is not the primary job	99900_HR003_IN_01022025_1745_001.DAT	01/02/2025	11	7	4	5
11	99900	ABC		0	1	1	ACTION		PER	Effective date in file is different/Same from Cardinal but the values on file are same as in Cardinal. Transaction not loaded.	99900_HR003_IN_01032025_1745_001.DAT	01/03/2025	17	15	2	14
12	99900	ABC		0	1	2			W	Warning -- A Payroll is currently in process for this employee. Data will not be processed until next payroll. (2000,478)	99900_HR003_IN_01032025_1745_001.DAT	01/03/2025	17	15	2	14
13	99900	ABC		0	1	3			W	Warning -- A Payroll is currently in process for this employee. Data will not be processed until next payroll. (2000,478)	99900_HR003_IN_01032025_1745_001.DAT	01/03/2025	17	15	2	14
14	99900	ABC		0	1	4	ACTION		PER	Effective date in file is different/Same from Cardinal but the values on file are same as in Cardinal. Transaction not loaded.	99900_HR003_IN_01032025_1745_001.DAT	01/03/2025	17	15	2	14
15	99900	ABC		0	1	5			W	Warning -- A Payroll is currently in process for this employee. Data will not be processed until next payroll. (2000,478)	99900_HR003_IN_01032025_1745_001.DAT	01/03/2025	17	15	2	14
16	99900	ABC		0	1	7			W	Warning -- A Payroll is currently in process for this employee. Data will not be processed until next payroll. (2000,478) : Warning -- A Payroll is currently in process for this employee. Data will not be processed until next payroll. (2000,478)	99900_HR003_IN_01032025_1745_001.DAT	01/03/2025	17	15	2	14
17	99900	ABC		0	1	8			W	Warning -- A Payroll is currently in process for this employee. Data will not be processed until next payroll. (2000,478)	99900_HR003_IN_01032025_1745_001.DAT	01/03/2025	17	15	2	14
18	99900	ABC		0	1	9			W	Warning -- A Payroll is currently in process for this employee. Data will not be processed until next payroll. (2000,478)	99900_HR003_IN_01032025_1745_001.DAT	01/03/2025	17	15	2	14



## 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:

NavBar > 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   <input type="text"/> <input type="button" value="Search"/>									
<input type="button" value="View Results"/>									
Download results in : <a href="#">Excel Spreadsheet</a> <a href="#">CSV Text File</a> <a href="#">XML File</a> (1 kb)									
View All <span style="float: right;">First 1-2 of 2 Last</span>									
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 Audit Query

### V\_HR\_EPR\_AUDIT\_Query

REVISED: 12/05/2024

#### DESCRIPTION:

This is an audit query that identifies changes made to the EPR tool by agency. This query includes date and time of EPR tool changes, user ID and name of person who made the change, and the fields on the page that were changed including value before and after change made. Also provided is the user ID and name of who certified the EPR data for said month.

#### NAVIGATION PATH:

NavBar > Menu > Reporting Tools > Query > Query Viewer > V\_HR\_EPR\_AUDIT

#### 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 AUDIT QUERY

V\_HR\_EPR\_AUDIT - EPR Tool Audit Query

\*As Of Date08/31/2024

Business Unit (Blank for All)

View Results

Download results in : Excel Spreadsheet CSV Text File XML File (2 kb)

View All

First 1-1 of 1 Last

Row	Changed By (OPRID)	Changed By (Name)	Changed On Date/Time	Audit Action	Business Unit	Business Unit Description	AsOfDate	Certified	Non-Fac GenF Res HC	Non-Fac GenF Res FTE	Non-Fac GenF Non-Res HC	Non-Fac GenF Non-Res FTE	Non-Fac GenF Wage HC	Non-Fac GenF Wage FTE	Non-Fac GenF Res HC	Non-Fac GenF Res FTE	Non-Fac GenF Non-Res HC	Non-Fac GenF Non-Res FTE	Non-Fac GenF Wage HC	Non-Fac GenF Wage FTE	Fac GenF Res HC	Fac GenF Res FTE	Fac GenF Non-Res HC	Fac GenF Non-Res FTE	Fac GenF Wage HC	Fac GenF Wage FTE	Fac GenF Res HC	Fac GenF Res FTE	Fac GenF Non-Res HC	Fac GenF Non-Res FTE	Fac GenF Wage HC	Fac GenF Wage FTE	Total Salaried HC	Total Salaried FTE	Total Wage HC	Total Wage FTE	Overall Total HC	Overall Total FTE	MEL FTE		
1			09/12/2024 11:26:55AM	C	77700	Department of Juvenile Justice	08/31/2024	Old Value: N New Value: Y											Old Value: 1.15 New Value: 1															Old Value: 1332.5 New Value: 1					Old Value: 1401.5 New Value: 1		



## 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:

NavBar > 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) <input type="text" value=""/>				
<a href="#">View Results</a>				
Download results in : <a href="#">Excel Spreadsheet</a> <a href="#">CSV Text File</a> <a href="#">XML File</a> (56 kb)				
View All				
First 1-100 of 1490 <a href="#">Last</a>				
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	



## EPR Data Validation Query V\_HR\_EPR\_DATA\_VALIDATION

REVISED: 12/06/2024

### DESCRIPTION:

This query is used by agencies to validate that their EPR data is accurate prior to completing the certification process. The query provides a detailed spreadsheet of job and position department default funding data results for all filled positions as of the end of the month. Results should then be summed and filtered by reporting category, General vs Non-General funding, position type, and employee class. This query provides details regarding split funded positions that are filled; therefore, an employee may be returned on multiple rows of this query to include percentages within each fund or program code.

### NAVIGATION PATH:

NavBar > Menu > Reporting Tools > Query > Query Viewer > V\_HR\_EPR\_DATA\_VALIDATION

### 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\_DATA\_VALIDATION - EPR Validation Query**

\*As Of Date

Business Unit (Blank for All)

Employee Type (Blank for All)

View Results

Row	Business Unit	Company	Fiscal Year	Position	EmplID	Empl Record	Last Name	First Name	Department ID	Budget Level	Employee Type	HR Status	Empl Class	Full-Part Time	Job Std Hours	Job FTE	Reg/Temp	% of Fund Distrib	Fund	Program	EPR Category	General/Non-General Fund	Restricted/Non-Restricted	EPR HC Percent	EPR FTE Percent
-----	---------------	---------	-------------	----------	--------	-------------	-----------	------------	---------------	--------------	---------------	-----------	------------	----------------	---------------	---------	----------	-------------------	------	---------	--------------	--------------------------	---------------------------	----------------	-----------------



## 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:

NavBar > 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

View Results

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:

NavBar > 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

[View Results](#)

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

[View All](#)

First 1-100 of 3657 [Last](#)

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: 11/20/2024

### DESCRIPTION:

This query provides current job and employee demographic details by action and action reason based upon the As of date generated. This query may not show future dated hires.

### NAVIGATION PATH:

NavBar > 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	SW	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	VSNO0000	181001000	Y	30181	SF-GB
19013	Admin and Office Spec III	DLI00485	43-3031	SW	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	SW	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	VS0000	181001000	Y	30181	SF-GB
69036	Compliance Manager II	DLI00456	11-9199	SW	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	VS0000	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:

NavBar > 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

dt

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: 10/11/2024

### 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:

NavBar > 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:

NavBar > 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

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	06/29/2021	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	03/28/2020	noemail@virginia.gov



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

REVISED: 06/28/2024

### 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:

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

### INPUT / SEARCH CRITERIA:

As Of Date

Bus Unit (Leave Blank for All)

Employee ID (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 Date06/01/2024

Bus Unit (Leave Blank for All)

Employee ID (Blank for All)

View Results

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

View All

First 1-11 of 11 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		2	0	09/14/2022	VRSRT	VRA	99999	A	A	A	VRSRTO	S	RET	
2		3	0	04/22/2024	50100	DOT	14066	A	A	A	W19013	H	GNW	
3		2	0	09/14/2022	VRSRT	VRA	99999	A	A	A	VRSRTO	S	RET	
4		3	1	04/22/2024	50100	DOT	14042	A	A	A	W39073	H	GNW	
5		1	0	10/01/2023	VRSRT	VRA	99999	A	A	A	VRSRTO	S	RET	
6		2	0	04/22/2024	50100	DOT	10021	A	A	A	W39051	H	GNW	
7		0	0	12/15/2023	29400	SWV	294042	A	A	A	W89011	H	STU	
8		1	1	05/20/2024	50100	DOT	10196	A	A	A	W39072	H	GNW	
9		1	0	04/10/2024	60200	MAS	7043000	A	A	A	W39112	H	GNW	
10		2	0	05/20/2024	50100	DOT	10017	A	A	A	W19211	H	GNW	
11		1	0	03/25/2024	50100	DOT	10154	A	A	A	19013	3	S	CLS



## 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:

NavBar > 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)

Department ID (Blank for All)

Employee ID (Blank for All)

From Date01/01/2021

To Date03/31/2021

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 11:38:56AM	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:

NavBar > 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 <input type="text"/>												
*Effective Date <input type="text" value="10/25/2022"/>												
*Rating Type <input type="text" value="Annual"/>												
*Rating Cycle <input type="text" value="PYOCT2023"/>												
<a href="#">View Results</a>												
Download results in : <a href="#">Excel Spreadsheet</a> <a href="#">CSV Text File</a> <a href="#">XML File</a> (104 kb)												
<a href="#">View All</a> <span>First 1-100 of 140</span> <a href="#">Last</a>												
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: 6/28/2024

### DESCRIPTION:

This query displays personal data and employment status as of a specific date. The Exclude Contact Information field was added to assist agencies with identifying employees whose contact information is omitted from employee and active directory extracts. This query may not return personal data if the hire is future dated.

