



State of Wisconsin Department of Administration

State Employee Roster Query

Purpose

This job aid demonstrates how to search for an employee and their history with the State of Wisconsin using the Roster Query in PeopleSoft HCM.

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Running the Query

Begin by navigating to the **State Employee Roster Query**.

Workforce Administrator Home Page > Human Resources Dashboard > Reports & Queries Tile > Roster Query

OR

NavBar > Reporting Tools > Query Viewer or Query Manager > WI_HR_PER_ROSTER_QRY

If you're using Query Viewer or Query Manager, choose to run the query in HTML

1. Enter the search criteria
 - a. Last Name
 - b. First Name
 - c. SSN
 - d. %Previous Name%

WI_HR_PER_ROSTER_QRY - Roster with Personal Data

Last Name

First Name

SSN

%Previous Name%

To search using either a partial Last Name or partial SSN use the % symbol

Example: To search for employees with a last name that starts with SMI enter **SMI%**.

Always use the % symbol before and after the previous last name to ensure all records are found

Previous names from the former OSER Roster will show as the former last name(s) only. Name changes that occurred within PeopleSoft will show as the entire former name including last, first and MI. This information will populate with any name change that has been made in the system.

- You can export your results from this view by clicking on the option you want to export to. This will only export the results as seen on this page – it will not export transaction records for each employee listed.

WL_HR_PER_ROSTER_QRY - Roster with Personal Data

Last Name: SMITH
 First Name: DEB
 SSN: [REDACTED]
 %Previous Name(s): [REDACTED]

Download results in: Excel Spreadsheet CSV Text File XML File (9 kb)

Row	Name	Previous Name	Company Security Date	SSN	Gender	Ethnic Group	Disability
1	SMITH, DEB A		01/01/1900	[REDACTED]			
2	SMITH, DEB A		03/27/2000	[REDACTED]	M	W	Y
3	SMITH, DEB A		03/27/2000	[REDACTED]	M	S	
4	SMITH, DEB A		08/01/1908	[REDACTED]	F	B	
5	SMITH, DEB A		10/01/2005	[REDACTED]	F	B	
6	SMITH, DEB A		10/01/2005	[REDACTED]	F	I	O
7	SMITH, DEB A		07/17/1980	[REDACTED]	F	S	
8	SMITH, DEB A		01/01/1900	[REDACTED]	F		
9	SMITH, DEB A		01/01/1900	[REDACTED]	F		
10	SMITH, DEB A		11/09/2009	[REDACTED]	F	S	O
11	SMITH, DEB A		01/01/1900	[REDACTED]	F		
12	SMITH, DEB A		01/13/1962	[REDACTED]	F	S	O
13	SMITH, DEB A		01/01/1900	[REDACTED]	F		
14	SMITH, DEB A		04/12/2021	[REDACTED]	F	W	
15	SMITH, DEB A		01/01/1900	[REDACTED]	F	I	
16	SMITH, DEB A		04/09/2021	[REDACTED]	F	B	
17	SMITH, DEB A		03/20/1990	[REDACTED]	F	W	
18	SMITH, DEB A		03/20/1990	[REDACTED]	F	S	
19	SMITH, DEB A	SMITH, LARUSH	10/09/1960	[REDACTED]	F	S	
20	SMITH, DEB A		08/09/2000	[REDACTED]	F	W	
21	SMITH, DEB A		08/30/2014	[REDACTED]	F	B	
22	SMITH, DEB A		08/30/2014	[REDACTED]	F	B	O
23	SMITH, DEB A		01/03/2011	[REDACTED]	M	S	
24	SMITH, DEB A		01/01/1900	[REDACTED]	F		
25	SMITH, DEB A		01/01/1900	[REDACTED]	F		
26	SMITH, DEB A		03/14/1977	[REDACTED]	M	S	O
27	SMITH, DEB A		01/09/2021	[REDACTED]	F	W	

- To export individual transaction records for a specific employee, click on their SSN here and you can export to Excel later.
- A new browser window will open and include the transaction records for the specific employee. Each transaction (Reason Description) should be listed in chronological order from newest to oldest.
- If an employee has many rows of transactions, they may roll over onto additional pages. To view more pages, click on the arrows next to the row numbers above the top right of the results.

