

## **BP004 Employee History Lookup**

### **Purpose**

The purpose of this report description is to explain how to generate the Employee History Lookup Report.

### **Report Description**

This report provides basic employment information and a hyperlink to the BP002: Employee History report. Data returned is based on Last4 SSN and Last Name provided for prompt during report execution.

### **Report Location**

Cross Agency Verification

### **Report Uses**

This report has 2 mandatory prompts.

- SSN Last 4: Type in the last 4 digits of the employee's Social Security Number.
- Last Name: Type in a value (all UPPERCASE) or do a search and select from a list.

### **How to Generate This Report**

This report is generated after selecting values for the mandatory prompts. All mandatory prompts must have values selected before the Run Icon can be used to generate the report. Mandatory prompts can be identified as mandatory by the exclamation mark inside of the yellow-orange triangle, the square with the checkmark, or the display of (Mandatory). Detailed instructions for interaction with each prompt can be found on the [Web Intelligence Prompt List](#) on the [OSC website](#).

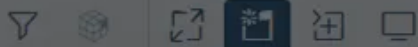
The Mandatory prompts for this report are:

- SSN Last 4 (Single Value, Mandatory)
- Last Name UPPERCASE (Single Value, Mandatory)

Image

Analyze

Display



Prompts ▾



Search 

-  SSN Last 4 (Single Value, Mandatory)  
Please select at least one value
-  Last Name UPPERCASE (Single Value, Mandatory)  
Please select at least one value



SSN Last 4 (Single Value, Mandatory)



*Enter a value manually* 

Selected value(s)

No selected value

Reset All

Run

Cancel

# Initial Layout

The BP004 report renders some basic employment information along with the employee number which acts as a hyperlink to launch the BP002: Employee History report.

Image

BP004 Employee History Lo...Report Info

BP004: Employee History Lookup

| Employee PersNo.        | Employee Full Name | Gender | Job                        | Personnel Area | Personnel Area Desc |
|-------------------------|--------------------|--------|----------------------------|----------------|---------------------|
| <a href="#">1234567</a> | Jane Doe           | Female | Engineering Technician III | 1501           | Transportation      |

- Click on the employee PersNo. Hyperlink to launch BP002 report.

Image

## BP002: Employee History

Execution Date: 9/12/24

Jane Doe (1234567)

| Valid From | Action Type/ Reason | Action Desc                     | Job      | Job Desc                   | Position | Position Text (Time Based) | Pos GR/ LVL | Org Unit | Org Unit Desc            | Employee Subgroup |
|------------|---------------------|---------------------------------|----------|----------------------------|----------|----------------------------|-------------|----------|--------------------------|-------------------|
| 06/01/2022 | ZE05                | LM No Salary Adjustment         | 39999999 | Engineering Technician III | 12345678 | Engineering Technician     | J           | 20001922 | DOT CD SH D3 OPS TRAFFIC | FT S-FLSAOT Perm  |
| 11/16/2021 | 111                 | Position Budgeted Salary Change | 39999999 | Engineering Technician III | 12345678 | Engineering Technician     | J           | 20001922 | DOT CD SH D3 OPS TRAFFIC | FT S-FLSAOT Perm  |
| 07/01/2021 | ZC22                | Legislative Increase            | 39999999 | Engineering Technician III | 12345678 | Engineering Technician     | J           | 20001922 | DOT CD SH D3 OPS TRAFFIC | FT S-FLSAOT Perm  |
| 07/01/2020 | ZC22                | Legislative Increase            | 39999999 | Engineering Technician III | 12345678 | Engineering Technician     | J           | 20001922 | DOT CD SH D3 OPS TRAFFIC | FT S-FLSAOT Perm  |
| 12/11/2019 | 111                 | Position Budgeted Salary Change | 39999999 | Engineering Technician III | 12345678 | Engineering Technician     | J           | 20001922 | DOT CD SH D3 OPS TRAFFIC | FT S-FLSAOT Perm  |
| 07/01/2019 | ZC22                | Legislative Increase            | 39999999 | Engineering Technician III | 12345678 | Engineering Technician     | J           | 20001922 | DOT CD SH D3 OPS TRAFFIC | FT S-FLSAOT Perm  |
| 08/11/2018 | ZC17                | In-Range - Other Labor Market   | 39999999 | Engineering Technician III | 12345678 | Engineering Technician     | J           | 20001922 | DOT CD SH D3 OPS TRAFFIC | FT S-FLSAOT Perm  |

## Available Objects

This is a list of the available objects that can be added to the report, from the Document Dictionary once in the Design mode:

### Dimensions

- Employee – Gender (Key)
- Employee – Gender (Text)
- Employee – Job (Key)
- Employee – Job (Text)
- Employee – Key
- Employee – Personnel Area (Key)

- Employee – Personnel Area (Text)
- Employee – Position (Key)
- Employee – Position (Text)
- Employee – Supervising Employee (Key)
- Employee – Supervising Employee (Text)

#### Variables

- Prompt Response Last Name UPPERCASE
- Prompt Response SSN Last 4

#### Image

▼ Dimensions

▼ ✚ Employee

✚ **Employee - Gender (Key)**

✚ Employee - Gender (Text)

✚ **Employee - Job (Key)**

✚ Employee - Job (Text)

✚ Employee - Key

✚ Employee - Personnel Area (Key)

✚ Employee - Personnel Area (Text)

✚ **Employee - Position (Key)**

✚ Employee - Position (Text)

✚ Employee - Supervising Employee (Key)

✚ Employee - Supervising Employee (Text)

▼ Variables

✚ Prompt Response Last Name UPPERCASE

✚ Prompt Response SSN Last 4

## Special Report Considerations/Features

- When a Last Name entered does not exist in the system, No data will display.

Image

The screenshot shows a data search interface. On the left, there is a search bar with the placeholder text 'Search'. Below it, a list of filters is displayed: 'SSN Last 4 (Single Value, Mandatory) (1) 9832' and 'Last Name UPPERCASE (Single Value, Mandatory) Please select at least one value'. The right side of the interface has a 'Prompts' section with a dropdown arrow. Below this, there is a search bar containing the text 'SUPERMAN'. To the right of the search bar are icons for a checkmark with a zero, a refresh button, a delete button, and a settings gear. Below the search bar, a table is shown with a single row containing the text 'No data', which is highlighted with a red rectangular box. At the bottom of the interface, there is a dark blue bar with the text 'Reset All' on the left and 'Run' and 'Cancel' buttons on the right.

- When the Last 4 SSN and the Last Name exist individually in the system BUT the combination together does not exist, the following message will be displayed

Image

   Type a formula

## BP004: Employee History Lookup

| Employee PersNo. | Employee Full Name | Gender | Job | Personnel Area | Personnel Area Desc |
|------------------|--------------------|--------|-----|----------------|---------------------|
|------------------|--------------------|--------|-----|----------------|---------------------|

 No data retrieved in Query 1 

- Based on the example above, Last 4 SSN of 1234 exists in the system and Last Name of SMITH exists in the system. However, the combination of 1234/SMITH does not exist.

Image

Prompts

Search

SSN Last 4 (Single Value, Mandatory) (1)

1234

Last Name UPPERCASE (Single Value, Mandatory) (1)

SMITH

SSN Last 4 (Single Value, Mandatory)

Enter a value manually

Selected value(s)

1234

Reset All

Run

Cancel

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## Last Updated

Wed, 01/21/2026

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