### NAVIGATION PATH:

NavBar > 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](#) (1739 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
1		0	77700		CLS	Active									Female	Married	Masters
2		0	77700		CLS	Active									Female	Unknown	Bachelors
3		0	77700		CLS	Active									Female	Married	Some Grad
4		0	77700		CLS	Active									Female	Unknown	Some Coll.
5		0	77700		CLS	Active									Female	Unknown	Bachelors



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

Address 1	Address 2	City	State	Postal Code	Phone Type	Phone Number	Extension	Email Type	Email Address	Ethnic Group -1	Ethnic Group -2	Ethnic Group -3	Military Status	Description	Citizenship	Exclude Contact Information
			VA		BUSN			BUSN					1	Not indicated	Native	N
			VA		BUSN			BUSN					1	Not indicated	Native	N
			VA		BUSN			BUSN					1	Not indicated	Native	N
			VA		BUSN			BUSN					1	Not indicated	Native	N
			VA		BUSN			BUSN					1	Not indicated	Native	N



## 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:**

NavBar > 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):

PosStatus (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):

[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	Supv 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 Data Upload Error Query V\_HR\_POSITION\_DATA\_UPLOAD\_ERROR

REVISED: 2/4/2025

### DESCRIPTION:

This query will select the data from HR006/RHR041 Position Data Upload Error Table and generate the data into a workable excel file that includes error and warning messages. Further, this query is used to research and review Position Upload Errors. The Agency HR, DHRM, Payroll Service Bureau and PPS.

This query will provide interfacing agencies the ability to view Position Data Upload errors created when loading data from agency systems into Cardinal. This query is used to produce excel (or any format supported by query) output to allow end user to manipulate data as needed.

### NAVIGATION PATH:

NavBar > Menu > Reporting Tools > Query > Query Viewer > V\_HR\_POSITION\_UPLOAD\_ERROR

### INPUT / SEARCH CRITERIA:

Business Unit (Required)  
Company (Leave Blank for All)  
Date From (Required)  
Date To (Required: must be > or = to Date From)

### OUTPUT FORMAT:

HTML  
Excel  
CSV

### ADDITIONAL INFORMATION:

**From Date** and **To Date** fields are required. This query may be run by submitting agencies only, not by child agencies who do not have access to submitting agencies data. The **Business Unit** parameter is the submitting agency business unit and the **Company** may be specified if multiple companies are included within the submitting agency's purview.

### Screenshot of the Position Data Upload Error Query

V\_HR\_POSITION\_UPLOAD\_ERROR - Position Data Upload Error Rpt

\*Business Unit99900

Company (Blank for All)

\*Date From01/01/2025

\*Date To01/30/2025

View Results

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

View All

First1-2 of 2Last

Row	Business Unit	Company	Position	Line Number	Error Field Name	Field Value	Error Type	Error Description	File Name	Upload Date	Total File Count	Total File Processed	Total File Errors	Total File Warnings
1	99900	ABC	ABCW0JGR	2	ACTION_REASON	NEW	W	New Position Added with Dept ChartField Defaults. If change in ChartField is required make updates to the Position Default ChartField.	99900_HR006_IN_01062025_1730_001.DAT	01/06/2025	1	1	0	1
2									99900_HR006_IN_01082025_1730_001.DAT	01/08/2025	1	1	0	0



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

REVISED: 11/01/2024

### DESCRIPTION:

This query pulls Position and/or Department Level Default Funding for incumbents and includes the employee's name, position number, and pay rate (compensation). This query is used by HR Administrators and Budget Processors to verify position type, funding, and distribution percentages.

### NAVIGATION PATH:

NavBar > 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 Date10/30/2024

Business Unit (Blank for All)

Department (Blank for All)

View Results

Download results in : Excel Spreadsheet CSV Text File XML File (1181 kb)

View All

First 1-100 of 1857 Last

Row	Business Unit	Department	Fiscal Year	Position Number	Regular/Restricted/Temporary	Budget Level	Headcount Status	Position Status	Incumbent Emplid	Name	Empl Red Hbr	Empl Type	Empl Class	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	77700	50001	2025		Regular	D	1	A			0	S	CLS		S	100.000	01000	197011	50001													
2	77700	50001	2025		Regular	D	1	A			0	S	VAL		S	100.000	01000	197011	50001													
3	77700	50001	2025		Regular	D	1	A			1	S	VAL		S	100.000	01000	197011	50001													
4	77700	50001	2025		Regular	D	1	A			0	S	CLS		S	100.000	01000	197011	50001													
5	77700	50001	2025		Regular	D	0	A								100.000	01000	197011	50001													
6	77700	50001	2025		Regular	D	0	A								100.000	01000	197011	50001													
7	77700	50001	2025		Regular	D	1	A			0	S	VAL		S	100.000	01000	197011	50001													
8	77700	50001	2025		Regular	D	1	A			1	S	CLS		S	100.000	01000	197011	50001													



## 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:

NavBar > 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

[View Results](#)

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:

NavBar > 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  B

\*To Date  B

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	Empl ID	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:

NavBar > 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



## Rewards Review Query V\_HR\_REWARDS\_TRANSACTIONS

REVISED: 08/1/2024

### DESCRIPTION:

This query should be used by Agency HR, DHRM, PPS and PSB, to identify employees that may be eligible for rewards and recognition using the timeframe the reward(s) data was entered (the date keyed, not the effective date) in the Rewards page in Cardinal. The results of this query do not include leave reward data only entered in Absence Management.

### NAVIGATION PATH:

NavBar > Menu > Reporting Tools > Query Viewer - Search V\_HR\_REWARDS\_TRANSACTIONS

### INPUT / SEARCH CRITERIA:

\*Start Date

\*End Date

Business Unit (Blank for All)

Department (Blank for All)

Reward Type (Blank for All)

Reward Cat (Blank for All)

Empl Type (Blank for All)

VPA Covered (Blank for All)

Emplid (Blank for All)

Empl Class (Blank for All)

HR Status (Blank for All)

### OUTPUT FORMAT:

HTML

Excel

### ADDITIONAL INFORMATION:

Start Date and End Date fields are required.

### Screenshot of the Rewards Review Query

V\_HR\_REWARDS\_TRANSACTIONS - Rewards Review Query

\*Start Date01/01/2024

\*End Date06/01/2024

Business Unit (Blank for All)

Department (Blank for All)

Reward Type (Blank for All)

Reward Cat (Blank for All)

Empl Type (Blank for All)

VPA Covered (Blank for All)

Employee ID (Blank for all)

Empl Class (Blank for All)

HR Status (Blank for All)

View Results

Download results in: Excel Spreadsheet CSV Text File XML File (2196 kb)

View All

First 1-100 of 1903

Row	Business Unit	Company	Employee ID	Empl Record	First Name	Last Name	Position Number	Job Code	Department	Paygroup	Employee Type	VPA Covered	HR Status	Pay Status	Empl Class	Effective Date	Creation Date	Expiration Date	Reward Type	Written Agreement Flag	Authorized Hours	Authorized Amount	Agency Notes	Award Date	Paid Hours	Paid Amount	Reward ID	Last Update DateTime	OPRID	Name of OPRD	
1				0				19212		SM1	S	Y	A	A	CLS	04/25/2024	05/01/2024		ERB	N	0	1500	Public Service Recognition Bonus	05/15/2024 1:14:27PM		1500	3	05/01/2024 1:14:27PM			
2				0				69118		SM1	S	Y	A	A	CLS	04/25/2024	05/01/2024		ERB	N	0	1500	Public Service Recognition Bonus	05/16/2024 1:14:27PM		1500	4	05/01/2024 1:14:27PM			
3				0				69118		SM1	S	Y	A	A	CLS	08/01/2024	05/09/2024	08/01/2025	ERL	N	16	0	Exceptional Teamwork	08/01/2024 4:08:55PM		16	0	5	07/17/2024 4:08:55PM		



## 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:

NavBar > 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 <input type="text"/> <input type="button" value="Q"/>										
Salary Plan <input type="text"/> <input type="button" value="Q"/>										
<input type="button" value="View Results"/>										
Download results in : <a href="#">Excel Spreadsheet</a> <a href="#">CSV Text File</a> <a href="#">XML File</a> (307 kb)										
View All										
First 1-100 of 1291 <input type="button" value="P"/> 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	
15	15600	SW	5	01/01/1901	A	Statewide Salary Grade 5	46087.000	94189.500	142292.000	



## 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:

NavBar > 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) <input type="text"/> <input type="button" value="Q"/>										
Salary Plan(blank for all) <input type="text"/> <input type="button" value="Q"/>										
<input type="button" value="View Results"/>										
Download results in : <a href="#">Excel Spreadsheet</a> <a href="#">CSV Text File</a> <a href="#">XML File</a> (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 4.3 = 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:

NavBar > 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? <input type="checkbox"/>										
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:

NavBar > 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 <input type="text" value="24200"/>													
Department ID <input type="text"/>													
Employee ID <input type="text"/>													
From Date <input type="text" value="01/01/2020"/>													
To Date <input type="text" value="03/31/2020"/>													
<input type="button" value="View Results"/>													
Download results in : <a href="#">Excel Spreadsheet</a> <a href="#">CSV Text File</a> <a href="#">XML File</a> (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 CNUA12	CENTR					Missing Seniority Date	
2	24200	11485				1 CNU00075	CENTR					Missing Seniority Date	
3	24200	11600				1 CNUA17	CENTR					Missing Seniority Date	
4	24200	28025				1 CNUA18	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:

NavBar > 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) <input type="text"/>					
From Date <input type="text"/>					
To Date <input type="text"/>					
<a href="#">View Results</a>					
Download results in : <a href="#">Excel Spreadsheet</a> <a href="#">CSV Text File</a> <a href="#">XML File</a> (3 kb)					
<a href="#">View All</a>					
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			CHBBN	03/29/2021	
23			CHBBN	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 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:

NavBar > 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 page. At the top, there is a navigation bar with a back arrow and 'Cardinal Homepage' on the left, and 'Action Reason Validation Rpt' on the right. Below this, a green tab labeled 'Action Reason Validation Rpt' is active. The main content area has a header with 'Run Control ID' followed by 'Action\_Reason\_Validation\_Rpt', and links for 'Report Manager' and 'Process Monitor'. A 'Run' button is on the right. Below the header, 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, there are four buttons: 'Save', 'Notify', 'Add', and 'Update/Display'.

