

PER-10 Employee Overview Screen

Purpose

The purpose of this job aid is to provide an overview of the ZEMP transaction which is a snapshot of an employee's information.

Employee Overview Screen

The transaction is initiated by entering data to define who and what timeframe an HR user needs to view a particular employee's information. There are 4 steps to complete this process.

Step 1: Type **ZEMP** in the Command field on the Easy Access screen and press the **Enter** key.

Step 2: Enter an Employee ID. You can enter the PERNR or click the matchcode to perform a search for the employee.

Step 3: The current date defaults into the Selection Date field. You have the option to enter any date that the employee has data in the system. If you enter a date that is not valid, you receive the message 'No Information for the date Entered.' If you are not authorized, you will receive a message indicating that you do not have authorization.

Step 4: Click the Execute button to perform the transaction.

Image

EE HR Overview

Menu ▾

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Selection Screen

Employee ID	
Selection Date	08/18/2025

The Employee Overview screen will display as of the selection date you entered on the first screen. The Run Date is the current date. The other fields are pulled from existing infotypes.

Note: The data on the example below is not real data.

Image

EE HR Overview

Menu



As of: 08/18/2025

Run Date: 08/18/2025

Employee Data

PERNR: 80000030
EE Name: Elizabeth watkins
Employment St: Active
Personnel Area: Environmental Quality
EE Group: SPA Employees
EE Subgroup: FT N-FLSAOT Perm
Personnel Subarea: 7day Norm
Ann Sal/Hr Rate: \$52,174.00
EE Exempt Status: No
PS Group: GN09 Level: 03
Cap.util.lvl: 100.00 wkHrs/Pd: 173.33 Monthly
DOB: 03/23/1953 Gender: F
Ethnic Origin: White (Non-Hispanic/Latino)
Military Status: Inactive Reservist
Veteran Status: Non Veteran
National Guard: N/A
State EOD: 01/01/2008 Agency EOD: 01/01/2008
Length of Service: 000 Mths
Est Long Due Date: 07/2035

Latest EE Action & Salary Changes:

Most Recent Actn: Reallocation (NC)
Reason: Class/Pay Plan Change
Action Date: 06/01/2018
Amt Last Sal Chg: \$0.00
Salary Chg Date: 06/01/2018

Position Data

Position: 65002438 - PROGRAM COORDINATOR III
Job: 32001241 - Program Coordinator III
Supervisor: NOT FND - HRP1001 LM PERNR Not Found
Org Unit: 20003893 - ENR SO ASIT Asst Sect-IT
EE Group: SPA Employees
EE Subgroup: FT N-FLSAOT Perm
Personnel Subarea: 7day Norm
Budgeted salary: \$52,174.00
Statutory Exemption Type: No

Organizational Data

Agency: -
Division: -
Section: -

Time Data

Time Management St: 1 - Positive Time Recording
working week: 06 - wk - Sat (mdnt) - Fri
work schedule Rule: D01N08GN - MTWHF-8,SaS-0
weekly working Hours: 40.00
OT Comp: N NS Premium: N
Callback: N WE Premium: N
Gap Hrs Comp: N ES Premium: N
Holiday Payout: N Holiday Premium: N
On-Call: N Telework: N
Extended Duty: N

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