

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.

Contents

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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%		
View Results		

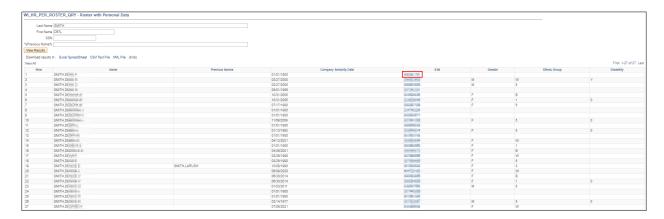
To search using either a partial Last Name or partial SSN use the % symbol

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.

2. 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.



- 3. To export individual transaction records for a specific employee, click on their SSN here and you can export to Excel later.
- 4. 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.
- 5. 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.



6. You can export your results from this view by clicking on the option you want to export to. This will export the results as seen on this page – it will export transaction records for the specific employee listed. Typically, you will want to export to Excel.

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