### ADDITIONAL INFORMATION:

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



## Screenshot of the Action Reason Validation Report

		Commonwealth of Virginia Action Reason Validation Report										
Report ID: RHR489		Run Date: 09/08/2021 Run Time: 11:18:13 Page 1 of 1										
Business Unit:		From Date: 2019-10-01 To Date: 2020-01-31										
Employee ID	EMPL Rcd	Name	Eff date	Eff Seq	Action	Reason	Business Unit	Sal Admin Plan	Grade	Position Number	Department	Comp Rate
	0		11/30/2019	0	XFR	REA	12700	SW	4			
	1		11/30/2019	0	HIR	XPO	12700	SW	4			
	1		12/10/2019	0	HIR	XPO	19400	SW	5			
	1		12/10/2019	0	HIR	XPO	21300	SW	5			
	0		10/01/2019	0	HIR	XPO	24100	SW	4			
	0		10/01/2019	0	XFR	PRO	24100	SW	4			
	0		11/27/2019	0	XFR	PRO	40300	SW	5			
	0		11/25/2019	0	XFR	PRO	40300	SW	5			
	0		11/25/2019	0	XFR	PRO	40300	SW	5			
	0		10/08/2019	0	XFR	PRO	70100	SW	3			
	1		10/01/2019	0	XFR	PRO	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:

NavBar > 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 selected. The main content area is titled 'Compensation Eligibility Report'. It contains a 'Run Control ID' field with the value 'Compensation\_Eligibility\_Rpt', and links for 'Report Manager' and 'Process Monitor'. A 'Run' button is located on the right. Below these elements is a 'Group Box' containing search criteria: 'Business Unit (Leave Blank for All)' with a search icon, 'Department (Leave Blank for All)' with a search icon, 'Employee ID' with a search icon, and 'VPA Only?:' with an unchecked checkbox. At the bottom, there are buttons for '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 Rating 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	614.541 667	S	0	0	0			0
				2018-12-01	HIR	CNV	1604.16 6667	S	0	0	0			0
				2019-11-15	DTA	CNV	1604.16 6667	S	0	0	0			0
				2018-05-06	HIR	CNV	220.833 333	S	0	0	0			0
				2019-11-15	DTA	CNV	220.833 333	S	0	0	0			0
				2019-08-01	HIR	CNV	220.833 333	S	0	0	0			0
				2019-11-15	DTA	CNV	220.833 333	S	0	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:

NavBar > 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 'Comp Levels by Job Code & SOC' report run control page. At the top, there is a navigation bar with a 'Cardinal Homepage' link and the report title. Below the navigation bar, there is a green button labeled 'Comp Levels by Job & SOC Code'. 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'.
- Compensation Levels by Job Code and SOC:** The title of the report.
- 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 section with three radio buttons: 'Job Code', 'SOC Code', and 'Both' (which is selected).
- Buttons:** At the bottom, there are four buttons: 'Save' (green), 'Return to Search' (grey), 'Notify' (grey), and 'Add' (grey). To the right of the 'Add' button is a 'Update/Display' button.

### ADDITIONAL INFORMATION:

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



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

				Commonwealth of Virginia Compensation Levels by Job Code and SOC By Role Code and SOC Code						
Report ID: RHR427				Run Date: 04/26/2021						
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:**

NavBar > 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**

Cardinal Homepage

COVA Personnel Actions History

COVA Personnel Actions History

Run Control ID Bonner\_TEST

Report Manager Process Monitor Run

Language English

Report Request Parameters

From Date 07/01/2022

Thru Date 06/30/2023

Show Components

1-1 of 1

View All

Company	Description		
1 VEC	Virginia Employment Commission	+	-

Actions

1 of 3

Leave of Absence - Unpaid

Layoff

Paid Leave of Absence

+

+

+

-

-

-

Save

Return to Search

Previous in List

Next in List

Notify

Add

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

<div><b>Report ID: RHR086</b></div> <div>Commonwealth of Virginia</div> <div>Run Date: 04/27/2021 Run Time: 05:19 00</div>											
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	Date	Emp Type	Reg/ Tmp	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 report is used by Agency and DHRM HR staff to ensure Compensation Pay actions comply with the Compensation Policy for Classified Employees.

### NAVIGATION PATH:

NavBar > 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 the 'Demotions with Salary Increase' report run control page. At the top, there is a navigation bar with a '< Process List' button and the title 'Demotions with Salary Increase'. Below this, a green tab labeled 'Demotion with Salary Increase' is selected. The main area contains a 'Run Control ID' field with the value 'Demotions\_with\_Salary\_Increase'. To the right of this field are links for 'Report Manager' and 'Process Monitor', and a 'Run' button. Below these 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 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



Report ID: RHR491

Commonwealth of Virginia

Demotions with Salary Increase Report

Run Date 04/26/2021

Run Time 12:41:09 PM

Page No. 1 of 1

Run Control Parameters

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					
21300- Norfolk State University																		
		1	08/25/2020	HIR	XCL	21300	SW	3										
			08/24/2020	TER	XFO	21500	SW	4										
70100- Dept of Corr - Central Admin																		
		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:

NavBar > 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 the 'Disciplinary Actions Summary' report run control page. 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 the navigation bar, there is a green tab labeled 'Disciplinary Actions Sum Rpt'. The main content area has a 'Run Control ID' of 'Disciplinary\_Actions\_Summary' and links for 'Report Manager' and 'Process Monitor'. A 'Run' button is located on the right. Below this, the 'Report Request Parameters' section contains a search box for 'Business Unit (Leave blank for all)' with a magnifying glass icon, and two date pickers for '\*From Date' and '\*To Date'. At the bottom, there are four buttons: 'Save' (green), 'Return to Search' (grey), 'Add' (grey), and 'Update/Display' (grey).

### ADDITIONAL INFORMATION:

From Date and To Date fields are required fields.



## Screenshot of the Disciplinary Actions Summary Report

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

Run Control Parameters		
Business Unit		
From Date	01/01/2021	
To Date	03/31/2021	

Business Unit	10000	Senate
Number of VPA employees	10	
Number of employees with disciplinary actions	0	0.00%

Business Unit	10100	House of Delegates
Number of VPA employees	8	
Number of employees with disciplinary actions	0	0.00%

Business Unit	11300	Circuit Courts
Number of VPA employees	13	
Number of employees with disciplinary actions	0	0.00%

Business Unit	12200	Dept of Planning and Budget
Number of VPA employees	44	
Number of employees with disciplinary actions	0	0.00%

Business Unit	12300	Department of Military Affairs
Number of VPA employees	445	
Number of employees with disciplinary actions	0	0.00%



## EEO Data Reports (RHR198)

**REVISED:** 01/15/2025

### **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:**

NavBar > 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](#)

Run

VPA Only: ☐

**Report Selection**

☒ EEO Data Report ☐ EEO Salary Report ☐ EEO Role Report

\*As of Date 03/31/2021

Business Unit ( Leave Blank for All )

Q

Department ( Leave Blank for All )

Q

Job Code ( Leave Blank for All )

Q

SOC Code ( Leave Blank for All )

Q

Save

Return to Search

Notify


Add

Update/Display

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



## Screenshot of the EEO Data Report



Commonwealth of Virginia

EEO Data Report

Report ID: VRHR198E

Run Date

Run Time

03/22/2024

05:47:55 PM

Run Control Parameters

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
11-3031	1 33.33%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	1 33.33%
11-3033	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%
11-9151	1 50.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	1 50.00%
11-9159	1 8.33%	4 33.33%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	1 8.33%	0 0.00%	6 50.00%
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%	0 0.00%
13-1041	2 50.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	1 25.00%	0 0.00%	3 75.00%
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%	0 0.00%
13-1139	1 50.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	1 50.00%
13-2011	1 25.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	1 25.00%
13-2039	3 37.50%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	3 37.50%
15-1131	2 100.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	2 100.00%
15-1133	1 25.00%	2 50.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	3 75.00%
21-1033	22 27.85%	6 7.53%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	1 1.27%	29 36.71%
23-2011	1 50.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	1 50.00%
25-3031	3 50.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	3 50.00%
Totals	40 23.67%	15 8.88%	0 0.00%	2 1.18%	0 0.00%	0 0.00%	4 2.37%	1 0.53%	62 36.63%