WL_ORR_JOB_VW - Roster and Job Data

Download results in: Excel Spreadsheet CSV Text File XML File (22 kb)

Row	Employee Name	Emp Record	Business Unit	Department ID	Department ID Description	Comp Rate Code	Comp Rate	Employee Class	Job Code	Job Code Description	Salary Admin Plan	Salary Grade	Effective Date	Sequence	Action Description	Reason Description	Term Date	Eligibility Config Field 1	FLSA Status	Officer Code
1	SMITH, DEB A	0	395000	1014030300	Structures Design Unit A	NAHR/RY	28.340000	PRM	29090	TRANSPORTATION SPECIALIST-ADV	14	13	01/03/2021 12:00:00AM	0	P Pay Rate Change	General Wage Adjustment	30	X	N	
2	SMITH, DEB A	0	395000	1014030300	Structures Design Unit A	NAHR/RY	27.300000	PRM	29090	TRANSPORTATION SPECIALIST-ADV	14	13	01/03/2020 12:00:00AM	0	P Pay Rate Change	General Wage Adjustment	30	X	N	
3	SMITH, DEB A	0	395000	1014030300	Structures Design Unit A	NAHR/RY	27.200000	PRM	29090	TRANSPORTATION SPECIALIST-ADV	14	13	05/30/2018 12:00:00AM	0	P Position Change	Update Supervisor Level	30	X	N	
4	SMITH, DEB A	0	395000	1014030300	Structures Design Unit A	NAHR/RY	27.200000	PRM	29090	TRANSPORTATION SPECIALIST-ADV	14	13	01/09/2019 12:00:00AM	0	P Pay Rate Change	General Wage Adjustment	30	X	N	
5	SMITH, DEB A	0	395000	1014030300	Structures Design Unit A	NAHR/RY	28.000000	PRM	29090	TRANSPORTATION SPECIALIST-ADV	14	13	06/24/2018 12:00:00AM	0	P Pay Rate Change	General Wage Adjustment	30	X	N	
6	SMITH, DEB A	0	395000	1014030300	Structures Design Unit A	NAHR/RY	28.180000	PRM	29090	TRANSPORTATION SPECIALIST-ADV	14	13	04/01/2018 12:00:00AM	0	P Position Change	Title Change	30	X	N	
7	SMITH, DEB A	0	395000	1014030300	Structures Design Unit A	NAHR/RY	28.180000	PRM	29090	ENVS SPECIALIST-TRANS-ADV	14	13	03/04/2018 12:00:00AM	0	P Position Change	Location Change	30	X	N	
8	SMITH, DEB A	0	395000	1014030300	Structures Design Unit A	NAHR/RY	28.180000	PRM	29090	ENVS SPECIALIST-TRANS-ADV	14	13	11/29/2018 12:00:00AM	0	D Data Change	Conversion	30	X	N	
9	SMITH, DEB A	395	100				25.182000	01	29090	ENVS SPECIALIST-TRANS-ADV 2	14	13	06/28/2016 7:00:00AM	0	P PER-62	RECALL LOCATION	09			
10	SMITH, DEB A	395	100				26.160000	01	29090	ENVS SPECIALIST-TRANS-ADV	14	13	09/23/2016 7:00:00AM	0	S SAL-44	PAY PLAN INCREASE	09			
11	SMITH, DEB A	395	100				25.182000	01	29090	ENVS SPECIALIST-TRANS-ADV 2	14	13	06/29/2014 7:00:00AM	0	S SAL-44	PAY PLAN INCREASE	09			
12	SMITH, DEB A	395	100				25.903000	01	29090	ENVS SPECIALIST-TRANS-ADV 2	14	13	03/23/2014 7:00:00AM	0	S SAL-50	Discretionary Equity/Rewards	09			
13	SMITH, DEB A	395	100				24.600000	01	29090	ENVS SPECIALIST-TRANS-ADV 2	14	13	09/30/2013 7:00:00AM	0	S SAL-90	SALARY CORRECTION	09			
14	SMITH, DEB A	395	100				24.287000	01	29090	ENVS SPECIALIST-TRANS-ADV 2	14	08	04/28/2010 7:00:00AM	0	S SAL-41	UNION CONTRACT INC	9			
15	SMITH, DEB A	395	100				23.903000	01	29090	ENVS SPECIALIST-TRANS-ADV 2	14	28	03/19/2009 7:00:00AM	0	S SAL-10	INCLASIS	9			
16	SMITH, DEB A	395	100				21.400000	01	29105	ENVS TECHNICIAN-TRANS-ADV 2	09	15	10/19/2008 7:00:00AM	0	S SAL-41	UNION CONTRACT INC	9			
17	SMITH, DEB A	395	100				20.820000	01	29105	ENVS TECHNICIAN-TRANS-ADV 2	09	15	07/09/2008 7:00:00AM	0	S SAL-41	UNION CONTRACT INC	9			
18	SMITH, DEB A	395	100				20.820000	01	29105	ENVS TECHNICIAN-TRANS-ADV 2	09	15	06/26/2008 7:00:00AM	0	S SAL-41	UNION CONTRACT INC	9			
19	SMITH, DEB A	395	100				20.217000	01	29105	ENVS TECHNICIAN-TRANS-ADV 2	09	15	04/01/2007 7:00:00AM	0	S SAL-41	UNION CONTRACT INC	9			
