



UNDERSTANDING EPM JOB KEY STRUCTURE

In the HRS system, an employee has one or more job(s). Each job is stored in the JOB database table. The JOB table stores a row for each JOB creation (new instance of EMPLID/EMPL_REC combination) and each JOB change (rate change, FTE change, etc). The unique database key for the HRS JOB table is comprised of the following 4 fields:

HRS DATA ELEMENT	DEFINITION
EMPLID	A unique identifier for a person.
EMPL_RCD	Record number for employee’s job. This is always 0 (zero) except when the person has concurrent jobs. When the employee has concurrent jobs, one job has record number 0, the next has record number 1, and so on.
EFFDT (effective date)	Date the values on the JOB become effective. JOB values are changed via Action/Action Reason entries. Every action generates a new database row with an associated effective date.
EFFSEQ (effective sequence)	Indicates the sequence number of the action for the Effective Date. If there are several changes with the same Effective Date, the rows will be numbered using the Effective Sequence field. The row with the lowest Effective Sequence number is the “first” change of the day, and the row with the highest Effective Sequence number is the “last” change of the day. In HRS job data, there is no rule to require that Effective Sequence numbers begin with “zero” or that all sequence numbers increase by a value of “1”.

EPM view UW_HR_ALLJOB_VW includes data from several HRA tables, including the HRS JOB table. See the EPM Data Dictionary for this view’s full key.

EPM query writers who retrieve HRS job data from the ALLJOB view may benefit by using the following key structure:

EMPLID

EMPL_RCD

UW_JOB_START_DATE (this is a derived field found only in EPM)

This 3-field key defines a “Job Period”. **A Job Period is started when a JOB row is added with an action of Hire (HIR), Transfer (XFR), or Rehire (REH)** [except when the action/reason is 070 (REH-Rescind Termination) or 072 (REH-Termed in Error)], **or the Position Number is changed**. Every row for the same Job Period has the same (3 field) key values that will not be re-used for a different Job Period. *

** Due to data entry variations/corrections, a small number of Job Periods have duplicate keys when using the 3-field key specified above. One example is when a job is Hired, then Terminated, and then Rehired all on the same effective date. These duplicate key instances affect EPM queries that need to retrieve Job Period history (i.e., all rows for a Job Period). Those EPM queries should use a 5-field Job Period key:*

Emplid / Empl_Rcd / UW_Job_Start_Date / Position_Nbr / UW_Job_End_Dt.

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Example JOB rows for one employee, listed sequentially, with “Job Periods” highlighted in separate colors:

	EMPLID	EMPL RCD	EFFDT	EFFSEQ	ACTION/ACTION-REASON	POSITION NBR	DEPT ID	UW COMPRATE	JOBCODE	EMPL CLASS	UW JOB START DATE	UW JOB END DATE**	HR STATUS	EMPL STATUS
Conversion at HRS Go-Live	00334433 (legacy prsn-ID)	0	02-10-11	0	HIRE/CONVERSION	00128351 (legacy appt-ID)	A481200 (legacy maj dept)	\$20.000 (legacy base rate)	00101 (legacy title code)	CP (legacy appt type)	12-01-95 (legacy appt eff date)	01-31-12	A	A
Rate Chg	00334433	0	06-01-11	0	PAY/STRUCT ADJ	00128351	A481200	\$21.000	00101	CP	12-01-95	01-31-12	A	A
Rate Chg	00334433	0	12-01-11	0	PAY/PAY PLAN	00128351	A481200	\$22.000	00101	CP	12-01-95	01-31-12	A	A
Transfer	00334433	0	02-01-12	0	TRANSFER/XFR PERMISSIVE	00611777	A060100	\$22.500	00102	CP	02-01-12	11-30-12	A	A
Jobcode Chg	00334433	0	09-01-12	0	POSITION CHG/JOBCODE CHG REALLOCATE REORG	00611777	A060100	\$22.500	00103	CP	02-01-12	11-30-12	A	A
Rate Chg	00334433	0	09-01-12	1	PAY/REALLOCATION	00611777	A060100	\$23.000	00103	CP	02-01-12	11-30-12	A	A
Concurrent job	00334433	1	10-01-12	0	HIRE/ORIG-NEW HIRE		A572000	\$18.000	05761	CL	10-01-12		A	A
Job Termination	00334433	0	12-01-12	0	TERMINATION/RESIGNATION	00611777	A060100	\$23.000	00103	CP	02-01-12	11-30-12	I	T
Rate Chg	00334433	1	12-05-12	0	PAY/LTE INCREASE		A572000	\$19.000	05761	CL	10-01-12		A	A
Concurrent job	00334433	0	01-15-13	0	REHIRE/REINSTATEMENT (This is a rehire because empl_rcd 0 was used previously.)	00999180	A032000	\$25.000	00203	CP	01-15-13		A	A

NOTE: The EMPLID/EMPL_RCD combination (yellow and blue) is NOT a unique key over the span of an employee’s employment history. In above example, EMPL_RCD number 0 was terminated, but then record number 0 was re-used.

How many “jobs” has the example employee had? It depends on the definition of “job”:

- The example person has **2 EMPLID/EMPL_REC database JOB rows**: These are indicated by the EMPLID and EMPL_RCD combination values of 00334433/0 and 00334433/1.
- The example person has **4 Job Periods**: Job Periods are determined by a change in the 3-field Job Period key: EMPLID / EMPL_RCD / UW_JOB_START_DATE

Which row(s) are in effect?

- If today is 12/3/12? Answer: Empl Rcd 0 with EFFDT 12-01-12, and Empl Rcd 1 with EFFDT 10-01-12.
- If today is 2/1/13? Answer: Empl Rcd 0 with EFFDT 01-15-13, and Empl Rcd 1 with EFFDT 12-05-12.

** UW_JOB_END_DATE is a derived field found only in EPM (as is UW_JOB_START_DATE). UW_JOB_END_DATE is the last day of the Job Period. If there is a future EXPECTED_END_DATE or Termination action, the future date is used to populate UW_JOB_END_DATE. Otherwise, UW_JOB_END_DATE does not have a value until the employee’s “next” Job Period begins, at which point the day before the next Job Period is the date used to populate the UW_JOB_END_DATE or the current job period is terminated. When populated, all the rows associated with the Job Period are populated with the same ending date value.