Minority Males	Minority Females
0 0.00%	0 0.00%
0 0.00%	1 50.00%
0 0.00%	0 0.00%
5 41.67%	2 16.67%
0 0.00%	1 50.00%
1 25.00%	0 0.00%
0 0.00%	1 50.00%
0 0.00%	1 50.00%
0 0.00%	2 50.00%
0 0.00%	3 37.50%
0 0.00%	0 0.00%
2 50.00%	0 0.00%
7 8.86%	13 16.46%
0 0.00%	0 0.00%
0 0.00%	1 16.67%
22 13.02%	40 23.67%

## Screenshot of the EEO Salary Report



Commonwealth of Virginia

EEO Data Salary Report

Report ID: VRHR198S

Run Date

03/14/2024

Run Time

10:38:42 AM

Run Control Parameters

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
\$50000.000	45	14	0	2	0	0	2	1
\$52000.000	0	0	0	0	0	0	0	0
\$53000.000	3	4	0	2	0	0	0	0
\$55000.000	0	0	0	0	0	0	0	0
\$70000.000	0	1	0	0	0	0	0	0
\$75000.000	0	0	0	0	0	0	0	0
Totals	48	19	0	4	0	0	2	1

Female

White	Black	HISP	AS-AM	AM-IN	Pacific	N/A	2+ Race	Total
69	33	2	1	0	0	1	0	170
0	1	0	0	0	0	0	0	1
3	4	0	3	0	0	0	0	19
0	0	0	1	0	0	0	0	1
0	0	0	0	0	0	0	0	1
0	0	0	5	0	0	0	0	5
72	38	2	10	0	0	1	0	197

BU	Totals	48	19	0	4	0	0	2	1	72	38	2	10	0	0	1	0	197
----	--------	----	----	---	---	---	---	---	---	----	----	---	----	---	---	---	---	-----





## Screenshot of the EEO Role Report

		Commonwealth of Virginia EEO Data Role Report																	
Report ID: VRHR136S		Run Date 01/15/2025 Run Time 09:40:03 AM																	
<b>Run Control Parameters</b>																			
Operator ID	00747325600																		
Run Control ID	EEO_Data_Report																		
From Date	07/01/2024																		
To Date	03/30/2024																		
Business Unit																			
Department																			
Job Code																			
SOC Code																			
VPA Only	N																		
Business Unit		Department of Juvenile Justice																	
		Full-Time Regular																	
Male																			
Female																			
Jobcode	Description	EEOCODE4	White	Black	HISP	AS-AM	AM-IN	Pacific	N/A	2+ Race	White	Black	HISP	AS-AM	AM-IN	Pacific	N/A	2+ Race	Total
19012	Admin and Office Spec II	6	0	0	0	0	0	0	0	0	3	3	1	0	0	0	0	0	7
19013	Admin and Office Spec III	6	0	0	0	0	0	0	0	0	2	0	0	0	0	0	0	0	2
19032	Financial Services Spec II	2	0	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0	1
19072	Hearing Legal Services Officer II	2	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1
19032	Human Resource Analyst II	2	0	0	0	0	0	0	0	0	1	1	1	0	0	0	1	0	4



## 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:

NavBar > 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, there is a navigation bar with a back arrow and 'Process List' link, and the title 'Employee Activity Report'. Below this is a green button labeled 'HR Activity Report'. The main area contains the 'Run Control ID' as 'Employee\_Activity\_Report', with links for 'Report Manager' and '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:'. The '\*Effective Date:' field has a calendar icon. Below these fields are radio buttons for 'Personal Change' (selected) and 'Job Change'. At the bottom, there is a row of buttons: '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><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><tr><td><b>Field Name</b></td><td><b>Current Value</b></td><td><b>Previous Value</b></td></tr><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></table>			<b>Field Name</b>	<b>Current Value</b>	<b>Previous Value</b>	Continuous State Service	03-JUN-2020		Leave Service	03-JUN-2020		Prior Service Months	0	
<b>Field Name</b>	<b>Current Value</b>	<b>Previous Value</b>												
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:

NavBar > 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' report run control page. At the top, there is a header bar with the title 'Employee Data Change Audit'. Below this, there is a section for 'Run Control ID' with the value 'Employee\_Data\_Change\_Audit'. To the right of this, there are links for 'Report Manager' and 'Process Monitor', and a 'Run' button. Below this, there is a section for 'Report Request Parameters'. This section contains two date pickers: '\*From Date' with the value '01/01/2021' and '\*To Date' with the value '03/31/2021'. To the right of these date pickers is a 'Business Unit Selection' table. The table has two columns: 'Business Unit' and 'Agency Description'. The first row of the table shows the number '1' in the 'Business Unit' column. Below the table, there are buttons for '+', '-', 'Add', and 'Update/Display'. At the bottom of the page, there are buttons for 'Save', 'Return to Search', 'Add', and 'Update/Display'.

Business Unit	Agency Description
1	

### 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

Report ID: VHSR0002

Commonwealth of Virginia

EMPLOYEE DATA CHANGE AUDIT REPORT

Run Date: 04/21/2021

Run Time: 02:37 00

Agency : 09000 - Potomac River Fisheries  
From Date : 01/01/2021  
To Date : 03/31/2021

Page No. 1 of 88

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

NavBar > 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 navigation bar with 'Cardinal Homepage' and 'Employee Data Upload Error Rpt'. Below this, a green tab labeled 'Employee Data Upload Error Rpt' is active. The main content area includes a 'Run Control ID' field with the value 'Employee\_Data\_Upload\_Error\_Rpt', and links for 'Report Manager' and 'Process Monitor'. A 'Run' button is located to the right. Below these are two sections: 'Date Range' with 'From Date' and 'To Date' date pickers, and 'File Parameters' with an 'Output to File Server' checkbox. The 'Business Unit Selection' section contains 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 a tree view showing 'BU\_HR003\_EXT - Demographics Upload'. To the right of the tree is a 'Select Values/Nodes' table with columns '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'.

Cardinal Homepage Employee Data Upload Error Rpt

Employee Data Upload Error Rpt

Run Control ID Employee\_Data\_Upload\_Error\_Rpt Report Manager Process Monitor Run

Date Range File Parameters

\*From Date \*To Date ☐ Output to File Server

Business Unit Selection

\*Tree Name BU\_HR003\_EXT \*How Specified Detail - Selected Parents

Tree Node Selector Select Values/Nodes

Select Value	Description
BU_HR003_EXT - Demographics Upload	

Save Return to Search Previous in List Next in List Notify Add 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

 Report ID: RHR005		Commonwealth of Virginia EMPLOYEE DATA UPLOAD ERROR REPORT		Run Date: 08/19/2020 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_RHR005_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:** 2/4/2025

### **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:**

NavBar > 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)  
Employee Type (Salary/Hourly/Both)  
Employee Status (Active/Inactive/Both)

### **OUTPUT FORMAT:**

PDF  
Excel

### **ADDITIONAL INFORMATION:**

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

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





[Cardinal Homepage](#)

Disability and Veteran Status

Disability and Veteran Status

Run Control ID: Disability\_and\_Veteran\_Service

Report Manager

Process Monitor

Run

Employee Disability and Veteran Status Report

Business Unit (Leave Blank for All)

☐ VPA Only

\*From Date

\*Thru Date

\*Employee Type

\*Employee Status

Report Level  
☐ Detail ☒ Summary

Save

Notify

Add

Update/Display

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

Commonwealth of Virginia Employee Disability and Veteran Status Report Summary														Run Date: 01/30/2025 Run Time: 10:46:12 Page 1 of 1		
Business Unit	Total Employees	Hourly	Salary	DISABILITY STATUS						VETERAN STATUS						
				Yes	Percentage	No	Percentage	Unknown	Percentage	Yes	Percentage	No	Percentage	Unknown	Percentage	
	1315	19	1296	88	7%	366	28%	861	65%	92	7%	221	17%	1002	76%	

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



Commonwealth of Virginia						Run Date: 01/30/2025					
Employee Disability and Veteran Status Report						Run Time: 10:53:57					
Page 1 of 1											
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	13221	4	X-Not Indicated	1-Not indicated	
			0	Classified	Active	S	23112	4	X-Not Indicated	5-Active Reserve	
			0	Classified	Active	S	23112	4	X-Not Indicated	1-Not indicated	
			0	Classified	Active	S	23111	3	X-Not Indicated	1-Not indicated	
			0	Classified	Active	S	23112	4	X-Not Indicated	1-Not indicated	
			0	Classified	Active	S	23113	5	X-Not Indicated	1-Not indicated	
			0	Classified	Active	S	23134	5	X-Not Indicated	4-Veteran	
			0	Classified	Active	S	19013	3	X-Not Indicated	1-Not indicated	
			0	Classified	Active	S	23113	5	X-Not Indicated	1-Not indicated	
			0	Classified	Active	S	23112	4	N-Not Disabled	1-Not indicated	
			0	Classified	Active	S	23112	4	X-Not Indicated	1-Not indicated	
			0	Classified	Active	S	23112	4	X-Not Indicated	1-Not indicated	
			0	Classified	Active	S	23112	4	X-Not Indicated	1-Not indicated	
			0	Classified	Active	S	23112	4	X-Not Indicated	1-Not indicated	
			0	Classified	Active	S	23112	4	Y-Disabled	1-Not indicated	
			0	Classified	Active	S	23134	5	X-Not Indicated	1-Not indicated	
			0	Classified	Active	S	23113	5	X-Not Indicated	4-Veteran	



## Employee Position Summary Report (RHR019)

**REVISED:** 12/06/2024

### **DESCRIPTION:**

This report is used to determine accurate totals for Hourly/Wage FTE and headcount by agency for EPR reporting. This report is only for Hourly/Wage employees (PS\_JOB.EMPL\_TYPE = 'H'). Agencies should use this report monthly to identify actual Hourly/Wage FTE and headcount totals and overwrite wage numbers generated from job data by the EPR tool.