20	SMITH, DEB A	395	100				19.720000	01	29105	ENVS TECHNICIAN-TRANS-ADV 2	09	15	06/29/2006 7:00:00AM	0	S SAL-41	UNION CONTRACT INC	9			
21	SMITH, DEB A	395	100				19.120000	01	29105	ENVS TECHNICIAN-TRANS-ADV 2	09	15	09/14/2005 7:00:00AM	0	S SAL-41	UNION CONTRACT INC	9			
22	SMITH, DEB A	395	100				17.740000	01	29105	ENVS TECHNICIAN-TRANS-ADV 2	09	15	07/24/2005 7:00:00AM	0	S SAL-41	UNION CONTRACT INC	9			
23	SMITH, DEB A	395	100				17.127000	01	29105	ENVS TECHNICIAN-TRANS-ADV 2	09	15	03/20/2005 8:00:00AM	0	P PER-21	REINSTATE SAME UNIT	9			
24	SMITH, DEB A	395	100				17.075000	01	29104	ENVS TECHNICIAN-TRANS-ADV	09	14	09/18/2003 8:00:00AM	0	P PER-111	REINSTATE DEPT	9			
25	SMITH, DEB A	395	100				17.075000	01	29104	ENVS TECHNICIAN-TRANS-ADV	09	14	07/13/2003 7:00:00AM	0	S SAL-11	REALLOCATION	9			
26	SMITH, DEB A	395	100				17.075000	01	29092	ENGINEERING SPEC-TRANS-PROJOURNEY	14	23	09/19/2003 7:00:00AM	0	S SAL-41	UNION CONTRACT INC	9			
27	SMITH, DEB A	395	100				16.180000	01	29092	ENGINEERING SPEC-TRANS-PROJOURNEY	14	23	04/07/2000 8:00:00AM	0	S SAL-10	RELEASE	9			
28	SMITH, DEB A	395	100				15.202000	01	29091	ENGINEERING SPEC-TRANS-PR	14	22	10/07/2001 7:00:00AM	0	S SAL-41	UNION CONTRACT INC	9			
29	SMITH, DEB A	395	100				14.217000	01	29091	ENGINEERING SPEC-TRANS-PR	14	22	04/08/2001 7:00:00AM	0	S SAL-41	UNION CONTRACT INC	9			
30	SMITH, DEB A	395	100				13.273000	01	29091	ENGINEERING SPEC-TRANS-PR	14	22	12/31/2000 8:00:00AM	0	S SAL-41	UNION CONTRACT INC	9			
31	SMITH, DEB A	395	100				13.141000	01	29091	ENGINEERING SPEC-TRANS-PR	14	22	10/08/2000 7:00:00AM	0	S SAL-41	UNION CONTRACT INC	9			
32	SMITH, DEB A	395	100				13.000000	01	29091	ENGINEERING SPEC-TRANS-PR	14	22	06/29/2000 7:00:00AM	0	S SAL-21	PROBATION INCREASE	9			
33	SMITH, DEB A	395	100				12.886000	01	29091	ENGINEERING SPEC-TRANS-PR	14	22	07/02/2000 7:00:00AM	0	S SAL-41	UNION CONTRACT INC	9			
34	SMITH, DEB A	395	100				12.840000	01	29091	ENGINEERING SPEC-TRANS-PR	14	22	06/21/2000 7:00:00AM	0	S SAL-41	UNION CONTRACT INC	9			
35	SMITH, DEB A	395	100				12.418000	01	29091	ENGINEERING SPEC-TRANS-PR	14	22	03/27/2000 8:00:00AM	0	P PER-10	ORIGINAL PERMANENT	9			
36	SMITH, DEB A	0	395000	1014030300	Structures Design Unit A	NAHR/RY	26.180000	PRM	29090	ENVS SPECIALIST-TRANS-ADV	14	13	03/27/2000 12:00:00AM	0	H Hire	Conversion	30	X	N	

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7. Additional Information:

- Due to differences in fields and data between the legacy system and PeopleSoft some fields may be blank, and some field data may be different depending on when the transaction occurred. For a complete listing of current (PeopleSoft) Action Descriptions and Reason Descriptions see the [Action/Action Reason Job Aid](#).
- UW data was included in the data brought into PeopleSoft from the legacy system but will not be included in transactions from this point forward. UW employment history should always be verified with UW System.
- Contingent Workers are not included in the query results.
- Effective dates for any type of termination will be different between PeopleSoft rows and legacy rows. For legacy terminations, the effective date was the last day the employee was on payroll. For terminations in PeopleSoft, the effective date is the day after the employee's last day on payroll. For calculations such as reinstatement eligibility or adjustments to continuous service, one day should be subtracted from the effective date of any PeopleSoft termination