

## **BP150 Employee Lookup for Public Information**

### **Purpose**

The purpose of this Report Description is to explain how to generate a list of all employees and their current information based on a single Last Name lookup in the Integrated HR-Payroll System.

### **Report Description**

This report provides a list of all employees, and their current information based on a single Last Name lookup.

### **Report Location**

Public Information

### **Report Uses**

Agencies use this report to look up a particular employee and then launch report 'BP007: Public Information Individual Employee' to obtain the employee's Public Information reportable action history.

### **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:

- Organizational Unit
- Last Name UPPERCASE

This report can also be further limited by utilizing the Optional prompts to further limiting the amount of data that retrieved into the body of the report. Optional prompts are indicated as optional in parentheses beside the prompt.

The Optional prompts are:

- First Name UPPERCASE - (Optional)
- Employee(s) PersNo. - (Optional)
- Personnel Area(s) - (Optional)

Note: Since the system contains a large number of employees, using broad wildcard searches can be very slow and may result in an error if the search exceeds the system limit. If the employee number is not known and a name search must be done, narrow down your search by using the wildcard with specific text strings when looking for an employee by name such as:

Jane\*Doe\*

\*Doe

If the employee number is known, it is best to use the manual entry field in Employee(s) PersNo. - (Optional) to enter the selection.

Image

The image shows a software interface with a list of prompts on the left and a detailed view of the 'Organizational Unit' prompt on the right.

**Left Panel (List of Prompts):**

- Organizational Unit**  
Please select at least one value
- Last Name UPPERCASE**  
Please select at least one value
- First Name UPPERCASE - (Optional)**  
(All values)
- Employee(s) PersNo. - (Optional)**  
(All values)
- Personnel Area(s) - (Optional)**  
(All values)

**Right Panel (Detailed View of 'Organizational Unit'):**

Prompts (dropdown arrow)

Search [icon]

0 [refresh icon] Organizational Unit [undo icon] [settings icon]

Search [icon]

**i** To see the content of the list, click the refresh values button.

**Mandatory (2) Reset All** **Run** **Cancel**

# Initial Layout

The report lists current information for all employees corresponding to the Last Name selected. Below is a sample rendering.

Image

| BP150 Employee Lookup for... Report Info                    |                           |                       |                |                                  |                    |                  |                       |                      |                      |
|-------------------------------------------------------------|---------------------------|-----------------------|----------------|----------------------------------|--------------------|------------------|-----------------------|----------------------|----------------------|
| <b><u>BP150: Employee Lookup for Public Information</u></b> |                           |                       |                |                                  |                    |                  |                       |                      | Execution Date :     |
| Last Name: DOE                                              |                           |                       |                |                                  |                    |                  |                       |                      |                      |
| First Name                                                  | Employee Full Name        | Personnel Area        | Org Unit       | Org Unit Desc                    | Original Hire Date | Agency Hire Date | Current Position Desc | Current Job Desc     | Current/ Last Salary |
| Test1                                                       | <a href="#">Test1 Doe</a> | Health Human Services | <u>2222222</u> | HHS SO SOS JFK NURSING 1ST SHIFT | 9/1/04             | 8/21/06          | Nurse (RN) Lead       | Professional Nurse   | 52,211.00            |
| Test2                                                       | <a href="#">Test2 Doe</a> | Correction            | <u>2111111</u> | COR SO CHIEF OPERATING OFFICER   | 6/25/79            | 6/25/79          | Correctional Officer  | Correctional Officer | 10,380.00            |

- Click on the Employee Full Name to launch BP007 report.

Image

State of North Carolina  
BP007: Public Information Individual Employee



Execution Date: 4/7/16

| Effective Date                                 | Public Info Action Desc       | Personnel Area | Position | Position Desc | Appointment Type | Job Desc         | Age in Years | Agency Hire Date | Pos County | Pos County Desc | Salary Change Amount | Post Action Salary |
|------------------------------------------------|-------------------------------|----------------|----------|---------------|------------------|------------------|--------------|------------------|------------|-----------------|----------------------|--------------------|
| <i>Jane Doe</i> (Original Hire Date: 7/1/2013) |                               |                |          |               |                  |                  |              |                  |            |                 |                      |                    |
| 9/4/15                                         | Pub Info-Separation           | Marketing      | 65555555 | Social Media  | FT Permanent     | Public Relations | 51           | 7/1/13           | 092        | Wake            | 0.00                 | 32,384.00          |
| 3/1/15                                         | Pub Info-Performance Bonus    | Marketing      | 65555555 | Social Media  | FT Permanent     | Public Relations | 51           | 7/1/13           | 092        | Wake            | 312.00               | 32,384.00          |
| 7/1/14                                         | Pub Info-Legislative Increase | Marketing      | 65555555 | Social Media  | FT Permanent     | Public Relations | 50           | 7/1/13           | 092        | Wake            | 648.00               | 32,072.00          |
| 5/1/14                                         | Pub Info-Horizontal Transfer  | Marketing      | 65555555 | Social Media  | FT Permanent     | Public Relations | 50           | 7/1/13           | 092        | Wake            | 0.00                 | 31,424.00          |
| 3/1/14                                         | Pub Info-Salary Adjustment    | Marketing      | 64444444 | Social Media  | FT Permanent     | Public Relations | 50           | 7/1/13           | 092        | Wake            | 264.00               | 31,424.00          |
| 7/1/13                                         | Pub Info-New Hire             | Marketing      | 64444444 | Social Media  | FT Permanent     | Public Relations | 49           | 7/1/13           | 092        | Wake            | 0.00                 | 31,160.00          |

## 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

- Agency Hire Date
- Employee
- First Name
- Job

- Last Name
- Organizational Unit
- Original Hire Date
- Personnel Area
- Position

#### Measures

- Annual Salary

#### Variables

- Prompt Response Employee PersNo
- Prompt Response Employment Status
- Prompt Response First Name UPPERCASE
- Prompt Response Last Name UPPERCASE
- Prompt Response Organizational Unit
- Prompt Response Personnel Area

#### Image

▼ Dimensions

- ✿ Agency Hire Date
- > ✿ Employee
  - ✿ First Name
- > ✿ Job
  - ✿ Last Name
- > ✿ Organizational Unit
  - ✿ Original Hire Date
- > ✿ Personnel Area
- > ✿ Position

▼ Measures

-  Annual Salary

▼ Variables

- ✿ Prompt Response Employee PersNo
- ✿ Prompt Response Employment Status
- ✿ Prompt Response First Name UPPERCASE
- ✿ Prompt Response Last Name UPPERCASE
- ✿ Prompt Response Organizational Unit
- ✿ Prompt Response Personnel Area

## **Special Report Considerations/Features**

- The following Employee Subgroups are excluded because they are not paid from BEACON.
  - G1 Contractor
  - G3 Volunteer
  - G4 Board Member
  - G6 Federal
- 'Current/Last Salary' reflects the employee's current salary or, in the case of a separated employee, the employee's last salary.

## **First Published**

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## **Last Updated**

Wed, 01/21/2026

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