The report results deliver hours paid 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/headcount related to employees' job data. The purpose for this is to capture actuals as wage employees remain active in their agency jobs, but do not work based on standard hours on job data. The work may be seasonal where they pull 40-hours or more during peak season and less than, or even to 0 hours during slower periods.

The FTE Count on the Summary Report is automatically calculated within the report results based upon the amount from "Total Hours" divided by the "Available Hours to Work in Month". The headcount totals generated by this report equate to the number of Hourly/Wage employees that worked within the time-period.

The detailed report does not require "Available Hours to Work in Month" because this version of the report will require the user to perform calculations manually. This version provides the pay period end date for the period of time indicated in the "from" and "to" run control.

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

### **NAVIGATION PATH:**

NavBar > 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

Run

Report Request Parameters

Check Date Range

\*From Date

\*Thru Date

Report Type

☐ Detail

☒ Summary

\*Hours Available to Work in a Month

Company Selection

1-1 of 1

View All

Company	Description		
1		+	-

Save

Add

Update/Display

### ADDITIONAL INFORMATION:

From Date and To Date fields are required fields.

## Screenshot of the Employee Position Summary Report - Summary

	Commonwealth of Virginia HOURLY EMPLOYEE POSITION REPORT SUMMARY REPORT	Run Date: 11/08/2024 Run Time: 02:53 00
Report ID: VHR0019		
Company : DJJ - Department of Juvenile Justice		Page No. 1 of 1
From Date : 07/01/2024		
To Date : 07/31/2024		
GENERAL FUND 01000	FACULTY	NON FACULTY
TOTAL HOURS	0.000000	4,807.020000
AVAILABLE HOURS TO WORK IN MONTH		40.000000
FTE COUNT	0.000000	120.175500
HEADCOUNT EMPLOYEE WITH NONZERO HOURS	0.000000	71.000000
NON-GENERAL FUND (FACULTY E & G)	FACULTY	NON FACULTY
TOTAL HOURS	0.000000	0.000000
AVAILABLE HOURS TO WORK IN MONTH		40.000000
FTE COUNT	0.000000	0.000000
HEADCOUNT EMPLOYEE WITH NONZERO HOURS	0.000000	0.000000
NON-GENERAL FUND 0306 (AUXILIARY)	FACULTY	NON FACULTY
TOTAL HOURS	0.000000	0.000000
AVAILABLE HOURS TO WORK IN MONTH		40.000000
FTE COUNT	0.000000	0.000000
HEADCOUNT EMPLOYEE WITH NONZERO HOURS	0.000000	0.000000
NON-GENERAL FUND 03010, 03020, 03030, 03080 (SPONSORED PROGRAM)	FACULTY	NON FACULTY
TOTAL HOURS	0.000000	0.000000
AVAILABLE HOURS TO WORK IN MONTH		40.000000
FTE COUNT	0.000000	0.000000
HEADCOUNT EMPLOYEE WITH NONZERO HOURS	0.000000	0.000000



## Screenshot of the Employee Position Summary Report - Detail

Cardinal

Report ID: VHR0019

Commonwealth of Virginia

HOURLY EMPLOYEE POSITION REPORT

DETAIL REPORT

Run Date: 11/08/2024

Run Time: 02:59 00

Company : DJJ - Department of Juvenile Justice

From Date : 07/01/2024

To Date : 07/31/2024

Page No. 1 of 16

Emplid	Empl Rcd	Name	Check Date	Regular Hours	Overtime Hours	Total Hours	Fund	Account
Total Employee				0.000000	0.000000	0.000000		
Total General Fund 01000 - Faculty				0.000000	0.000000	0.000000		

Page No. 2 of 16

Company : DJJ - Department of Juvenile Justice

From Date : 07/01/2024

To Date : 07/31/2024

Emplid	Empl Rcd	Name	Check Date	Regular Hours	Overtime Hours	Total Hours	Fund	Account
	4		12-JUL-2024	29.000000	0.000000	29.000000	01000	
	4		26-JUL-2024	58.000000	0.000000	58.000000	01000	
Total Employee				87.000000	0.000000	87.000000		
	2		12-JUL-2024	26.900000	0.000000	26.900000	01000	
Total Employee				26.900000	0.000000	26.900000		
	0		12-JUL-2024	58.000000	0.000000	58.000000	01000	
	0		26-JUL-2024	56.000000	0.000000	56.000000	01000	
Total Employee				114.000000	0.000000	114.000000		
	0		12-JUL-2024	53.000000	0.000000	53.000000	01000	
	0		26-JUL-2024	45.000000	0.000000	45.000000	01000	
Total Employee				98.000000	0.000000	98.000000		
	0		12-JUL-2024	8.000000	0.000000	8.000000	01000	
Total Employee				8.000000	0.000000	8.000000		
	0		12-JUL-2024	35.500000	0.000000	35.500000	01000	
	0		26-JUL-2024	35.900000	0.000000	35.900000	01000	
Total Employee				71.400000	0.000000	71.400000		
	0		12-JUL-2024	56.000000	0.000000	56.000000	01000	
	0		26-JUL-2024	42.500000	0.000000	42.500000	01000	
Total Employee				98.500000	0.000000	98.500000		



## Employee Turnover Analysis (RHR422)

REVISED: 12/06/2024

### 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:

NavBar > 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)  
Total By (Job Code, Employee Class, or Years of Service)  
Employee Type (Hourly, Salaried, or Both)  
Report Level (Detail or Summary)

### OUTPUT FORMAT:

Excel

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

Run Control ID: KB\_NEWTEST      Report Manager      Process Monitor      Run

**Process Request Parameters**

Business Unit (Leave Blank for All): 50500

Department (Leave Blank for All):      ☐ Department Detail

\*From Date: 01/01/2024

\*To Date: 06/30/2024

**Total By**

☐ Job Code    ☒ Employee Class    ☐ Years of Service

**Employee type**

☐ Hourly    ☐ Salaried    ☐ Both

**Report Level**

☒ Detail    ☐ Summary


Save    Return to Search    Previous in List    Next in List    Notify    Add    Update/Display




### 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

<div><div>Report ID: RHR422</div></div> <div>Commonwealth of Virginia</div> <div>EMPLOYEE TURNOVER ANALYSIS</div> <div>Run Date: 01/11/2024 Run Time: 10:32 00</div>											
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	Retire ments	Term inations	Deaths	Transfer Outs	End Count	Total Turnovers Rate
		0 - 5 Years	414	206	28	0	96	0	10	543	25.60%
		6 - 10 Years	231	13	8	0	17	0	9	226	11.26%
		11 - 15 Years	128	1	9	4	10	0	3	121	13.28%
		16 - 20 Years	232	4	6	8	4	0	2	228	6.03%
		21 - 25 Years	135	1	1	2	6	0	2	127	7.41%
		26 - 30 Years	88	1	2	7	3	0	1	81	12.50%
		30+ Years	102	1	1	14	0	0	0	91	13.73%
		Subtotal	1330	227	55	35	136	0	27	1417	14.89%
Grand Totals:			1330	227	55	35	136	0	27	1417	14.89%
Turnover Rates:							2.63%	10.23%	0.00%	2.03%	

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



Report ID: RHR422

Commonwealth of Virginia

EMPLOYEE TURNOVER ANALYSIS

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

BU	Comp any Dept	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: 11/01/2024

**DESCRIPTION:**

This report is an Employee Position Full Time Equivalent (FTE) Report that displays FTE totals by EPR category. 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 as it produces the results from completion the EPR tool.

**NAVIGATION PATH:**

NavBar > 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**

EPR FTE Totals by Agency

EPR Report FTE

Run Control ID

EPR\_FTE\_Totals\_by\_Agency

[Report Manager](#)

[Process Monitor](#)

Run

Report Request Parameters

As of Date

03/03/2023

Save

Notify

Add

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	Business Unit	Salaried Non-Faculty	Salaried Non-Faculty	Salaried Non-Faculty	Salaried Non-Faculty	Wage Non-Faculty
	Unit	Name	General Funded	General Funded	Non-General Funded	Non-General Funded	General
			Restricted	Non-Restricted	& Restricted	& Non-Restricted	Funded
12/14/2020	70100	Dept of Corr - Central Admin	150.00	80.25	1.00	11.00	8
	Total		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:**

NavBar > 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**

Process List

EPR FTE Trend by Agency

EPR FTE Trend by Agency

Run Control ID    EPR\_FTE\_Trend\_by\_Agency    [Report Manager](#)    [Process Monitor](#)    Run

\*From Date      \*To Date  

Save    Return to Search    Notify

Add    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:

NavBar > 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 bar with the title 'EPR Monthly Employment Data'. Below this, 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 two links: 'Report Manager' and 'Process Monitor', followed by a 'Run' button. Below these elements 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 four buttons: '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
<b>Temporary Employees</b>								
Total Temporary	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%	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:

NavBar > 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 the 'Exceptional Transfer Report' run control page. 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' as 'Exceptional\_Transfer\_Report'. To the right, there are links for 'Report Manager' and 'Process Monitor', and a 'Run' button. Below this, 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 left, there are 'Save' and 'Notify' buttons. At the bottom right, there are 'Add' and 'Update/Display' buttons.

