

PS0030 – Employee Search Screen

Use the Employee Search Screen to search for an employee ID number when you know all or only parts of an employee's name. Once PPMS displays one or more records meeting your criteria on this screen, you can display additional information about a selected employee on other PPMS Employee Maintenance screens.

User Functions and Key Fields

Func	I (Inquire)
Key1	Last Name
Key2	First Name (optional)
Key3	Employee Type (optional)

Using the Screen

To search for an employee on the Employee Search Screen, you must enter a last name in the Key1 field. To narrow your search, you can optionally enter a first name in the Key2 field and an employee type code in the Key3 field.

To enter a last name in the Key1 field, type from five to nine characters of the name. If the name is less than five characters, you must enter the entire name. If the name is five or more characters, you must enter a minimum of five characters.

If you do not know the first five characters of the last name, type as many characters as you know, followed by @ (the "at" sign), for example, **CA@**. This entry retrieves all employee records with a last name beginning with **CA**, for example, Carson and Carter. The search process takes longer when you use this method than if you enter five characters.

If PPMS finds more than 16 employee records matching your search criteria, the records are displayed on multiple PS0030 screens, each containing up to 16 records. To display the next screen of a multiple-screen listing, use the Next (F6) function key. To display the previous screen, use the Prev (F5) function key.

After a list of employee records are displayed, you can display information about one of the employees on another PPMS Employee Maintenance screen as follows:

1. In the Func field on the Next function line, type the code for the function that you want to use on the next Employee Maintenance screen, for example, **C** (change)
2. In the Screen field, type the screen identification number (for example, PS0001).
3. In the Key1 field, type the system-assigned number (1-16) of the employee record.

This number is displayed to the left of the Employee Name field.

4. Press Enter or the Next Screen (F2) key.

Data Fields

Last Name (Key1, entry required)	Emp Type (display only)
First Name (Key2)	Home Campus (display only)
Employee Type (Key3)	Home Dept (display only)
Employee Name (display only)	Empl Date (display only)
Employee ID (display only)	Last Payroll Activity (display only)

Last Name (part of EMPL-NAME)

Definition	Key1 field. Entry required. The last name of an employee.
Length	9 characters
Additional Information	The last name is used by PPMS in the initial selection of employee names. You can narrow a search by entering an optional first name in the Key2 field and an optional employee type in the Key3 field.
Data Sets	Not stored in the EMP database

First Name (part of EMP-NAME)

Definition	Key2 field. The first name of an employee.
Length	6 characters
Additional Information	If you enter an optional first name in the Key2 field, PPMS will display a narrower selection of employees.
Data Sets	Not stored in the EMP database

Employee Type (EMP-TYP)

Definition	Key3 field. A code identifying an employee's primary personnel category.
Length	1 character
Values	Defined by SBCTC-ITD on the Employee Type Table (PS9026) as follows: C Classified E Exempt F Full-time faculty H Hourly L Paraprofessional P Part-time faculty R Supplemental retiree S Student V Volunteer
Data Sets	EMP database: EMP-M TBL5 database: APP-STAT-TBL-D EMP-TYP-TBL-M JOB-CLASS-TBL-M

Employee Name (EMP-NAME)

Definition	Display only. The full name of an employee.
Length	30 characters
Format	Last, First Middle, Suffix
Values	Entered by colleges on the Employee Status Screen (PS0001). Can be changed on the Personal Information Screen (PS0004).
Data Sets	EMP database: EMP-M PAYR database: Not stored in the PAYR database

Employee ID (EMP-ID) Display only.

Definition	Entry required. A unique number that identifies an employee. This number is usually the employee's Social Security number.
Length	9 digits
Values	College-entered on the Employee Status Screen (PS0001) or Student/Hourly Screen (PS0012)
Edits	On screens where the employee ID field is open, the employee ID must have been entered into the Employee database on the Employee Status Screen (PS0001) or the Student/Hourly Screen (PS0012). On the Employee Status Screen (PS0001) and the Student/Hourly Screen (PS0012), the employee ID field must not contain spaces.
Data Sets	Employee (EMP) database: DED-BAL-D (key) EMP-A (key) EMP-ADDR-D (key) EMP-BENE-D (key) EMP-BOND-D (key) EMP-DED-D (key) EMP-EDUC-D (key) EMP-HIST-D (key) EMP-JOB-D (one of 2 keys) EMP-M (key) EMP-NAME-D (one of 2 keys) EMP-YRQ-D (key) EMPLR-XREF-D (one of 2 keys) FAC-PLACE-D (key) LEAVE-DAY-D (key) LEAVE-XREF-D (one of 2 keys) Payroll (PAYR) database: COH-TRNS-M TIME-RPT-D

Home Campus (HOME-CAMPUS)

Definition	Display only. A code identifying an employee's home campus. This field is especially important if the home campus is part of a multi-campus college.
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Length	3 characters
Values	Defined by SBCTC-ITD on the College Code Table (SM5014). To identify a home campus, see the list of college codes.
Data Sets	EMP-M

Home Department (HOME-DEPT)

Definition	Display only. A code identifying the administrative unit to which an employee is assigned.
Length	3 characters
Values	Defined by colleges on the Department Table (PS9006)
Data Sets	EMP-M

Employment Date (EMPL-DATE)

Definition	Display only. The date on which an employee most recently began continuous employment with your college.
Length	6 digits
Format	mmddyy
Data Sets	EMP-M

Last Pay Date (LAST-PAY-DATE)

Definition	Display only. The most recent date on which an activity affecting the employee's payroll transactions was performed. Such activity includes expense transfers and canceled checks.
Length	6 digits
Format	mmddyy
Values	PPMS-generated
Data Sets	EMP-JOB-D EMP-M