Module 2

Ad Hoc Reporting Overview

In this module you will learn:

- The ad hoc report process
- Terminology
- The types of data available
- How to use the DED

Supporting Files/Documents:

- Master File Description for Active Current Status File
- CIRS Data Element Dictionary

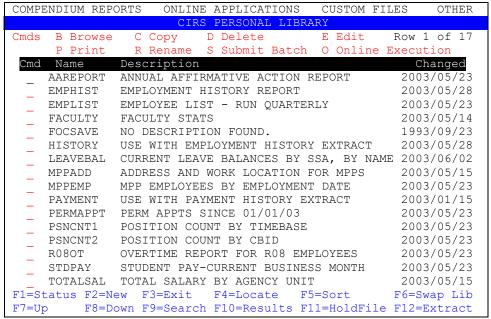
Ad Hoc Reporting Process

There are over 24 files (databases) available for ad hoc reporting in CIRS that contain employment history, payment history, or leave accounting information. They can be used alone or merged with one or more files.

In general, the steps for writing a report request are:

- 1. Determine the data elements (fieldnames) needed for your report
- 2. Determine which file(s) contain the data elements needed
- 3. Write a report using FOCUS commands to gather the data
- 4. Test your report in the online environment with record limits to obtain a sample and verify the results
- 5. Submit the report without record limits through batch execution

The CIRS main menu, shown below, contains the functions used to create, store and execute your report requests. Each of the functions will be discussed in detail in later modules in this workbook.



Note: The screen colors displayed will vary depending upon your emulation software settings.

Terminology

Before you can create, store and execute requests, you need access to a database and knowledge of the information it contains. The terminology below will be used throughout this workbook.

Database	A collection of related data stored together.		
Data Element	The name of specific data contained in the database (e.g., Social Security Number).		
Fieldname	Descriptive name assigned to the data element in the database (e.g., AC:SSA).		
Value	The actual literal (VALUE) for a fieldname (e.g., 001-23-9999 for AC:SSA).		
Format Length	Maximum number of characters designated for the values of the fieldname (e.g., AC:SSA has a maximum length of 11 characters).		
Format Type	How the data will be displayed. The format types are: A – Alpha D – Decimal DT – Date I - Integer P- Packed Decimal		
Description	Description of the fieldname. Corresponds to the Data Element Dictionary (DED) title.		
Standard Defines Temporary fields created using existing data elements within a specific database.			

Master File Descriptions

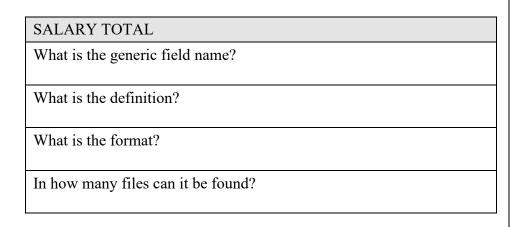
A detailed description of each file, known as a Master File Description (MFD), is available in the CIRS Data Element Dictionary. The MFD is a map of the segments of the data source and all the fields in each segment.

Below is a partial MFD for the Active Current Status (AC) file:

Segment Name = ACTIVE			Segment Type = S1	
<u>Fieldname</u>	<u>Format</u>		Data Element Description	
* AC:SSA	A	11	Social Security Number	
AC:SSAFOUR	Α	4	Social Security Number, Last 4	
AC:LASTNAME	Α	21	Name, Last	
AC:FRSTNAME	Α	16	Name, First	
* AC:WNAME	Α	39	Name, Full	
* AC:BRTHDATE	DT	MDYY	Birthdate	
* AC:AGE	I	6	Age	
AC:SEX	Ā	1	Sex Code	
AC:ETHNIC	Α	1	Ethnic Origin	
* AC:ETHNICGRP	Α	3	Ethnic Group	
AC:STREET	Α	28	Employee Address, Street	
AC:CTYST	Α	25	Employee Address, City and State	
AC:ZIP	Α	5	Employee Address, Zip Code	
AC:DISABLE	Α	3	Disability Status	
* AC:DISAB	Α	1	Disability Status Code	
* AC:DISFACT	Α	2	Disability Status Factors	
AC:ADDRWH	Α	1	Address Withheld Indicator	
* AC:DAO	Α	8	Data as of Date	
Segment Name = ACTPSN Parent = ACTIVE Segment Type = S1				
<u>Fieldname</u>	<u>For</u>	<u>mat</u>	Data Element Description	
AC:PSNSEQ	Α	2	Position Sequence Number	
AC:SSAPSN	Α	11	SSA / Position Sequence Key	
AC:DOCT	Α	4	Document Processing No.	
AC:AGYUNIT	Α	6	Agency and Unit Key	
AC:SEPCODE	Α	1	Separation Code	
AC:CAMPUSCD	Α	2	Campus Numeric Code	
AC:CAMPUS	Α	10	Campus Name Abbreviated	
AC:EMPCBID	Α	3	Collective Bargaining Id, Code	
AC:TRANCODE	Α	3	Transaction Code, Personnel	
* AC:TRANNAME	A	35	Transaction Code, Name	
* AC:TRANTYPE	A	24	Transaction Code, Type	
AC:EFFDATE	DT	MDYY	Effective Date	
* AC:POSITION	A	13	Position	
* AC:POSITI16	Α	16	Position Number	
* AC:SALARY	P	12.2M	Salary Total	
AC:REMARKS	Α	10	Employment History Remarks	

Using the Data Element Dictionary

Open the CIRS Data Element Dictionary (<u>www.calstate.edu/hrpims/ded</u>) in your desktop browser. Lookup the data elements listed below and use the information contained in the DED to answer the questions.



POSITION NUMBER

What are the file prefixes for this data element?

How will the data display?

How would you use this field?

COLLECTIVE BARGAINING ID, CODE

What is the definition?

In which type of files (i.e., employment or payroll) can it be found?

What are the coding values?

What You Have Learned

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- Terminology
- The types of data available
- How to use the DED