### ADDITIONAL INFORMATION:

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



## Screenshot of the Exceptional Transfer Report

<div><div>Report ID: RHR349</div><div>Commonwealth of Virginia Exceptional Transfer Report</div><div>Run Date: 09/08/2021 Run Time: 11:44:44 Page 1 of 1</div></div>									
12300									
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	UMWST65	N
	2		2/4/2019	Terminatn	TER CNV	Student	21500	UMWST15	N
	0		1/2/2019	Terminatn	TER CNV	Student	21500	UMWSE18	N
	1		1/7/2021	Hire	Reassign	Classified	12300	DMA00024	Y
	0		10/27/2019	Data Chg	CNV	Wage	70100	DOCW0116	N
19400									
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									
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:

NavBar > 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 dark blue header with the text 'Incumbent History'. Below this, a green button labeled 'Incumbent History Report' is visible. The main form area contains the following elements:

- Run Control ID:** Incumbent\_History\_report
- Language:** English (dropdown menu)
- Report Manager:** Process Monitor
- Run:** Button
- Report Request Parameters:**
  - As Of Date:** Text input field with a calendar icon.
  - \*Position Number:** Text input field with a search icon.
  - Show Components:** Checkbox.
- Save:** Green button.
- Add:** Button.
- Update/Display:** Button.

### 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 Incumbent Emplid Cur Cd Entry Sala Comp Fre Entry Pln/ Cur Cd Exit Salary Comp Fre Exit Pln/G Exit Reasc US SOC CE 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:

NavBar > 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 tab labeled 'Job Group Diversity Analysis'. Below the tab, the 'Run Control ID' is 'Job\_Group\_Diversity\_Analysis'. To the right, there are links for 'Report Manager' and 'Process Monitor', and a 'Run' button. 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



Commonwealth of Virginia

Job Group Diversity Analysis

Report ID: RHR293

As of Date

03/31/2021

Run Date: 04/30/2021

Run Time: 14:15:55

Page No: 1 of 1

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	1000	1	0	1	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0
UGR - Ungraded	10000	1100	10	7	1	2	2	0	0	0	0	0	5	2	2	1	0	0	0	5
UGR - Ungraded	10100	2207	10	7	1	2	2	0	0	0	0	0	5	2	2	1	0	0	0	5
UGR - Ungraded	10700	10700	4	0	1	0	0	0	0	0	0	0	1	3	0	0	0	0	0	3
UGR - Ungraded	11000	11000	31	26	3	0	0	0	0	0	0	10	13	2	0	0	0	0	0	16
COO - Computer Operations	11000	10000	26	0	26	0	0	0	0	0	0	0	26	0	0	0	0	0	0	0
UGR - Ungraded	11000	10000	13	10	1	2	2	0	1	0	0	0	6	2	2	1	1	1	0	7
UGR - Ungraded	11400	10000	3	3	0	0	0	0	0	0	0	0	0	0	0	3	0	0	0	3
WGE - Wage Only	12200	12100	1	0	0	0	0	0	0	0	0	0	0	1	0	0	0	0	0	1
AOS - Admin & Office	12300	VAPA	8	5	1	1	2	0	0	0	0	0	4	2	1	1	0	0	0	4
WGE - Wage Only	12300	AIRGUARDFO	1	1	0	0	0	0	0	0	0	0	0	0	0	1	0	0	0	1
WGE - Wage Only	12300	CHALLENGE	7	5	1	0	2	0	0	0	0	0	3	1	1	2	0	0	0	4
WGE - Wage Only	12300	DISTLEARN	4	0	3	0	0	0	0	0	0	0	3	1	0	0	0	0	0	1
WGE - Wage Only	12300	EDUCATION	1	1	0	0	0	0	0	0	0	0	0	0	0	1	0	0	0	1
WGE - Wage Only	12300	FACILITIES	35	11	22	3	7	1	0	0	0	0	33	2	0	0	0	0	0	2
WGE - Wage Only	12300	FTFICBLL	6	5	0	0	0	0	0	0	0	0	0	1	0	5	0	0	0	6
WGE - Wage Only	12300	FTFICDPV	25	7	14	1	3	0	0	0	0	0	18	4	0	3	0	0	0	7
WGE - Wage Only	12300	FTFICFIRE	3	0	3	0	0	0	0	0	0	0	3	0	0	0	0	0	0	0
WGE - Wage Only	12300	ITAM	2	0	2	0	0	0	0	0	0	0	2	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:

NavBar > 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

The screenshot shows the 'Job Group Diversity - New Hire' report run control page. At the top, there is a header bar with the title 'Job Group Diversity - New Hire'. Below this, there is a tab labeled 'Job Group Diversity - New Hire'. The main area contains a 'Run Control ID' field with the value 'Job\_Group\_Diversity\_New\_Hire', a 'Report Manager' link, a 'Process Monitor' link, and a 'Run' button. Below these links is a section titled 'Report Request Parameters' which contains several input fields: '\*From Date' with a date picker set to '01/01/2021', '\*To Date' with a date picker set to '03/31/2021', 'Business Unit (Leave Blank for All)' with a search icon, 'Secretariat (Leave Blank for All)' with the value '13' and a search icon, and 'VPA Only' with an unchecked checkbox. A note at the bottom of this section states: 'If running this report by Secretariat, your results will only include the Business Units you have access to.' At the bottom of the page, there are five buttons: 'Save', 'Return to Search', 'Notify', 'Add', and 'Update/Display'.


### ADDITIONAL INFORMATION:

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

Rev 4/29/2025



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



Cardinal

Report ID:RHR503

Business Unit:

From Date: 1/1/2021

To Date: 3/31/2021

Commonwealth of Virginia

Job Group Diversity Analysis - New Hires

Run Date: 04/21/2021

Run Time: 16:42:43

Page 1 of 1

	Total New Hire	Total Minorities	MALE							FEMALE							Total
			White	Hispanic	Black	Ans/Pcls	Amind	2+Race		White	Hispanic	Black	Ans/Pcls	Amind	2+Race		
Secretariat 3:Education BU:21300 Prof - Assistant Professor	1	1	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	
Secretariat 7:Legislative BU:10000 COV Default	1	0	0	0	0	0	0	0	0	1	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	
Secretariat 16:Commerce and Trade BU:85100 Financial Services Spec II	2	1	1	0	0	0	0	0	2	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:

NavBar > 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



## ADDITIONAL INFORMATION:

From Date and To Date fields are required fields.

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



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:

Department:

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

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

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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:

Department:

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
			0		S10	2023-01-23	RFL	Return From Leave			
			0		S10	2023-01-19	RFL	Return From Leave			
			0		S10	2023-03-14	RFL	Return From Leave			
			0		S10	2023-01-17	PLA	Short Term Disability-Working		2023-03-03	2022-06-10
			0		S10	2023-02-02	RFL	Return From Leave			
			0		S10	2022-11-20	PLA	Parental Leave		2023-01-04	
			0		S10	2023-01-11	PLA	Parental Leave		2023-01-30	
			0		S10	2023-01-23	RFL	Return From Leave			
			0		S10	2023-01-03	RFL	Return From Leave			
			0		S10	2023-01-17	RFL	Return From Leave			



## 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:

NavBar > 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'. The page title is 'Performance Rating Report'. Below the title, there is a 'Run Control ID' field with the value 'Job\_Group\_Diversity\_New\_Hire'. 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 several input fields: '\*Effective Date' (with a calendar icon), 'Business Unit' (with a search icon), 'Department' (with a search icon), 'Rating Type' (a dropdown menu), and 'Review Rating' (a checkbox). To the right of these fields is a 'Report Type' section with two radio buttons: 'Detail' and 'Summary'. Below the input fields, there are four buttons: 'Save', 'Return to Search', 'Notify', and 'Add'. At the bottom right, there is an 'Update/Display' button.

### ADDITIONAL INFORMATION:

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

Rev 4/29/2025






### 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><div>Commonwealth of Virginia Performance Ratings Details &amp; Summary Report Summary Report</div></div> <div>Report ID: RHR265</div>						
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: 08/1/2024

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

### NAVIGATION PATH:

NavBar > 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  
XLS

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

The screenshot shows the 'Person Data Changes Report' run control page. At the top, there is a navigation bar with a link to 'Cardinal Homepage' and the title 'Person Data Changes Report'. Below this, a green tab labeled 'Person Data Changes Report' is active. The main area displays the 'Run Control ID' as 'Person\_Data\_Changes\_Report', with links to 'Report Manager' and 'Process Monitor', and 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 Person Data Changes Report

Commonwealth of Virginia  
Person Data Changes

Report ID: RHR501  
Run Date: APR-27-2021  
Run Time: 16:51:30

Business Unit:

Begin Date: 2021-01-01

End Date: 2021-03-31

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:

NavBar > 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

**Position Data Upload Error**

Run Control ID

Position\_Data\_Upload\_Error

Report Manager

Process Monitor

Run

**Date Range**

\*From Date

\*To Date

**File Parameters**

☐ Output to File Server

**Business Unit Selection**

\*Tree Name

BU\_HR006\_INTIN

\*How Specified

Detail - Selected Parents

**Tree Node Selector**

**Select Values/Nodes**

Business Unit	Description	
		-

Save

Return to Search

Notify

Add

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 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

 Report ID: RHR041		Commonwealth of Virginia POSITION DATA UPLOAD ERROR REPORT		Run Date: 08/23/2020 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					
Position	Error Field Name	Field Value	Error Type	Error Description	
( ) #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:

NavBar > 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 '< Process List' button and the title 'Position History'. Below this, a green button labeled 'Position History Report' is visible. The main form area contains the following elements:

- Run Control ID:** Set to 'Position\_History\_Report'.
- Language:** A dropdown menu currently showing 'English'.
- Report Manager:** A link to the report manager.
- Process Monitor:** A link to the process monitor.
- Run:** A button to execute the report.
- Report Request Parameters:** A section containing:
  - As Of Date:** A date input field with a calendar icon.
  - \*Position Number:** A text input field with a search icon.
- Save:** A green button at the bottom left.
- Add:** A button at the bottom right.
- Update/Display:** A button at the bottom right.

### 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	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	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 Update	Post Revie	Pos Month	Pos Econ	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:

NavBar > 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


The screenshot shows the 'Position Summary Report' run control page. At the top, there is a navigation bar with a '< Process List' button and the title 'Position Summary Report'. Below this, a 'Position Summary Report' tab is active. The main area contains a 'Run Control ID' field with the value 'Position\_Summary', and links for 'Report Manager' and 'Process Monitor'. A 'Run' button is also present. The 'Report Request Parameters' section includes a '\*As Of Date' field with a calendar icon, a 'Report Type' section with radio buttons for 'Detailed' and 'Summary' (where 'Summary' is selected), and a 'Leave Blank for All Parameters' section. This section contains input fields for 'Business Unit', 'Job Code', 'Department', 'SOC Code', 'Pos Status', 'Sal Plan', 'Pos EFF Status', and 'Grade', each with a search icon. At the bottom, there are buttons for 'Save', 'Notify', 'Add', and 'Update/Display'.





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

## Screenshot of Position Summary Report – Summary View



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	6	1	0%
Dept of Criminal Justice Svcs	10740	215	7	2	1%
Dept of Criminal Justice Svcs	10810	215	3	3	1%
Total		215	173	42	20%

## Screenshot of Position Summary Report – Detail View



Report ID:RHR471

As of Date: 01/11/2024

Business Unit: 77700

Department:

Position Status: A

Position Eff Status:

Job Code:

SOC Code:

Grade:

Commonwealth of Virginia

Position Summary Report

Detail Report

Run Date: 01/11/2024

Run Time: 10:16:43

Page 1 of 1

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	6/30/2022	Special Education and Student	A	A	29141	25-2099	3	N
Department of Juvenile Justice	50001	DJTEBA03	7/1/2022	Art Teacher	A	A	29112	25-2000	4	N
Department of Juvenile Justice	50001	DJTEBA02	9/9/2022	Principal	A	A	29134	25-9031	5	N
Department of Juvenile Justice	50001	DJTEBA05	1/10/2023	School Psychologist	A	A	40212	19-9031	5	N
Department of Juvenile Justice	50001	DJTEBA06	1/1/1901	History Teacher	A	A	29112	25-2000	4	N
Department of Juvenile Justice	50001	DJTEBA02	1/1/1901	Special Education Teacher	A	A	29112	25-2000	4	N
Department of Juvenile Justice	50001	DJTEBA14	8/9/2022	Culinary Arts Teacher	A	A	29112	25-2000	4	N
Department of Juvenile Justice	50001	DJTEBA21	1/1/1901	Welding Instructor	A	A	29112	25-2000	4	N
Department of Juvenile Justice	50001	DJTEBA07	2/23/2023	Special Education Teacher	A	A	29112	25-2000	4	N
Department of Juvenile Justice	50001	DJTEBA22	3/3/2023	Math Teacher	A	A	29112	25-2000	4	N
Department of Juvenile Justice	50001	DJTEBA19	1/10/2023	Inst. Tech. Res. Specialist	A	A	29113	25-2000	5	N
Department of Juvenile Justice	50001	DJTEBA08	7/13/2022	School Counselor	A	A	29112	25-2000	4	N
Department of Juvenile Justice	50001	DJTEBA23	1/1/1901	Biology Teacher	A	A	29112	25-2000	4	N
Department of Juvenile Justice	50001	DJTEBA16	3/9/2023	English Teacher	A	A	29112	25-2000	4	N
Department of Juvenile Justice	50001	DJTEBA05	1/1/1901	Special Education Teacher	A	A	29112	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 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:

NavBar > 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's a header bar with the title. Below it, a tab labeled 'R and R Compliance Report' is selected. The main area contains a 'Run Control ID' field with the value 'R\_and\_R\_Compliance\_Report'. To the right are links for 'Report Manager' and 'Process Monitor', and a 'Run' button. Below this is a section titled 'Report Request Parameters' which contains a form for the 'Reward and Recognition Compliance Report'. The form has three fields: 'Business Unit (Leave Blank for All)' with a search icon, 'Reward Type' with radio buttons for 'Leave' (selected) and 'Monetary', and '\*Fiscal/Leave Year' with a text input field. At the bottom of the form 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)



Commonwealth of Virginia

Reward and Recognition Compliance Report

Report ID: RHR490


Page No: 1

Run Date: 04/29/2021

Run Time: 03:03:40 PM

Business Unit	%									
Start Date	07/01/2019									
End Date	06/30/2020									
Reward Type	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			
Reward Type	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)

		Commonwealth of Virginia						Page No:	1
		Reward and Recognition Compliance Report						Run Date:	05/05/2021
Report ID: RHR490								Run Time:	02:24:20 PM
Business Unit		%							
Leave Year		2019							
Reward Type		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:

NavBar > 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 bar with the title 'Rwd and Recogn Leave Rpt'. Below the header, there is a tab labeled 'Reward and Recog Leave Rpt'. The main content area contains the following elements:

- Run Control ID:** Rewards\_and\_Recognition\_Leave
- Report Manager:** Process Monitor
- Run Button:** A button labeled 'Run'.
- Report Request Parameters:** A section containing several input fields and radio buttons.
  - \*From Date:** A date picker field.
  - \*To Date:** A date picker field.
  - Business Unit (Leave Blank for All):** A text input field with a search icon.
  - Department (Leave Blank for All):** A text input field with a search icon.
  - Report Type:** A section with two radio buttons: 'Summary' (unselected) and 'Detail' (selected).
  - Absence Mgmt Agency?:** A section with two radio buttons: 'Yes' (unselected) and 'No' (selected).
  - VPA only:** A section with three radio buttons: 'Yes' (unselected), 'No' (unselected), and 'Both' (selected).
- Save Button:** A green button labeled 'Save'.
- Return to Search Button:** A button labeled 'Return to Search'.



### ADDITIONAL INFORMATION:

From Date and To Date fields are required fields.

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

**Commonwealth of Virginia**  
Reward and Recognition Leave Report  
Absence Management Detail Report

**Report ID:** RHR280  
**Run Date:** 01/22/2024  
**Run Time:** 3:44:40 PM  
**Page No:** 1 of 1

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	60	DCJS Exceptional Recruitment and Retention
			1	Mile	Quarter	CJS00335	Gen Admin Manager III	N	02/10/2023	ALJ	40	per reward tracker

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

**Commonwealth of Virginia**  
Reward and Recognition Leave Report  
Summary Report

**Report ID:** RHR280  
**Run Date:** 04/23/2021  
**Run Time:** 12:47:47 PM  
**Page No:** 1 of 1

From Date:	01/01/2021
To Date:	03/31/2021
Business Unit:	
Department:	
VPA Only:	B

**Business Unit:** 21500  
**Department:** 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:

NavBar > 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.

<div><div>Commonwealth of Virginia SALARY ABOVE AND BELOW PAY GRADE REPORT Report ID: VHRR0177</div><div>Run Date: 04/21/2021 Run Time: 03:24 00</div></div>									
Page No. 1 of 91									
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:

NavBar > 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

[Process List](#)

Salary Grade/Step

Salary Grade/Step

Run Control ID Salary\_Grade\_Step

Language English

Report Manager Process Monitor

Run

Report Request Parameter(s)

☐ Show Components

Save Notify Add 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

PeopleSoft Salary Plan/Grade/Step/Components Table												
Report ID: PER706B										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	Group
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)

PeopleSoft Salary Plan/Grade/Step/Components Table												
Report ID: PER706B										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	Group
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 report displays Salary Plan and Grade table data.

**NAVIGATION PATH:**

NavBar > 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 application interface for the "Salary Grade" report. At the top, there is a dark blue header bar with a left navigation button labeled "< Process List" and a title "Salary Grade" on the right. Below the header, a light green tab labeled "Salary Grade Table" is selected. The main content area contains a table with one row: "Run Control ID" followed by "Salary\_Grade". To the right of the table, there are two links: "Report Manager" and "Process Monitor", and a "Run" button. At the bottom of the page, there are four buttons: "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

<b>ORACLE®</b> 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-->	<--Daily Min-->	<-- Monthly Min -->	<-- Annual Min -->	
					<--Hourly Mid-->	<--Daily Mid-->	<-- Monthly Mid -->	<-- Annual Mid -->	
					<--Hourly Max-->	<--Daily Max-->	<-- Monthly Max -->	<-- Annual Max -->	
STATE			01/01/1901	USD	0.000	0.00	0.00	0	
					8.731	69.85	1,513.38	18,160	
					17.462	139.70	3,026.75	36,321	
STATE			01/01/1901	USD	0.000	0.00	0.00	0	
					42.067	336.54	7,291.67	87,500	
					84.135	673.08	14,583.33	175,000	
STATE			01/01/1901	USD	81.336	650.69	14,098.25	169,179	
					84.284	674.27	14,609.17	175,310	
					87.231	697.85	15,120.08	181,441	
STATE			01/01/1901	USD	57.218	457.75	9,917.83	119,014	
					63.869	510.96	11,070.63	132,848	
					70.520	564.16	12,223.42	146,681	
STATE			01/01/1901	USD	57.218	457.75	9,917.83	119,014	
					66.204	529.64	11,475.38	137,704	
					75.190	601.52	13,032.92	156,395	
STATE			01/01/1901	USD	56.478	451.82	9,789.50	117,474	
					69.231	553.85	11,999.96	144,000	
					81.983	655.87	14,210.42	170,525	
STATE			01/01/1901	USD	45.731	365.85	7,926.67	95,120	
					50.899	407.19	8,822.46	105,870	
					56.067	448.53	9,718.25	116,619	
STATE			01/01/1901	USD	81.336	650.69	14,098.25	169,179	
					88.467	707.74	15,334.29	184,012	
					95.598	764.78	16,570.33	198,844	
STATE			01/01/1901	USD	57.218	457.75	9,917.83	119,014	
					60.183	481.47	10,431.79	125,182	
					63.149	505.19	10,945.75	131,349	
STATE			01/01/1901	USD	0.000	0.00	0.00	0	
					36.058	288.46	6,250.00	75,000	
					72.115	576.92	12,500.00	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:**

NavBar > 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

[< Cardinal Homepage](#)Salary Structure

Salary Structure

Run Control ID Salary\_Structure

Report Manager Process Monitor

Language English

Report Request Parameter(s)

As Of Date

**ADDITIONAL INFORMATION:**

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





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

REVISED: 7/5/2024

### 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:

NavBar > Menu > Workforce Administration > Workforce Reports > Separation Detail Report

### INPUT / SEARCH CRITERIA:

Business Unit (Leave Blank for All)

Empl Class (Leave Blank for All)

\*From Date

\*To Date

### OUTPUT FORMAT:

PDF

XLS

### Screenshot of the Separation Detail Report Run Control Page


The screenshot shows the 'Separation Detail Report' run control page. At the top, there is a navigation bar with a back arrow and 'Cardinal Homepage' on the left, and 'Separation Detail Report' on the right. Below the navigation bar, the page is divided into two main sections. The top section contains the 'Run Control ID' (Separation\_Detail\_Report), 'Report Manager', 'Process Monitor', and a 'Run' button. The bottom section is titled 'Process Request Parameters' and contains four input fields: 'Business Unit (Leave Blank for All)' with a search icon, 'Empl Class (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 page, there are four buttons: 'Save', 'Notify', 'Add', and 'Update/Display'.

### ADDITIONAL INFORMATION:

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



## Screenshot of the Separation Detail Report



Report ID: RHR423

Commonwealth of Virginia

Separation Detail Report

Run Date 07/05/2024

Run Time 10:15:21 AM

Page No. 1 of 9

Results for Effective Date Range: From Date: 1/1/2024 To Date: 7/5/2024

Business Unit:

Employee ID	Empl Rcd	Employee Name	Effective Date	Empl Class	Job Code	Service Years	Gender	Race	HR Status	PY Status	Benefit Status	Layoff Notification Date	Grade	Action Code	Action Reason
	0		5/1/2024	CLS	79034	0	M	WHITE	I	T	T		4	TER	RES
	0		5/1/2024	CLS	79152	0	M	WHITE	I	T	T		2	TER	HEA
	0		6/17/2024	CLS	79152	0	M	WHITE	I	T	T		2	TER	RES
	0		4/25/2024	CLS	79152	0	M	WHITE	I	T	T		2	TER	RES
	0		4/6/2024	CLS	79152	0	M	WHITE	I	T	T		2	TER	TER
	0		3/30/2024	CLS	79152	0	M	WHITE	I	T	T		2	TER	RES
	0		3/30/2024	CLS	39032	0	M	WHITE	I	T	T		4	TER	RES
	0		3/16/2024	CLS	79152	1	M	BLACK	I	T	T		2	TER	VIO
	0		3/2/2024	CLS	79152	1	M	WHITE	I	T	T		2	TER	RES
	0		3/13/2024	CLS	79152	1	M	WHITE	I	T	T		2	TER	RES
	0		4/27/2024	CLS	19212	1	F	ASIAN	I	T	T		5	TER	RES
	0		1/10/2024	CLS	79152	1	M	AFRAM	I	T	T		2	TER	UNS
	0		2/2/2024	CLS	79152	1	M	WHITE	I	T	T		2	TER	UNS
	0		3/16/2024	CLS	79152	1	M	WHITE	I	T	T		2	TER	RES
	0		5/1/2024	CLS	79152	1	M	WHITE	I	T	T		2	TER	HEA
	0		3/9/2024	CLS	39072	1	M	WHITE	I	T	T		3	TER	RES



## 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:

NavBar > 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**

1-1 of 1

	Business Unit	Agency Description		
1	<input type="text"/>		<a href="#">+</a>	<a href="#">-</a>

[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



Report ID: RHR394

As of Quarter End Date: 03/31/2020  
Business unit : 24200  
VPA Only : N

Commonwealth of Virginia  
Statewide Report for Veteran's Services

Run Date: 04/14/2021  
Run Time: 16:22:32

Page 1 of 1

	Percent of Workforce Veterans (%)	Average Current Tenure of Veterans	Percent of Workforce Non-Veterans (%)	Average Current Tenure of Non-Veterans
	5.48%	7.89	0%	9.14
Overall Calculation:	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:

NavBar > 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.

### ADDITIONAL INFORMATION:

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



## Screenshot of the Teleworkers Detailed Report

Teleworkers Detailed Report										
Secretariat	Business Unit	Agency Name	Parent Business Unit	Department ID	Department Name	Employee ID	Employee Record	Employee Type	First Name	Last Name
Public Safety & Homeland Secty	99900	Alcoholic Beverage Control	99900	410816	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	
ABC000364	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
VECT3361	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	4/1/2023	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	
ABCW113A	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	96012	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
ABC00069	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				
CWMFP096	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:

NavBar > 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).**

Teleworker Statistics Report

Run Control ID Demo      Report Manager      Process Monitor      Run

\*As Of Date      03/27/2023      [icon]

\*Level      Statewide      [v]

Secretariat (Leave Blank for All)      [v]

Save      Add      Update/Display



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

Teleworker Statistics Report

Run Control ID DemoReport ManagerProcess MonitorRun

\*As Of Date03/27/2023

\*LevelSecretariat

\*Secretariat

SaveAddUpdate/Display

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

Teleworker Statistics Report

Run Control ID DemoReport ManagerProcess MonitorRun

\*As Of Date03/27/2023

\*LevelBusiness Unit

Business Unit OptionAll Business Units

SaveAddUpdate/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 DemoReport ManagerProcess MonitorRun

\*As Of Date03/27/2023

\*LevelBusiness Unit

Business Unit OptionSpecific Business Unit(s)

Business Unit(s)

PersonalizeFindView All1 of 1Last

Business Unit	Description
112900	Dept of Human Resource Mgt

SaveAddUpdate/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:

NavBar > 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.

< Process List

Transfer Report

Run Control ID Transfer\_Report

Report Manager Process Monitor Run

Report Request Parameters

\*From Date

\*To Date

☐ Intra Agency

☐ Inter Agency

☒ Both Intra and Inter Agencies

Save Add

### 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: 08/23/2024

### 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:

NavBar > 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

Years of Service

Run Control ID    YEARS\_OF\_SERVICE    [Report Manager](#)    [Process Monitor](#)    [Run](#)

Years of Service

\*As Of Date    08/23/2024

Business Unit (Leave Blank for All)

Department (Leave Blank for All)

[Save](#)    [Notify](#)

[Add](#)    [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

Cardinal

Commonwealth of Virginia

Years of Service

Run Date: 08/23/2024

Run Time: 10:03:02

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	Years Of Service	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
				8/10/2024	0	0	0	0	8/10/2024	8/10/2024	8/10/2025	8/10/2024	Active	1	00151	151	
				5/25/2007	0	0	0	17	5/25/2007	5/25/2007	5/25/2027	Active	20	19031	4		
				11/22/1999	0	0	0	24	11/25/1999	11/25/1999	11/22/2024	12/1/1999	Active	25	19151	4	
				7/25/2011	0	0	0	13	8/10/2011	8/10/2011	7/25/2026	7/25/2011	Active	15	19032	5	
				5/10/2019	27	0	27	7	2/10/2017	2/10/2017	2/10/2027	4/25/1999	Active	10	19032	5	
				10/12/1987	0	0	0	36	10/10/1987	10/10/1987	10/12/2027	4/25/1999	Active	40	19036	7	
				1/10/2004	0	0	0	20	1/10/2004	1/10/2004	1/10/2029	6/25/2006	Active	25	19032	5	
				7/20/2022	0	0	0	2	7/25/2022	7/20/2025		Active	3	19031	4		
				5/25/2009	0	0	0	15	5/25/2009	5/25/2029	5/25/2009	Active	20	19035	6		
				3/13/2024	0	0	0	0	3/25/2024	3/13/2025	3/13/2024	Active	1	19032	5		
				6/1/2023	0	0	0	1	6/10/2023	6/10/2023	6/1/2026	6/1/2023	Active	3	19032	5	
				3/13/2024	0	0	0	0	3/25/2024	3/13/2025	3/13/2024	Active	1	19032	5		
				9/25/2012	71	0	71	17	10/25/2006	10/25/2006	10/25/2026	4/10/1999	Active	20	19032	5	

